

**RICHMOND, CALIFORNIA, March 9, 2021**

The Open Session to Hear Public Comment before Closed Session was called to order at 5:00 P.M.

**ROLL CALL**

**Boardmembers Present:** Conner, Finlay, and Vice Chair Gerould

**Staff Present:** Staff Attorney Charles Oshinuga, Deputy Director Paige Roosa and Executive Director Nicolas Traylor.

**Absent:** None.

**PUBLIC COMMENT BEFORE CLOSED SESSION**

None.

**ADJOURN TO CLOSED SESSION**

The Open Session to Hear Public Comment before Closed Session adjourned at 5:03 P.M.

**CLOSED SESSION – VIA VIDEOCONFERENCE**

The Regular Meeting of the Richmond Rent Board was called to order at 5:58 P.M.

Due to the coronavirus (Covid-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing.

Public comments were confined to items appeared on the agenda and were limited to the methods provided below. DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, the meeting utilized video/teleconferencing only. The following provides information on how the public participated in this meeting.

The public was able to view the meeting using Zoom at the following link:

<https://us02web.zoom.us/j/84217999244?pwd=enRrNzMvL0syeFdmUTZMeGNYeXhMUT09>

Password: rentboard

**Or By Telephone:**

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or  
+1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782

International numbers available:

Webinar ID: 842 1799 9244

<https://us02web.zoom.us/j/kmkMjQvGp>

Community members who wished to make a public comment were required to submit their comments via email by 3:00 p.m. on Tuesday, March 9, 2021 to the Rent Board Clerk, Cynthia Shaw at [cynthia\\_shaw@ci.richmond.ca.us](mailto:cynthia_shaw@ci.richmond.ca.us), to be considered into the record.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Boardmembers Present:** Conner, Finlay, and Vice Chair Gerould

**Staff Present:** Staff Attorney Charles Oshinuga, Deputy Director Paige Roosa and Executive Director Nicolas Traylor.

**Absent:** None.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**REPORT FROM LEGAL COUNSEL ON FINAL DECISIONS MADE IN CLOSED SESSION**

Staff Attorney Charles Oshinuga stated that the Rent Board met in closed session to discuss existing litigation. No final action was taken.

**AGENDA REVIEW**

None.

**PUBLIC FORUM**

Cordell Hindler commented by email that the Mayor mentioned at a previous City Council meeting that the Rent Boardmember vacancies would be filled soon. He also requested that the topic of stipends for Rent Boardmembers for their service to the community be considered as a future meeting agenda item.

## PUBLIC HEARING

G-1. The matter to (1) adopt Revised Fiscal Year 2021-22 Rent Program budget and corresponding ten-year financial projection; (2) receive and approved Revised Fiscal Year 2021-22 Rental Housing Fee Study; and (3) direct staff to prepare a resolution, consistent with the Rent Board's approved Rental Housing Fee Study and budget, recommending to the City Council adoption of a two-tier fee structure for Fiscal Year 2021-22 of \$218 for Fully Covered Rental Units and \$123 for Partially Covered Rental Units, was presented by Executive Director Nicolas Traylor. The presentation included the background, Rent Program organizational chart, revised proposed FY 2021-22 Budget that included a breakdown of the salaries and wages, benefits, professional and administrative services, travel and training, dues and publications, advertising and promotions, administrative expenses, office expenses, including postage and mailing, equipment rental, miscellaneous contributions and expenses, office supplies, utilities and supplemental insurance, cost pool and noncapital assets, financial status and 10-year projection that included the expense and revenue summary, 10-year financial projection that included background and a high-level summary. The presentation also included the revised proposed Rental Housing Fee Study that included introduction and background, proposed fee structure and example services, applicable unit counts, proposed Budget and Rental Housing Fees, proposed FY 2021-22 Rental Housing Fees, comparison of proposed FY 2021-22 Rental Housing Fee to prior years, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Boardmember Finlay, seconded by Boardmember Conner, to adopt Revised Fiscal Year 2021-22 Rent Program budget and corresponding ten-year financial projection; receive and approve the Revised Fiscal Year 2021-22 Rental Housing Fee Study; and direct staff to prepare a resolution, consistent with the Rent Board's approved Rental Housing Fee Study and budget, recommending to the City Council adoption of a two-tier fee structure for Fiscal Year 2021-22 of \$218 for Fully Covered Rental Units and \$123 for Partially Covered Rental Units, passed by the following vote: **Ayes:** Boardmember Conner, Finlay and Vice Chair Gerould. **Noes:** None. **Abstentions:** None. **Absent:** None.

## **REPORTS OF OFFICERS**

Executive Director Nicolas Traylor gave a brief report about the upcoming Community Workshop Webinar titled “Rights and Responsibilities for Landlords & Tenants During the COVID-19 Pandemic (Spanish Only), to be held on Friday, March 26, 2021 from 4-6 pm. He also mentioned that we had a very successful workshop webinar held on Friday, February 26, 2021 titled “How to File a Rent Increase or Decrease Petition.”

Vice Chair Gerould expressed gratitude to the Boardmembers, staff, and the community for two terms of an engaging and interesting experience on the Rent Board. She added that she was one of the first Boardmembers appointed to the Rent Board when it first started. She also added that she had great experience working with fellow Boardmembers to put together Regulations and hire an Executive Director. She added that this would be her last meeting serving as a Rent Boardmember. She expressed sincere gratitude and thanked everyone for a positive experience and that she enjoyed working with everyone. She also added that she will still reside in Richmond and that she looks forward to seeing everyone around town once we are able to see each other in person. She added that she hopes the Rent Ordinance continues to be enforced, and that the economic issues will turn around in the Richmond community. She wished everyone the best, as well as the Rent Program.

Executive Director Nicolas Traylor acknowledged Vice Chair Gerould and thanked her on the behalf of staff as well as himself, for her service to the community.

Boardmembers Conner and Finlay also acknowledged Vice Chair Gerould for her service, noting that they enjoyed working with her. They also mentioned that she brought a lot of knowledge and passion about the City of Richmond and that they appreciate all the work she has done, especially her additional work on the Ad Hoc Committee representing the Board. They also mentioned that she will be missed and they wished her and the family the best of luck in their future endeavors.

Deputy Director Paige Roosa, Staff Attorney Charles Oshinuga, and Board Clerk Cynthia Shaw acknowledged Vice Chair Gerould for her service, knowledge, time, commitment and dedication to the community and the Board, noting that she will be truly missed. Deputy Director Paige Roosa acknowledged all of the Boardmembers for their time, commitment and service to the

community and for passing a very strong foundation along to future Rent Boardmembers.

Boardmember Finlay acknowledged staff on the behalf the Boardmembers, expressing gratitude for their knowledge, patience, and support. She added that is has been a joy working with everyone these past four years and that the Board appreciates staff for what they bring to the game and for their commitment.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:40 P.M.

Cynthia Shaw  
Staff Clerk

(SEAL)

Approved:

VIRGINIA FINLAY  
Rent Board Chair