



**California State University Channel Islands Site Authority and Finance Authority
MINUTES
Regular Meeting
Monday, February 6, 2017**

The California State University Channel Islands (CI) Site Authority (SA) met on Monday, February 6, 2017. The meeting was held at the University in the Handel Evans Conference Room in the John Spoor Broome Library, Camarillo St., Camarillo, CA.

1. SA Board Chair R. J. Considine, Jr. called the meeting to order at 11:32 a.m. The Secretary called roll and a quorum of members was present.

Members Present: Chairman R. J. Considine, Jr.; Silas Abrego; Kelly Long; John Zaragoza; and Erika Beck.

Others Present: Ysabel Trinidad (alternate), Chris Fowler, Campus Counsel; Rolland Vasin of Vasin, Heyn & Company; John Gormley, Diane Mandrafina, Missy Jarnagin, Erik Blaine and Caroline Doll of Division of Business & Financial Affairs, Jake Friesen, Kennedy Wilson: Bill Robe, Chair of the University Glen Community Advisory Group; Dave Nirenberg, University Auxiliary Services; Michele Noyes, CI Student Government President; Ken Simons (alternate) and Deanne Ellison

2. Approval of Minutes of December 12, 2017 Meeting

Chairman Considine called for a motion to approve the minutes of the December 12, 2016 meeting. Supervisor Kelly Long so moved; seconded by Dr. Abrego, and the minutes were approved with Mr. Zaragoza abstaining.

Mr. Considine asked each participant present to introduce themselves and describe their role, as there were two new members and a new alternate attending the meeting.

3. Public Comment Period (Pursuant to Government Code section 11125.7)

Chairman Considine called for public comments. Michelle Noyes, CI Student Government President, made comments regarding the perception that the University Glen Community was not friendly toward students, and that there should be easier access to living in University Glen, particularly for non-traditional students. She stated that University Glen should be more open to accommodating students of the University.

4. Board Member Comment Period

Chairman Considine called for comments from the Board. He, on behalf of the Site Authority, welcomed new Board members Supervisors Kelly Long and John Zaragoza, and Alternate Ken Simons.

INFORMATION AND ACTION ITEMS

5. Information: Campus Update (Beck)

President Beck expressed her delight in the opportunity to provide an update: campus planning is underway; she spent the first 100 days on a "listening tour" and now is implementing strategic planning throughout the

campus community beginning with strategic initiatives. University Initiatives Steering committee and is looking forward to full campus participation with CI graduation 2025 helping to reduce institutional barriers. Dr. Beck reported that it is very exciting, with lots of work to come initial stages. Another positive to report was a recent article on CI Nursing rating in the Top 25 in California - #11 in fact. Many metrics support our ranking including students pass rate on the national exam which makes us very proud. CSU Channel Islands was also named Tree Campus USA for the fourth year in a row. Our Communications and Marketing department received a Gold Award for their “Beck the Halls” greeting card campaign, a Silver Award for the “Farewell to President Rush” events and received an additional award for the Channel Magazine for the fall 2016 issue. Dr. Beck reported that we are still in the midst of the Provost search. She is planning to have the top five candidates selected by the beginning of March and planning to name the successful candidate by the end of March. Admissions applications for next fall has seen a 15% increase. Unfortunately, we won’t be able to accommodate additional students because we do not anticipate additional funding for enrollment growth. She was pleased because we have a very strong pool of applicants, none the less.

6. Information: Construction Status Update (Blaine)

Dr. Blaine began his remarks by providing updates on several minor projects throughout the campus including painting, plumbing, electrical and HVAC. No large projects to report.

7. Information: Site Authority General Operations Update

Dr. Blaine reported that he met prior to Site Authority Board meeting with Student Government President Michelle Noyes to address her concerns raised during public comment. There is an additional meeting scheduled with staff and he intends to meet again for a follow up discussion. Dr. Blaine provided copies of the new campus map prior to August Board meeting. The area outlined in red are Site Authority boundaries. Page 2 of the document outlines the land referred to as the 32 acre project. Page 3 is an overlay of map combined with a current aerial map. The question was raised as to why Senior Housing is being discussed in the potential plan. Dr. Blaine responded that an analysis was done by consultants Jones Lang LaSalle for the developer Kennedy Wilson which suggested a hybrid community of apartments, for sale housing and senior housing be considered. The Homeowners Advisory Council seemed pleased with that suggestion. Currently up to 30% (thirty percent) of students live in on campus housing – University Glen (East Campus) plans are separate from on campus housing. John Gormley added comments to clarify that 4-5 years ago it was decided in the master plan that student housing would be kept as close to the core of the campus as possible near academic buildings. University Glen was originally built to recruit and retain faculty and staff and was not intended for student housing. University Glen residents are divided into Priority categories 1-7, Categories 1-3 being administrators, faculty and staff; 7 being general public. Ms. Trinidad commented that University Glen is attractive for incoming faculty and staff, particularly in times of robust hiring for the variety of options, to rent, buy or for an intermediate home situation. Dr. Blaine also commented that home sales are subject to a maximum resale price to keep them economical.

