

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
September 15, 2020 | 3:00 p.m.

The San Mateo County Community Colleges Educational Housing Corporation Board of Directors will meet **telephonically** (through Zoom) on September 15, 2020. In accordance with local and state orders regarding shelter in place, **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/95645561894>

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

Meeting ID: 956 4556 1894

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 September 15, 2020 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 September 15, 2020 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 September 14, 2020 at (650) 358-6877 or via email at warnec@smccd.edu.

**San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
September 15, 2020 | 3:00 p.m.**

This meeting will be conducted telephonically via Zoom.

Zoom: <https://smccd.zoom.us/j/95645561894>

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

Meeting ID: 956 4556 1894

AGENDA

I. Call To Order and Roll Call

II. Public Comments on Non-Agenda Items

III. Action Items

- a. Approval of Minutes
 - 1. Meeting of September 18, 2019 (*Attachment #01*)
 - 2. Meeting of April 2, 2020 (*Attachment #02*)
 - 3. Meeting of June 16, 2020 (*Attachment #03*)
- b. Approval of Amendment to Contract with Kenny Realty for Property Management Services (*Attachment #04*)

IV. Informational Reports

- a. Report of Year-end Financials for FY2019-2020 (*Attachment #05 - REVISED*)
- b. Update on Employee Waitlist (*Attachment #06*)
- c. Update on Cañada Vista Repairs (*Verbal Presentation at Meeting*)
- d. Update on College Ridge at Skyline Housing Development (*Verbal Presentation at Meeting*)
- e. Discussion of Purpose and Mission of Employee Housing Program (*Attachment #07*)

V. Board Members' Comments and/or Requests for Future Agenda Items

VI. Adjourn

Future Housing Board Meeting Dates

- December 8, 2020



**Minutes of the Educational Housing Corporation Board Meeting
September 18, 2019
District Office Board Room
3401 CSM Drive, San Mateo CA**

Attendees:	Other Attendees:
Dennis McBride, President	Michael Claire
Maurice Goodman, Vice President	Mitchell Bailey
Peggy Berlese, Treasurer	Bernata Slater
Karen Schwarz	Beth Dominik
Michael Pierce	Caryn Kenny
Ron Granville	Mike Kenny
Jonathan Wax	Jen Ticzon
Kate Williams Browne	Terry Deloria, Superintendent, Jefferson Union High School District
	April Hawkins, Director of Communications & Staff Housing, Jefferson Union High School District

Call to Order and Roll Call

Mr. McBride called the meeting to order at 3:04 p.m. Those members in attendance are listed above. Mr. Bailey introduced Dr. Deloria, Superintendent of the Jefferson Union High School District and Ms. Hawkins, Director of Communications and Staff Housing at the Jefferson Union High School District and welcomed them to the meeting.

Public Comments on Non-Agenda Items

There were no comments from the public.

Action Items

- I. Approval of Minutes from the June 19, 2019 Meeting**
It was moved by Ms. Berlese and seconded by Mr. Wax to approve the minutes. The motion carried, with all members voting Aye.
- II. Approval of Minutes from the July 8, 2019 Meeting**
It was moved by Ms. Berlese and seconded by Mr. Pierce to approve the minutes. The motion carried, with all members voting Aye.
- III. Approval of College Vista and Cañada Vista 2019-2020 Final Budgets**
Ms. Slater presented the Budgets for College Vista and Cañada Vista for 2019-2020. She noted that she included the Actuals for the prior year 2017-2018 for comparison to the Actuals for 2018-2019 as requested at the last meeting. She also presented the 2019-20 Adopted Budgets for final approval by the Board.

Mr. Pierce noted the upcoming AB-1482 (Tenant Protection Act of 2019) and suggested the Board consider obtaining legal advice on how this bill, if passed, would potentially affect leases at College Vista and Cañada Vista.

It was moved by Mr. Pierce and seconded by Ms. Berlese to approve the Final Budget for College Vista, all members voting Aye.

It was moved by Mr. Pierce and seconded by Ms. Berlese to approve the Final Budget for Cañada Vista, all members voting Aye.

Informational Reports

I. Update on Cañada Vista Repairs

Mr. Bailey gave a brief overview of Cañada Vista and the number of issues encountered during its eight year history including faulty construction, litigation with the builders and on-going repairs.

