

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
April 19, 2021 | 3:00 p.m.

The San Mateo County Community Colleges Educational Housing Corporation Board of Directors will meet **telephonically** (through Zoom) on April 19, 2021. In accordance with local and state orders regarding social distancing, **members of the public will not be able to attend the meeting in-person.**

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/83507868204>

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

Meeting ID: 835 0786 8204

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 April 19, 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 April 19, 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 5:00 p.m. on April 16, 2021 at (650) 358-6877 or via email at war nec@smccd.edu.

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
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AGENDA

- I. Call To Order and Roll Call**
- II. Public Comments on Non-Agenda Items**
- III. Information Items**
 - a. Property Manager Introduction and Review of Transition (*Attachment #01*)
 - b. Review of Financial Reports through December 31, 2020 (*Attachment #02*)
 - c. College Ridge at Skyline College Development Update (*Verbal at Meeting*)
 - d. Discussion of Policy Manual Topics (*Attachment #03*)
 - e. Continued Discussion of Purpose and Mission of Employee Housing Program (*Attachment #04*)
- IV. Action Items**
 - a. Approval of Minutes of August 18, 2020 Meeting (*Attachment #05*)
 - b. Approval of Minutes of September 15, 2020 Meeting (*Attachment #06*)
 - c. Approval of Minutes of September 29, 2020 Meeting (*Attachment #07*)
 - d. Approval of Minutes of November 18, 2020 Meeting (*Attachment #08*)
 - e. Approval of Minutes of December 8, 2020 Meeting (*Attachment #09*)
- V. Adjourn**

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: April 19, 2021

REPORT SUBJECT: Property Manager Introduction and Review of Transition

The Housing Board approved the awarding of a contract to BLVD Residential to serve as the new property manager for College Vista and Cañada Vista at its special meeting on March 25, 2021. Since that time, staff have been working with BLVD and Kenny Realty to facilitate a smooth and planned transition.

The Board will be introduced to the team from BLVD Residential at the meeting and the biographies of the team are attached for the Board's reference. Staff will also review the transition plan with the Board.

BIOGRAPHIES OF BLVD RESIDENTIAL TEAM

Robert C. Talbott, Chief Executive Officer

Bob has over 30 years of multifamily experience in the areas of property management, asset management, acquisitions, redevelopment, and new construction. Bob is currently the CEO of BLVD Residential, a property management and construction services company. Prior to this, Bob was Senior Vice President of Operations and Property Management for Essex Property Trust a publicly traded real estate investment trust located on the West Coast. Before joining Essex, Bob served as Vice President and Division Manager of Asset Management for BRE Properties and was a partner and Chief Operating Officer with Trammell Crow Residential.

Bob earned a bachelor's degree in Agricultural Business Management from California Polytechnic State University, San Luis Obispo, and a Master's in Business Administration from Saint Mary's College in Moraga. Bob holds a California Real Estate Broker's license. He is a past president of both the Housing Industry Foundation, Tri County Apartment Association, and is past chairman and board member of the YMCA of Silicon Valley.

Scott F. Mencaccy, President

Scott Mencaccy is President of BLVD Residential. His real estate career spans over 30 years. Previously, Scott served as President for Pinnacle Realty Management Company. He directed operations and growth for the West Region, which included California, Arizona, Nevada, Utah, Colorado, Idaho, Nebraska, and New Mexico. He was responsible for a \$4 billion portfolio, 46,000 apartment units consisting of commercial, mixed use, multifamily, brokerage and public housing activities in the region. Scott was also instrumental as the Team Leader launching Pinnacle's joint venture with Clark Realty Capital into the privatization of Military Housing across the country. The financial scope of the first project, Camp Park's at Monterey Bay was more than \$500,000,000. Prior to this, Scott was with Con Am Management Corporation in Sacramento, where he served as Regional Vice President.

Scott earned a bachelor's degree in B.A. in Finance from Pepperdine University. Scott holds a California Real Estate license and holds a General B Contractors license.

Joy Cayaban, Controller

Joy has over 30 years of accounting experience. She joined BLVD Residential in 1984 and has served as the company's Controller since 2000. As Controller, Joy reports to the CEO and is responsible for managing and overseeing property and corporate accounting activities including preparing monthly financial statements, A/R, A/P, payroll, and cash flow analysis. Joy supervises a support staff of 10 full time employees.

Joy studied Accounting and Business at Cal State Hayward.

Yaakov Strauss, Regional Property Manager

Yaakov has over 18 years of property management experience and has been with BLVD Residential since 2012, managing key Bay Area assets. In 2002, he cofounded Y&Y Property Management in Baltimore, MD, a firm focused on managing single family rental homes and small multi-family properties. He soon became the sole owner and grew the company to its peak size of 300 properties under management. He was instrumental in assisting his clients with identifying value-add opportunities in many of Baltimore's most demanding neighborhoods. Once properties were acquired,

he and his team successfully implemented an aggressive management plan, which included significant reconstruction to return the premises to habitable condition as well as the ongoing duties associated with managing the property. Yaakov holds California and Maryland real estate licenses.

