

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
March 15, 2022 | 3:00 p.m.

The San Mateo County Community Colleges Educational Housing Corporation Board of Directors will have the option to meet telephonically (through Zoom) and in-person on March 15, 2022.

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 Meeting ID – <https://smccd.zoom.us/j/87410864206>

Dial-In: 1-669-900-9128

Webinar ID: 874 1086 4206

For individuals who attend the meeting in person, face coverings will be required while in-doors at the District Office, regardless of COVID-19 vaccination status.

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 March 15, 2022 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 March 15, 2022 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 March 14, 2022 at (650) 358-6877 or via email at warne@smccd.edu.

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
March 15, 2022 | 3:00 p.m.

In Person at 3401 CSM Drive, San Mateo, CA 94402

Members of the Public may also participate via Zoom.
Zoom Meeting ID – <https://smccd.zoom.us/j/87410864206>
Dial-In: 1-669-900-9128 – Webinar ID: 874 1086 4206

AGENDA

- I. Call To Order and Roll Call**
- II. Public Comments on Non-Agenda Items**
- III. Recognition of Outgoing Director Kate Williams Browne**
- IV. Introduction of Incoming Director Jessica Marshall (*Attachment #01*)**
- V. Staff Updates**
- VI. Action Items**
 - a. Adoption of Resolution to Make Findings Allowing Continued Remote Meetings Under Brown Act (*Attachment #02*)
 - b. Approval of Minutes of December 14, 2021 Meeting (*Attachment #03*)
 - c. Consideration of New Rental Rates for College Ridge and for New Residents at College Vista and Cañada Vista (*Attachment #04*)
 - d. Consideration of Income Limits for New Resident Eligibility (*Attachment #05*)
 - e. Consideration of Awarding of Contract for College Vista Exterior Painting Project (*Attachment #06*)
 - f. Consideration of Resident Petition for Extension of Lease Eligibility Due to Extenuating Circumstances (*Attachment #07*)
 - g. Consideration of Modification to and One-Year Extension of Property Manager Contract for BLVD Residential (*Attachment #08*)
- VII. Information Items**
 - a. Update on College Ridge at Skyline College Housing Development (*Verbal at Meeting*)
- VIII. Statements from Directors**
- IX. Adjourn**

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: March 15, 2022

REPORT SUBJECT: Introduction of Incoming Director Jessica Marshall

Per the Educational Housing Corporation's Bylaws, a member is to be appointed to the Board of Directors, at the recommendation of the District Academic Senate, representing faculty. Director Kate Williams Browne has held this seat for two terms and her term will end on March 31, 2022. The District Board of Trustees, on the recommendation of the District Academic Senate, has appointed Professor Jessica Marshall to the Housing Board of Directors effective April 1, 2022.

As an introduction, below is a brief biography and photo of Professor Marshall.



Jessica Marshall is a Professor of Anthropology at Cañada College. She has been running the department for 15 years. Her favorite teaching is done outside of the classroom, taking students on field trips and study abroad opportunities. She continues to do research as an archaeologist and is interested in contemporary art that is made by indigenous people to keep traditions alive in both Australia and central California.

Jessica grew up in the east bay and went to Diablo Valley College. She transferred to CSU, Sacramento where she triple majored in Journalism, Anthropology, and Photography/Film. Her MA in Visual Anthropology was completed in England, and PhD coursework and research at the Australian National University. In her free time, she enjoys hiking and baking artisan desserts.

She currently serves on the Peninsula Jewish Community Center (PJCC) board in Foster City, and is on the development committee. She joined the SMCCD Housing Board to give back to her community, share skills and perspectives where needed, and learn new ones.

Professor Marshall has stated that, "Being able to live in SMCCD housing has allowed me to live in the community in which I work. As a single mother whose son's father died and family is in Sacramento, quiet and safe housing near work is an economic challenge for me. I dread the day I will have to move, and am grateful for what housing at CSM has provided to me and my son."

