



**Minutes of the Educational Housing Corporation Board Meeting
June 19, 2019
District Office Board Room
3401 CSM Drive, San Mateo CA**

Attendees:	Other Attendees:
Dennis McBride, President	Mitchell Bailey
Peggy Berlese, Treasurer	Bernata Slater
Kate Williams Browne	Caryn Kenny
Karen Schwarz	Mike Kenny
Michael Pierce	Beth Dominik
Absent:	
Maurice Goodman, Vice President	
Ron Granville	
Jonathan Wax	

Call to Order and Roll Call

Mr. McBride called the meeting to order at 3:02 p.m. Those members in attendance are listed above.

Approval of Order of the Agenda

It was recommended by staff to move agenda item 5a – Informational Report relating to Cañada Vista to follow item 3 – Election of Officers.

It was moved by Ms. Browne and seconded by Ms. Berlese to approve the reordered agenda. The motion carried, with all members voting Aye.

Public Comments on Non-Agenda Items

There were no comments from the public.

Election of Officers

It was moved by Ms. Berlese and seconded by Ms. Browne to elect Mr. McBride to serve as President. There were no other nominations. The motion carried unanimously.

It was moved by Ms. Berlese and seconded by Ms. Browne to elect Mr. Goodman to serve as Vice President/Secretary. There were no other nominations. The motion carried unanimously.

It was moved by Ms. Schwarz and seconded by Mr. Pierce to elect Ms. Berlese to serve as Treasurer. There were no other nominations. The motion carried unanimously.

Informational Reports

a. Update on Cañada Vista Repairs

Mr. Bailey provided the Board with a summary of items that were surfaced by nearly 30 residents in attendance at a Cañada Vista resident meeting held on June 17, 2019. Mr. Bailey provided the major themes from the discussion with residents regarding their concerns and issues relating to the repairs at the Vista, which included:

- Parking is becoming an issue for residents as space has been allocated to staging for materials and supplies for the repairs and contractors on site.
- Communication/Scheduling is always a challenge as timely notifications are important as contractors need access to units.
- Dust and odors are being circulated at higher levels because of demolition, materials replacement and repairs to existing conditions.
- Garbage area in the complex is temporarily relocated and there have been issues with non-residents bringing and dumping trash and bulk items in the designated trash area, causing there to be less trash and recycling space for residents in the receptacles and is creating a generally unpleasant mess in that area.
- Clubhouse is now open for resident use during the days and residents are appreciative. They would like longer hours of access, including on weekends.
- Extended lease terms have been requested by residents because concerns were expressed that residents haven't been able to enjoy or fully utilize their units for the time they have been at the Vista because of the pre-testing, demolition and repairs.

Board members heard and discussed the concerns from the resident meeting and particular issues of several Cañada Vista residents who were in attendance. Residents in attendance asked the Board to consider extending maximum lease terms for Cañada Vista residents.

Mr. Bailey explained to the Board that the issues raised by residents at the meeting at Cañada Vista and at the Board meeting are ones staff are working to address.

Mr. McBride suggested that the Housing Board hold a special meeting at the earliest possible time to consider the issue of extending maximum lease terms. The Board agreed and staff were directed to poll the Board and find a time for such a meeting to be held at the Cañada Vista Clubhouse.

The residents in attendance thanked the Board for considering their concerns and requests.

Action/Discussion Items

a. Approval of Minutes from the March 18, 2019 Meeting

It was moved by Mr. Pierce and seconded by Ms. Schwarz to approve the minutes of the March 18, 2019 meeting. The motion carried, with all members voting Aye.

b. Approval of Rental Increases for College Vista and Cañada Vista

Staff, working with a subcommittee of Board which included Mr. Pierce and Mr. Granville, has developed a proposal based on prior Board discussions regarding appropriate rental increases for the Vista complexes. Mr. Bailey reported that the goal is to maintain the below-market rentals while also accounting for regional increases in the rental market.

The subcommittee recommended that an established standard be used and that the standard be the San Mateo County's affordable rate index as the benchmark. Suggesting that the "Low Income" category on the index be the baseline for the future Skyline College development that the goal would be to get the other complexes close to that rate over time. The index, it was noted, adjusts annually and takes into account cost of living factors in the region.

Board members discussed this approach and commented that it was indeed in line with their desire to create standardization and consistency in rents, increases and timing. The Board thanked the subcommittee for their work.

Staff presented a formal implementation recommendation that included:

1. Adopt the rental increase approach as outlined in the report and presented to the Board, using the San Mateo County affordable housing index.
2. Adopt the rental increase schedule presented in Appendix A, which would be implemented over time, not in one action. Additionally, make rental rate increases effective October 1, 2019 and every October 1 thereafter.
3. Adopt a stair-step implementation schedule where the implementation of rental increases would be phased in over two six month periods, with half of the increase due in the first six months of the period and the full increase the remaining six month period. Additionally, modify the concession amounts at Cañada Vista by the amounts of the rental increase until March 1, 2020.

It was moved by Mr. Pierce and seconded by Ms. Berlese to approve the staff recommendations for the rental increases. The motion carried, with all members voting Aye.

c. 2019-2020 Budgets for College Vista and Cañada Vista

Mr. Bailey noted that there is a healthy reserve in the budgets for both College Vista and Cañada Vista and they are still working towards repayment to the District for the cost of the complexes. To date, 57% has been repaid for College Vista and 35% repaid for Cañada Vista.

Ms. Slater noted there was a Trower study done in December 2017 for College Vista. The reserve budget is projected to be slightly overfunded for College Vista and slightly underfunded for Cañada Vista due to water heater replacements. A Trower study for Cañada Vista will be conducted in Fall 2020 after completion of the repairs on the complex.

Ms. Slater presented the proposed budget for College Vista for 2019-20. She noted there were no unusual trends besides the property management fee increase for Kenny Realty. Mr. McBride suggested that it would be helpful to show the previous year actuals and also provide more detailed explanations on certain amounts where there are large discrepancies. Mr. Pierce asked if Ms. Slater could show the revised budget using the same prorated time span as the actual budget to make it easier to compare the numbers. Ms. Slater noted this would be done for future meetings.

Ms. Slater noted that staff was asking for approval of a tentative budgets and that FY 2018-19 actuals

along with the final FY 2019-20 budgets would be presented for adoption in September.

It was moved by Mr. Pierce and seconded by Ms. Berlese to approve the tentative budget for College Vista. The motion carried, with all members voting Aye.

Ms. Slater presented the budget for Cañada Vista and noted the only revision to the budget was the property management fee increase for Kenny Realty. Ms. Slater also noted the transfer to the LT Capital Reserve.

It was moved by Mr. Pierce and seconded by Ms. Berlese to approve the tentative budget for Cañada Vista. The motion carried, with all members voting Aye.

Informational Reports

b. Update on Skyline College Housing Development

Mr. Bailey updated the Board on the Skyline College Housing development. There have been some delays due to weather. Right now they are in the site construction phase. The goal is to have this phase completed in October. An RFP has been released for the construction of the building. Construction is anticipated to start late fall with final completion in January or February 2021. Groundbreaking will take place after a contractor is selected in the fall.

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

Staff provided a written update on follow-up items from prior meetings. Staff noted that a number of the issues would be discussed and considered at future meetings.

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

Ms. Browne requested and Mr. Bailey confirmed that there will be a Special Housing Board meeting scheduled for the next week or the week following to address the extension of leases and/or other adjustments to rental fees for residents at Cañada Vista due to the on-going construction.

Adjournment

The meeting was adjourned at 5:20 p.m.