



## Minutes of the Educational Housing Corporation Board Meeting

December 8, 2020

ZOOM Webinar

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

### 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 16<sup>th</sup>, June 15<sup>th</sup>, September 14<sup>th</sup> and December 14<sup>th</sup>. 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 16<sup>th</sup>. 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.