Mr. Bailey updated the Board on the repair work at Cañada Vista. A main challenge of the process has been working on the buildings with the tenants in residence. The goal for Building 1 is to finish all repair work by the beginning of December 2019. Work has already started on Building 2 and the goal is to have all work at the complex completed by early Spring 2020.

Mr. Wax noted the masks being worn by the construction workers and his concern regarding the smell of potentially hazardous chemicals in the area. Mr. Bailey stated he was not aware of any health risks tied to the smell and would look into the reason for the masks. Ms. Browne stated that it would be reassuring to the residents to update them on the efforts being made to minimize the noise, smells and other inconveniences to the residents. She also noted that with the shroud in place, the hallways are very dark and it would be helpful to add more lighting.

II. Update on Skyline College Housing Development

Mr. Bailey stated that the District's portion of the parkland project has been completed. He presented the Board with pictures of the new public walkway between College Ridge and the Skyline College campus as well as pictures of the new exercise equipment installed by the track.

Mr. Bailey noted that the project is behind schedule due to rain and they are in the process of completing the site work with hopes of finishing by December 2019. The anticipated opening of College Ridge will most likely be delayed to late 2021.

III. Discussion with Jefferson Union High School District Representatives regarding Faculty and Staff Housing Development in their District

The Board congratulated the representatives from the Jefferson Union High School District on passage of the bond measure to provide faculty and staff housing for their district. They offered to provide Dr. Deloria and Ms. Hawkins with as much insight and assistance as needed as they begin the process of building their own housing development project. Dr. Deloria and Ms. Hawkins were encouraged to ask questions of the Housing Board and staff and to utilize the Board Members' knowledge and experience in their creation of the Board and their dealing with the unique aspects of renters who are both tenants and employees. Dr. Deloria and Ms. Hawkins had several questions which the Board and staff answered.

Board Members' Comments and/or Requests for Future Agenda Items

Mr. Wax requested future discussion of rental policy issues including roommates, the incentive program and other housing items. Mr. Bailey noted he would include these on his list for a future meeting.

Adjournment

The meeting was adjourned at 4:43 p.m.



**Minutes of the Educational Housing Corporation Board Meeting
April 2, 2020
Via ZOOM Webinar**

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

I. Call to Order and Roll Call

The meeting was called to order at 3:05 p.m. Members in attendance are listed above.

II. Public Comments on Non-Agenda Items

There were no comments from the public.

III. Action Items ACTION ITEMS

a. Temporary Suspension of Resident Occupancy Limits

Mr. Bailey presented staff’s recommendation that the Board temporarily suspend the occupancy limits for those residents who are scheduled to vacate employee housing during the period of shelter-in-place and grant those residents 90 additional days of occupancy eligibility following the expiration of county shelter in place orders related to COVID-19.

Mr. Bailey reported that there are four residents who have occupancy terms that expire in May 2020 and an additional eight that have terms that expire in August, two in September, one in October and one in November, for a total of 17 by year’s end.

Mr. Bailey said residents who may have been looking for other housing to rent or buy have not been able to do so since early March 2020 and will not be able to do so for some time. In particular, residents who have occupancy limits that are expiring in the coming months are unable, at no fault of their own, to secure future housing. Mr. Bailey also said the current San Mateo County Health Order prohibits residents from moving unless their residence is unsafe.

The Board discussed their concern for financial impacts of COVID-19 shelter-in-place to current residents and future residents on the waitlist. Mr. Goodman asked if 90 days is enough time to find housing. Ms. Berlese said she believes the 90-day extension is an acceptable amount of time. Mr. Granville said the rental market is open, but it is almost impossible to move during shelter-in-place.

Mr. Pierce said real estate is continuing to operate in a virtual manner with digital leasing, digital tours, applications online, and contactless viewing with lock boxes. Mr. Kenny said real estate is considered an essential service.

Mr. Wax recommended that staff provide a table to residents as a visual understanding of the temporary suspension of resident occupancy limits.

Mr. Bailey said there are over 300 employees on the waitlist, which is a clear demonstration of the housing need within our District. He said when construction is complete at Cañada Vista there will be units ready for employees on the waitlist to move in.

After this discussion, the motion to approve the temporary suspension of resident occupancy limits was moved by Mr. Pierce and seconded by Ms. Berlese. The motion carried with Ms. Browne abstaining, and all other members voting Aye.

IV. INFORMATIONAL REPORTS

a. Update on Cañada Vista Repairs

Mr. Bailey gave an update on Cañada Vista repairs as follows:

Building 1

- The white plastic shrink-wrap has been removed from the backside of the building.
- The protective green netting has been removed on the backside of the building.
- Scaffolding is in the process of being removed on the backside of the building and should be fully removed by Friday.