Jonathan Garcia, Associate Regional Property Manager

Jonathan has had a very successful career in Property Management for the past 19 years. His multifamily experience extends throughout the greater Bay Area and Sacramento. Currently, Jonathan is overseeing a portfolio of 5 properties in Foster City and Sausalito. Prior to joining BLVD, Jonathan experience included new development lease ups, affordable housing communities, and value-add repositions. Jonathan started with BLVD in January 2020 and has quickly proven his capabilities with great operating results. Jonathan holds an associate degree in Business Administration at SJSU and Paralegal Degree from MTI.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Bernata Slater, Chief Financial Officer
Caryn Kenny, Kenny Realty

MEETING DATE: April 19, 2021

REPORT SUBJECT: Financial Reports through December 31, 2020

Attached for the Board's review are the financial reports for College Vista (Attachment #02A) and Cañada Vista (Attachment #02B) through December 31, 2020.

SMCC Educational Housing Corporation
College Vista
College Vista Budget vs Actual 2020-21 (through December 31, 2020)

	Adopted Budget	Actual 7/1/2020 to 12/31/2020	Variance Budget to Actual
	2020-21	2020-21	
Operation Revenues			
Rent	644,349	287,634	356,715
Club House Rental	1,500		1,500
Total Operation Revenues	645,849	287,634	358,215
Operation Expenses			
Property Administration			
Property Management	32,736	18,058	14,678
Resident Management Fee	7,200	3,600	3,600
Supplies (club house)	750		750
Insurance	16,953		16,953
Audit & Accounting	1,700		1,700
Amin Misc	500	80	420
Total Property Administration	59,839	21,738	38,101
Service Maintenance			
Appliance Repair	3,500	636	2,864
Appliance Replacement	4,000		4,000
Cleaning	1,500		1,500
Dryer Vent cleaning (annual)	2,750		2,750
Electrical Repair and Supplies	6,500	423	6,077
Fire Alarm Repairs/Inspections	12,000	11,971	29
Flooring Repair	1,000		1,000
Flooring Replacement	20,000	13,438	6,562
Garage Door Repair	2,000	375	1,625
Gutters (cleaning and repair)	1,000		1,000
Heating Repair	1,000		1,000
Maintenance General	10,000	12,653	(2,653)
Painting & Decorating	15,000	14,800	200
Plumbing Repair	10,000	1,626	8,374
Window Washing (annual)	1,500		1,500
Total Service Maintenance	91,750	55,922	35,828
Monthly Services			
Fire Alarm System/Monitoring	1,800	1,324	476
Garbage	12,000	5,006	6,994
Internet/Cable	500	206	294
Landscape/Gardening	16,000	5,490	10,510
Pest Control	1,600	818	782
PG & E	18,000	8,158	9,842
Water Grounds & Tenants	22,000	8,154	13,846
Total Monthly Services	71,900	29,157	42,743
Total Operation Expenses	223,489	106,817	116,672
Net Operation Profit/(Loss)	422,360	180,817	241,543
Other Financial Uses			
Transfer to District	330,860	90,817	240,043
Transfer to Capital Reserve	90,000	90,000	-
Total Other Financial Sources/Uses	420,860	180,817	240,043
Excess of Revenues Over Expenditures and Other Sources	1,500	-	1,500

SMCC Educational Housing Corporation
Cañada Vista
Budget vs Actual 2020-21 (through December 31, 2020)

	Adopted Budget	Actual 7/1/2020 to 12/31/2020	Variance Budget to Actual
	2020-21	2020-21	
Operation Revenues			
Rent	871,831	284,552	587,279
Club House Rental	2,500		2,500
Club House Liab. Insurance	1,000		1,000
Rent Concessions	(125,000)	(9,550)	(115,450)
Total Operation Revenues	750,331	275,002	475,329
Operation Expenses			
Property Administration			
Property Management	44,640	24,170	20,470
Resident Management Fee	8,508	1,800	6,708
Supplies (club house)	1,000		1,000
Insurance	18,843		18,843
Insurance /Clubhouse	1,000		1,000
Audit & Accounting	(818)		(818)
Admin Expenses-Misc.	200	5	195
Total Property Administration	73,373	25,975	47,398
Service Maintenance			
Appliance Repair	7,500	3,180	4,320
Appliance Replacement	10,000	13,201	(3,201)
Cleaning	4,500	4,375	125
Dryer Vent cleaning (annual)	4,500	3,586	914
Electrical Repair and Supplies	5,000	8,649	(3,649)
Fire Alarm Inspections/Repairs	12,000	11,905	95
Flooring Replacement	30,000	33,060	(3,060)
Flooring Repair	2,500		2,500
Garage Door Repair	1,000	765	235
Gutters Cleaning	-		-
Heating Repair/AC Repairs	5,000	1,294	3,706
Maintenance General	15,000	27,771	(12,771)
Painting & Decorating	27,000	49,500	(22,500)
Plumbing Repair	14,000	18,276	(4,276)
Window Washing (annual)	4,000		4,000
Total Service Maintenance	142,000	175,562	(33,562)
Monthly Services			
Garbage	25,000	9,273	15,727
Internet/Cable	1,100	641	459
Landscape/Gardening	15,000	7,886	7,114
One-Time Post Construction Landscapin	100,000		
Pest Control	2,800	1,036	1,764
PG & E	20,000	8,950	11,050
Fire Alarm System/Monitoring	2,000	1,484	516
Water	3200	1498	1,702
Total Monthly Services	169,100	30,767	138,333
Total Operation Expenses	384,473	232,304	152,168
Net Operation Profit/(Loss)	365,858	42,698	323,160
Other Financial Uses			
Transfer to District	194,558	(9,550)	314,860
Transfer to LT Capital Reserve	170,000	52,248	7,000
Total Other Financial Sources/Uses	364,558	42,698	321,860
Excess of Revenues Over Expenditures and Other Sources	1,300	-	1,300

