

Tuesday, July 6, 2021 Mission-West Valley Land Corporation Regular Meeting

Via Zoom: https://wvm-edu.zoom.us/j/92781377568

Dial-in: 1 669 900 6833 Meeting ID: 927 8137 7568 5:00pm Public Session

It is noted that all members of the Board of Trustees of the West Valley-Mission Community College District are members of this Board and all or a majority of the Trustees may be in attendance at this meeting.

1. Meeting Opening

- 1.1 Call to Order
- 1.2 Roll Call

2. Opening Items

- 2.1 Approval of the order of the agenda
- 2.2 Approval of May 18, 2021, Meeting Minutes
- 2.3 Oral Communication from the Public
- 2.4 Officers' Report
- 2.5 Acceptance of the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of June 30, 2021.

3. Action Items

3.1 Review, consideration and possible action to adopt an Operating Budget for Fiscal Year 21/22 beginning on July 1, 2021

4. Meeting Closing

4.1 Directors' Comments

4.2 Adjournment

In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact the Chancellor's Office at 408-741-2011. Notification 36 hours prior to the meeting will allow the District to make reasonable arrangements to ensure accessibility.

Item 2.2

MISSION-WEST VALLEY LAND CORPORATION

Board of Directors Regular Meeting Minutes May 18, 2021

1. Meeting Opening

1.1 Call to Order

A regular meeting of the Board of Directors of the Mission-West Valley Land Corporation was called to order by President Bob Owens at 5:00 p.m.

1.2 Roll Call

Directors: Susan Fish, Adrienne Grey (arrived at 5:03pm), Anne Kepner – Secretary, Randi Kinman, Jack Lucas, Bob Owens – President, and Karl Watanabe – Vice President (absent).

2. Closed Session

2.1 Adjourn to Closed Session: Conference with real property negotiators (Government Code Section 54956.7) Property: 2831 and 2841 Mission College Blvd., Santa Clara, CA subleased to Sobrato Development Companies, LLC to consider proposal for ground lease amendment. Negotiators: Ed Maduli and Jack Kent. Negotiating parties: Sobrato Development Companies, LLC and Land Corporation. Adjourned to closed session at 5:02pm.

2.2 Reconvene to Public Session

Public session reconvened at 5:17pm. Direction was given to negotiators.

3. Opening Items

3.1 Approval of the order of the agenda

The order of the agenda was approved as presented. (Kepner/Kinman, 6/0/0, with Watanabe absent and not voting)

3.2 Approval of March 16, 2021, Meeting Minutes

The March 16, 2021, meeting minutes were approved as presented. (Kinman/Kepner, 6/0/0, with Watanabe absent and not voting)

3.3 Oral Communication from the Public

None.

3.4 Officers' Report

Mr. Maduli reported that, as of April 30, the Land Corp's investment portfolio value had grown to \$7.9 million. He indicated that an additional \$3 million was recently transferred to the portfolio per direction given at the March meeting.

He then reported that the current lease with Lakha Properties ends in September 2021. Lakha has reached out and asked for a reduction in rent due to the pandemic. The Land Corp negotiators are reluctant to grant the request since Lakha already has the advantage of a 50% discount in rent based on the current lease agreement. The Land Corp would like to renegotiate the contract but anticipates that negotiations will end in arbitration.

3.5 Acceptance of the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of April 30, 2021

Mr. Maduli provided an update on current year special project expenditures and indicated that carry-forward amounts would be addressed at the next meeting. He also indicated that the April financials do not reflect the \$3 million decrease in the undesignated fund balance from the recent transfer to the investment account.

There was a motion by Grey, seconded by Kepner, to "accept the Statement of Revenues, Expenditures and Net Assets of the Land Corporation as of April 30, 2021, as presented." The motion passed 6/0/0, with Watanabe absent and not voting.

4. Action Items

4.1 Review, consideration and possible action to approve a Tentative Operating Budget for Fiscal Year 21/22 beginning on July 1, 2021

There was a motion by Kepner, seconded by Lucas, to approve the FY 21/22 Tentative Operating Budget beginning on July 1, 2021, as presented. The motion passed 6/0/0, with Watanabe absent and not voting.