Building 2

- The remaining decks on the backside of the building are being painted and likely will be finished this week.
- The white plastic shrink-wrap on the backside of the building will be removed this week.
- The green netting will be removed from the backside of the building beginning on Monday, April 6. After netting is removed, scaffolding will be removed from the backside of the building, likely starting later next week (weather permitting).

Mr. Bailey said that preparation for concrete replacement for the walkways will begin on Monday, April 6 for both Buildings 1 & 2. The pour will start within the next week or two. Mr. Bailey said interior work has been suspended due to Shelter in Place orders. He also said there is an exemption in the San Mateo County Health Order for construction on affordable housing units for which Cañada Vista qualifies.

Ms. Browne expressed hope that the project was progressing and noted that residents were pleased to have natural light and fresh air in their units again.

b. Update on Skyline College Housing Development

Mr. Bailey gave an update on the College Ridge at Skyline College development. He said that site work, grading, and the retaining walls are near completion. The project is out to bid and the District expects to receive bid results by mid-April. The District intends to propose acceptance of a bid to the Board of Trustees for approval in May and begin construction in July.

Mr. Goodman asked if the District expects bids to come in lower than expected due to COVID-19. Mr. Bailey responded that there is still high demand for labor and the construction market remains competitive particularly for residential construction. Ms. Berlese asked how many bidders are expected. Mr. Bailey said that the District is hoping to receive at least three bidders.

Mr. Bailey also shared architects renderings with the Board. The project has two identical buildings with 30 units total (15 in each building). The visual theme of the housing development is consistent with College Vista and Cañada Vista. Mr. Bailey also said the outdoor exercise equipment, which will be used by the community as a whole, has been installed as well as an accessible path from the development to Skyline College.

V. Board Members' Comments and/or Requests for Future Agenda Items

Ms. Browne recommended a resident event to celebrate the end of construction at Cañada Vista once shelter-in-place is lifted.

Mr. Goodman asked about the First Time Homebuyer Loan Program. Mr. Bailey said that the program will continue for employees of the District. He said when normal operations resume the District will schedule first time homebuyer and financial literacy seminars. Mr. Pierce recommended that a seminar be conducted virtually.

Mr. McBride asked about compensation for Cañada Vista residents who have gone without a garage, balcony or view during construction. Mr. Bailey responded that any amenity that a resident has paid additional rent for, including garage, view or balcony, will get reimbursed. Mr. Bailey said he will work with Kenny Realty to process the reimbursements as planned.

VI. Adjourn

The meeting was adjourned at 4:10pm.



**Minutes of the Educational Housing Corporation Board Meeting
June 16, 2020
Via ZOOM Webinar**

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

I. Call to Order and Roll Call

The meeting was called to order at 3:04pm. Members in attendance are listed above. Mr. Granville left the meeting at 3:05pm.

II. Public Comments on Non-Agenda Items

Peter Von Bleichert, resident at Cañada Vista, gave a presentation on a proposed community garden. Mr. von Bleichert proposed a non-permanent, shared space where residents can plant and grow edible herbs and vegetables. He said the community garden will be maintained by residents and provide a habitat for native plantings, bees, butterflies and hummingbirds. Mr. von Bleichert's proposed location for the garden is on the east side of the Cañada Vista Club House. He estimated the cost for the community garden around \$500. Mr. Bailey said he would like to review this proposal with residents and Kenny Realty and bring back to the Board at a future meeting.

III. Election of Officers

It was moved by Ms. Browne and seconded by Ms. Berlese to re-elect Mr. McBride to serve as President. The motion carried unanimously.

It was moved by Ms. Berlese and seconded by Ms. Browne to re-elect Mr. Goodman to serve as Vice President. The motion carried unanimously.

It was moved by Ms. Schwarz and seconded by Mr. Wax to re-elect Ms. Berlese to serve as Treasurer. The motion carried unanimously.

IV. ACTION ITEMS

a. Adoption of FY 20/21 Budget for College Vista and Cañada Vista

Ms. Slater provided proposed FY 2020-21 budgets for both College Vista and Cañada Vista, along with financials for FY 2019-20 through March 31, 2020. Ms. Slater noted that due to COVID-19, insurance fees have increased and that has been included in the future budget.