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: March 15, 2022

REPORT SUBJECT: Adoption of Resolution to Make Findings Allowing Continued Remote Meetings Under Brown Act

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers fully sunsetted on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the local agency.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the agency must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. The findings are to the effect that the need for teleconferencing persists due to the nature of the ongoing public health emergency and the social distancing recommendations of local public health officials. Effectively, this means that local agencies must agendaize a Brown Act meeting once every thirty days to make findings regarding the circumstances of the emergency and to vote to continue relying upon the law's provision for teleconference procedures in lieu of in-person meetings.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows local governments to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present risks to health. AB 361 is effective immediately as urgency legislation and will sunset on January 1, 2024.

The District's Board of Trustees has adopted a similar resolutions over the last several months. The law requires that each entity utilizing the provisions of this law adopt findings for their respective body, thus, the Housing Board is not covered by the District Board's findings and resolution.

RECOMMENDATION

It is recommended that the Educational Housing Corporation Board of Directors adopt Resolution No. 22-01 finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

RESOLUTION NO. 22-01

**BY THE BOARD OF DIRECTORS OF THE
SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION**

RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM, MEETING IN PERSON FOR MEETINGS OF THE SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES

WHEREAS, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder, and as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and

WHEREAS, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and

WHEREAS, the County of San Mateo currently has a Community Transmission metric of “substantial” which is the second most serious of the tiers; and

WHEREAS, the Board of Directors has an important governmental interest in protecting the health, safety and welfare of those who participate in its meetings; and

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Board of Directors deems it necessary to find that meeting in person would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The recitals set forth above are true and correct.
2. The Board of Directors finds that meeting in person would present imminent risks to the health or safety of attendees.
3. Staff is directed to return no later than thirty (30) days after the adoption of this resolution, or at the Board of Directors' next meeting, whichever is sooner, with an item for the Board to consider making the findings required by AB 361 in order to continue meeting under its provisions.
4. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

REGULARLY PASSED AND ADOPTED this 15th day of March 2022.

Ayes:

Noes:

Abstentions:

Attest:

Maurice Goodman, Vice President/Secretary
Board of Directors



Minutes of the Educational Housing Corporation Board Meeting

December 14, 2021

ZOOM Webinar

Attendees:	Other Attendees:
Dennis McBride, President	Mitchell Bailey, SMCCCD
Maurice Goodman, Vice President	Michael Claire, SMCCCD
Michael Pierce, Treasurer	Bernata Slater, SMCCCD
Peggy Berlese	Bob Talbott, BLVD Residential
Jonathan Wax	Yaakov Strauss, BLVD Residential
Richard Holober	Jonathan Garcia, BLVD Residential
Kate Williams-Browne	Carina Warne, SMCCCD

Call to Order and Roll Call

The meeting was called to order at 3:08 p.m. Members in attendance are listed above. Ms. Browne joined the meeting at 3:13 p.m.

Public Comments on Non-Agenda Items

None

Recognition of Outgoing Director Peggy Berlese

The Board acknowledged and thanked Director Peggy Berlese for eight years of service, including two terms as Board Treasurer. President McBride presented a special citation of recognition to Director Berlese.

ACTION ITEMS

Adoption of Resolution to Make Findings Allowing Continued Remote Meetings Under Brown Act

It was moved by Mr. Holober and seconded by Mr. Pierce to approve the Adoption of Resolution to Make Findings Allowing Continued Remote Meetings Under the Brown Act. The motion carried, with all members voting Aye.

Approval of Minutes of September 15, 2021 Meeting

It was moved by Mr. Pierce and seconded by Ms. Berlese to approve the Minutes of September 15, 2021 Meeting as amended. The motion carried, with all members voting Aye.

Approval of Rental Rates, Fees and Requirements for College Vista and Canada Vista Clubhouses for Calendar Year 2022

Mr. Bailey presented the Rental Rates, Fees and Requirements for College Vista and Cañada Vista Clubhouses for Calendar Year 2022. Mr. Bailey said club house rental rates have not been reviewed or adjusted in over a decade and now is the opportune time as in-person activities are returning.

