



**Regular Meeting Minutes  
Monday, June 10, 2024**

The California State University Channel Islands Site Authority (SA) and The California State University Channel Islands Financing Authority (FA) met on Monday, June 10, 2024, at 11:30 a.m. on the CSUCI campus in the Handel Evans Conference Room in the John Spoor Broome Library, Camarillo St. Camarillo, CA.

Site Authority Board Vice Chairperson called the meeting to order at 11:35 a.m. A quorum was established.

Members present:

City Councilmember Laura Hernandez, Vice Chair; Trustee Larry Adamson; Assistant Vice Chancellor Robert Eaton; Supervisor Vianey Lopez; Supervisor Jeff Gorell; President Richard Yao

Regrets:

John Broome Jr., Chair; Supervisor Kelly Long

Alternates present:

City Councilmember Martita Martinez-Bravo; Laurie Nichols, AVP Administrative Services/HRO (Voting Member)

Others present: Marc Mootchnik, University Counsel; Stephanie Bracamontes, Controller; Barbara Rex, SA Treasurer; John Lazarus, Executive Director of Operations; Celina Zacarias, Executive Director of Community & Government Relations; Christina Sotelo, Secretary

**OPENING STATEMENTS**

Vice Chair Laura Hernandez opened the Financing Authority meeting to run concurrently with the Site Authority meeting.

Vice Chair Hernandez notified the board that Laurie Nichols would be a voting member to replace board member John Broome Jr., who is unable to attend today.

Vice Chair Hernandez called for public comment (pursuant to Government Code Section 11125.7).

### Public Comment Period

A University Glen resident expressed her concerns with the survey results. She asked the board members to question the results of the survey. She expressed her concerns with the ability to take the survey multiple times. Her concerns continue with single-family homeowners being able to answer questions that were for townhome owners. Her concerns were elaborated in a document that was sent to the board.

A resident of University Glen expressed her concerns about an ongoing issue with a neighbor and nuisance pets. She expressed her concerns to the Homeowners Advisory Council in March 2024. She provided photos to elaborate on the situation. She requested that the Site Authority provide an update on the situation.

Sandi Boyd expressed her concerns with the investment policy for University Glen reserve funds that are currently invested with CalTRUST. Ms. Boyd explained that the reserve contributions are deposited into a checking account that is non-interest bearing and insured by the FDIC only up to \$250,000. She requested the establishment of a committee that would develop a University Glen investment policy addendum for the board's review. Her concerns and requests are elaborated on in the submitted public comment document.

Tom Bokhart summarized his concerns that were provided in the submitted public comment document. Mr. Bokhart is concerned with the townhome reserve fund's minimal contribution and special assessment strategy. He requested a completed reserve study for townhomes and single-family homes. Mr. Bokhart stated that it was confirmed that the Site Authority will pay for the \$300,000 water metering installation. He expressed his concerns with the Ground Sublease variations.

Mary Kennedy, a University Glen resident questioned the partnership between University Glen, Kennedy Wilson, and the Site Authority Board. Ms. Kennedy requested that the proposed governing structure be reviewed. She requested that the board review the proposed budget. She provided the last two years' budget and reconciliation information. Ms. Kennedy's concerns were elaborated in the submitted public comment document.

### Board Member Comment Period

Vice Chair Hernandez asked if there were any comments.

Board member Martita Martinez-Bravo asked Marc Mootchnik how the nuisance pet would be handled. Mr. Mootchnik responded that the Site Authority has been working on a resolution. Mr. Lazarus confirmed that the language is being reviewed and once approved it will be sent to the homeowner.

Board member Jeff Gorell shared his interest in attending the Town Hall meeting that was for the University Glen residents. Mr. Gorell asked the University Council why board members were not allowed to be present at the Town Hall. Ms. Martinez-Bravo asked for clarification about the Bagley Keene Act regarding the Town Hall. Marc Mootchnik stated that the Site Authority was preventing a violation of the Bagley Keene Act and provided clarification of the requirements. Board member Larry Adamson explained that the Town Hall was regarding governance and there was not enough time for an adequate notice to the public to meet the

10-day requirement. Ms. Martinez-Bravo reiterated Mr. Gorell's concerns with the inability to show up at the Town Hall. All board members were provided a recorded copy of the Town Hall. The board consensus was to request that moving forward an agenda be created and posted per the Bagley-Keene Open Meeting Act provisions. This will allow board members to be present.

