

Seaside Housing Collaborative

Director Board Meeting

November 19, 2025 | 10:00 a.m.





Seaside Housing Collaborative

Board of Directors Meeting

November 19, 2025 • 10:00am • Blackhorse Room
Oldemeyer Center, 986 Hilby Avenue, Seaside, CA

Meeting Agenda

- I. CALL TO ORDER
- II. ROLL CALL

Ian N Oglesby, Chair
Brenda Thomas, Vice-Chair
Greg McDanel, Director
Reginald Garnett, Director
Mitchel Winick, Director
Rosemary Soto, Director
- III. REVIEW AGENDA
- IV. PUBLIC COMMENT
- V. CONSENT AGENDA
 - A. APPROVE THE DRAFT MINUTES FROM THE SEPTEMBER 17th, 2025 MEETING
- VI. BUSINESS ITEMS
 - A. UPDATE ON RFP RESPONSES (ANDY MYRICK)
 - B. FINANCE: QUOTE – NON-PROFIT INSURANCE
- VII. STAFF REPORTS
 - A. NEXT MEETING SCHEDULED FOR DECEMBER 17, 2025
- VIII. BOARD MEMBER COMMENTS
- IX. ADJOURNMENT

2025 Scheduled Meetings:

- January 15, 2025 – 10:00am
- February, 19, 2025 – 10:00am
- March 19, 2025 – 10:00am
- April 16, 2025 – 10:00am
- May 21, 2025 – 10:00am
- June 18, 2025 – 10:00am
- July 16, 2025 – 10:00am
- August 20, 2025 – 10:00am
- September 17, 2025 – 10:00am
- October 15, 2025 – 10:00am
- November 19, 2025 – 10:00am
- December 17, 2025 – 10:00am

This body conducts business under the meeting requirements of the Ralph M. Brown Act.

MEETING AGENDA & RELATED MATERIALS

Agendas for regular board meetings as defined by the Brown Act will be posted at the meeting site and the Collaborative's website, if applicable, 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the Collaborative's website, if applicable, 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public inspection 72 hours prior to the start of the regular meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Collaborative's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting the board's Secretary at 440 Harcourt Avenue, Seaside, CA 93955 or at (831) 899-6891.

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please call (831) 899-6887



Seaside Housing Collaborative

Board of Directors Meeting

September 17, 2025 • 10:00am • Blackhorse Room
Oldemeyer Center, 986 Hilby Avenue, Seaside, CA

DRAFT MINUTES

I. CALL TO ORDER

The meeting called to order at 10:00 AM.

II. ROLL CALL – We have a quorum

PRESENT: Chair Oglesby, Vice-Chair Thomas, Director Winick,
Director McDanel, Director Garnett

ABSENT: Director Soto

III. REVIEW OF AGENDA

No changes.

IV. PUBLIC COMMENT

No public comments were made.

V. CONSENT AGENDA

A. APPROVE DRAFT MINUTES FROM THE August 20th, 2025 MEETING

On motion by Director Winick and second by Vice-Chair Thomas, and carried by the following vote, the Board of Directors moved to adopt the draft minutes from the August 20, 2025 board meeting. No public comments were made on the consent agenda.

RESULT: 5-0-0-1

AYES: Oglesby, Thomas, Winick, McDanel, Garnett

NOES: None

ABSTAIN: None

ABSENT: Soto

VI. BUSINESS ITEMS

A. DISCUSSION ON EVALUATION OF RPR RESPONSE (ANDY MYRICK)

City Staff explained that this is an update and will be looking for some direction moving forward. The Request for Proposals was sent out Friday, September 12th, 2025. It calls for submittals to be provided to the Collaborative no later than October 3rd, 2025. It's a three (3) week turnaround. For what we are asking for, it is a snug but doable timeframe. What happens next will be determined in part by how many we receive. If we receive three (3) or fewer, the intention is that we would evaluate them and bring all three with that evaluation to the Board for consideration. If we receive more than three of them, then the scoring process will be used to whittle it down to the top three and then bring those before the Board. That does not mean that the other ones couldn't be considered, but we would focus on those top three in that scenario. City Staff then explained what needs to be included in the responses to the RFP, citing items "Responses must include" and "Scoring will be based on several criteria" presented to the Board. We do not have a Scoring Rubric here to present because we do not generally publicize those ahead of time because it gives an unfair advantage to those who happen to see it. If there are other criteria that the Board thinks that we should be considering we are open to receive that feedback. The is the sum total of where we are at, with the intention to get the responses by October 3rd, 2025. Unless we receive a very large number of responses, then our goal will be to have them scored by the October 15th meeting. With that being said, City Staff asked the Board if anyone had any feedback or for thoughts on this.