4.2 Review, consideration and possible action to amend the FY 21/22 Tentative Operating Budget to include a specific funding amount for the Teaching & Learning Innovation Fund as identified in the Allocation of Funds Policy

There was a motion by Kepner, seconded by Kinman, to amend the FY 21/22 Tentative Operating Budget to include \$100,000 for the Teaching & Learning Innovation Fund. The motion passed 6/0/0, with Watanabe absent and not voting. Each college will receive \$50,000.

4.3 Review, consideration and possible action to amend the FY 21/22 Tentative Operating Budget to include a specific funding amount for the Student Success Innovation Fund as identified in the Allocation of Funds Policy

There was a motion by Kepner, seconded by Kinman, to amend the FY 21/22 Tentative Operating Budget to include \$50,000 for the Student Success Innovation Fund. The motion passed 6/0/0, with Watanabe absent and not voting. Each college will receive \$25,000.

4.4 Review, consideration and possible action to amend the FY 21/22 Tentative Operating Budget to include a specific funding amount for Technology Refresh & Instructional Equipment Funds as identified in the Allocation of Funds Policy

There was a motion by Kepner, seconded by Kinman, to amend the FY 21/22 Tentative Operating Budget to include \$295,000 for Technology Refresh & Instructional Equipment Funds. The motion passed 6/0/0, with Watanabe absent and not voting.

4.5 Review, consideration and possible action to amend the FY 21/22 Tentative Operating Budget to include a specific funding amount for Maintenance as identified in the Allocation of Funds Policy

There was a motion by Kepner, seconded by Kinman, to amend the FY 21/22 Tentative Operating Budget to include \$185,000 for Scheduled Maintenance. The motion passed 6/0/0, with Watanabe absent and not voting.

4.6 Review, consideration and possible action to amend the FY 21/22 Tentative Operating Budget to include a specific funding amount for the College Scholarship Program Fund as identified in the Allocation of Funds Policy

There was a motion by Kepner, seconded by Kinman, to amend the FY 21/22 Tentative Operating Budget to include \$500,000 for the College Scholarship Program Fund. The motion passed 6/0/0, with Watanabe absent and not voting. Each college will receive \$250,000.

4.7 Review, consideration and possible action to amend the FY 21/22 Tentative Operating Budget to include a specific funding amount for the Entrepreneurial Fund as identified in the Allocation of Funds Policy

There was a motion by Kepner, seconded by Kinman, to amend the FY 21/22 Tentative Operating Budget to include \$75,000 for the Entrepreneurial Fund. The motion passed 6/0/0, with Watanabe absent and not voting.

4.8 Review, consideration and possible action to amend the FY 21/22 Tentative Operating Budget to include a specific funding amount for the Capital Improvements Fund as identified in the Allocation of Funds Policy

There was a motion by Kinman, seconded by Kepner, to amend the FY 21/22 Tentative Operating Budget to include \$815,000 for the Capital Improvements Fund. The motion passed 6/0/0, with Watanabe absent and not voting. Mission College will receive \$480,000 and West Valley College will receive \$335,000.

4.9 Review, consideration and possible action to amend the FY 21/22 Tentative Operating Budget to include a specific funding amount for Special Projects Funds as identified in the Allocation of Funds Policy

There was a motion by Kepner, seconded by Fish, to amend the FY 21/22 Tentative Operating Budget to include \$1,030,000 for the Special Projects Fund. The motion passed 6/0/0, with Watanabe absent and not voting. District Services will receive \$430,000, Mission College will receive \$470,000, and West Valley College will receive \$130,000.

5. Meeting Closing

5.1 Directors' Comments None.

5.2 Adjournment Meeting adjourned at 5:40pm.



Mission - West Valley Land Corporation

ITEM 2.5

July 6, 2021

To: Board of Directors

Mission-West Valley Land Corporation

From: Jerry Donnard

Bookkeeper

Subject: June 2021 Financial Statement

Attached is the financial statement for June 30, 2021.