Vice Chair Hernandez asked how a board member would initiate a motion for developing a reserve policy. Mr. Mootchnik explained that the board would request Site Authority staff to create a proposal for the reserve policy. The consensus of the board agreed upon assigning Site Authority staff to follow up on the public comment regarding a reserve policy. They requested the proposal of a reserve policy at the next board meeting.

No further comments were made.

## **CONSENT AGENDA**

- ACTION: Approval of Site Authority/Financing Authority Board Minutes of March 4, 2024 (Sotelo)
- INFORMATION: Anacapa Canyon Project Update (Lazarus)
- INFORMATION: University Glen Operations Report (Lazarus)
- INFORMATION: CI Power/DWR Update (Nichols)
- INFORMATION: Financial Report (Bracamontes)

### Approve Consent Agenda

Board member Robert Eaton requested to pull the information item: Financial Report from the Consent Agenda for further clarification.

Board member Martita Martinez-Bravo recommended that the minutes be updated using the board members' Site Authority titles.

Motion was made by Robert Eaton to approve the amended consent agenda. The motion was seconded by Larry Adamson and carried unanimously by roll-call vote.

## **INFORMATION AND ACTION ITEMS**

INFORMATION: Financial Report (Bracamontes)

Board member Robert Eaton asked for clarification on the Financial Report, page 15 of the packet, under other revenues. Stephanie Bracamontes explained that the revenues include income, realized and unrealized gains. The funds are held in a separate Wells Fargo checking account and then transferred into CalTRUST. Transfers are made quarterly into CalTRUST.

INFORMATION: Summary of University Glen Town Hall Post-Survey Results (Lazarus)

The Site Authority solicited a survey to the University Glen homeowners following the Town Hall. There was a total of 100 responses out of 272 homeowners. Regarding the installation of the water meters, 54% of the respondents were in favor and 46% were not. Site Authority staff

continues to recommend that the meters be installed at no cost to the homeowners. Robert Eaton agreed with staff.

The Budget Advisory Group decided to incorporate some ideas presented in the survey with input from other homeowners. Majority of the homeowners in the survey were in support of keeping the Townhome reserves lower recognizing that there is a higher risk of special assessment. The Budget Advisory Group decided to increase Townhome reserves with the average of the last three years increase of inflation

Board member Martita Martinez-Bravo asked about the methodology of the survey. John Lazarus confirmed that the survey was sent out via email a week after the Town Hall. Ms. Martinez-Bravo expressed her concern with the survey and the ability to submit it multiple times. She requested gathering more data from the community. Laurie Nichols stated that the survey was intended to gather feedback, not to act upon, but to help form proposals for the board. Ms. Nichols assured going forward any survey with substantial feedback will be adjusted appropriately. President Yao acknowledged the lack of validity. He recognized that the survey results had a 38% response rate. The goal of the survey was to identify cost mitigation strategies for the community that the Site Authority can solicit feedback on. President Yao stated that the survey provided useful information that should not be dismissed. Ms. Lopez agreed with President Yao that the information is one tool to gain information from the community. She stated that if there were a change there would need to be a more formalized follow-up. Larry Adamson recognized that the community is split on certain topics. Recognizing the strong opinions in the survey, he suggested that the board review those topics and see how they affect the budget. Vice Chair Hernandez stated that going forward the staff should present a proposed survey to the board before issuing it to the community.

**ACTION: Approval of 2024-25 Site Authority Operating Budget & Capital/Reserves Budget (Lazarus/Rex)**

Treasurer Barbara Rex provided an overview of the fiscal year 2024-2025 Site Authority operating budget. The proposed budget assumed a \$15 million in revenue, which is a slight increase from last fiscal year. This resulted in an operating income of \$2.6 million. This would assume that all the home sales in Anacapa Canyon are completed in 2024-2025. The Site Authority earns \$24,000 per home sale. The proposed budget also assumed income from age-restricted apartments. CI Power is in its second year of the agreement with the California Department of Water Resources. The proposed budget included additional funding for Channel Islands Police to support the additional needs associated with the Anacapa Canyon community. The budget included \$300,000 for water meters and installation. The CAM budget indicated a total of \$1.3 million in revenue. With expected expenditures of \$3.7 million, illustrating a draw from reserves for capital projects. The Anacapa Canyon revenue is expected to be \$900,000 with expenses of \$600,000. Resulting with \$300,000 in their reserves. Larry Adamson asked about the assumption that the Anacapa Canyon homes will sell the remaining units to meet the budget income. John Lazarus confirmed that the homes have been selling quickly, and don't stay on the market for long.

