

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Special Meeting
August 31, 2021 | 3:00 p.m.

The San Mateo County Community Colleges Educational Housing Corporation Board of Directors will meet **telephonically** (through Zoom) on August 31, 2021.

Observing the Meeting

Members of the public who wish to observe the meeting may do so by accessing the following link or calling the following telephone number at the beginning of the meeting:

Zoom: <https://smccd.zoom.us/j/81762837616>

Dial-in Number: 1-669-900-9128

Meeting ID: 817 6283 7616

Providing Public Comment on NON-AGENDA Items

To make a comment regarding a non-agenda item, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3 minute time limit for comment.

Members of the public may also submit written comments on non-agenda items via email to housing@smccd.edu. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 300 words. Emails received by 12:00 p.m. on June 15, 2021 will be provided to Housing Board members.

Providing Public Comment on AGENDA Items

To make a comment regarding an item on the published agenda, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear.

Members of the public may also submit written comments on non-agenda items via email to housing@smccd.edu. Emails received by 12:00 p.m. on August 31, 2021 will be provided to Housing Board members.

Accommodations

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Carina Warne, Executive Assistant to the Chancellor, by 12:00 p.m. on August 31, 2021 at (650) 358-6877 or via email at warnec@smccd.edu.

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AGENDA

- I. Call To Order and Roll Call**
- II. Public Comments on Non-Agenda Items**
- III. Action Items**
 - a. Consideration of Award of Contract for Landscaping Replacement Services for Cañada Vista (*Attachment #01*)
 - b. Approval of Rental Rate Increases for College Vista and Cañada Vista for 2021-2022 (*Attachment #02*)
- IV. Adjourn**

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

MEETING DATE: August 31, 2021

REPORT SUBJECT: Consideration of Award of Contract for Landscaping Replacement Services for Cañada Vista

As a result of the extensive repairs conducted at Cañada Vista over the last several years, the landscaping near and around the complex was either damaged or had to either be removed due to construction work and/or staging. As a result, the Housing Corporation Board of Directors budgeted for the replacement of the landscaping upon completion of the construction work. The Corporation’s prior Property Manager, Kenny Realty, served as the initial coordinator for this project and solicited quotes from landscapers for this work. After a period of time, and after contacting several vendors, Kenny Realty determined that it was not able to gather sufficient quotes for the project. Around this time, but not related to this matter, the Corporation transitioned to a new Property Manager – BLVD Residential. Staff recommended to the Housing Board that BLVD Residential take lead on this project and continue to solicit quotes. After encountering similar issues of vendor interest faced by Kenny Realty, BLVD Realty has received two quotes for this project.

The project includes replacing existing irrigation infrastructure, replacing vegetation, soil amendments, mulching throughout the Cañada Vista complex. This project also includes the creation of a community garden space with raised beds and access to watering systems.

BLVD Residential conducted on-site walk-throughs with the vendors offering quotes to ensure that the vendors fully understood the scope of the project. After various conversations with each vendor to confirm that granular level of understanding, BLVD Residential is recommending – and staff concurs – that an award be made to Loral Landscaping. As a note to the Housing Board, Loral Landscaping is the current landscaping vendor for both College Vista and Cañada Vista.

The quote amounts for each vendor are listed below.

Vendor	Quote Amount
Loral	\$82,500
Martinez & Smith	\$224,820

RECOMMENDATION

Staff recommends that the Housing Board authorize BLVD Residential to execute a contract with Loral Landscaping for landscaping replacement services at Cañada Vista in an amount not to exceed \$90,750, which includes a contingency of 10% of the quote amount. Staff further recommends that the Housing Board authorize BLVD Residential to serve as the project manager for this project, at the rate of 6% of the project cost.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

MEETING DATE: August 31, 2021

REPORT SUBJECT: Approval of Rental Rate Increases for 2021-2022

In June 2019, the Housing Board approved a rental increase schedule which calls for an annual increase to be assessed for all units at both complexes each October 1. In the schedule, which is based on an attempt to close the gap between current Housing Corporation rates and the County's low-income rates in their below market rate (BMR) formula, resident rents are increased by varying amounts based on the size of their respective units.

Due to the pandemic, the Housing Board voted at a special meeting on August 18, 2020, to freeze the rental increase schedule for one year for current residents (at that time) and to implement the rental increase for 2020-2021 for new residents (as of October 1, 2021 and after).

For 2021-2022, staff recommends the Board increase rental rates as outlined below:

Unit Size	2021-2022 Monthly Rental Increase for Residents in Units Prior to October 1, 2020		2021-2022 Monthly Rental Increase for New Residents in Units on or After October 1, 2020	
	Current Base Rental Rate	Proposed Monthly Increase	Current Base Rental Rate	Proposed Monthly Increase
1-bedroom	\$1,098	\$95	\$1,175	\$93
2-bedroom	\$1,365	\$107	\$1,450	\$106
3-bedroom	\$1,789	\$94	\$1,850	\$97

Further, staff is asking the Housing Board to clarify: (1) that the rental rates for units are in effect for a 12-month period, and (2) that rates increase for individual units on the annual lease anniversary for each unit respectively.

RECOMMENDATION

Staff recommends the Housing Board (1) adopt the rental rate increases for 2021-2022, and (2) affirm the rate increase implementation clarification as described above.