Direct Garnett asked, relative to the scoring, how are you weighing the scoring criteria, number of units, cost, experience, etc.? City Staff stated that this is what we will not be releasing in advance to ensure fairness. Once the RFP's have been received then the scoring rubric will be shared. Chair Oglesby added that he understands that what we don't want to do is tell the applicant exactly how to get the max score. If there are any scoring items the SHC thinks it should add in the scoring then that needs to be communicated to City Staff so that can be added or taken into consideration. General Counsel stated that at some point, the SHC Board should have a closed session to discuss some of these items to give direction to your negotiators on how the SHC want to do some of the evaluations. Direct Winick inquired about the distribution of the RFP and City Staff stated that an email was sent out to everyone who has a business license as a contractor in the City of Seaside and anyone who has expressed interest in this project. Revision West received a copy of it. We will also be sending it out through the cities public bid system even though it is not a city project. This can be freely shared with anyone, so if the SHC Board knows of anyone interested the RFP can be shared. It is also on the SHC Webpage. City Staff also added that a copy will be at the Building Department Counter in City Hall.

Chair Oglesby opened for public comment. No public comments were made.

VII. STAFF REPORTS

- A. City Staff reminded the SHC Board of the next scheduled meeting for October 15, 2025 to be held in the Blackhorse Room.*
- B. SHC Website has been updated with all current documents and Staff will be working on revamping the SHC Website to bring it up to date.*

VIII. BOARD MEMBER COMMENTS

Director Winick stated that he would not be present for the October 15, 2025 meeting.

Chair Oglesby directed members of the public to exit the room while the SHC Board held a Closed Director Session. City Staff introduced the Housing Department Intern, Alex Wall, who remained for the Closed Director Session as a representative of City Staff. Director Session commenced at 10:30am and ended at 10:37am.

IX. ADJOURNMENT

The meeting adjourned at 10:37am. Next meeting: October 15, 2025 at 10:00am.

Item VI.A

UPDATE ON RFP RESPONSES

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Update on RFP Responses

- RFP Response Period ended on October 3, 2025
- Three Responses with Four Proposals were received
 - AMEG Enterprises (4 units)
 - Halsell Builders (9 units)
 - Revision West Option 1 (2 units)
 - Revision West Option 2 (4 units)



RFP Evaluation

- Staff reviewed based on the following criteria:
 - Cost/Value (40 Points)
 - Number of Units (20 Points)
 - Developer Experience (20 points)
 - Occupant Quality of Life (10 Points)
 - Neighborhood Compatibility (10 Points)



AMEG

- Would provide two units and two ADUs with garaged parking.
- Total Cost: \$3,118,320
- Approximately \$779,580 per unit
- Design Work estimated at \$150,000
- Average Score: 62.5

