

**MINUTES OF THE SPECIAL MEETING
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE
CITY OF OAKLAND, CALIFORNIA**

[Meetings are recorded and are accessible through our website: www.oakha.org]

Monday, December 06, 2021

Special Meeting

The Oakland Housing Authority Board of Commissioners convened a Special Meeting via Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by zoom, phone and/or by email.

Chair Gregory Hartwig presided and called the meeting to order at 6:01 PM.

I. Pledge of Allegiance

II. Roll Call

Present 7 – Gregory Hartwig, Anne Griffith, Janny Castillo, Lynette Jung Lee, Bettye Lou Wright, Barbara Montgomery, Mark Tortorich.

III. Approval of Minutes:

A. Approval of the Minutes of the Regular Meeting of October 25, 2021.

A motion was made by Bettye Lou-Wright, seconded by Lynette Jung-Lee for the approval of the minutes of the October 25, 2021 Regular Meeting. The motion carried by the following vote:

Ayes 6 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Tortorich

Abstain 1 – Montgomery

B. Approval of the Minutes of the Special Meeting of November 24, 2021.

A motion was made by Anne Griffith, seconded by Barbara Montgomery for the approval of the minutes of the November 24, 2021 Special Meeting. The motion carried by the following vote:

Ayes 6 – Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

Abstain 1 – Hartwig

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

There were no old or unfinished business items.

VI. Modifications to the Agenda

(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.)

Secretary Wells recommended that the Board of Commissioners modify the agenda to move Items VII.I Resolution authorizing the Executive Director to enter into an Exclusive Negotiating Agreement with Mandela Station, LLC, for the Mandela Station Affordable development; and VII.J Resolution authorizing the Executive Director to execute a Continuing Project Operations and Exclusive Negotiation Rights Agreement for Mandela Gateway, to the front of New Business discussions. Chair Hartwig concurred.

VII. New Business

- I. Resolution authorizing the Executive Director to enter into an Exclusive Negotiating Agreement with Mandela Station, LLC, for the Mandela Station Affordable (MSA) development.

Chief Officer of Program and Finance Administration, Duane Hopkins, led the presentation on the item and introduced guest speakers, Art May with Keystone Development Group; Chan Yu Lee with Devin and Gun; and Dirk Hal Mire with MacFarlane Partners. Guest speakers represented the development team that worked on the first phase of Mandela Station. Mr. Hopkins provided an overview of the Mandela Station Development Plan that will provide 238 affordable units at the West Oakland BART Station.

It was further noted that the Exclusive Negotiating Agreement Framework (ENA) provides a two-stage negotiating process, where during stage one, MSA developers would work to negotiate a term sheet, which would outline an agreement on the overall terms and conditions of the Authority's participation in the project. Furthermore, during stage two, the Authority and the developers would work to negotiate a Lease Disposition and

Development Agreement for the project, which is a legally binding document based on the agreement for the Authority to lease land and provide financing to the MSA project.

The Commissioners asked a few questions, which the team answered.

A motion was made by Anne Griffith, seconded by Lynette Jung-Lee for the approval of Item VII.I. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- J. Resolution authorizing the Executive Director to execute a Continuing Project Operations and Exclusive Negotiation Rights Agreement for Mandela Gateway.

Chief Officer of Program and Finance Administration, Duane Hopkins, led the presentation on the item providing background information noting that Mandela Gateway was created through a HOPE VI revitalization of a former public housing development called Westwood Gardens. Mr. Hopkins noted that Chestnut Linden, Inc. (CLI) is a nonprofit entity jointly controlled by BRIDGE and the Oakland Housing Authority (Authority) and that CLI is a Special Limited Partner in Mandela Gateway Associates.

Mr. Hopkins noted that the action would allow the Authority to enter into a Continuing Project Operations and Exclusive Negotiation Rights Agreement with BRIDGE Housing. The agreement will allow the Authority to maintain the partnership after buying the Limited Partner interest of the investor, which will allow the Authority to keep the reserves as well as outline the terms of the negotiated property.