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: April 19, 2021

REPORT SUBJECT: Discussion of Policy Manual Topics

Over the course of years, the Housing Board has adopted policies on various topics as needed. Recent policy topics have included maximum occupancy terms, unit allocation guidelines, rental rates, etc. However, there is not a formal policy guide for the Vistas.

Staff would like to prepare a formal policy guide/handbook and would like feedback from the Board on policy areas it believes should be addressed. Staff will present this topic at the meeting.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: April 19, 2021

REPORT SUBJECT: Continued Discussion of Purpose and Mission of Employee Housing Program

At its meeting on September 15, 2020, the Housing Board began a discussion reviewing the purpose and mission of the employee housing program. That conversation surfaced a number of topics to explore, including the second loan program, re-examining occupancy limits, more comprehensive first-time homebuyer programming and space utilization. Additionally, having conversations to engage employees and the District's Board of Trustees in the conversation were seen as important elements.

The Housing Board will continue this conversation and consider a framework for prioritizing issues to explore further.

The staff report from the September 15, 2020 meeting is attached for the Board's reference.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: September 15, 2020

REPORT SUBJECT: Discussion of Purpose and Goals of Employee Housing Program

In 2002, the District first contemplated developing below-market-rate rental housing as an additional tool to recruit and retain stellar employees. At the time, employees were expressing concern with the high cost of housing and indicating they were considering moving away from the region, thus likely leaving District employment. To confront this issue, the District developed the first employee housing program at a community college in California and opened its first complex, College Vista at College of San Mateo, in 2005 with 44 units.

In 2004, contemplating the unique relationship between employer and employee coupled with the landlord tenant relationship, the District pursued the creation of a nonprofit, 501 (c)(3) organization to create an arms-length arrangement whereby the nonprofit organization – the San Mateo County Colleges Educational Housing Corporation – would manage the operations of the employee housing properties and programs. The Housing Corporation was established with an independent Board of Directors, appointed by the SMCCCD Board of Trustees, to govern the corporation.

The Housing Corporation engaged a third-party property management firm to provide services for leasing units, maintaining the properties, addressing issues of safety and wellbeing, and assuming the general day-to-day operations of the properties. Kenny Realty was selected as the property manager and continues to fulfill that role.

The demand for employee housing continued to grow and the District proceeded with the development of a second apartment complex, Cañada Vista at Cañada College, in 2010 with 60 units. A third complex is under development, College Ridge at Skyline College, which is projected to open for occupancy in spring 2022, which will have 30 units.

To date, hundreds of employees have lived in employee housing, each enjoying significantly below-market-rate rents during their tenures as residents and eligible to save between \$85,000 - \$150,000+ (depending on unit size and occupancy term) in rental cost avoidance. This has allowed more than 50 employees to move into home ownership. The housing market has continued to grow more expensive and competitive, and as a result, the demand for employee units continues to outpace the District's supply and a waitlist of employees who are interested in living in District housing currently reaches nearly 300 employees (a full report on the waitlist is included earlier on the agenda in Attachment #06).

The context above is provided as a way of establishing the progression of activities over the course of the Housing Corporation's history.

The original intent of creating the Educational Housing Corporation and its independent Board of Directors was to provide a reasonable separation from the District in setting policy for housing issues

so that employee and resident issues were not conflated or further complicated. The Housing Board functions at an arms-length distance from District operations and takes into consideration other external factors, standards and practices, such as those utilized in traditional residential housing management, while still recognizing the special relationship with the residents as District employees. This independence allows the Corporation to not be burdened with certain internal District dynamics while making appropriate decisions about Corporation housing policies, practices and operation. This independence and perspective is further reinforced in the makeup of the Board, with the appointment of non-District members, along with District members.

The Corporation is now at the 15-year mark, and it is appropriate for the Housing Board to evaluate the purpose and goals of the organization and calibrate those intentions, as needed and appropriate, with current realities, expectations and demands.

The Board will have such a discussion at the meeting.



Minutes of the Educational Housing Corporation Board Special Meeting

August 18, 2020

ZOOM Webinar

Attendees:	Absent:
Dennis McBride, President	
Maurice Goodman, Vice President	Other Attendees:
Peggy Berlese, Treasurer	Michael Claire
Jonathan Wax	Mitchell Bailey
Kate Williams Browne	Michael Kenny
Karen Schwarz	Caryn Kenny
Michael Pierce	Carina Warne

Call to Order and Roll Call

The meeting was called to order at 3:03pm. Members in attendance are listed above.