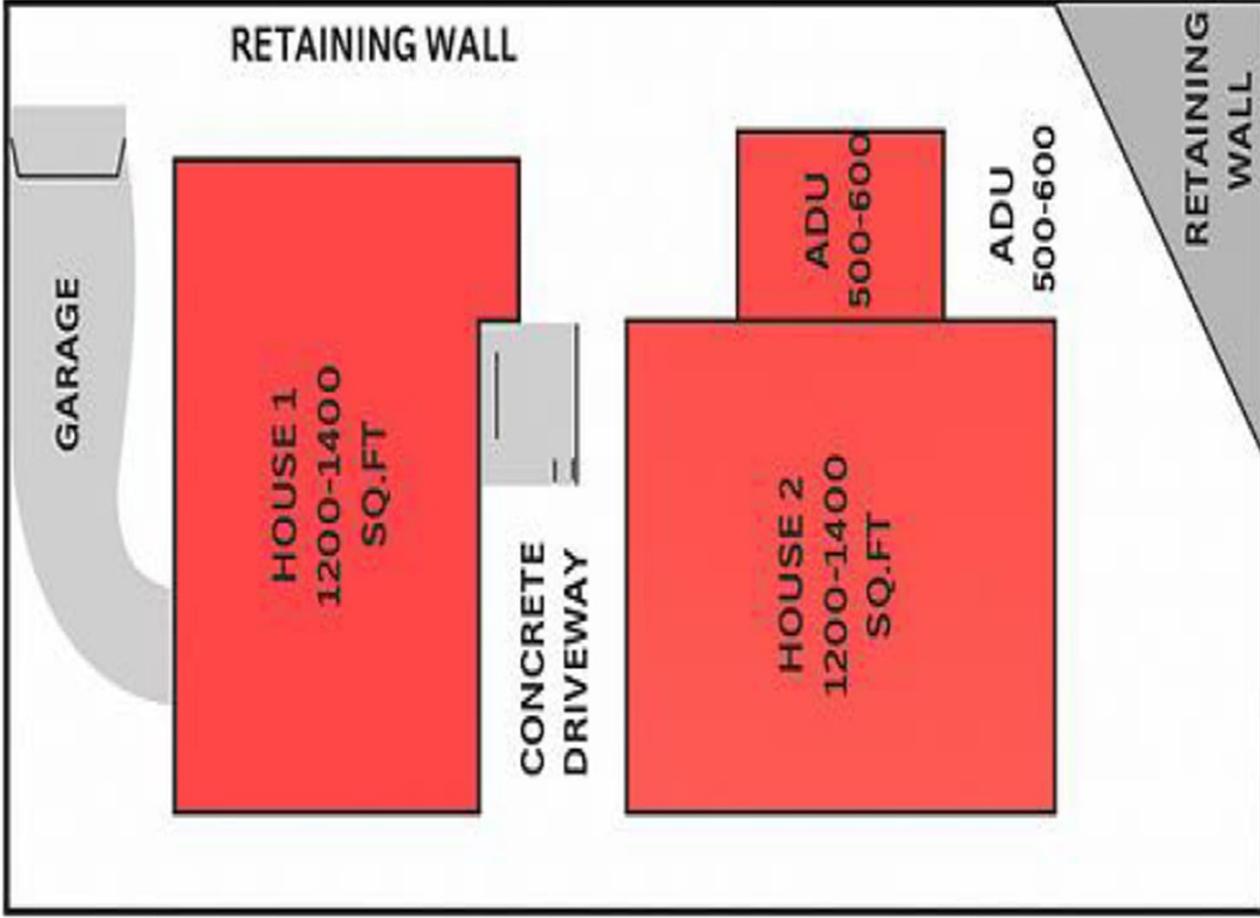


AS 540



140' (ACI)

COLONIA COURT



RETAINING WALL

LUZERN STREET

COLONIA COURT



AMEG

- Pros:
 - Development includes provision of off-street parking
- Cons:
 - Site Plan is unclear – feasibility cannot be verified
 - Highest per-unit costs for four units
 - Details on units other than size not provided.