Ms. Browne asked about flooring and painting repair projections for College Vista. Ms. Kenny responded that is due to vacancies and expected turnover this year. Ms. Kenny also said that College Vista is the older of the two complexes and flooring and painting repairs are necessary in most units due to age. Ms. Kenny said average paint per unit is around \$1,600 and average flooring costs are around \$3,000 to \$4,000 per unit.

Ms. Berlese asked about the balance owed to the District from the Certificate of Participation (COP). Ms. Slater said she will provide that information at the next meeting.

Ms. Slater noted there is an additional line item in the Cañada Vista financials for a one-time post-construction landscaping project. The estimated cost of the landscaping project is \$100,000. Mr. Bailey said this project will also include irrigation repairs and tree trimming. Ms. Berlese asked if Mr. Von Bleichert's community garden proposal can be included in the landscaping bid. The Board discussed and agreed to add \$500 to the landscaping project budget to include the community garden.

It was moved by Mr. Goodman and seconded by Ms. Berlese to approve the FY 2020-21 Budget for College Vista and Cañada Vista. The motion carried unanimously with all members voting aye.

V. INFORMATIONAL REPORTS

a. Update on Cañada Vista Repairs

Mr. Bailey gave an update on Cañada Vista repairs. On Building 1, all of the scaffolding has been removed and the walkways are finished. Stucco work is still in progress and should be complete by the end of next week. On Building 2, most of the scaffolding has been removed and window replacement is being finished this week. The front courtyard work on Building 2 is also in progress. Mr. Bailey said that there are twenty units that still require interior work, including drywall and painting. The interior work was suspended due to shelter-in-place orders, but in the spirit of progress, the District is working with residents to find acceptable solutions to complete the work. Mr. Bailey said project completion is targeted for end of August or early September.

Ms. Schwarz asked about the repairs to the Cañada Vista clubhouse. Mr. Bailey said that the roof was replaced on the clubhouse as part of the construction project and Kenny Realty will complete other repairs separately.

Mr. Wax asked how many vacancies there are at Cañada Vista. Mr. Bailey replied that there are about 10 vacancies in Building 1 that can begin to be filled soon. Mr. Bailey further noted that he intends to send out an update email to employees on the waitlist later in the summer.

b. Update on Skyline College Ridge Housing Development

Mr. Bailey gave an update on the College Ridge at Skyline College development. He shared current photos of construction including the site work, grading and retaining walls, which are all complete.

In regards to the bids for the project, Mr. Bailey said the District had put the vertical construction (the buildings) out to bid earlier this year. The bid deadline was extended due to COVID-19. In April, the District received two bids for the project, which were well beyond what was budgeted (one for \$19,391,000 and the other for \$22,384,000). 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.

Due to the uncertainty of the economy, the District is hopeful that the construction market will yield a more favorable price in the coming months. The intention is to go back out to bid in the fall. The District also intends to work with the architects to reassess the construction plans to make the project more cost efficient.

Ms. Berlese asked about bidding the project using the Project Labor Agreement (PLA) and if the District would have received more favorable bids using prevailing wage. Mr. Bailey noted that the Board explicitly requested this project be included under Project Labor Agreement. Ms. Schwarz said that neither Cañada Vista nor College Vista were bid under the Project Labor Agreement (PLA). The Housing Board discussed the Project Labor Agreement (PLA) versus prevailing wage and agreed that this conversation is worth taking to the Board of Trustees. Mr. Bailey said the District is also assessing the Lease-Lease Back (LLB) project delivery method that is being used for this project. He said both of these items can be combined into a larger conversation for the Board of Trustees to evaluate. Mr. Claire said the District has experience with bidding commercial construction and this project is residential, this may be part of the issue. Mr. Goodman suggested the District have a meeting with James Ruigomez from the Building & Trades Council.

c. Discussion of Property Management Contract Process

Mr. Bailey reminded the Board that in April 2019, the Housing Board approved a contract with Kenny Realty for the property management of College Vista and Cañada Vista. This contract is set to expire on December 31, 2020. As a matter of practice, the Board has suggested on prior occasions, that it may have an interest in putting this contracted service out to bid at a future time. Mr. Bailey recommended the Board either consider extension of the current service contract with Kenny Realty or put the contracted service out to bid.