Public Comments on Non-Agenda Items

None

ACTION ITEMS

Consideration of Modification(s) to Annual Rent Increase Schedule

Mr. Bailey presented a report requesting the Board to review the annual increase schedule. Mr. Bailey noted that in June 2019, the Housing Board adopted a rental increase schedule which calls for annual increases to be reviewed for all units at both College Vista and Canada Vista. In the schedule, resident rents are increased by varying amounts based on the size of their unit.

Below is a table of increased amounts for last year and proposed increases for this year:

Unit Size	2019/2020 Monthly Rental Increase	2020/2021 Monthly Rental Increase
1 bedroom	\$71	\$77
2 bedroom	\$77	\$85
3 bedroom	\$52	\$61

Mr. Bailey noted that Cañada Vista residents have been receiving a monthly rent concession of \$150 (due to ongoing construction) and refunds of fees for amenities (garage, view, etc.) that are unable to be used during construction. This has resulted in \$200 - \$300 in rental concessions for some residents.

Last year, the Board approved the increase of monthly rental rates for all units, however, at Cañada Vista, the increased rent was not collected due to construction. Construction is anticipated to be completed in the coming months, at which time, the rental concessions will end and resident rents will be adjusted to the 2019/2020 rates. Also, on October 1, 2020 an additional increase is due to be reviewed per the schedule referenced above.

Mr. Bailey asked the Board to consider three options outlined in the Board Report when reviewing the rental increase schedule. The three options outlined are to 1) implement no modifications to the schedule, 2) implement a stair step approach to rent increases or 3) freeze the rental increase schedule.

Mr. Pierce said he supports the proposed rental increase schedule. He said delaying increases in rental rates only increases the gap between low-income and market rate rents. He also said the market is seeing a 15-20% increase in insurance fees for property and casualty coverage due to many recent natural disasters.

Mr. Bailey said the District is also experiencing a 20% increase in insurance rates. The increases are widespread. Mr. Bailey also noted that an insurance increase was included in the proposed budget for 2020-2021.

Mr. Goodman asked the Board to consider the impact of rental increases on employees. Due to COVID-19, the timing of a rental increase is not optimal. He asked that the Board consider rental increases possibly 6-12 months from now. Mr. Wax agreed with Mr. Goodman's comments, noting that now is not a good time for rental increases.

Mr. McBride noted that the last time rental increases were reviewed, current rents at College Vista and Cañada Vista were at 37% of the market rate. The Board's original objective was to increase rents gradually over a number of years to reach the 60% of the market rate, but then the Board modified its direction and decided to use San Mateo County's below market rate as a target.

Mr. Pierce looked up San Mateo County's 2020 very low-income rental rates and reported current rates are: \$1,522 for a Studio, \$1,631 for a 1 bedroom, \$1,957 for a 2 bedroom, and \$2,262 for a 3 bedroom. Mr. Bailey said the very low-income rental rates are the rates that were used in past calculations. Mr. Pierce noted that these numbers are reported by the U.S. Department of Housing and Urban Development (HUD) and the San Mateo Housing Authority. The very low-income rental rates are considered 50% of the housing market's median.

Mr. Pierce noted that, from a property manager's perspective, revenue growth over time is good for the health and maintenance of the facilities. He said the Board has continually delayed rent increases and at some point, there needs to be an increase to preserve the quality of the physical assets.

Mr. Claire commended the Board for the thoughtful conversation and good intentions surrounding this topic. He said increasing rent during COVID-19 is not favorable, but he does support implementing a stair step approach to rent increases in the future.

Mr. Goodman suggested an alternate course of action, proposing that current resident's rent be restored to the 2019/2020 rate and remain "frozen" for 1 year and use an increased rate for new residents. He proposed discussing the stair step approach to rent increases, to move closer to the San Mateo County very low-income rental rate, at a future meeting.

Ms. Schwarz said that current residents and future residents are all District employees and she is sympathetic to the added hardship that would be placed on an employee with a rent increase.

Ms. Browne suggested the following:

- 1) Cañada Vista monthly rent concessions end (due to construction completion) and fees for amenities (garage, view, etc.) be reinstated.
- 2) Cañada Vista monthly rental rates increase to the 2019/2020 rate using a stair step approach with increases every 6 months.
- 3) New tenants pay the 2020/2021 increased monthly rental rate
- 4) College Vista monthly rental rates “freeze” for the time being

It was moved by Ms. Browne and seconded by Mr. Goodman to approve the above changes to the annual rent increase schedule. The motion carried with all members voting aye except for Mr. Pierce who voted no.

Adjourn

The meeting was adjourned at 4:16 pm.



Minutes of the Educational Housing Corporation Board Meeting

September 15, 2020

ZOOM Webinar

Attendees:	Absent:
Dennis McBride, President	Kate Williams Browne
Maurice Goodman, Vice President	Other Attendees:
Peggy Berlese, Treasurer	Mitchell Bailey
Jonathan Wax	Bernata Slater
Karen Schwarz	Michael Kenny
Michael Pierce	Caryn Kenny
	Carina Warne
	Bryan Besnyi

Call to Order and Roll Call

The meeting was called to order at 3:03 pm. Members in attendance are listed above.