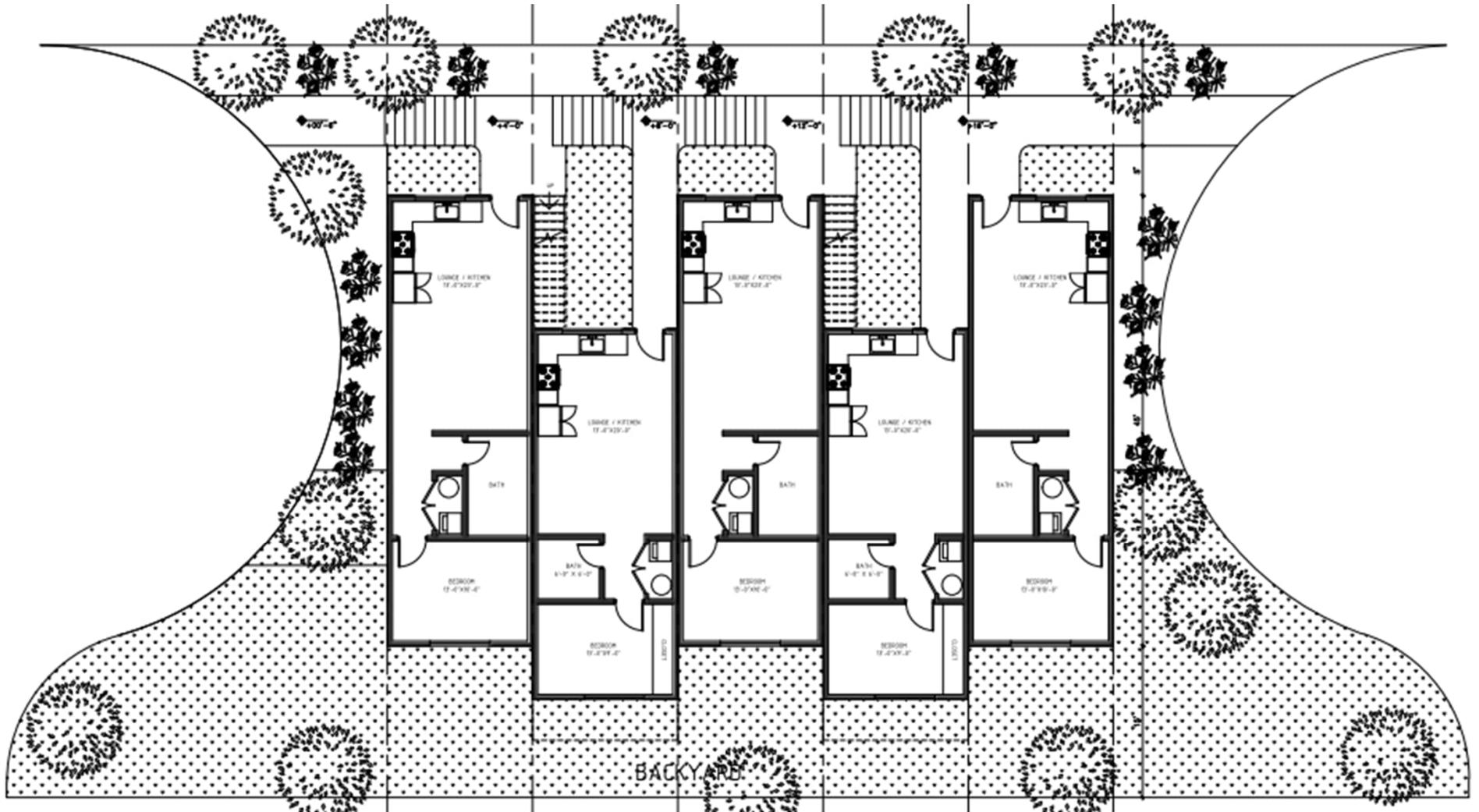


Halsell Builders

- Would provide nine units.
- Total Cost: \$3,250,000
- Approximately \$361,000 per unit
- Design Work cost not provided individually
- Average Score: 60







Halsell Builders

- Pros:
 - Least expensive proposal per-unit
 - Attractive and well-designed project
- Cons:
 - Parking not provided
 - Density significantly higher than allowed under General Plan
 - Most expensive project in absolute terms.



Revision West – Option 1

- Would provide two units as a duplex along Vallejo Street (lower part of parcel).
- Total Cost: \$1,567,500
- Approximately \$783,750 per unit
- Design Work estimated at \$121,000
- Average Score: 57.5







Revision West – Option 1

- Pros:
 - Least expensive proposal overall
- Cons:
 - Parking not provided
 - Fewest number of units
 - Highest per-unit costs

