

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

**Monday, June 21, 2021**

**Annual 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.***

Director of Planning Implementation and Compliance, Dominica Henderson presided and called the meeting to order at 5:36 PM.

I. Roll Call

**Present 3** –Mark Tortorich and Patricia Wells. Anne Griffith had difficulties entering the meeting and officially joined at 5:40 PM.

II. Approval of Minutes for the Regular Meeting of March 11, 2021

On approval of the minutes of the March 11, 2021 Regular Meeting moved by Director Wells, seconded by Director Tortorich. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

III. Recognition of people wishing to address the Directors

There were no persons wishing to address the Directors.

IV. Old or Unfinished Business

- A. Staff Update on the Development of Diversity Goals for Business Opportunities with OAHPI for Potential MBE/WBE/SBE/DBE and Section 3 Vendors.

Contract Compliance and General Services Manager, Daniel Mermelstein, presented on the item, showing that in the areas of flooring services, relocation services, construction services and the Harrison Towers project,

the Oakland Housing Authority “hit the target markets” when compared to the city of Oakland’s racial demographics. Mr. Mermelstein planned to outreach targeted vendors by collaborating with the various Chamber of Commerce and holding construction bond requirements training in Fall 2021 and Spring 2022. Director Anne Griffith requested outreach goals, qualitative data, and how businesses are navigating the current procurement system over time. Director Mark Tortorich requested awarded contract metrics. Mr. Mermelstein will provide a report on the requested information.

- B. Staff Update on the Feasibility Study for Foothill Family Apartments in partnership with Oakland Housing Initiatives.

Sandi Stroud, consultant from Dunlap Consulting presented on the item. Dunlap Consulting assessed five (5) to six (6) sites near the Foothill Family Apartments and found partnerships, but need OAHPI’s overall strategy for these sites. Ms. Stroud recommended a workshop with stakeholders to develop the overall strategy. Director Anne Griffith encouraged small developers to participate and engage in the workshop and suggested the addition of sustainability opportunities.

#### V. Modifications to the Agenda

There were no modifications to the agenda, but Director Patricia Wells clarified that in VI. New Business, Items C, D, and E were all for flooring services authorization requests but for different contractors.

#### VI. New Business

- A. Presentation of Audit Report and Quarterly Financial Status Report for the period of July 1, 2020 through March 31, 2021.

Chief Officer of Program and Finance Administration, Duane Hopkins and Director of Finance, Victor Madamba, introduced Kevin Starkey and Russell Robertson from MGO, CPA to present the Audit Report. Mr. Starkey declared that the Audit Report showed an unmodified clean opinion, with no material and no corrected adjustments. The only difference when compared to the 2019 report was the addition of the RAMP activities to the OAHPI financial report (in 2020).

Mark Schiferl, Director of Operations, and Bruce Brackett, Director of Capital Improvements, presented the Third (3<sup>rd</sup>) Quarter Financial Reports. Mr. Schiferl highlighted that accounts receivables were under budget, which he attributed to the pandemic and summarized the use of funds in administrative, tenant services and maintenance line items.

Mr. Brackett noted that the capital improvement department had not spent funds as projected due to staffing levels and social distance protocol, but projected that OAHPI activities will exceed the \$4.5M budget since the local order was lifted.

There were no further questions from the board.

- B. Consideration and approval of the Oakland Affordable Housing Preservation Initiatives Fiscal Year 2021-2022 Operating Budget and Authorization for the Executive Director of OAHPI to issue blanket purchase orders to multiple vendors and service providers in specified amounts for routine, recurring, low-dollar amount purchases for FY 2021-2022.

Mark Schiferl, Director of Operations, requested blanket purchase orders to be issued to multiple vendors and service providers in specified amounts for routine, recurring, low-dollar amount purchase that were budgeted for FY2021-2022

On approval of Item VI.B. moved by Director Tortorich, seconded by Director Griffith. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

- C. Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Baila Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000

Director of Operations, Mark Schiferl, presented on the item explaining that past flooring contractors would obtain flooring materials from the contracted flooring supply company, and authorization of this item request would allow the contractor to supply and install flooring materials. There were no further questions from the board.

On approval of Item VI.C. moved by Director Griffith, seconded by Director Tortorich. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

- D. Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Bay Area Contract Carpets to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and

\$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Director of Property Management, Mark Schiferl presented on the item requesting approval for flooring contract services. There were no further questions from the board.

On approval of Item VI.D. moved by Director Griffith, seconded by Director Tortorich. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

- E. Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Royal Floors to provide flooring supply and flooring installation services at OAHPI properties, in an amount not to exceed \$500,000 for the initial term and \$250,000 per year for each additional option term for a total contract amount not to exceed \$1,250,000.

Director of Property Management, Mark Schiferl presented on the item requesting approval for flooring contract services. There were no further questions from the board.

On approval of Item VI.E. moved by Director Tortorich, seconded by Director Griffith. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

- F. Consideration of a resolution authorizing the Executive Director to execute a two-year contract, with three additional one-year option terms, with Santa Clara Appliances in an amount not to exceed \$93,750 per year for the purchase, delivery and installation of refrigerators for vacancy turnover and the interior rehabilitation of vacant and occupied units.

Director of Property Management, Mark Schiferl presented on the item requesting approval for the purchase, delivery and installation refrigerators in OAHPI units. The current provider, ARCA Recycling, Inc., was sold to another company, and OAHPI chose not to sign a contract with the buyer but to contract with the second lowest responsive and responsible bidder through the original procurement. There were no further questions from the board.

On approval of Item VI.F. moved by Director Tortorich, seconded by Director Griffith. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

**G. Consent Agenda:**

*Items on the Consent Agenda are considered routine and do not require separate discussion. If a Director 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 Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.*

1. Ratification of a contract with Montgomery Sansome to Rehabilitate Fire Damage units located at 2349 83<sup>rd</sup> Ave., Oakland.
2. Retroactive Payment of Landscaping and General Cleaning Services during the COVID -19 Pandemic
3. Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Charles Ramsey to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$175,000 per option term.
4. Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with Edrington, Schirmer & Murphy, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$75,000 per option term.
5. Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with The Law Offices of Bill Ford to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.
6. Authorization for the Executive Director to increase the contract amount for two remaining one-year option terms with Zanghi, Torres & Arshawsky, LLP to provide legal services for OAHPI properties by \$25,000 per option term to a total not-to-exceed amount of \$125,000 per option term.

On approval of Item VI.G. moved by Director Tortorich, seconded by Director Griffith. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

**H. Portfolio Performance.**

Director of Property Management, Mark Schiferl presented on the item, summarizing occupancy, tenant collections, tenant accounts receivables, work orders, and Resource Conservation Community activities. Mr. Schiferl noted that in the next meeting, the report will show all data, adjusted to include non-dwelling units. Mr. Schiferl stated that the OAHPI portfolio recently opened the wait list, where 600 applicants will be randomly selected and placed on the wait list. Recent activities also included processing evictions for only health and safety reasons, sending State and city of Oakland's Emergency Rental Assistance Program (ERAP) letters to impacted residents, and working on rental payment agreements and stipulations, which include referrals to budget classes. Since the city's ERAP funds were quickly depleted, OAHPI will continue to aid affected residents by assisting them on Phase II of the State's ERAP program.

There were no further questions from the board.

VII. Adjournment

On approval to adjourn moved by Director Wells, seconded by Director Griffith, the meeting adjourned at 7:07 PM by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

**OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**



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Secretary