Public Comments on Non-Agenda Items

Mr. Zachary Bruno, resident at College Vista, expressed his appreciation to the Board for extending lease terms during shelter in place. He asked the Board to consider extending leases even further by an additional 30 days. Mr. Bruno said it would be an enormous hardship to move out at the end of the semester, while teaching classes remotely, and conducting final exams.

Ms. Elizabeth Ingber, resident at College Vista, supported Mr. Bruno’s comments. Ms. Ingber said that looking for new housing during the shelter in place is extremely difficult due to health concerns. She also asked the Board to consider extending leases by an additional 30 days.

ACTION ITEMS

Approval of Minutes

Approval of Minutes from September 18, 2019 meeting

It was moved by Mr. Pierce and seconded by Ms. Berlese to approve the minutes. The motion carried, with all members voting Aye.

Approval of Minutes from April 2, 2020 meeting

It was moved by Mr. Pierce and seconded by Mr. Wax to approve the minutes. The motion carried, with all members voting Aye.

Approval of Minutes from June 16, 2020 meeting

Mr. McBride noted a correction to the June 16, 2020 minutes regarding insurance language. Mr. Bailey agreed to the correction.

It was moved by Ms. Berlese and seconded by Ms. Schwarz to approve the amended minutes. Mr. McBride, Mr. Goodman, Ms. Berlese, Mr. Wax and Ms. Schwarz voted Aye. Mr. Pierce abstained. The motion carried.

Approval of Amendment to Contract with Kenny Realty for Property Management Services

Mr. Bailey asked the Board for approval of the amendment to Kenny Realty's contract to extend property management services for one year.

It was moved by Mr. Goodman and seconded by Ms. Berlese to approve the Amendment to Contract with Kenny Realty for Property Management Services. The motion carried with all members voting Aye.

INFORMATION REPORTS

Report of Year-end Financials for FY2019-2020

Ms. Slater reported the year-end Financials for FY2019-2020. Ms. Slater reported slight variances comparing the adopted budget to the actual budget including variances in audit and accounting costs.

Mr. McBride asked about increases in maintenance costs for College Vista including flooring and gutters. Ms. Kenny replied that College Vista is now 15 years old and flooring needs to be replaced more often. Ms. Kenny also reported that several gutters have been damaged due to moving and delivery trucks.

Ms. Berlese asked about the Certificate of Participation (COP). Ms. Slater said that College Vista is 61% paid off and Cañada Vista is 36% paid off. Ms. Slater explained that the term "paid off" is relative considering the Certificate of Participation was already paid for by the bond, so the money is set aside to be appropriated for the needs of the District. Ms. Slater said that some of these funds will be used to pay for the construction at Cañada Vista.

Mr. McBride asked about the Cañada Vista cleaning line item showing negative on the financial statement. Ms. Kenny said this is due to tenants moving out and being charged for cleaning, but the cleaners have not been scheduled yet because contractors are in those units doing work. Cleaning expenses for next year are expected to be higher.

Update on Employee Waitlist

Mr. Bailey presented an informational update on the Employee Waitlist. Mr. Bailey discussed the table outlined in the staff report showing the year an employee sought access to the waitlist compared with the employee category (Faculty, Staff, or Adjunct Faculty). Mr. Bailey also discussed the waitlist process and guidance that has been given by the Board in the past, including priority given to full time employees (Faculty or Staff), units assigned by household size instead of employee preference, and resident ratio is 55% classified staff and 45% faculty. Ms. Berlese asked if the Board should reevaluate the resident ratio. Ms. Schwarz said the resident ratio was originally established by using the ratio of employees in the District (55% classified staff and 45% faculty).

Mr. Bailey also said the waitlist process for the District is different than commercial housing waitlists in the sense that District employees are waiting for several years for a unit to become available. Mr. Bailey said sometimes the timing is not right for the employee, for example, the employee might be in a current lease, or need to consider moving their children to another school district.

Mr. Wax asked that the employees near the top of the list are given greater transparency so that they can use their position on the list to plan for the future.

Erica Renee Griego, College of San Mateo employee on the housing waitlist, expressed concern with the waitlist and expressed frustration that she has been on the waitlist for several years.

Update on Cañada Vista Repairs

Mr. Bailey reported that Cañada Vista construction substantial completion was reached at the end of August. The contractors are now working on punch list items. Mr. Bailey also said the scaffolding on Building 2 is being removed and contractors are finishing work on the lower roofs. Mr. Bailey reported that contractors plan to be finished with the project by the end of October.

Mr. Bailey noted that painting exterior doors was originally included in the project, and currently doors on vacant units are being painted. Doors on occupied units are not being painted because the dry time is 8-12 hours and that is not optimal due to COVID and smoky air conditions. Painting on occupied unit doors will be completed in the near future.