Having no further questions from the Board of Commissioners, a motion was made by Anne Griffith, seconded by Mark Tortorich for the approval of Item VII.J. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- A. Presentation of Year End Financial Status Report for the period July 1, 2021 through September 30, 2021.

Chief Officer of Program and Finance Administration, Duane Hopkins led the presentation on the year-end financial reports assisted by Director of Finance, Victor Madamba. Specific discussion focused on the Fiscal Year 2022 actuals versus budget within the operating revenue, operating expenses, and non-operating revenue expenses. There were no further questions from the Board.

B. Partnership with the City of Oakland and the Education SuperHighway (ESH).

Secretary Wells introduced the item, providing background information noting that the City of Oakland was selected for a historic investment to increase access to broadband internet for the City's most unconnected communities. The City requested the Oakland Housing Authority's (OHA) support and partnership with this endeavor. OHA identified ideal locations within the housing portfolio of over 2,000 owned or managed units that can benefit from these services. Additionally, over 4,100 students in the Oakland Unified School District live in homes subsidized by OHA. This effort will support these students by connecting them with academic tutoring, scholarship opportunities, camps and other enrichment activities.

A motion was made by Lynette Jung-Lee, seconded by Barbara Montgomery for the approval of Item VI.B. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

C. Authorization to use Housing Choice Voucher Reserves to fund operating subsidy or capitalized reserves for HomeKey Round II projects.

Secretary Wells introduced the item noting that this action will approve a budget allocation for HomeKey projects using Housing Choice Voucher (HCV) reserves. Staff proposes dedicating \$15 million of HCV reserves to HomeKey Round II projects, which will assist approximately 50-75 eligible households. Ms. Wells further stated that the HomeKey Round II is a statewide funding opportunity for public housing agencies to act as the lead applicants, for projects that sustain and rapidly expand housing for persons experiencing homelessness or at risk homelessness, or who are impacted by COVID-19.

A motion was made by Mark Tortorich, seconded by Anne Griffith for the approval of Item VI.C. The motion carried by the following vote:

Ayes 6 – Hartwig, Griffith, Jung-Lee, Wright, Montgomery, Tortorich

Recused 1 – Castillo

D. Authorization for the Executive Director to join the City of Oakland's Franchise Agreement for Garbage, Compost, and Recycling Collection at six properties and five administrative buildings.

Acting Chief Operating Officer, Kris Warren and Director of Property Operations, Mark Schiferl, together presented the item. The background information provided that the City of Oakland has Franchise Agreements with Waste Management of Alameda County (WMAC) and California Waste Solutions (CWS), which provides garbage, compost, and recycling collection services. Mr. Schiferl noted that the Oakland Housing Authority does not collect, transport and dispose of residential and commercial mixed materials

and organic waste in the city and, therefore requires services of a waste hauling and recycling company.

A motion was made by Mark Tortorich, seconded by Barbara Montgomery for the approval of Item VI.D. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- E. Authorization to execute a three-year contract with two one-year option terms with East Bay Auto Repair for Vehicle Maintenance and Minor Repairs in an amount not-to-exceed \$335,000.

Acting Chief Operating Officer, Kris Warren and Director of Property Operations, Mark Schiferl, together presented the item. Mr. Schiferl noted that the Oakland Housing Authority (OHA) has a need for routine vehicle maintenance and minor repair services on OHA vehicles and recommended approval to enter into contract with East Bay Auto Repair.

A motion was made by Anne Griffith, seconded by Bettye Lou-Wright for the approval of Item VI.E. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- F. Authorization to execute a three-year contract with two one-year option terms with Dickinson Fleet Services LLC, formerly known as Mobile Fleetcare, LLC, for Vehicle Maintenance services in an amount not-to-exceed \$330,000.

Acting Chief Operating Officer, Kris Warren and Director of Property Operations, Mark Schiferl, together presented the item. Mr. Schiferl noted that the Oakland Housing Authority (OHA) has a need for routine vehicle maintenance and minor repair services on OHA vehicles and recommended approval to enter into contract with Dickinson Fleet Services, LLC.

