

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 17, 2025

Final Decision Date Deadline: September 17, 2025

**STATEMENT OF THE ISSUE:** The minutes of the August 27, 2025, Special Meeting of the Richmond Rent Board require approval.

## INDICATE APPROPRIATE BODY

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority          | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> |   |

## ITEM

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |  |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Rent Board As Whole                                     |  |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |  |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |  |

**RECOMMENDED ACTION:** APPROVE the minutes of the August 27, 2025, Special Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-1.**

***This page intentionally left blank***

**RICHMOND, CALIFORNIA, August 27, 2025**

The Special Meeting of the Richmond Rent Board was called to order at 5:06 P.M.

**PLEDGE TO THE FLAG**

The Pledge of Allegiance was recited.

**ROLL CALL**

**Board Members Present:** Espinoza, Hite, Vice Chair Cantor, and Chair Tipton.

**Staff Present:** Executive Director Nicolas Traylor, Deputy Director Fred Tran, and General Counsel Charles Oshinuga.

**Absent:** None.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

None.

**PUBLIC FORUM**

**Cordell Hindler**, a Richmond Resident, addressed five matters:

1. Update regarding the appointment to fill the Rent Board vacancy. Announced the appointment of Melvin Willis as the new Rent Board Member beginning next month, in September.
2. An invitation to the Contra Costa Mayor's Conference, hosted by the City of Martinez on the second Thursday in October. He also mentioned that he will provide more information at the next meeting.
3. An invitation to the Port of Richmond Open House on September 6th, held at the Port of Richmond Office.
4. An invitation to the Richmond Rotary Club weekly meeting on September 19th, held at the Richmond Country Club.
5. A request to keep the structure to hear Appeal Hearings cases at Special Rent Board meetings instead of Regular meetings to focus on Regular meeting agenda items.

**Kimberly Graves** expressed concerns about the procedures that negatively impacted small landlords, sharing her personal experience with the Eviction Defense Center and the costs that she plans to file a lawsuit for claims.

**CONSENT CALENDAR**

On motion from Vice Chair Cantor, seconded by Board Member Hite, the Item(s) marked with an (\*) were approved unanimously.

**\*F-1.** Approve the minutes of July 16, 2025, Regular Meeting of the Richmond Rent Board.

**\*F-2.** Receive letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100.

**\*F-3.** Receive the Fiscal Year 2024-25 Monthly Activity Report through July 2025.

**\*F-4.** Receive the Rent Program FY 2024-25 and FY 2025-26 Monthly Revenue and Expenditure Report through June and July 2025.

**\*F-5.** Receive the Budgeted versus Actual Revenue and Expenditures Report for the fourth quarter ending June 30, 2025.

**\*F-6.** Approve late fee waiver(s) for August 2025 pursuant to Regulation 425.

**CONSIDERATION OF APPEALS**

**G-1.** General Counsel Charles Oshinuga presented on the matter of an Appeal regarding Petition No. RC24-T274: Both parties appeal a Hearing Examiner's Decision that ultimately awarded the Tenant \$882.29, due to the temporary loss of access to the following spaces: backyard, front patio, back patio, and garage. The Landlord contends that the temporary loss of access to the aforementioned areas was due to his need to perform necessary repairs. The Landlord further contends that the Tenant did not have a right to the garage, so that portion of the award should be reversed. Additionally, the Landlord challenges the sufficiency of the Tenant's evidence, asserting that some of the Tenant's evidence concerns conditions that existed after the petition was filed. Finally, the Landlord challenges the timeline of the Hearing

Examiner's award and the Hearing Examiner's finding that the Landlord acted with "unclean hands". On the other hand, the Tenant submitted a cross-appeal challenging only the portion of the Hearing Examiner's Decision that found that the Tenant and the Landlord shared the use of the back deck, patio, and the garage. The Tenant described how the Landlord allegedly harassed her in these shared spaces, and it's unfair that she has to share her deck, where other tenants do not have to share their decks. All parties to the case were present. The Landlord Appellant presented for 5 minutes, then the Tenant Respondent was given 7 minutes to present her case and presented for 5:97 minutes. Finally, the Landlord Appellant was given 2 minutes to close. Next, the Tenant Appellant presented for 5 minutes, then the Landlord Respondent was given 7 minutes to present his case. Finally, the Tenant Appellant was given 2 minutes to close. The Appeal hearing began, and the following individuals presented their case: Daniel Radwin and Eurisa Camancho. No further discussion by the Board. There were no public comments on this item.

After hearing the issues brought on appeal, a motion was made by Vice Chair Cantor to affirm General Counsel's recommendation to 1. Reverse the Hearing Examiner's findings that the Tenant experiences a decrease in Housing Services due to removal of livable space and the consequent award of \$770.08. 2. Reverse the Hearing Examiner's findings of the unclean hands, as that doctrine is an affirmative defense that is only available to the Respondents at a hearing. 3. Affirm the Hearing Examiner's findings that the Tenant and Landlord shared the back deck, patio, and garage, as the Record contains substantial evidence supporting such a finding. Board Member Espinoza seconded the motion. The motion passed by the following vote: **Ayes:** Board Member Espinoza, Hite, Vice Chair Cantor, and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** None.

Rent Board Clerk Ramona Howell concluded the hearing and informed the parties that all parties would receive a Rent Board Decision within 30 days.

### **RENT BOARD AS A WHOLE**

**H-1.** Executive Director Nicolas Traylor presented on the matter to direct staff to create language to amend Chapter 8 Rent Board Regulations to increase the effectiveness and efficiency of the petitions and hearings process. The presentation included the Statement of the Issue, Fiscal Impact, issue #1: Regulation 801

(B), issue #2: Regulation 804 (A), issue #3: Regulation 805 (A) (4) and (B) (4), and the Recommended Action. Discussion ensued. There were no public comments on this item. A motion made by Board Member Hite, and seconded by Chair Tipton, directed staff to create language to amend Chapter 8 Rent Board Regulations to increase effectiveness and efficiency of the petitions and hearings process, for consideration at a future meeting, passed by the following vote: **Ayes:** Board Member Hite, Vice Chair Cantor, and Chair Tipton. **Noes:** None. **Abstentions:** Board Member Espinoza. **Absent:** None.

**REPORTS OF OFFICERS**

Executive Director Nicolas Traylor reported that we have a new Rent Board Member joining the Rent Board at the next Rent Board meeting. The new Board Member is former City Council Member Melvin Willis.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:56 P.M.

Ramona Howell  
Staff Clerk

(SEAL)

Approved:

\_\_\_\_\_  
Rent Board Chair