In terms of next steps, Mr. Bailey said Kenny Realty is seeking bids for the landscaping surrounding Cañada Vista, which will include a community garden. Mr. Bailey also said the Club House will receive minor repairs including paint and plaster, and the garbage area will be remodeled to make the area more accessible to Recology and residents.

Mr. McBride inquired about the water intrusion problem at the side doors of the Club House. Mr. Bailey said there is a temporary fix on the doors and Kenny Realty is exploring options for replacing the doors completely.

Mr. Pierce said he has had success with a trash enclosure design with no gates and will share that information and diagram with Mr. Bailey.

Update on College Ridge at Skyline Housing Development

Mr. Bailey gave an update on the Skyline College Ridge Housing Development. Mr. Bailey said the District had put the vertical construction (the buildings) out to bid earlier this year and received two bids for the project, which were well beyond what was budgeted. As a result, District staff recommended to the College District Board in May that the bids be rejected and re-bid the project later this year.

Since then, the District has worked with the architects to reassess the construction plans. Mr. Bailey also said the District reached out to 15 different contractors to receive feedback about the project and better understand market conditions. At this time, the District's goal is to move forward with another bid in early October and present an intent to award to the College District Board in December or January.

Mr. Bailey also said the original budget estimated in 2016, may have a shortfall and the District may need to recommend to the College District Board other funding options to fill the gap and finance the project.

Ms. Berlese asked about bidding the project using the Project Labor Agreement (PLA). Mr. Bailey said that during the District's outreach to 15 different contractors, they asked if using the Project Labor Agreement (PLA) would be an issue and 10 out of 15 contractors had no issue. Ms. Berlese also asked about discussion surrounding the Lease-Lease Back (LLB) delivery method. Mr. Bailey said the District assessed the possibility of using the Lease-Lease Back (LLB) project delivery method but does not have a justification to modify at this time.

Discussion of Purpose and Mission of Employee Housing Program

Mr. Bailey said the San Mateo County Community College District's Faculty and Staff Housing Program has been in operation for 15 years. College Vista was built in 2005 and Cañada Vista was built in 2010. The original goal was to address a need and create a tool to effectively recruit and retain quality employees. Mr. Bailey said many things have changed in 15 years and this is an opportunity for the Educational Housing Board to discuss and reevaluate the purpose and mission.

Ms. Schwarz said the Housing Program was created in 2005 to help employees that were struggling with housing and the need is still there 15 years later.

Mr. Pierce said the Board should discuss the Second Loan Program because that is a key component and provides employees a great opportunity. Mr. Pierce suggested more outreach and education about home loan programs, saving, and financing. Ms. Berlese agreed with Mr. Pierce and said it doesn't seem like the goal of home ownership is being reached by many employees and suggested giving employees more options for payroll deductions and savings.

Mr. Pierce also suggested rethinking lease terms from 7 years to 5 years, or a hybrid model where the rental rate goes up every year, which would create greater turnover. Mr. Bailey suggested discussing this item and other incentive programs in the future.

Ms. Berlese suggested converting underutilized buildings to residential spaces. Mr. Bailey said all buildings are fully utilized for quality teaching and learning, but this is a good suggestion to keep in mind for space utilization.

Mr. Goodman suggested including employees on this conversation and proposed having listening sessions for employees.

Ms. Schwarz left the meeting at 4:44pm.

BOARD MEMBERS' COMMENTS AND/OR REQUESTS FOR FUTURE AGENDA ITEMS

The Board discussed extending leases even further by an additional 30 days to the end of December. The Board agreed to schedule a special meeting to discuss.

Mr. Pierce suggested the Board hold a strategic planning session at some point in the future.

ADJOURN

The meeting was adjourned at 4:47 pm.



Minutes of the Educational Housing Corporation Board Special Meeting

September 29, 2020

ZOOM Webinar

Attendees:	Other Attendees:
Dennis McBride, President	Mitchell Bailey
Maurice Goodman, Vice President	Michael Kenny
Peggy Berlese, Treasurer	Carina Warne
Jonathan Wax	
Karen Schwarz	
Michael Pierce	
Kate Williams Browne	

Call to Order and Roll Call

The meeting was called to order at 3:01 pm. Members in attendance are listed above.

Public Comments on Non-Agenda Items

None

ACTION ITEMS

Consideration of Extension of Eligibility for Residents Issued 90-Day Notices to Vacate Units by November 30, 2020

Mr. Bailey said this is a follow up conversation from the Educational Housing Board meeting on September 15, 2020 to consider a request from Residents that spoke at the meeting.

Mr. Pierce said he has concerns about granting further extensions. He said the rental market is the best it has been in a long time, rental prices are down 15-20%, and now is a great time to look for housing. Ms. Schwarz encouraged the District to share the rental market trends with current residents and employees on the waitlist. Ms. Berlese noted her concerns about the employees on the waitlist. She also said she is concerned that the winter flu season will bring increased restrictions for the San Mateo County Health order.

Ms. Browne asked about the Eviction Moratorium. Mr. Bailey said there was a San Mateo County Eviction Moratorium that expired at the end of August 2020. He said the State also issued an Eviction Moratorium relating to non-payment of rent, but that does not relate to SMCCCD Faculty & Staff Housing.