Please refer to the footnotes for any unusual or unexpected fluctuations in the Monthly or Year-to-Date expenses.

Please contact the Associate Vice Chancellor of Finance and Administration or me if there are any questions regarding the statement.

Mission West Valley Land Corporation Statement of Revenues, Expenses and Changes in Fund Balance Budget vs Actual

As of June 30, 2021

	Budget (Col A)		Current Month (Col B)	Year to date Actual (Col C)
Revenues				
Ground Lease Revenues				
LAKHA Properties	\$ 1,275,000	\$	106,250	\$ 1,275,000
Sobrato/S-3: Phase I	1,985,874	*	165,892	1,985,874
Sobrato/S3: Phase II	1,118,293		66,752	1,118,293
Quality Technology	2,406,449		200,537	2,421,690
General Interest Revenue	160,000		-	49,485
Gross Revenue	\$ 6,945,615	\$	539,431	\$ 6,850,341
Change in Value of Investments		\$	61,656	\$ 357,536
Total Revenues	\$ 6,945,615	\$	601,087	\$ 7,207,878
Expenses:				
Administrative and Operating Expenses				
Audit & Tax Preparation Services	\$ 16,500	\$	_	\$ 16,500
Bank Service Charges	500	Ψ		185
Office Supplies	500			
Property Taxes	600			573
Legal Fees	80,000			8,093
Financial Services	7,000		300	4,125
Consultants	118,000		8,000	76,409
WVMCCD Rent Fees (25% of Revenues)	1,696,404		408,384	1,700,214
Total Administrative and Operating Expenses	\$ 1,919,504	\$	416,684	\$ 1,806,098
Scheduled Maintenance				
20/21 Scheduled Maintenance	\$ 200,000	\$	17,207	\$ 185,679
Total Scheduled Maintenance Expenses	\$ 200,000	\$	17,207	\$ 185,679
Excess of Revenues Over Expenses Before				
Special Project Expenses	\$ 4,826,111	\$	167,196	\$ 5,216,101
Special Projects Ongoing				
Special Projects 17/18	40,032		-	40,032
Special Projects 19/20	156,225		5,583	118,950
Special Projects 20/21	1,300,000		132,565	859,657
Teaching & Learning Innovation Fund	100,000		26,792	36,559
Student Success Innovation Fund	50,000		2,150	24,571
Capital Improvements 18/19 Carryover	536,085 395,949		19,806 87,915	32,106
Capital Improvements 19/20 Carryover Capital Improvements	360,000		37,938	241,452 53,812
Tech Refresh & Instructional Equipment	500,000		16,572	500,000
Entrepreneurial Fund	75,000		17,975	17,975
College Scholarship Program	500,000		17,575	500,000
Fire Relief Program	50,000		2,558	9,087
WVMCEA/Teamsters	344,250		2,000	344,250
Total Special Projects Expenses	\$ 4,407,541	\$	349,856	\$ 2,778,452
Excess of Revenues Over Expenses	\$ 418,570	\$	(182,659)	\$ 2,437,648

Statement of Changes in Fund Balance

Statement of Revenues and Expenses From June 30, 2020

Net Assets June 30, 2020 less Amortization of Prepaid Expens Restrictions and Designations of Net As Endowment Fund Land Reserve for Prepaid Commission Contingency Reserve Fidelity Investments Undesignated Fund Balance		330,305 16,702 502,917 4,000,000 3,000,000 8,751,884	\$ \$	16,616,785 14,977 16,601,808
Excess of Revenues over Expenses in less Amortization of Prepaid Expense Projected net increase in fund balance	es e		\$ \$	418,570 14,977 403,593
Transfer of Endowment to Adv. Found	\$	(330,305)		
Projected Net Assets June 30, 2021 Restrictions and Designations of Net As Endowment Fund Land Reserve for Prepaid Commission Contingency Reserve Fidelity Investments Undesignated Fund Balance	sets \$ \$ \$ \$	16,702 487,940 4,000,000 3,000,000 9,170,454	\$	16,675,096
Current Month Cash Balance: Month End Checking Acct Balance Month End LAIF Acct Balance Fidelity Investments as of 5/31/2021 Previous Month Cash Balance: Month End Checking Acct Balance Month End LAIF Acct Balance Fidelity Investments as of 5/31/2021	\$ \$ \$ \$ \$ \$	516,989 7,483,214 10,945,460 759,616 7,483,214 10,945,460		