Mr. Bailey presented the current and proposed general categories of rental applicants, rental rates and insurance rates. In researching comparable rental rates, Mr. Bailey said he spoke with facilities rental colleagues on the college campuses for suggestions of fair and reasonable rates. He said although an increase in rental rates is timely and appropriate, it is important that the rates are affordable.

Mr. Holober said there is a market for facilities rental spaces. He said the rental for the club houses should be more available to the community to increase revenue.

Ms. Berlese asked if residents complain about club house events. Mr. Bailey said staff has received some feedback regarding parking during club house events. Ms. Browne said, as a former resident, generally club house renters are very respectful, but parking has been an issue.

Mr. McBride asked about rentals by “private parties” that are not district employees or residents. Mr. Bailey said although “private parties” are listed as a category of renter available to use the club house, there has been little to no use by this category of renter.

Mr. Goodman asked the intent for the club houses. He asked if the goal is to make money or provide an affordable amenity for employees. He also asked if employees and residents have priority to use the spaces. Ms. Berlese asked if residents are turned down from using the space because a non-profit or outside entity is renting it. Ms. Warne said that non-profits and outside entities very rarely use the clubhouse and it is not typical for a resident to be turned down for that reason.

Mr. Goodman suggested creating a calendar for the club house schedule where residents have first priority. Mr. Bailey said the colleges have facilities rental systems and staff will explore that process. Mr. Holober agreed that staff should research a club house reservation system.

Ms. Browne noted that that rental rates for College Vista and Cañada Vista are different and she would like to see equitable rates between the two spaces. Mr. Wax expressed his support in increasing the rates in general, but also agreed the rates for both club houses should be equitable. Mr. Bailey said the main difference is that the Cañada Vista club house is much larger than the College Vista club house and the club houses provide different amenities.

The Board discussed amending the proposed rates so both club houses are \$50 for every four hours for residents and District employees. The Board also proposed removing eligibility of “private parties” to rent the club houses.

It was moved by Mr. Pierce and seconded by Mr. Goodman to approve the Rental Rates, Fees and Requirements for College Vista and Cañada Vista Clubhouses for Calendar Year 2022 as amended. The motion carried, with all members voting Aye.

Adoption of Meeting Schedule for 2022

It was moved by Mr. Pierce and seconded by Mr. Holober to approve the Adoption of Meeting Schedule for 2022. The motion carried, with all members voting Aye.

INFORMATION ITEMS

Discussion of Process for Consideration of Extension of Property Manager Contract for BLVD Residential

Mr. Bailey discussed the process for consideration of extension of property manager contract for BLVD Residential. He said the Board approved a one-year contract with BLVD Residential to provide property management services to College Vista and Cañada Vista. The contract was effective April 1, 2021 and runs through March 31, 2022 with the option of the Housing Board to renew the contract on an annual basis for up to two additional years. Mr. Bailey said now is the time to discuss the Board's interest in renewing the contract.

Mr. Bailey recommended gathering feedback from residents regarding their experiences with BLVD Residential. He suggested surveying all residents anonymously as well as scheduling several small group meetings with residents. Mr. Goodman said small group meetings are a good way to enhance services and create goals. Ms. Browne stressed the importance of confidential surveys so residents feel safe giving honest feedback.

Mr. McBride noted the importance of fair feedback for BLVD Residential especially in terms of comparing them with Kenny Realty. Mr. Bailey agreed and noted that BLVD Residential has been working with the District for seven months and Kenny Realty worked with the District for 15 years.

Mr. Pierce cautioned the Board about resident surveys. He said survey answers without context are often difficult to interpret and residents with negative opinions are more likely to respond. Mr. Goodman said this is not a traditional resident and property manager relationship because the residents are also employees. He said it is important that we use feedback as opportunities for growth and improvement.

Mr. Holober asked if there is an official complaint form or standard way of reporting issues. Mr. Bailey said there is not a formalized complaint process, but agreed it is an important item to explore.