Mr. Wax noted that the Educational Housing Board has extended leases twice already and he is concerned that further extensions will set a precedent. Mr. Wax asked if any residents have requested individual short-term lease extensions. Mr. Bailey replied that two residents have requested short-term lease extensions and those requests are handled on a case by case basis.

Ms. Browne said, from a Faculty standpoint, moving out on November 30th is right at the end of the semester and extremely bad timing. Ms. Schwarz said she understands the situation, but the Educational Housing Board has been lenient for so long and now it is time to consider those on the waitlist. Mr. Goodman also acknowledged those on the waitlist, but encouraged compassion for current residents and said there needs to be some flexibility for extenuating circumstances. The Board discussed and agreed tenants should have flexibility in requesting short-term lease extensions for very extreme and unusual circumstances on a case by case basis.

Mr. Zach Bruno, resident at College Vista, said Faculty residents are forced to combine home, office and classroom in one location and a one-month extension would alleviate a great amount of pressure.

The Board asked Mr. Bailey for his recommendation, and after discussing and taking everything under consideration, he recommended not extending the lease terms beyond what has already been allowed.

Ms. Dina Zidan, employee on the waitlist, said employees need a more precise timeline for when units will be available so that they can make big life decisions.

It was moved by Director Pierce and seconded by Director Schwarz to not extend lease terms beyond November 30, 2020. President McBride called for a roll call vote. President McBride, Treasurer Berlese, Director Wax, Director Schwarz, Director Pierce, and Director Browne voted Aye. Vice President Goodman voted to abstain. The motion passed.

BOARD MEMBERS' COMMENTS AND/OR REQUESTS FOR FUTURE AGENDA ITEMS

The Board discussed Mr. Bailey's role as the housing program administrator and how much flexibility he has in decision making and granting short term lease extensions. The Board agreed to discuss this topic as a future agenda item.

ADJOURN

The meeting was adjourned at 3:35 pm.



Minutes of the Educational Housing Corporation Board Special Meeting

November 19, 2020

ZOOM Webinar

Attendees:	Other Attendees:
Dennis McBride, President	Mitchell Bailey
Peggy Berlese, Treasurer	Michael Kenny
Michael Pierce	Caryn Kenny
Jonathan Wax	Carina Warne
Kate Williams Browne	Bernata Slater
	Mike Claire
	Bryan Besnyi

Call to Order and Roll Call

The meeting was called to order at 1:05 pm. Members in attendance are listed above.

Public Comments on Non-Agenda Items

None

ACTION ITEMS

Discussion and Approval of Process for Selecting Property Manager

Mr. Bailey presented the enclosed staff report for discussion and approval of process for selecting a property manager. Mr. Bailey gave general context and historical information regarding the bid process that was originally expected for 2021. He said that Kenny Realty has decided not to extend their current contract and do not plan to bid on future contracts. He said staff will need to plan to initiate a process and establish a timeline for a smooth and expedient transition to a new vendor. Mr. Bailey thanked Kenny Realty for their exceptional 15 years of service.

Mr. Bailey discussed the property manager scope of work including leasing units, collecting rents and deposits, addressing resident concerns and issues, conducting maintenance and repairs, establish and maintain services and utilities, maintain compliance with regulations, maintain financial accounts, pay necessary expenses, accurately keep necessary records, and prepare monthly and annual financial statements and budgets.

Mr. Bailey also discussed a proposed process and timeline for the Board's discussion and consideration. He said Kenny Realty is proposing to transition around March 1, 2021. Mr. Bailey

discussed the bid process for a new property manager including preparing scope of work and bid documents, preparing a list of potential bidders, releasing bid documents, reviewing bids, and award contract. Mr. Bailey also asked for the appointment of a subcommittee to assist staff with the development of the scope of work. He asked that Kenny Realty be involved in the bid process and subcommittee, through a separate contract, because they know the work best.

Ms. Browne asked Kenny Realty about the scope of work and if they had anything significant to add. Mr. Kenny said that they have a more detailed list of assignments and will share that information to assist with the bid documents. Mr. Pierce said the 15-year interface with residents and the District is unique and there are many nuances involved.

Ms. Browne asked about a one-year contract versus a multi-year contract for the new vendor. Mr. Pierce said that his company does not sign agreements longer than one year because multi-year contracts are higher risk. Ms. Berlese asked about an exit clause and if one will be included. Ms. Browne said the subcommittee should look carefully at these items.

The Board discussed forming two committees: 1) A technical review subcommittee to assist with preparing bid documents and 2) A selection review committee to review bid proposals, participate in interviews, and make a recommendation to the Educational Housing Board. Mr. Pierce and Mr. McBride both volunteered to participate in the technical review committee. The Board agreed that a current tenant should participate on the selection review committee. Mr. Bailey said he would also like to include on either committee Ms. Kathy Blackwood, who is the former Executive Vice Chancellor and Chief Financial Officer, as well as Barbara Christensen, former Director of Government & Community Relations.

Mr. Wax noted the importance of having an industry expert on the Educational Housing Board. He asked if there is a plan to fill Ron Granville's vacant Board seat. Mr. Bailey said a Board member appointment update will be given at a future meeting.