- Housing Sales Report
 - Homeowner to Homeowner direct sales: 2 homeowners submitted letter of intent to sell.
 - Homes sold to date in 2017: 3 and 3 in escrow. Site Authority buying a home that is currently a short sale to prevent a foreclosure. This home will close escrow February 25, 2017 then the Site Authority will oversee some minor repairs then place the home on the market. We are anticipating a quick sale.
- Other Information
 - A Property Management change is underway for University Glen effective February 1, 2017. KW will be responsible for all Common Area Management
 - Phase 2A/B parked cars. At the last meeting it was reported all cars had been removed. The lot is full again and the lessee is requesting more space.

8. Information: Financial Report (Blaine)

- Budget / Financials / Audited Financial Statements
 - The 2015/16 Audited Financial Statements were included in your board packet for your review (both the December and February meetings). After review from the December meeting, no questions were submitted to be discussed at this meeting. Rolin Vasin, our financial auditor, provided a summary report to the Board.
 - At the last meeting a revised 2016/17 Budget was presented to reflect the information from the sale of the 328 apartments and Town Center. Major changes were highlighted and part of that discussion centered on reserves. The reserve policy, reflective of the campus philosophy, has been provided to the SA board for review and comment. The draft reserve policy is included in your packet.
 - Current items to be expensed to reserves include: miscellaneous stucco repairs, painting all the Units (including carports) and the Town Center, repairing, sealing and striping asphalt and installing seismic gas shutoff devices at all gas meters.
- Reserves Policy was provided again from last meeting which matches campus policy. The draft policy is compliant with the campus Reserves Policy. The policy was created as a buffer for economic uncertainty affecting operating expenses. The dollar amount earmarked 1.5 million.

9. Information: University Glen Advisory Group Update (Robe)

Mr. Robe, Chair of the University Glen Community Advisory Group, informed the Board that University Glen is hybrid of ownership, where homeowners own structure and sub-lease the land. Homeownership rules are in the ground sublease. This committee is intended to get a better dialog going between residents and the Site Authority. Some residents have been challenging the accounting which he is helping to resolve. The committee has been meeting once per month; then the Homeowners Advisory Committee meets immediately afterward. There have been three meetings in total and the last one everyone seemed very encouraged that any friction is being resolved. Kennedy Wilson is generating respect with homeowners. It's working. A question was asked about the terms of the Kennedy Wilson contract for Common Area: \$9400/mo. 3 years contract with 2 (two) year renewals.

10. Information: CI 2025 Update (Blaine)

A brochure was provided in the current Board Packet as requested by Supervisor Parks at the December 12, 2016 meeting. Dr. Blaine provided a status update of the 100 apartment units leased back by the Site Authority to provide below market rentals for faculty and staff. The Site Authority will subsidize the difference between the rental cost and market cost and will work to ensure that these units are full. Mr. Simons asked if University Glen properties were not excluded from County Tax? Dr. Blaine explained we are getting definition on this particular issue. He also explained that on outside reserve study is completed every three years.

- Status of 100 CI leased back units: There are currently 6 units vacant and ready to be rented.
- Rental TH converted to For-Sale TH:
 - 22 Town Homes (TH) are sold
 - 5 TH are in escrow
 - 4 TH are vacant and listed.
 - 4 TH have given us notice they are vacating at the end of their lease.

- 32 acre development project:
 - Discussion is ongoing with KW regarding deal terms and a development agreement. Their selection as the developer of the site is subject to the successful completion and approval of the development agreement.
 - The program for the 32 acre development is currently a hybrid option consisting of multi-family apartments, senior living apartments, single family residents and townhomes. A total of no more than 600 units is being reviewed, allocated as:
 - 310: Apartments
 - 170: Senior Apartments
 - 54: Single Family Residences
 - 66: Townhomes

There being no further business to discuss, the public meeting adjourned at 12:34 p.m.

Finance Authority Meeting:

Minutes approved as read.

Public comment: none

Board member comment: none

Finance Authority overview provided by Dr. Blaine for participants new to the Board.

Sole reason for the Finance Authority's existence is to finance debt. Only one question typically comes up having to do with Mello Roos. Dr. Blaine reported things are moving nicely. No issues to report.

Finance Authority meeting was adjourned 12:37.

APPROVED: California State University Channel Islands SA

Signed: _____

Dated: _____

Respectfully Submitted;

Deanne Ellison, Secretary to the Site Authority Board