



**California State University Channel Islands Site Authority
MINUTES
Regular Meeting
Monday, February 1, 2016**

The California State University Channel Islands (CI) Site Authority (SA) met on Monday, February 1, 2016. The meeting was held at the University Glen Corporate Office on the California State University Channel Islands campus, 45 Rincon Drive, Suite 104-A, Camarillo.

Chair of the Site Authority R. J. Considine, Jr. called the meeting to order at 11:34 a.m. The Secretary gave the roll call and a quorum of members was present.

Members Present: Chairperson R. J. Considine, Jr.; Charlotte Craven; Kathy Long; Linda Parks; Steve Relyea; Richard R. Rush

Others Present: Pamela Abbott-Mouchou, Secretary to the Site Authority; Chris Fowler, Vi San Juan, CSU Chancellor's Office (CO); Ysabel Trinidad and Missy Jarnagin, Wes Cooper, Jason Hughes, John Gormley, Division of Business & Financial Affairs; Erik Blaine and Dave Nirenberg, CI Administrative Services; Jones Lang LaSalle (JLL) Representative Javier Rivera; University Glen Board Chair, Bill Robe

Approval of Minutes of December 14, 2015 Meeting

The motion was called to approve the minutes of the December 14, 2015 meeting. Councilwoman Craven made the motion; it was seconded by Supervisor Long and the minutes were approved unanimously.

Public Comment Period (Pursuant to Government Code section 11125.7)

Chairperson Considine called for public comments. Homeowner Carolyn Phillips presented a handout to the Board titled "A Statement to the Site Authority." In it she asked that the Homeowners Advisory Committee (HAC) minutes be made available to the Site Authority Board, and requesting an updated Exhibit C. Also requested was inclusion in the selection of a property manager for University Glen. Additionally, Ms. Phillips raised questions about the recently conducted independent audit.

Chairperson Considine asked if there were further public comments, and being that there were none, he closed the public comment period.

Board Member Comment Period

Chairperson Considine called for Board member comments. Councilwoman Craven asked if the packet materials for the meetings could be paginated. Supervisor Long, in response to Ms. Phillips' comments, asked that HAC minutes be provided to the Site Authority Board.

Chairperson Considine then reminded the Board of University Glen's original purpose, which was to provide residences for faculty and staff. He said that although much has been accomplished, over time a

few issues have arisen, which are currently being addressed. He urged attendees keep sight of the sense of the precious place that is University Glen.

Councilwoman Craven asked about the list of questions and answers that had been discussed during the December 14, 2015 meeting, specifically with regard to combined funds, and how interest earned is then allocated to various funds.

Supervisor Parks indicated that she is glad that a property manager has been hired.

Finally, Dr. Blaine said that he would post a recent Exhibit C onto the University Glen webpage.

INFORMATION AND ACTION ITEMS

Information: Campus Update (Rush)

Dr. Rush distributed a letter written by him and addressed to University Glen residents. In it was a progress report on issues raised by the community. He also shared a second letter that he wrote to the community addressing questions raised last year. Dr. Rush then introduced CI's Facilities Services Senior Director Wes Cooper, who gave an update on the landscaping activities that have been occurring since taking over those operations from Valley Crest Landscaping at the first of the year. Mr. Cooper then introduced Jason Hughes, CI's Lead Groundskeeper, and informed the Board that many of the groundskeepers are also residents of the community.

Councilwoman Craven asked about the quarterly fire hydrant flushing, and Mr. Cooper responded by saying that Facilities Services will perform this maintenance during the first year of its oversight, and then revert to annual flushing once his staff feels confident that the hydrants are in good working order.

Finally, Dr. Rush informed the Board that the CI 2025 Vision Plan initiative won the American Association of University Administrators' John L. Blackburn Award, which recognizes outstanding examples of university leadership that demonstrate creative solutions to common problems in higher education. The award will be presented in San Antonio, TX in June.

Information: Construction Status Update (Blaine)

Dr. Blaine informed the Board that the construction of the third phase of student housing is progressing, as is the Islands Café expansion.

Information: University Glen Housing and Rental Update and Financial Report (Blaine/Jarnagin)

Dr. Blaine continued his report to the Board with the following updates:

- There are no homes for sale in University Glen at this time. In 2015, there were 17 homes sold.
- The rentals in 1A/B/C are 98% occupied and 99% leased.

Dr. Blaine then introduced Mr. Bart Stern, principal of the Camarillo-based Ventura Investment Co., who has been engaged by the Site Authority as the new property manager. Mr. Stern said that he looks forward to this new relationship, noting his commitment to communication.

The memo that was sent to 70 homeowners to correct the title to home improvements error has been signed by 54 of them. The remaining homeowners will be receiving a letter from attorney Ken High.

Dr. Blaine informed the Board that a homeowner has reported ongoing issues with cracks and doors not being able to close. A structural engineer was engaged to examine the residence and found no issues with the foundation, but suggested further review of upstairs framing. A contractor is now reviewing the townhomes and developing a proposal, which will be reviewed with the homeowner.

Dr. Blaine then distributed handouts to the Board that reflected monthly maintenance activities and a list of upcoming maintenance projects.

Information: CI 2025 Update

Ms. Trinidad informed the Board that a Request for Proposal and Qualifications has been released to sell the 328 apartments and the Town Center. The team is awaiting responses, with a deadline set for February 5, 2016. These will be reviewed during the month of February, and once a successful candidate is identified, negotiations will begin in March. A resolution will be brought before the Board during its March 30 meeting.

With regard to the development of the 32-acre parcel, proposals will be received over the next several weeks, with subsequent review. The short list of proposers will be asked to provide additional information, and the CSU Board of Trustees will be informed of the finalist in May.

The financials were provided to the Board for their review; the Board requested that future reports reflect last year's financial totals, as well.

Information: Bid for Audit Services (Trinidad)

A Request for Proposal will be released for audit services for the Finance/Site Authority because it's been some time since this has been done. Approval will be brought before the Board in time for the fiscal year 2015-16 audit.

Information: CI Power Plant Update and Southern California Edison Negotiations (SCE)

The SCE negotiations are on-going with progress being made. Ms. Trinidad informed the Board that most of the key terms have been agreed upon, however, the April start date for the contract has been pushed back to May.

Action Item: Approval of Revised Calendar

Chairperson Considine called for a motion to approve the revised 2016 Calendar of Meetings. President Rush made the motion; it was seconded by Councilwoman Craven, and it was carried unanimously. Roll call:

Chairperson R. J. Considine, Jr.	Yes
Charlotte Craven	Yes
Debra Farar	Absent
Kathy Long	Yes
Linda Parks	Yes
Steve Relyea	Yes
Richard Rush	Yes

Councilwoman Craven noted that she will not be able to attend the March 30 meeting. Supervisor Long will not be present for the August 29 meeting.

There being no further business to discuss, the public meeting adjourned at 12:24 p.m.

APPROVED: California State University Channel Islands Site Authority

Signed: *Parula Robert Muckau*
Secretary to the Site Authority

Dated: *Mar. 30, 2016* Secretary to the