The Board discussed that the District and Kenny Realty have a good working relationship. Ms. Berlese said that due to the pandemic and delays in construction at College Ridge, she is in support of renewing Kenny Realty's contract. Mr. Goodman said that the Board has discussed this item in the past and for the sake of accountability and consistency, the District should go out to bid as was previously discussed. Ms. Browne noted that conducting a full search is an important process. Because of the discussion, the Board agreed they need a policy on contracts. The Board discussed and agreed that they would like to renew Kenny Realty's current contract for one year. Mr. Bailey will bring this item to the next meeting as an action item.

VI. Board Members' Comments and/or Requests for Future Agenda Items

Mr. Wax inquired about the new vacancy on the Housing Board after Mr. Granville has completed his term. Mr. Bailey said the District Board of Trustees has a process for appointing members to the Housing Board.

Mr. McBride noted future agenda items for the next meeting including a waitlist update, Certificate of Participation (COP) payback schedule, Cañada Vista costs, and contract policy creation.

VII. Adjourn

The meeting was adjourned at 5:25pm.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: September 15, 2020

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

In April 2019, the Housing Board approved a contract for the property management of the Corporation's properties – College Vista and Cañada Vista. This contract with Kenny Realty is set to expire on December 31, 2020.

At their meeting on June 16, 2020, the Housing Board agreed to consider a one-year extension of the contract, during which time, the Corporation would prepare and conduct an RFP process for such services.

RECOMMENDATION

Staff recommends the Housing Board approve the attached one-year extension of the property management contract with Kenny Realty.

**Amendment to Management Agreement Between Gordon Kenny Realty and
San Mateo County Colleges Educational Housing Corporation**

This Amendment to the Management Agreement is made and entered into as of January 1, 2021, between Gordon Kenny Realty (“Manager”) and San Mateo County Colleges Educational Housing Corporation (“Corporation”).

WHEREAS, Manager shall act as Corporation’s agent to manage, operate, maintain, lease and rent the properties described as: a 44-unit apartment complex, located at 3403 and 3405 CSM Drive, San Mateo, CA 94402, and a 60-unit apartment complex located at 1 and 2 Olive Court, Redwood City, CA 94061, herein after referred to as the “Properties”; and

WHEREAS, Manager and Corporation have heretofore entered into an Agreement for Manager to manage, operate, maintain, lease and rent the Properties; and

WHEREAS, the parties desire to amend the Agreement in the manner hereinafter set forth.

NOW, THEREFORE, the parties agree to amend the Agreement to extend the Agreement for a 12-month period, ending on December 31, 2021. All other conditions of the original Agreement shall remain in full force and effect.

AGREED TO BY:

Gordon Kenny Realty, Inc.
100 Arroyo Drive
South San Francisco, CA 94080

AGREED TO BY:

San Mateo County Colleges Educational
Housing Corporation
3401 CSM Drive
San Mateo, CA 94402

Michael Kenny
President

Dennis McBride
Board President

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: September 15, 2020

REPORT SUBJECT: Report of Year-end Financials for FY2019-2020

At its June 16, 2020 meeting, the Housing Board adopted budgets for College Vista and Cañada Vista for FY2020-2021. At that time, the year-end financials were not available for FY2019-2020.

With this report, staff is presenting the year-end financials for FY2019-2020 for the Board's review and information.

NOTE: Attachment REVISED

San Mateo Colleges Educational Housing Corporation
Cañada Vista

Year-End Financials (and Comparative Data for 2018-19 and Adopted Budget for 2020-2021)