Mr. Holober asked if there is a resident group or tenant advisory committee. Mr. Bailey said he is not aware of a tenant advisory committee. Ms. Browne said a tenant advisory committee is a good idea and could help residents surface concerns.

Ms. Berlese asked if the rate will increase if BLVD Residential's contract is renewed. Mr. Bailey said the rate per unit will not change, but the Board will be asked to include College Ridge at Skyline College in any contract extension.

The Board authorized staff to gather information from residents and bring an agenda item to the next meeting for consideration of extension of property manager contract for BLVD Residential.

Continued Discussion of Potential Policy Changes – Income Eligibility Requirements

Mr. Bailey said this agenda item is a continuation of discussion of potential policy changes from the meeting on September 15, 2021. Several policy changes were discussed at the meeting on September 15, 2021 including incentive for savings and a new rental rate category. One additional item was surfaced that warrants further discussion by the Board: Establishing income eligibility/restriction requirements. At this time, income eligibility is not a requirement for residency. Mr. Bailey asked the Board if there is an interest in exploring setting an income limit per household.

Ms. Berlese said setting income eligibility requirements for households can be very challenging because relationships change and employment circumstances change. Mr. Pierce agreed with Ms. Berlese and said the process of income verification is fraught with peril and very complex.

Mr. Wax said all District employees are qualified for the same housing benefit, which unintentionally creates inequities because some employees make \$50,000 per year and others make \$150,000 per year. Mr. Bailey said there is not a formal policy that administrators cannot live in District housing, but during his tenure he has never offered a unit to an administrator. Mr. Holober said Mr. Bailey is using the correct judgement in practice, but something like this should be a formalized policy.

Mr. Holober said the housing program exists because of the high cost of living and housing in San Mateo County. He suggested the Board consider adjusting rental rates according to household income.

Mr. McBride expressed his discomfort with asking employees and residents to divulge financial information. He said a policy about income eligibility could lead employees to be dishonest. Mr. Goodman said there is no dignity in the process of income eligibility for residents. He suggested residents signing an affidavit and using the honor system.

The Board determined that it would like to further explore the idea of limiting eligibility for employee positions at certain levels and above, but not in pursuing income eligibility requirements. The Board ad-hoc committee (consisting of Directors Pierce, Wax and Holober) will explore this potential policy and bring a recommendation to the next meeting.

Update on College Ridge at Skyline College Housing Development

Mr. Bailey gave an update on the College Ridge at Skyline College development. He said the project is on track and completion is scheduled for late spring or early summer 2022. He said staff will be coordinating occupancy for College Ridge at Skyline College in the coming months.

Mr. Goodman mentioned the new faculty and staff housing for Jefferson Union High School District. He asked if the District has plans for future developments after College Ridge. Mr. Bailey said the first step is securing a funding source and he discussed various options including a bond measure, parcel tax, and certificate of participation (COP). Mr. Bailey also mentioned that the District has a Student Housing project on the horizon as well.

Mr. Holober said the District should consider a financial feasibility analysis for additional housing. He said this is a good topic to present to the Board of Trustees for discussion.

Mr. Pierce suggested exploring the demand curve for housing and calculating growth, so there is a plan in place before funding is acquired. He also suggested subdividing parcels of District land and looking at external financing.

STATEMENTS FROM DIRECTORS

Mr. Pierce suggested the Educational Housing Corporation Board plan a strategic planning retreat for the future.

ADJOURN

The meeting was adjourned at 4:54 p.m.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: March 15, 2022

REPORT SUBJECT: Consideration of New Rental Rates for College Ridge and for New Residents at College Vista and Cañada Vista

At its meetings on September 15, 2021, and December 14, 2021, the Housing Board began a discussion on various policy considerations, including establishing a new rental rate category for College Ridge at Skyline College and new residents generally.

At its December 14, 2021 meeting, the Housing Board gave further direction to an ad-hoc committee to explore the establishment of a new rental rate and to report a recommendation to the Board for its consideration at a future meeting.

