

**SANTA CLARA UNIFIED SCHOOL DISTRICT
SUMMARY MINUTES OF THE
SANTA CLARA TEACHER HOUSING FOUNDATION
MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, APRIL 21, 2021
WEB ZOOM MEETING**

A. ORGANIZATIONAL ITEMS

A.1. Call to Order – 12:30 p.m.

Present: Steve Lodge, President, Eric Dill, Mark Schiel,
Cariste Blase, Michal Healy, and Demitri Cacoyannis
Absent: Elise De Young

A.2. Review and Acceptance of Agenda Items

Motion by Steve Lodge, Seconded by Eric Dill to Approve and Accept the
Teacher Housing Foundation Agenda of April 21, 2021. Motion carried 3 Yes
(Lodge, Dill, Schiel); 0 Noes; 1 Absent

B. PUBLIC COMMENT ON NOTICED AGENDA ITEMS

Pursuant to Govt. Code 43954.3(a), members of the public will be afforded an opportunity to directly address the Board on any Item noticed on this Board Meeting Agenda before or during the Board's consideration of that Item. The law does not permit board action on any item not on the agenda, and must restrict public comment at Board Meetings to Items noticed on the Meeting's agenda. Members of the public wishing to address the Board must complete and submit a form provided for that purpose in the lobby prior to addressing the Board. In order to complete the business of the meeting in a timely manner, the normal time limit allotted is 2 minutes per speaker.

None

C. ACTION

None

D. DISCUSSION

D.1 Budget Study Session

- The Budget expenses are not sustainable, staff is tracking expenses from the last 3 years for further detail, more information at a future meeting.
- Significant increase in replacement floor covering costs; increased 40% from previous year
- Prepare for water heater replacement costs in the future
- The fire monitoring panel is malfunctioning and calling out multiple times a day
- Utility costs (Gas, electric, water, sewer, garbage, comcast) costs increasing by year - accounts for almost $\frac{1}{3}$ of total expenses, does not include fire monitoring service costs
- Payroll charges due to a requirement of an onsite-manager
- Administrative expense of \$1,000 to SCSF each month

D.2 [Apartment Rent Comparables](#); [Santa Clara BMR Rates](#)

- Rent for comparable apartment complexes to Casa Del Maestro is not significantly different from local competitors
- Competitor marketing strategies include: rent holiday of one month of free rent spread over 12 months or first month free.
- Possible proposition of rent holiday to potential Casa Del Maestro tenants could fill vacancies
 - 1 bedroom unit would be reduced by \$180 /mo, 1 bedroom w/ a den would be reduced by \$197 /mo, and 2 bedrooms would be reduced by \$220 /mo
 - If rent holiday is proposed SCUSD would receive 10 months of rent due to the 1 month free rent in addition to the agreement with the Property Manager for lease commission equal to one month's rent
- Current average rent is \$2,458 - 80% of that is \$1,966
- All 70 units at Casa Del Maestro are below the current 80% threshold
 - Taking into account the newly surveyed market at the 80% threshold rate put in place in July 2020; all 1 bedrooms would remain below that threshold, 1 bedrooms w/ den all 10 fall above, and for the 2 bedrooms; 21 units fall below threshold while 9 are above
 - Resulting in \$3,407 reduction per month and a \$40,884 annual reduction
- Provide a memo to tenants detailing the rent analysis found that the majority of Casa Del Maestro rental rates are below the 80% threshold in the current market
- New tenants could be offered the 1 month free rent since they would be at the appropriate rate or different sort of incentive that takes them below the 80% threshold
- 10 vacancies - 2 people just moved out.

- There is value in living close to work. The THF was created with the intent to offer the opportunity to teachers to be a part of the community they work in, therefore, the comparison apartment complexes are within Santa Clara.
- Offering pet friendly apartments to incentivize potential tenant move-in
- Additional rent comparisons for 1 bedroom w/ den

D.3 Calendar 2021-2022 Proposed Meeting Dates

- Originally group has only met quarterly
- Bi-monthly is preferred with the exception of urgent matters when an additional meeting is required
- May meeting required to meet rent changes effective in July
- Participants to send preferred dates

D.4 [Bylaw Review](#)

- Title of Assistant Superintendent Business Services should be revised
- Board has not signed a Conflict of Interest Form in awhile
 - THF to be added to SCUSD form 700 distribution list
 - THF board members were added to conflict of interest code during revision
- CBO will act as Secretary and will assign duties to district employees
 - Reaffirm offices on an annual basis
- A need for Board of Directors insurance to be researched in more depth
- THF is under the Brown Act; so we may be able to continue via Zoom if the Government permanently changes the in person requirement.

D.5 Future Agenda Items

- Monthly Pet Rent
- Extend lease options to tenant who have reached max
- Updated rent analysis for the 1 bed w/ a den
- COPS Debt Refunding
- Recruitment of new Board members
- THF Finances presentation to School Board

E. ADJOURNMENT

Motion: Eric Dill Seconded: Mark Schiel

To Adjourn the meeting 1:50 p.m.

Next scheduled meeting:

May 17, 2021; 3:30 p.m. - 5:00 p.m.

The Board of Directors may take other actions relating to the issues as may be determined following consideration of the matter and discussion of the recommended actions.

Persons requiring auxiliary aides, who plan on attending the Board meeting, must notify the District Office 24 hours before the meeting at 408-423-2005.

Agenda materials distributed less than 72 hours before a Board meeting can be inspected at the Chief Business Officer's Office, 1889 Lawrence Road, Santa Clara.