	Revised Budget	Actual 7/1/2018 to 6/30/2019	Adopted Budget	Actual 7/1/2019 to 6/30/2020	Variance Budget to Actual	Adopted Budget
	2018-19	2018-19	2019-20	2019-20	2019-20	2019-20
Operation Revenues						
Rent	850,000	777,811	750,000	603,998	146,002	871,831
Club House Rental	2,500	1,706	2,500	-	2,500	2,500
Club House Liab. Insurance	1,000	850	1,000	-	1,000	1,000
Rent Concessions	(125,000)		(125,000)	(42,950)	(82,050)	(125,000)
Total Operation Revenues	728,500	780,367	628,500	561,048	67,452	750,331
Operation Expenses						
Property Administration						
Property Management	44,640	41,640	44,640	44,640	-	44,640
Resident Management Fee	8,500	8,508	8,508	7,090	1,418	8,508
Supplies (club house)	1,000	110	1,000	-	1,000	1,000
Insurance	9,921	9,921	12,000	15,198	(3,198)	18,843
Insurance /Clubhouse	1,000	858	1,000	-	1,000	1,000
Audit & Accounting	2,125	2,830	2,830	3,648	(818)	(818)
Admin Expenses-Misc.	1,500	8	200	-	200	200
Total Property Administration	68,686	63,875	70,178	70,576	(398)	73,373
Service Maintenance						
Appliance Repair	3,000	6,438	7,500	3,021	4,479	7,500
Appliance Replacement	5,000	7,311	10,000	2,033	7,967	10,000
Cleaning	3,000	1,775	4,500	(1,570)	6,070	4,500
Dryer Vent cleaning (annual)	4,500	4,210	4,500	189	4,311	4,500
Electrical Repair and Supplies	5,000	3,913	5,000	5,420	(420)	5,000
Fire Alarm Inspections/Repairs	16,000	8,027	12,000	11,155	845	12,000
Flooring Replacement	10,000	6,897	30,000	32,411	(2,411)	30,000
Flooring Repair	2,500		2,500	0	2,500	2,500
Garage Door Repair	1,000	160	1,000	495	505	1,000
Gutters Cleaning			5,000		5,000	-
Heating Repair/AC Repairs	7,500	725	15,000	9,855	5,145	5,000
Maintenance General	15,000	11,569	27,000	10,817	16,183	15,000
Painting & Decorating	17,000	10,200	14,000	9,400	4,600	27,000
Plumbing Repair	10,000	13,891	4,000	7,528	(3,528)	14,000
Window Washing (annual)	-			-	-	4,000
Total Service Maintenance	99,500	75,116	142,000	90,754	51,246	142,000
Monthly Services						
Garbage	25,000	20,840	25,000	21,697	3,303	25,000
Internet/Cable	750	1,054	1,100	1,073	27	1,100
Landscape/Gardening	13,000	13,671	15,000	13,908	1,092	15,000
One-Time Post Construction Landscaping						100,000
Pest Control	2,800	2,463	2,800	3,566	(766)	2,800
PG & E	20,000	16,796	20,000	20,048	(48)	20,000
Fire Alarm System/Monitoring	1,500	1,747	2,000	2,243	(243)	2,000
Water	3,000	3,105	3200	2,960	240	3200
Total Monthly Services	66,050	59,676	69,100	65,495	3,605	169,100
Total Operation Expenses	234,236	198,667	281,278	226,825	54,453	384,473
Net Operation Profit/(Loss)	494,264	581,700	347,222	334,223	12,999	365,858
Other Financial Uses						
Transfer to District	492,964	580,500	195,922	182,923	4,699	194,558
Transfer to LT Capital Reserve	-	-	150,000	150,000	7,000	170,000
Total Other Financial Sources/Uses	492,964	580,500	345,922	332,923	11,699	364,558
Excess of Revenues Over Expenditures and Other Sources	1,300	1,200	1,300	1,300	1,300	1,300

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: September 15, 2020

REPORT SUBJECT: Update on Employee Waitlist

Since the establishment of the Employee Housing Program, the Corporation has maintained a waitlist of employees who are interested in living in District housing. The size of the list has expanded and contracted over the last 15 years. Currently, there are 303 employees on the waitlist. A detailed breakdown is outlined below.

		Year in Which Employee Applied to the Waitlist							TOTAL
		Pre-2015	2015	2016	2017	2018	2019	2020	
Employee Group	Faculty	1	1	7	10	20	11	8	58
	Staff	4	20	49	45	36	32	15	201
	Adjunct Faculty	11	6	5	4	9	6	3	44
									303

Per Housing Board direction, units are allocated based on the following process:

- The Corporation strives to maintain occupancy ratio of 45 percent faculty and 55 percent classified staff in the housing units. When a vacancy occurs, the housing administrator first looks at the employee group occupancy ratio, and that determines from which list an employee is considered (faculty or staff). First/priority consideration is given to full-time employees.
- The next consideration is the size of the unit available. Units are assigned for occupancy based upon household size. While an employee might be higher on the overall waitlist, someone lower on the list might be offered a unit before the employee higher on the list because of household and unit sizes. For example, a household size of a couple (two adults) with no children would be allocated a one-bedroom unit, not a two- or three-bedroom unit.
- The last consideration is personal availability and preferences. Depending on personal circumstances (time of the year, lease arrangements, etc.), many times the offer is not accepted by the employee. In those cases, the employee maintains their position on the waitlist, and the next individual on the waitlist is contacted until the unit is filled.

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.