	Contribution s	Additions/ Interest	Cumulative Balance	LAIF interest rate		Total Interest		dowment ransfers
Jun 2000								
Beginning								
Balance	\$325,450							
Jun 2001			\$345,820	5.32%	Actual			
Jun 2002	\$372,772		\$730,587	2.75%	Actual	\$11,995		
Jun 2003	\$402,746		\$1,149,334	1.77%	Actual	\$16,001		
Jun 2004	\$357,445		\$1,858,517	1.44%	Actual	\$18,826		
Jun 2005	\$358,231		\$2,258,442	2.85%	Actual	\$41,694		
Jun 2006	\$381,977		\$2,728,451	4.53%	Actual	\$88,032		
Jun 2007	\$426,809		\$3,297,378	5.23%	Actual	\$142,118		
Jun 2008	\$440,632	\$26,570	\$3,884,540	3.11%	Actual	\$146,530		
Sep 2008		\$26,900	\$3,911,441	2.77%	Actual			
Dec 2008		\$24,838	\$3,936,278	2.54%	Actual			
Mar 2009		\$18,796	\$3,955,074	1.91%	Actual			6/18/2009
Jun 2009	\$450,341	\$14,930	\$535,806	1.51%	Actual	\$85,464	\$	3,884,540
Sep 2009		\$1,206	\$537,011	0.90%	Actual			
Dec 2009		\$806	\$537,817	0.60%	Actual			2/1/2010
Mar 2010		\$753	\$2,764	0.56%	Actual			\$535,806
Jun 2010	\$458,214	\$4	\$460,982	0.56%	Actual	\$2,768		
Sep 2010		\$588	\$461,569	0.51%	Actual		1	0/15/2010
Dec 2010		\$531	\$1,118	0.46%	Actual			\$460,982
Mar 2011		\$1	\$1,119	0.51%	Actual			
Jun 2011	\$423,201	\$1	\$424,321	0.48%	Actual	\$1,121		
Sep 2011		\$403	\$424,724	0.38%	Actual			
Dec 2011		\$403	\$425,127	0.38%	Actual			
Mar 2012		\$404	\$425,531	0.38%	Actual			
Jun 2012	\$383,546	\$383	\$809,461	0.36%	Actual	\$1,593		9/7/2012
Sep 2012		\$708	\$385,849	0.35%	Actual			\$424,321
Dec 2012		\$309	\$386,157	0.32%	Actual			
Mar 2013		\$270	\$386,428	0.28%	Actual			
Jun 2013	\$428,090	\$232	\$814,750	0.24%	Actual	\$1,519		
Sep 2013		\$530	\$815,280	0.26%	Actual			6/17/2014
Dec 2013		\$530	\$815,810	0.26%	Actual		\$	429,609
Mar 2014		\$469	\$816,279	0.23%	Actual			6/20/2014
Jun 2014	\$462,725	\$449	\$464,704	0.22%	Actual	\$1,978	\$	385,140
Sep 2014		\$279	\$464,983	0.24%	Actual			
Dec 2014		\$291	\$465,273	0.25%	Actual			3/30/2015
Mar 2015		\$302	\$873	0.26%	Actual		\$	464,703
Jun 2015	\$479,800	\$1	\$480,672	0.28%	Actual	\$872		
Sep 2015		\$385	\$481,057	0.32%	Actual			
Dec 2015		\$445	\$481,502	0.37%	Actual			4/14/2016
Mar 2016		\$554	\$1,384	0.46%				\$480,672
Jun 2016	\$549,313	\$2	\$550,699	0.55%		\$1,385		
Sep 2016		\$826	\$551,525	0.60%	Actual			
Dec 2016		\$938	\$552,462	0.68%	Actual			
Mar 2017		\$1,077	\$553,540	0.78%	Actual			6/29/2017
Jun 2017	\$598,831	\$1,273	\$602,946	0.92%	Actual	\$4,114		\$550,698
Sep 2017		\$1,613	\$604,559	1.07%				
Dec 2017		\$1,814	\$606,372	1.20%				
Mar 2018		\$2,289	\$608,661	1.51%				4/30/2018
Jun 2018	\$314,058	\$2,891	\$322,665	1.90%	Actual	\$8,607		\$602,946
Sep 2018		\$1,742	\$324,408	2.16%	Actual			
Dec 2018		\$1,946	\$326,354	2.40%	Actual			
Mar 2019		\$2,081	\$328,435	2.55%	Actual			4/2/2019
Jun 2019	\$322,425	\$2,110	\$330,305	2.57%	Actual	\$7,880	_	322,665
							\$	8,542,082