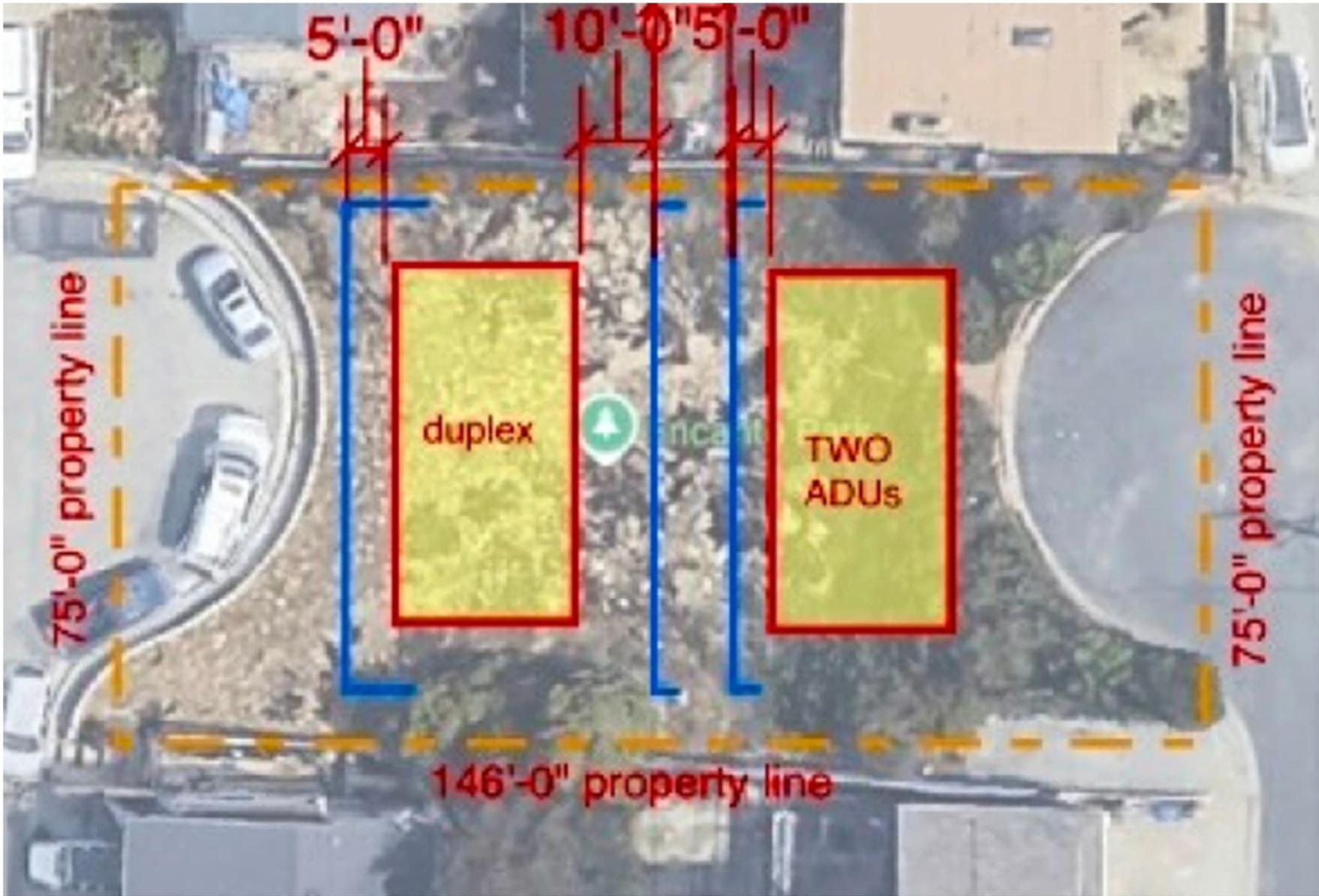


Revision West – Option 2

- Would provide two units as a duplex along Vallejo Street (lower part of parcel) and 2 ADU units along Luzern (upper part of parcel).
- Total Cost: \$2,270,000
- Approximately \$567,500 per unit
- Design Work estimated at \$175,000
- Average Score: 62.5







Revision West – Option 2

- Pros:
 - Provides four units at second-lowest per-unit cost
- Cons:
 - Parking not provided



Recommendation

- Staff recommends that the Board authorize staff to work with some or all of the respondents to address the following concerns:
 - Opportunities for reduction in project costs
 - Provision of on-site parking
 - Compliance with City General Plan policies.
 - Neighborhood Compatibility