Laurie Nichols discussed the engagement timeline that the Site Authority had with the community regarding the proposed budget. She explained the initial engagement was in

January of 2024, during the normal Budget Advisory Group process. On February 7<sup>th</sup> the first draft of the budget was emailed to the community. The Homeowners' Advisory Council held a meeting the following day which led to a budget open forum that was held on Saturday, February 24<sup>th</sup>. The Budget Advisory Group refined the budget on March 19<sup>th</sup> and continued with refinements on March 21<sup>st</sup>. The proposed budget was emailed to the community on March 25<sup>th</sup>. The Town Hall was held on April 10<sup>th</sup>. The Budget Advisory Group refined the budget on May 10<sup>th</sup>. It was presented to the Community Advisory Group on May 23<sup>rd</sup> and emailed to the community on May 24<sup>th</sup>.

John Lazarus explained that the UGCAM budget went from \$2.743 million to \$2.916 million. Single-family home CAM Fees are scheduled to decrease by a small amount. Townhome CAM Fees are increasing by just under 10%. Driving factors include utilities, trash, maintenance, and townhome insurance. Townhome insurance rose from \$144,000 to \$246,000. The townhome insurance is purchased through the CSU system. Mr. Lazarus explained how the Site Authority is budgeting potable water usage based on the most recent 12 months. Paper products for the common areas were included in the proposed budget. The Budget Advisory Group eliminated social spending from the budget. The community has continued with activities that are self-funded. The Budget Advisory Group supported a three-month period for Kennedy Wilson's transition to Seabreeze Management Inc. The Budget Advisory Group suggested a 20% contingency for the contract to cover any a la carte options. The townhouse reserve fund contribution will increase by the 3-year average of inflation.

Board member Vianey Lopez asked about the significant difference in the management fees between Kennedy Wilson and Seabreeze Management Inc. Mr. Lazarus responded that Seabreeze Management Inc. provides a more automated service, which allows them to provide services at a lower cost. Ms. Lopez asked about the specifics of the contract, including the "a la carte" pricing options and the cancellation policy. Mr. Lazarus stated that the Site Authority confirmed with Seabreeze Management Inc. that no "a la carte" pricing options will be applied. The contract allows the Site Authority to cancel the contract without cause. The contract requested one full time employee on site.

Board member Larry Adamson questioned the \$54,000 for additional management staff. Mr. Lazarus explained that there is \$53,000 being paid to Kennedy Wilson to stay active for three months during the transition. Ms. Lopez asked if Anacapa Canyon shares the full-time Seabreeze employee with University Glen. Mr. Lazarus stated that no, University Glen has their own CAM budget. This means the full-time in-person Seabreeze Management Inc. presence is exclusive to University Glen.

Board member Jeff Gorell mentioned the public comment regarding the investment strategy. He asked if this year had a reasonable rate of return compared to similar organizations. Mr. Lazarus explained that CalTRUST is the only investment vehicle because the Site Authority is a state entity. Member Robert Eaton explained that he has been doing investments with the CSU for over 20 years. He stated that CalTRUST is designed for agencies like the Site Authority to invest in high-quality fixed-income securities. He stated that he is comfortable with CalTRUST and its risk profile.

Board member Martita Martinez-Bravo asked Marc Mootchnik, what steps would need to be taken to create a Finance Investment Committee. Mr. Mootchnik explained that the board can create a Finance Investment Committee. It would be subject to the Bagley-Keene Open Meeting Act if members of the board were on the committee. Mr. Gorell asked for clarification on the Budget Advisory Group, the fiduciary roles, and the relationship to the Site Authority. Mr. Lazarus confirmed that the Budget Advisory Group is a community advisory body, not a decision-making body. The Budget Advisory Group consists of several people including, the property manager for Kennedy Wilson, two homeowners, and a representative from Misson Hills Apartments and Anacapa Canyon. Vice Chair Hernandez requested that the Site Authority staff propose a governance structure with proposed membership. Ms. Martinez-Bravo suggested that the sitting committee would consist of two members from the community, members from the board, and the Site Authority staff. She explained that the committee would provide financial and investment information to the board. Mr. Gorrell suggested that the Site Authority staff provide multiple recommendations. He expressed his concern with creating a duplicative process for the community to express their opinions. He stated that the stakeholders from the Budget Advisory Group would need to be included in the committee. Board member Vianney Lopez suggested that the Site Authority staff research the committee already made with the City of Camarillo.

Vice Chair Hernandez questioned the governance structure information provided in the agenda. Laurie Nichols explained that this is the first read on the governance structure. This proposal was based to reflect the community input. Vice Chair Hernandez stated that the board will come back to the proposed governance structure, the investment reserve policy committee, and the Budget Advisory Group structure.