Outstanding Balance

2018/2019	\$330,305
Balance paid 9/24/2020	-\$330,305
Total	\$0

SUMMARY - Land Corporation Funding Categories for FY 2021-22

	ownwart - Land Corporation Funding Categories						FY 20/21
							Allocation
1.	Innovation Fund			\$	150,000	\$	150,000
	Teaching & Learning Innovation Fund (F.1)	\$	100,000				
	Student Success Innovation Fund (F.2)	\$	50,000				
2.	Technology Refresh & Instructional Equipment (G)			\$	295,000	\$	500,000
3.	Maintenance (H)			\$	185,000	\$	200,000
4.	Scholarship Program (I)			\$	500,000	\$	500,000
	1 0 17				,	'	,
5.	Entrepreneurial Funds (J)			\$	75,000	\$	75,000
6.	Capital Improvements & Special Projects (K)			\$	1,845,000	Ś	1,660,000
	• <u>MC</u> \$ 480,000			'	, ,	'	, ,
	Safety Repairs to CDC Play Yard	\$	75,000				
	Replace Walk-In Freezer at Hospitality Management	\$	140,000				
	Repair HVAC Munters Units at SEC	\$	55,000				
	Re-Paint Science Building	\$	70,000				
	Repair Irrigation System Campus Wide	\$	65,000				
	Re-Roof Locker Room Building	\$	75,000				
	Ne Roof Eocker Room Building	7	75,000				
	<u>WVC</u> \$ 335,000						
	Repair Roof at PE (weight room)	\$	75,000				
	Electrical Box Screening	\$	35,000				
	Repair Floor Drain in Campus Center Mechanical Room	\$	25,000				
	Replace Leaking Fire Hydrants	\$	15,000				
	Repair Broken Storm Drain Inlet	\$	20,000				
	Hazardous Tree Pruning and Removal Campus Wide	\$	10,000				
	Repair Fire Sprinkler Check Valve at Fox	\$	15,000				
	Replace Mini Split Unit/HVAC in Admininstration Server Ro	\$	40,000				
	Replace/Repair Split Fence Campus Wide	\$	50,000				
	Science & Math Emergency Generator	\$	50,000				
	Special Projects						
	District Services \$ 430,000						
	DEI Programming	\$	50,000				
	Advancement Tech Initiative CRM/Website/Branding	\$	60,000				
	Strata Information Group (SIG) consultants to support	\$	75,000				
	Faculty and Staff Scholarships	\$	100,000				
	Emergency Relief Funding	\$	25,000				
	OER	۶ \$	120,000				
	OLN	ڔ	120,000				
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<u>MC</u>	\$ 470,000			
Child Care Fee Reduction Program?		\$ 50,000		
Student Meal Deal Pilot Program		\$ 50,000		
Adopt a School Pilot Program		\$ 25,000		
Entrepreneurial and Community Engagement	Program	\$ 25,000		
Student Equity Center / Multicutural Center		\$ 40,000		
Food Pantry Implementation		\$ 150,000		
Peer Online Course Review Process (POCR) Co	ertification	\$ 20,000		
DEI Programming		\$ 75,000		
Disabilities Accomodations Upskills Training		\$ 35,000		
<u>wvc</u>	\$ 130,000			
Update the signage in the campus center, upo	late the	\$ 35,000		
Global Experiences: Study Abroad, Internation	nal Service	\$ 50,000		
Two important aspects of expanding our onling	ne footprint	\$ 25,000		
College marketing; develop enhanced market	ing	\$ 20,000		
			\$ 3,050,000	\$3,085,000