A motion was made by Lynette Jung-Lee, seconded by Bettye Lou-Wright for the approval of Item VI.F. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- G. Authorization to execute a three-year contract with two one-year option terms with Quality Auto Service, Inc., for Vehicle Maintenance and Minor Repairs in an amount not-to-exceed \$335,000.

Acting Chief Operating Officer, Kris Warren and Director of Property Operations, Mark Schiferl, together presented the item. Mr. Schiferl noted that the Oakland Housing Authority (OHA) has a need for routine vehicle maintenance and minor repair services on OHA vehicles and recommended approval to enter into contract with Quality Auto Service, Inc.

A motion was made by Bettye Lou-Wright, seconded by Barbara

Montgomery for the approval of Item VI.G. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- H. Authorization to execute a one-year term contract with Bureau Veritas Technical Assessments LLC. for a Physical Needs Assessment and Energy Audit for the OHA public housing units including the administrative buildings in an amount not to exceed \$59,675.

Director of Capital Improvements, Bruce Brackett provided an overview on the need to provide a Physical Needs Assessment and Energy Audit (PNA) of the Authority Public Housing units including administrative buildings and Oakland Affordable Housing Preservation Initiatives contracted managed site portfolio. Mr. Brackett noted that the results of the report would provide detail, supporting documentation, and insight to enable staff to prioritize projects for renovation and replacement of building systems.

A motion was made by Mark Tortorich, seconded by Lynette Jung-Lee for the approval of Item VI.H. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- K. Authorization to execute a two-year professional services contract with three option terms with Tableau Software, LLC in an amount not to exceed \$600,000 for the first two-year option term and \$300,000 for each one-year option term for a total contract amount not to exceed \$1,500,000.

Secretary Wells presented the item, stating the Authority purchased professional services from Tableau to provide system design and administration training as well as help the Information Technology Department with setting up a framework for security and data governance. Ms. Wells further noted that in order to continue to create initial dashboards and visualizations as well as provide introductory training to departmental staff to perform tasks, it is recommended to execute a contract with Tableau Software, LLC for additional consulting services.

A motion was made by Mark Tortorich, seconded by Bettye Lou-Wright for the approval of Item VI.K. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- L. Consent Agenda:

Items on the Consent Agenda are considered routine and do not require separate discussion. If a Commissioner wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Commission without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

1. Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
2. Authorization to Implement a Contract with Compulink Management Center, Inc. DBA Laserfiche, Inc. for Documents and Records Management, and Consulting Services in an Amount not-to-exceed \$442,000.

There were no questions from the Commission pertaining to the Consent Agenda. A motion was made by Anne Griffith, seconded by Barbara Montgomery for the approval of all Consent Agenda Items. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

VIII. Written Communications.

Executive Director Wells provided a brief summary of the Departmental Monthly Report for the month of October 2021.

IX. Executive Director's report regarding matters of special interest to the Commission occurring since the last meeting of the Commission

Executive Director provided summary information on the following:

- Emergency Housing Voucher Executive Summary
- East Bay Job Fair Expo
- EBALDC Building Healthy Safe Neighborhoods
- Mayor's Letter to the Board of Commissioners
- Representative Barbara Lee Letter to Patricia Wells
- Oakland Statutory Compliance Letter
- NAHRO Advocacy Now Letter
- Joint Industry Group Letter Re: LIHTC Investments
- IMS PIH Modernization Release Update
- 2021 Board of Commissioners Calendar
- 2022 Board of Commissioners Calendar
- 2022 OHA Holiday Schedule

X. Reports of Commission Committees:

There were no reports of Commission Committees.

XI. Announcements by Commissioners:

There were no announcements by the Commissioners.

XII. Adjournment of Public Session

A motion was made by Bettye Lou-Wright and seconded by A for the meeting to adjourn. The motion carried by the following vote:

Ayes 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

The meeting adjourned at 7:42 PM.

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA

DocuSigned by:

Gregory Hartwig

Gregory D. Hartwig, Chair of the Commission

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DocuSigned by:

Patricia Wells

Patricia Wells, Secretary/Executive Director

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