

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Regular Meeting
December 8, 2020 | 3:00 p.m.

The San Mateo County Community Colleges Educational Housing Corporation Board of Directors will meet **telephonically** (through Zoom) on December 8, 2020. 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/88042752685>

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

Meeting ID: 880 4275 2685

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 December 8, 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 December 8, 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 December 7, 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
December 8, 2020 | 3:00 p.m.**

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AGENDA

- I. Call To Order and Roll Call**
- II. Public Comments on Non-Agenda Items**
- III. Action Items**
 - a. Approval of Limited Extension of Kenny Realty Contract (*Attachment #01*)
 - b. Authorization to enter into a Professional Services Agreement with Kenny Realty for Services Relating to Transition to New Property Manager (*Attachment #02*)
 - c. Setting of Meeting Dates for 2021 (*Attachment #03*)
- IV. Information Items**
 - a. Property Manager Bid Process Update (*Verbal at Meeting*)
 - b. College Ridge at Skyline College Development Update (*Verbal at Meeting*)
- 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: December 18, 2020

REPORT SUBJECT: Approval of Limited Extension of and Modification 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. Kenny Realty has provided notice that they do not wish to execute the one-year extension authorized by the Housing Board in September 2020 and will not be a bidder on a future contract for property management services with the Educational Housing Corporation.

To accommodate a bid process for a new property manager and to ensure a smooth transition to a new vendor, Kenny Realty is agreeable to a limited contract extension, the terms of which are outlined in the attached amendment to the existing contract between the Housing Corporation and Kenny Realty.

RECOMMENDATION

Staff recommends the Housing Board rescind its approval of the 12-month extension of the Kenny Realty property management contract authorized on September 15, 2020 and approve the attached limited extension of and modification to the existing 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 as follows:

1. Extend the Agreement by two additional months (January and February 2021), with an option to further extend for up to two additional months, as needed and agreed to by the parties; and
2. Increase the monthly per-unit per-month payment from \$62 to \$72; and
3. 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: Mitchell Bailey, Vice Chancellor and Chief of Staff

MEETING DATE: December 18, 2020

REPORT SUBJECT: **Authorization to enter into a Professional Services Agreement with Kenny Realty for Services Relating to Transition to New Property Manager**

At its meeting on November 19, 2020, the Educational Housing Corporation (Housing Board) adopted a general approach to gather bids for a new property management firm to manage day-to-day operations of the Corporation's housing complexes. As part of this approach, staff recommended and the Board agreed that it would be in the best interest of the Corporation to have the professional assistance and counsel of Kenny Realty during this bid scoping and evaluation process and in transitioning to a new property management firm. This is not work that currently provided for in their current property management contract.

As such, staff is seeking the Housing Board's authorization to enter into a professional services agreement with the following scope of work and compensation components:

1. **Scope of Work:** Kenny Realty will serve as an advisor to the Corporation and designated District staff for the purposes of identifying the scope of work for the necessary bid documents, assist with assessment of necessary elements of bid proposals, prepare for and ensure a complete and smooth transition to a new vendor, and provide necessary advice and counsel to the Corporation and its designated representatives between December 1, 2020 and April 30, 2021 and the new vendor between March 1, 2021 and April 30, 2021.
2. **Compensation:** For the above referenced services, Kenny Realty will be compensated \$2,500 per month.

RECOMMENDATION

Staff recommends the Housing Board authorize execution of a professional services agreement with Kenny Realty for the scope of work outline above in an amount not to exceed \$12,500.

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

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

MEETING DATE: December 18, 2020

REPORT SUBJECT: Setting of Meeting Dates for 2021

The Educational Housing Corporation Board of Directors (Housing Board) holds regular meetings on a quarterly basis each calendar year and other special meetings as needed.

For calendar year 2021, staff proposes the following regular meeting dates for the Housing Board's consideration:

Tuesday, March 16 – 3:00 p.m.

Tuesday, June 15 – 3:00 p.m.

Tuesday, September 14 – 3:00 p.m.

Tuesday, December 14 – 3:00 p.m.

RECOMMENDATION

Staff recommends the Housing Board adopt a meeting schedule for regular meetings for calendar year 2021.