Approved May 18, 2021

Mission West Valley Land Corporation Statement of Revenues, Expenses and Changes in Fund Balance Budget Pro forma

Fiscal 2021-2022

	Budget (Col A)		Current Month (Col B)	Yea	r to date Actual (Col C)
Revenues					
Ground Lease Revenues					
LAKHA Properties	\$ 1,275,000	\$	-	\$	-
Sobrato/S-3: Phase I	2,045,450				
Sobrato/S3: Phase II	822,257				
Quality Technology	2,406,449				
General Interest Revenue	160,000				
Gross Revenue	\$ 6,709,156	\$	-	\$	-
Change in Value of Investments					
Total Revenues	\$ 6,709,156	\$	-	\$	-
Expenses:					
Administrative and Operating Expenses					
Audit & Tax Preparation Services	\$ 17,250	\$	-	\$	-
Bank Service Charges	500				
Office Supplies	500				
Property Taxes	600				
Legal Fees	80,000				
Financial Services	6,000				
Consultants	98,000				
WVMCCD Rent Fees (25% of Revenues)	1,637,289	Ф.		Φ.	
Total Administrative and Operating Expenses	\$ 1,840,139	\$	-	\$	-
Scheduled Maintenance					
21/22 Scheduled Maintenance	\$ 185,000	Φ.		Φ.	
Total Scheduled Maintenance Expenses	\$ 185,000	\$	-	\$	-
Excess of Revenues Over Expenses Before					
Special Project Expenses	\$ 4,684,017	\$	-	\$	-
Special Projects Ongoing					
Special Projects 21/22	1,030,000				
Teaching & Learning Innovation Fund	100,000				
Student Success Innovation Fund	50,000				
Capital Improvements	815,000				
Tech Refresh & Instructional Equipment	295,000				
Entrepreneurial Fund	75,000				
College Scholarship Program Total Special Projects Expanses	500,000 \$ 2,865,000	\$		\$	
Total Special Projects Expenses	φ ∠,000,000	Ф	-	Φ	
Excess of Revenues Over Expenses	\$ 1,819,017	\$	-	\$	_

Statement of Changes in Fund Balance

Projected Statement of

Net Assets June 30, 2021			\$	16,690,073	Revenues and Expenses From June 30, 2021
less Amortization of Prepaid Expens	es		\$	14,977	1 10111 04110 00, 202 1
1000 Amortization of Fropata Expono	00		\$	16,675,096	
Restrictions and Designations of Net Ass	sets		•	,,	
Land	\$	16,702			
Reserve for Prepaid Commission	\$	487,940			
Contingency Reserve	\$	4,000,000			
Fidelity Investments	\$	3,000,000			
Undesignated Fund Balance	\$	9,170,454			
Excess of Revenues over Expenses in less Amortization of Prepaid Expens Projected net increase in fund balance	es	2	\$ \$ \$	1,819,017 14,977 1,804,040	
Projected Net Assets June 30, 2022 Restrictions and Designations of Net Assets	sets		\$	18,479,136	
Land	\$	16,702			
Reserve for Prepaid Commission	\$	472,963			
Contingency Reserve	\$	4,000,000			
Fidelity Investments	\$	3,000,000			
Undesignated Fund Balance	\$	10,989,471			