

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 15, 2025

Final Decision Date Deadline: October 15, 2025

STATEMENT OF THE ISSUE: The minutes of the September 30, 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 September 30, 2025, Special Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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RICHMOND, CALIFORNIA, September 30, 2025

The Special Meeting of the Richmond Rent Board was called to order at 5:10 P.M.

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

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

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

Absent: Board Member Hite.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Cordell Hindler, a Richmond Resident, extended several invitations to upcoming community events, including:

- The Contra Costa Mayors' Conference on December 4, 2025, hosted by the City of Pinole.
- The Council of Industries Boat Tour on October 24, 2025.
- The Richmond Rotary Club meeting on October 17, 2025.

Mr. Hindler also expressed appreciation for the scheduling of Special Meetings to hear Appeal Hearings as separate meetings.

CONSENT CALENDAR

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

***F-1.** Receive the Fiscal Year 2025-26 Monthly Activity Report through August 2025.

***F-2.** Amend the following Chapter 8 Regulations:

1. Regulation 801: Amended to clarify that the Petitioner carries the burden of proof and establishes the burden of proof as Preponderance of the Evidence.
2. Regulation 804: Amended to clarify that the preliminary review of a petition is limited to procedural content and not substantive content. Additionally, the amendment would clarify the basis of finding a petition unacceptable and describes the steps a Petitioner would need to take to fix a petition that is found unacceptable. Finally, the Regulation would allow for staff to administratively dismiss, without prejudice, those petitions that have been found to be unacceptable and left uncorrected.
3. Regulation 822: Allows for the Hearing Examiner to decide a petition without a hearing where the Record contains sufficient undisputed facts.
4. Regulation 844: Increases the time for a Hearing Examiner to issue their decision from 120 days to 150 days.

Adopt the following Regulation:

Regulation 801.5: Extension of Deadlines: Where staff is required to send a notice to a party and sends the notice by mail, any imposed deadline to respond to the notice shall be extended by five (5) calendar days.

CONSIDERATION OF APPEALS

G-1. General Counsel Charles Oshinuga presented on the matter of an Appeal regarding Petition No. RC23-T176: This matter concerns an appeal of the Hearing Examiner’s decision that awarded tenants \$17,496.71. On appeal, the Appellant argued that at the prior Rent Board meeting, the Rent Board Ordered the matter to be remanded on the issue of Base Rent. The Remand was to allow Respondents to provide adequate evidence of Base Rent. Despite the Board’s allowance of additional evidence, the Respondents failed to submit any evidence. Thus, the Record remained the same with the same concerns with issues found at the prior Rent Board Hearing.

There were no public comments on this item. All parties to the case were present. The Respondent requested interpretation, and all parties' times were doubled to present their case. The Counsel for the Appellant was given 10 minutes to present and presented for 6 minutes and 8 seconds. Then the Respondent was given 14 minutes to present and presented for 9 minutes and 53 seconds. Finally, the Appellant was given 4 minutes to close the presentation and presented for 2:02 minutes. After hearing the issues brought on appeal and considering the arguments of all parties on appeal, Vice Chair Cantor made a motion to approve the General Counsel's recommendation to reverse the Hearing Examiner's finding to the Base Rent amount and subsequent award of \$17,496.71, as the Record has not changed since the prior hearing and thus, does not contain substantial evidence to support such a finding and subsequent award. Board Member Willis seconded the motion. The motion passed by the following vote: **Ayes:** Board Members Espinoza, Willis, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Hite.

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

PRESENTATION/PROCLAMATION

H-1. Executive Director Nicolas Traylor presented on the matter to receive a presentation honoring past Rent Board members, with a brief ceremony to present individual Proclamations of Appreciation and a plaque displaying former Board Member names and terms. The presentation included a special recognition honoring former Rent Board members for their service and leadership. Rent Board Clerk Cynthia Shaw called the names of honorees. The list of Honorees recognized included:

- Alana Grace Connor (2019–2023)
- Carol Johnson (2021–2023)
- Commieolla Duncan (2019–2021)
- David Gray (2017–2019)
- Elaine Dockens (2023–2025)
- Emma Gerould (2017–2021)

- Karina Guadalupe (2023–2024)
- Lauren Maddock (2017–2021)
- Michael Vasilas (2021–2023)
- Nancy Combs (2017–2019)
- Shiva Mishek (2021–2023)
- Virginia Finlay (2017–2023)

Former Board Chair Virginia Finlay and Vice Chair Emma Gerould were present and received individual proclamations and certificates of appreciation. Mr. Traylor also announced that a perpetual plaque listing all past Board members was displayed at the Rent Program Office.

The following individual gave public comments: Cordell Hindler.

Sveral Board members and staff expressed appreciation for the honorees’ foundational work establishing the Rent Program’s policies and regulations and acknowledged the contributions of past and present staff.

Board Members received the item, and no formal vote was taken on this item.

REPORTS OF OFFICERS

There were no reports from Board Members and Staff.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:13 P.M.

Ramona Howell
Staff Clerk

(SEAL)

Approved:

Rent Board Chair