



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.