The ad-hoc committee has met and recommends the following:

1. For College Ridge at Skyline College, the rental rates be those as used for the San Mateo County Below Market Rate index¹ for Very Low Income, which include:

Unit Type	Monthly Rental Rate
1-bedroom	\$1,713
2-bedroom	\$2,056
3-bedroom	\$2,375

Further, that the rates be adjusted annually based on rates as established in the San Mateo County Below Market Rate index.

2. For all new residents at College Vista and Cañada Vista, the rental rates be those as used for the San Mateo County Below Market Rate index for Very Low Income, which include:

Unit Type	Monthly Rental Rate
1-bedroom	\$1,713
2-bedroom	\$2,056
3-bedroom	\$2,375

Further, that the rates be adjusted annually based on rates as established in the San Mateo County Below Market Rate index.

As information, the current rates for existing residents are:

Unit Type	1-bedroom	2-bedroom	3-bedroom
Monthly Rent	\$1,275	\$1,550	\$1,950

¹ <https://www.smcgov.org/media/30286/download?inline=>

3. An exemption process be created to allow for new residents subject to the new rates outlined above to petition to not have their monthly rent exceed 40% of their combined family monthly gross income. Such an exemption process would require the new resident to submit income verification documentation (i.e. Federal Tax Return) for each adult within the household living in the unit.

RECOMMENDATION

It is recommended that the Housing Board consider the recommendations from the ad-hoc committee as presented above.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: March 15, 2022

REPORT SUBJECT: Consideration of Income Limits for New Resident Eligibility

At its meetings on September 15, 2021, and December 14, 2021, the Housing Board began a discussion on various policy considerations, including establishing income eligibility/restriction requirements. As noted at the prior meetings, currently, there are no formal income eligibility requirements for employees and their families living in employee housing. The only major requirements for residency relate to current employment status and first-time homebuyer status. As such, it is possible for households living in units to have incomes that range from a single income to multiple incomes (of varying rates).

At its December 14, 2021 meeting, the Housing Board gave further direction to an ad-hoc committee to explore the establishment of income restrictions based on current District salary schedules, and to report a recommendation to the Board for its consideration at a future meeting.

The ad-hoc committee has met and recommends that to allow for the continued recruitment and retention of employees who do not have the full financial resources, based on their District salary, to fully compete with housing prices in and around San Mateo County, that those employees who are on the following salary schedules be ineligible for the District’s Employee Housing Program:

Salary Schedule	Grade	Starting Annual Salary
10	CL	\$340,000
10	EC	\$249,912
20	AA	\$217,920
20	AB	\$180,804
20	AC	\$177,984
20	AD	\$169,668
20	AE	\$161,328
35	200E	\$177,984
35	197E	\$164,376

RECOMMENDATION

It is recommended that the Housing Board adopt the income restrictions recommended by the ad-hoc committee as listed above as part of the Employee Housing Program eligibility requirements.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: March 15, 2022

REPORT SUBJECT: Consideration of Awarding of Contract for College Vista Exterior Painting Project

College Vista (at College of San Mateo) was opened in 2005. Each year, maintenance is conducted at and on the property to maximize its useful life and minimize future maintenance needs. Now, more than 15 years into its use, the complex is in need of exterior maintenance to remediate wood rot and to preserve the exterior siding, stucco and moldings. As such, a full paint project is warranted.

At the request of staff, BLVD Residential obtained quotes from vendors for a full paint project, and two vendors responded as listed below:

Vendor	Bid Price
A.C. Enterprises General Contractor	\$233,900
Swenson Development & Construction	\$444,990

The Based on the quotes above, BLVD Residential is recommending – and staff concurs – that a contract be awarded to A.C. Enterprises for this project.

The funding for this project would come from the Housing Program reserves.

RECOMMENDATION

Staff recommends that the Housing Board:

- (1) authorize BLVD Residential to execute a contract with A.C. Enterprises General Contractor for exterior repairs and painting of the three buildings at College Vista in an amount not to exceed \$2287,290, which includes a contingency of 10% of the quote amount; and
- (2) 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: March 15, 2022

**REPORT SUBJECT: Consideration of Resident Petition for Extension of Lease Eligibility
Due to Extenuating Circumstances**

Staff has received a request from a resident seeking an extension of their resident eligibility do to an extenuating circumstance – the unexpected death of a spouse. The resident is requesting a “1 – 2-year” extension of eligibility.