Item VI.B

FINANCE: QUOTE – NON-PROFIT INSURANCE

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Non-Profit Insurance

NON-PROFIT INSURANCE EXPLAINED

A TYPE OF BUSINESS INSURANCE THAT PROTECTS 501(C)(3) ORGANIZATIONS FROM RISKS AND CLAIMS

UNIQUE RISKS FOR NON-PROFIT BUSINESSES

- USE OF VOLUNTEERS
- USE OF CONTRACTORS
- CLAIMS AGAINST DIRECTORS

COMMON TYPES OF COVERAGE

- GENERAL LIABILITY INSURANCE
- PROFESSIONAL LIABILITY INSURANCE
- DIRECTORS AND OFFICERS INSURANCE



Establishing Insurance for the Seaside Housing Collaborative

Cost of Insurance

- THE RECOMMENDED COVERAGE FOR THE SHC IS ESTIMATED TO HAVE AN ANNUAL PREMIUM OF \$2,000 - \$3,000.
- RECOMMENDED COVERAGE IS A MINIMUM AMOUNT FOR GENERAL LIABILITY AND DIRECTORS AND OFFICERS COVERAGE (USUALLY MINIMUM IS \$500,000).
- **USUALLY, AN INSURANCE APPLICATION IS ONLY EFFECTIVE FOR 45 DAYS OF WHEN COVERAGE IS EXPECTED TO BEGIN.**
- THE INSURANCE PREMIUM COULD BE FUNDED FROM THE CURRENT OPERATING BUDGET.



Establishing Insurance for the Seaside Housing Collaborative

Coverage Type	Limit	Annual Cost
Commercial General Liability	\$1,000,000 per occurrence / \$3M aggregate	\$900
Business Auto Liability	\$1,000,000 limit (Hired/Non-Owned)	\$385
Board & Executive Liability	\$1,000,000 per claim / aggregate	\$748
Additional Coverage	Liquor & Terrorism Included	Included

Total Annual Premium: \$2,033 (within FY 2025–26 budget of \$3,000)



Recommendation

- Authorize staff to receive an updated quote for insurance and acquire insurance for coverage not exceeding \$3,000.





SEASIDE HOUSING COLLABORATIVE BOARD REPORT

Item VI.B

TO: Seaside Housing Collaborative Board of Directors
FROM: Jessie Riley, Treasurer
BY: Jessie Riley
DATE: November 19, 2025
SUBJECT: APPROVAL OF INSURANCE COVERAGE FOR FY 2025–26

RECOMMENDATION

It is recommended that the Board authorize staff to obtain an updated insurance quote for coverage, with an annual premium not to exceed \$3,000, for the policy period starting in fiscal year 2025-2026.

BACKGROUND

As part of its annual administrative planning, the Seaside Housing Collaborative (SHC) has explored options for obtaining nonprofit business insurance. The insurance requirements were previously outlined in the February 2024 presentation to the Board, which identified the need for general liability and directors and officers coverage at an estimated cost between \$2,000 and \$3,000 annually.

A quote has now been received from the Nonprofits' Insurance Alliance of California (NIAC) for the following coverage:

- **Commercial General Liability:** \$1,000,000 per occurrence / \$3,000,000 aggregate
Annual Cost: \$900
- **Business Auto Liability (Hired/Non-Owned):** \$1,000,000 limit
Annual Cost: \$385
- **Board and Executive Liability (Directors & Officers and Fiduciary):** \$1,000,000 per claim / aggregate
Annual Cost: \$748
- **Liquor and Terrorism Coverage:** Included

The total annual premium is \$2,033, which is within the FY 2025–26 budgeted amount of \$3,000 for insurance. The policy provides comprehensive protection appropriate for a small nonprofit organization, meeting standard coverage recommendations for entities of SHC's type and scale.

ATTACHMENTS

Seaside Housing Collaborative _ NIAC Quote_4.pdf

Item VII

Staff Reports

A. Next Meeting Scheduled for December 17, 2025

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SEASIDE HOUSING COLLABORATIVE BOARD REPORT

Item VII.A.

TO: Seaside Housing Collaborative Board of Directors
FROM: Danny Barrientos, Staff Liaison
BY: DANNY BARRIENTOS
DATE: November 19, 2025
SUBJECT: NEXT SCHEDULED MEETING

RECOMMENDATION

REMINDER: NEXT SCHEDULED MEETING IS SET FOR DECEMBER 17, 2025

BACKGROUND

DURING THE SEPTEMBER 17, 2025 STAFF REMINDED THE SHC BOARD OF UPCOMING MEETINGS.

ATTACHMENTS

NONE

Item VIII

BOARD MEMBER COMMENTS

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Item IX

ADJOURNMENT

www.seasidehousingcollaborative.org