In closing, Mr. Bailey informed the Board that Kenny Realty has been overly generous with their compensation rates and a new vendor may not be comparable in cost. Mr. Bailey also said staff plans to present two action items at the next meeting on December 8, 2021, including approval of limited extension of the Kenny Realty contract, and authorization to enter into a Professional Services Agreement (PSA) with Kenny Realty for services relating to transition to new property manager.

BOARD MEMBERS' COMMENTS AND/OR REQUESTS FOR FUTURE AGENDA ITEMS

None

ADJOURN

The meeting was adjourned at 1:50 pm.



Minutes of the Educational Housing Corporation Board Meeting

December 8, 2020

ZOOM Webinar

Attendees:	Other Attendees:
Dennis McBride, President	Mitchell Bailey
Peggy Berlese, Treasurer	Michael Kenny
Michael Pierce	Caryn Kenny
Jonathan Wax	Carina Warne
Karen Schwarz	

Call to Order and Roll Call

The meeting was called to order at 3:07 pm. Members in attendance are listed above.

Public Comments on Non-Agenda Items

None

ACTION ITEMS

Approval of Limited Extension of Kenny Realty Contract

Mr. Bailey presented the staff report requesting the Board for approval of a limited extension to the Kenny Realty contract due to the transition of a new property manager. Kenny Realty's current contract expires December 31, 2020, but they have agreed to extend their time to allow for training the new property manager. Mr. Bailey said the staff recommendation is to extend the contract by two months through the end of February 2021, but also allow for an additional two 1-month options to grant flexibility. Mr. Bailey also said the temporary contract amendment includes a monthly fee compensation increase from \$62 per unit per month to \$72 per unit per month.

It was moved by Mr. Pierce and seconded by Ms. Schwarz to approve the Limited Extension of the Kenny Realty Contract. The motion carried with all members voting Aye.

Authorization to enter into a Professional Services Agreement (PSA) with Kenny Realty for Services Relating to Transition to New Property Manager

Mr. Bailey presented the staff report requesting authorization to enter into a Professional Services Agreement (PSA) with Kenny Realty for services relating to the transition to a new property manager. Mr. Bailey said Kenny Realty's insight, advice and counsel are an invaluable

resource to the District, the Educational Housing Board, and the process itself. The scope of work currently outlined in the staff report is not included in Kenny Realty's current contract. Mr. Bailey said staff has outlined a scope of work for services effective December 1, 2020 to April 30, 2021. Mr. Bailey noted an amendment to the staff report, correcting the compensation structure to \$2,500 per month worked with a not to exceed value of \$12,500.

Mr. McBride said that a technical review subcommittee was formed at the previous Educational Housing Board meeting and Kenny Realty's participation in the subcommittee has been invaluable.

It was moved, as amended, by Ms. Berlese and seconded by Mr. Pierce to approve the Authorization to enter into a Professional Services Agreement (PSA) with Kenny Realty for Services Relating to Transition to New Property Manager. The motion carried with all members voting Aye.

Setting of Meeting Dates for 2021

Mr. Bailey presented the staff report for proposed meeting dates on a quarterly basis in calendar year 2021. The proposed meeting dates on Tuesdays at 3pm are: March 16th, June 15th, September 14th and December 14th. Mr. Bailey acknowledged Director Browne and Director Goodman's absence and proposed to email them separately for their availability and approval.

The Board discussed the proposed dates and agreed to move the proposed meeting date of March 16th. Mr. Bailey said he will send out a doodle poll to Board members for alternate dates in March.

The Board discussed Director Karen Schwarz's upcoming retirement and offered their gratitude and congratulations. Mr. Bailey said a Board member appointment update regarding Director Schwarz's seat will be given at the next meeting.

INFORMATION ITEMS

Property Manager Bid Process Update

Mr. Bailey gave an update on the property manager bid process. Mr. Bailey said that the Board authorized the formation of a technical review subcommittee at the previous Educational Housing Board meeting and the subcommittee has since met twice in very productive meetings. Mr. Bailey said the technical subcommittee is currently reviewing draft scope of work documents and intends to make the bid documents public by next week. Mr. Bailey also said that Mr. Pierce and Mr. Kenny are working to cultivate a list of potential bidders. He said the recommended term of the property manager contract is one year with an ability to extend for two one-year extensions, which includes exit clauses for both sides. In regards to timing, Mr. Bailey said it is staff's goal to have a new property manager recommendation to the Educational Housing Board in early 2021.

College Ridge at Skyline College Development Update

Mr. Bailey gave an update on the College Ridge at Skyline College Development. Mr. Bailey said the project went back out to bid in Fall 2020 and received four bids. The review committee and District staff are still working on the final components of the final recommendation, so no details are available yet, but the District's goal is to make an award recommendation to the District Board in January 2021. Mr. Bailey said he is hopeful construction can begin in late Spring 2021 and the project will be completed in 2022. He also noted that a Groundbreaking Ceremony will be planned (virtual or otherwise) before construction begins.

ADJOURN

The meeting was adjourned at 3:35 pm.