Vice Chair Hernandez asked if the Site Authority has received any information on coverage changes in the Earthquake Insurance policy. Mr. Lazarus confirmed that there were no changes in coverage from last year's Earthquake Insurance policy to this year's policy.

Motion was made by Robert Eaton to approve the 2024-25 Site Authority Operating Budget & Capital/Reserves Budget as presented. The motion was seconded by Jeff Gorell and carried unanimously by roll-call vote.

**ACTION: Approval of Amended 2024 Calendar of Meetings (Sotelo)**

Motion was made by Larry Adamson to approve the action item. The motion was seconded by Vianey Lopez and carried unanimously by roll-call vote.

**INFORMATION: University Glen Community Advisory Group Update (Lazarus)**

John Lazarus stated that the Site Authority is focusing on the budget with the help of the community. The Site Authority held a Fire Evacuation presentation for the Anacapa Canyon residents.

## INFORMATION: Audit Committee Report (Hernandez)

Vice Chair Hernandez and Board member Kelly Long attended the Audit Committee meeting to approve the opening of the fiscal year audit. Larry Adamson added that the CSUCI Site Authority is on the schedule for an operations audit review by the CSU Audit & Advisory Services. It will take place this fall.

## INFORMATION: Campus & Early Childhood Care & Education Center Update (Yao)

The President updated the Board on the following items:

- CSU Channel Islands successfully hosted two commencement ceremonies. Around 2,300 students graduated. With approximately 10,000 people on campus. Channel Islands hosted honorary doctorates, Vanessa Bechtel, with the Ventura County Community Foundation, and Dr. Angela Timmons, a leader in our black community and a former CSU Channel Islands counselor.
- The Western Association of Senior College and University Commissions (WSCUC) visit in April was a success for the Channel Island's reaccreditation. The full commission will provide the final word at the end of June. Highlights include undertaking initial steps to transition campus culture toward integrated planning processes aligned with the maturation of the institution. Using and sharing data transparently to inform decision making. Valuing and deepening connections with surrounding communities, particularly related to enrollment and student outcomes. Demonstrating commitment to and shared engagement in DEIA efforts throughout the campus. Exemplifying passion for and commitment to the core mission of serving students. Building centralized resources and infrastructure to support faculty and staff engagement in meaningful learning outcomes assessment.
- CSU Channel Islands launched a new Doctorate in Educational Leadership (Ed.D.). This program will be the most advanced degree offered at CSUCI and classes are being designed so that working professionals can obtain their Ed.D. in three years. The program had thirty spots available and around seventy-five applications.
- CSU Channel Islands is rolling out a new Master of Science (MS) in School Counseling, which will qualify graduates to become school counselors, a rewarding career for many with undergraduate degrees in fields like education or psychology.
- CSU Channel Islands will launch the Master of Public Administration (MPA) in the Fall 2024. The Master of Public Administration (MPA) prepares students for thriving careers in public service.
- CSU Channel Islands launched a new online Bachelor of Science (BS) in Health Science degree program. The fully online program is aimed at working professionals who would like to complete their four-year degree in order to advance in their careers or join a growing industry. CSU Channel Islands would be the first in the CSU system to offer this for Health Sciences.
- CSU Channel Islands launched a BA Psychology degree completion program that allows students to experience the intersection of psychology with other disciplines, closely following how psychology is understood and practiced in the world at large. CSU Channel Islands is also looking into a master's for Psychology.

- A Memorandum of Understanding (MOU) has been signed with CSU Channel Islands and local school districts. Such as Fillmore, Santa Paula, Oak Park, Simi Valley, and Oxnard Union High School. CSU Channel Islands is finalizing MOUs with Moorpark and Conejo Valley School Districts. Ojai Unified District has also expressed interest in the MOU.
- CSU Channel Islands welcomed new campus leaders, including Julia Heck, Associate Vice President for Student Life & Support Programs and Dean of Students. Drake Massey, Chief of Police. Erica Moorer Taylor, Executive Director of Title IX & Inclusion / Title IX Coordinator. Dr. Bradley Olin was recently hired as Vice President for Business and Financial Affairs.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:23 p.m.

## **APPROVED**

California State University Channel Islands Site Authority Board and California State University Channel Islands Financing Authority Board

<u><i>Christina Sotelo</i></u> <small>Christina Sotelo (Sep 10, 2024 13:23 PDT)</small>	<u>09/10/2024</u>
Christina Sotelo, Secretary	Date