The resident’s current eligibility is set to expire in June 2022. The resident conveys that without the spouse’s income, they will face financial hardship and that relocating in such a short time after this loss will be difficult.

Staff spoke with the resident and expressed condolences for the tragic and unexpected loss by the resident.

The Housing Board has given staff limited authority to extend resident maximum term eligibility. Currently, staff is authorized to exercise administrative discretion within a couple of months timeframe. As such, staff offered the resident an additional one month of eligibility while this matter could be presented to the Housing Board for its consideration.

RECOMMENDATION

It is recommended that the Housing Board:

- (1) support staff in its use of its authority to extend the resident’s occupancy eligibility by an additional two months (for a total of three months); and
- (2) consider the request of the resident for an extension due to extenuating circumstances; and
- (3) provide staff with guidance on processing any such requests in the future (i.e. establishment of parameters for granting occupancy eligibility extensions due to extenuating circumstances).

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: March 15, 2022

REPORT SUBJECT: Consideration of Modification to and One-Year Extension of Property Manager Contract for BLVD Residential

In March 2021, the Housing Board approved a one-year contract with BLVD Residential to provide property management services for College Vista and Cañada Vista. The contract was effective April 1, 2021 and runs through March 31, 2022, with the option of the Housing Board to renew the contract on an annual basis for up to two additional years.

At its December 14, 2021 meeting, the Housing Board indicated to staff that it would be interested in a one-year extension of the property management agreement and asked staff to prepare such an extension and present it at the March 15, 2022 meeting. A proposed amendment is attached to this report that (1) adds the new property at College Ridge at Skyline College to the management agreement, and (2) extends the agreement by one year. All other terms, including management fees, remain unchanged.

The Board also asked that resident feedback be gathered about the performance of the property manager. Staff has conducted a survey of residents and held one-on-one meetings with residents to gather feedback in informing the decision to recommend renewal of the property management agreement. Staff will present those resident feedback findings to the Board at its meeting.

RECOMMENDATION

It is recommended that the Housing Board approve the modification to and one-year extension of the property management agreement with BLVD Residential Inc.

**Amendment to Management Agreement Between BLVD Residential Inc. and
San Mateo County Colleges Educational Housing Corporation**

This Amendment to the Management Agreement is made and entered into as of April 1, 2022, between BLVD Residential Inc. (“Manager”) and San Mateo County Colleges Educational Housing Corporation (“Corporation”).

WHEREAS, the Manager and Corporation entered into a Management Agreement for the Manager to act as the Corporation’s agent to manage, operate, maintain, lease and rent the properties described in Section 2.01 of the Management Agreement as of April 1, 2021; and

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

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. Amend Article 2, Section 2.01 (Job Description) to read as follows:

Manager shall act as Corporation’s agent to manage, operate, maintain, lease, and rent the property described as: a 44-unit apartment complex (including a clubhouse), located at 3403 and 3405 CSM Drive, San Mateo, CA 94402, a 60-unit apartment complex (including a clubhouse), located at 1 and 2 Olive Court, Redwood City, CA 94061, and a 30-unit apartment complex, located at 10 and 12 Miraluna Drive, San Bruno, CA 94066, hereinafter referred to as the "Properties".

2. Amend Article 8, Section 8.01 (Basic Period) to read as follows:

This Agreement shall become effective as of April 1, 2022, and shall continue until March 31, 2023.

FURTHER, all other conditions of the original Management Agreement, including management and maintenance fees, shall remain unchanged and in full force and effect.

AGREED TO BY:
BLVD Residential Inc.
4080 Campbell Avenue
Menlo Park, CA 94025

AGREED TO BY:
San Mateo County Colleges Educational
Housing Corporation
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