

**MINUTES OF THE SPECIAL MEETING
BOARD OF DIRECTORS OF THE
OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVES, INC.**

Tuesday, February 9, 2021

Special Meeting

NOTE: *In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.*

In accordance with Section 4.13 of the OAHPI Bylaws, a notice was posted 72 hours to the public for the Special Meeting. A copy of the Notice is attached to these minutes as Exhibit A.

Secretary, Andres Manriquez called the meeting to order at 1:33 p.m.

I. Roll Call

Director Griffith, Director Tortorich, and Director Wells joined the meeting via teleconference.

II. Approval of the Minutes for the December 15, 2020

Director Griffith motioned to approve the minutes; Director Tortorich seconded the motion. The vote carried unanimously.

III. Recognition of people wishing to address the Directors.

There were no persons wishing to address the Directors.

IV. Old or Unfinished Business

There were no old or unfinished business items.

V. Modifications to the Agenda

There were no modifications to the Agenda.

VI. New Business

A. Unit Rehab Plan Presentation.

Secretary Manriquez introduced the item and Bruce Brackett; Director of Capital Improvements provided further details regarding the

reorganization of staffing, vendor resources and project planning for the CID team. These changes, which include leveraging the skills of OHA BTC staff with the Force Account contractors and third party vendors, should improve the unit rehab completion rate from an average of 4 to 5 units per month to achieving 20 to 25 unit rehab completions in the next 6 months. CID will be issuing an IDIQ RFP to hire the vendors to assist with this effort.

B. Presentation of Quarterly Financial Status Report for the period of July 1, 2020 through December 31, 2020.

Secretary Manriquez introduced the item and Victor Madamba, Director of Finance, provided an overview of the second quarter of the financials. Mr. Madamba stated that the department is working on transparency and areas of improvement. During the presentation, staff provide updates on a variety of subjects including trends for unit leasing and tenant rent income; development of an investment policy; and changes to the method for budgeting multi-year capital improvement projects.

During the discussion, Director Tortorich noted the substantial variance of \$31 million and asked if it was a cash flow issue. Ms. Galka stated that this was a carryover from previous OAHPI budgets in anticipation of issuance of a developer RFQ to develop OAHPI sites. This issuance of this RFQ is on hold pending completion of the OHA and OAHPI multi-year development plan.

There were no further questions from the board.

C. Authorization to implement Indefinite Delivery/Indefinite Quantity Contracts with Contractors to provide Vacant Unit Repairs and Rehabilitation Services.

Mr. Manriquez introduced the item and Mr. Brackett detailed stating that CID is seeking approval to contract with up to seven general contractors to assist with the backlog of completing the rehab of units as described in the Unit Rehab Plan briefing.

Director Wells stated that CID has been creative and nimble to coordinate the completion of these units. Director Griffith asked if there is further information on the contracts or if they are minority owned businesses. Daniel Mermelstein, Manager of CCGS stated that he would research and get back to Director Griffith with this information. There were 3,000 local vendors outreached to for this project; however, further details will be provided at the next board meeting.

Director Tortorich moved to approve, Director Griffith seconded the motion. The vote passed unanimously.

- D. Authorization for the Executive Director to negotiate and enter into a contract with Overland Pacific & Cutler for Harrison Tower for residential relocation consulting services in the amount of \$197,600 and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, for a maximum amount not to exceed \$237,120, if needed.

Assistant Director of Real Estate Development, Deni Adaniya provided details stating that the contract proposed is part of an ongoing effort to assemble the primary development team of the Section 18 disposition and refinancing of Harrison Towers. On October 2, 2020, staff issued an RFP for relocation consultants to assist with the redevelopment of Harrison Towers. Out of five firms, only one firm submitted a proposal. Staff submitted the RFP to a broader pool of 461 potential candidate firms to obtain additional proposals. Staff will provide a detailed update on the Harrison Tower rehabilitation project at the next board meeting.

Director Griffith moved to approve the item, and, Director Tortorich seconded the motion. The item passed unanimously.

- E. Portfolio Performance.

Secretary Manriquez introduced Mr. Schiferl to present on the portfolio performance. Mr. Schiferl stated that the performance report is for month ending of December 2020. He provided trends on the occupancy rates that had an increase due to Leased Housing providing applicants and Capital Improvements turning over units more quickly.

Director Wells asked for more detail on units that have been vacant for a while. Mr. Schiferl stated that a lack of amenities, the size of the OAHPI units, and location make it difficult to rent out certain apartment units. To address this, OAHPI is working with CID to change some of the units to smaller bedroom sizes to accommodate the smaller families that are on the waiting lists.

Addressing the high tenant accounts receivables is a big project as staff work to engage residents with high balances incurred before and during the pandemic. Director Wells stated that the strategies used at Ney Ave. and Public Housing portfolios, that include connecting residents to supportive services, would be a good presentation to share with the Board at the next meeting for staff in March.

There were no further questions from the board.

VII. Adjournment

Prior to adjournment, Director Wells introduced Helen Dunlap, the consultant assisting with the multi-year development policy; Steve Nolan, the consultant assisting with the assessment of the OAHPI financials and incoming Chief of Program and Finance Administration, Duane Hopkins, and officially welcomed all to the OHA family.

The meeting was moved to adjournment by Director Griffith and seconded by Director Wells. The meeting adjourned at 2:23 PM.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.



Patricia Wells, Executive Director