

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

Monday, October 19, 2020

Regular 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.

Secretary, Andres Manriquez called the meeting to order at 5:03 p.m.

I. Roll Call

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

II. Modifications to the Agenda

There were no modifications to the Agenda.

III. Approval of the Minutes for June 12, 2020

Director Griffith motioned to approve the minutes, Director Wells seconded the motion. The vote carried unanimously.

IV. New Business

A. Briefing FY2021 First Quarter Financials

Secretary Manriquez introduced the item. The Director of Finance, Victor Madamba, provided a briefing stating that there was a decrease in cash due to OAHPI settling reimbursements for OHA. A decrease in reserves was due to OAHPI providing capital funding to its affiliate RAMP Inc. Capital improvements increased by \$1.1 million due to wages, benefits, and materials for the Capital Improvements Department.

Director of Property Operations, Mark Schiferl, briefly stated that rental income and payments are offsetting each other due to changes of incomes that was reported. Mr. Schiferl also shared that the property leased up several units and acquired an increase in HAP.

Director Wells introduced Kris Warren who is part of CVR Associates and joined OHA as an interim of COPFA as an advisor. Ms. Wells

further stated that Ms. Warren is assisting with development of strategies to improve operations and has taken on leading the full assessment of the financials and investment strategies.

There were no further questions from the board.

- B. Adoption of a resolution authorizing the Executive Director to execute a Memorandum of Understanding with Alameda County Health Care Services and Abode Services, as applicable, to provide long-term, services-enriched affordable housing to families with children and to execute a property management agreement with Housing Consortium of the East Bay ("HCEB") to operate twenty-three (23) units of permanent supportive housing.

Secretary Manriquez introduced the item and the Director of Real Estate Development; Bridget Galka presented this item stating that this is a mirrored item previously approved at the Oakland Housing Authority board meeting. OAHPI will enter an MOU and execute a contract with HCEB to manage the property on behalf of OAHPI. It is recommended to enter in a two-year contract with a three-year one option to extend services. OAHPI will not write any funds to the initiative but will hold subsidy that is received from OHA. Alameda County will provide \$500,000 CARES funds to pay for startup costs for this initiative.

Director Griffith moved to approve the item; Director Tortorich seconded the motion. The item was approved by consent.

- C. Consideration of a resolution authorizing the Executive Director to amend the architecture and engineering services contract with Saida + Sullivan Design Partners ("SSDP") for the rehabilitation of Harrison Tower to increase the contract amount by \$86,598.50 from \$1,438,817 to \$1,525,415.50, 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 of \$1,830,500, if needed.

Secretary Manriquez introduced the item and Deni Adaniya, Acting Assistant Director of Real Estate provided further details. Ms. Adaniya stated that this item is requesting an amendment to the contract to increase the amount by \$86,598.50. The complex part of the rehabilitation of Harrison Towers would be the seismic construction upgrades to the building. A comprehensive building assessment was done on the project and there were findings of a number of structural deficiencies. The contract amount request is for the construction that will be applied to the first two floors of the building.

Director Tortorich asked who is the waterproofing consultant and asked how far the contingency will take us as far as a milestone for construction. Ms. Adaniya stated that she did not have the waterproofing consultant information on hand but would e-mail it to Director Tortorich. In Addition, Ms. Adaniya stated that Saida + Sullivan has included everything within their scope of work and there is currently no additional amount increases expected.

Director Tortorich moved the motion to approve; Director Wells seconded the motion. The item passed unanimously.

D. Portfolio Performance.

Director Schiferl provided detail regarding leasing, stating that over the course of the year, from May to October, there were 54 families referred, 40 families that accepted units, 12 families that are pending units, and 2 families that have rejected units.

Director Wells asked for further detail as to why the families have rejected the units. Mr. Schiferl stated that families tend to reject units due to the location of the units as the neighborhood or school is not the location they were looking for. Other reasons are tied to the bedroom sizes.

Director Griffith asked if OHAPI has more 3-bedroom units versus other unit sizes. Mr. Schiferl stated that 80% of the OAHPI portfolio is 3-bedroom units.

Mr. Schiferl stated that rent increases were submitted for the OAHPI Fruitvale and North portfolios effective for January 2021 with the notification that OAHPI would review anything that would affect tenants negatively during COVID.

There were no further questions from the board.

V. Recognition of persons wishing to address the Board

There were no persons wishing to address the board.

VI. Adjournment

The meeting was moved to adjournment by Director Tortorich and seconded by Director Griffith. The meeting adjourned at 6:04 PM.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.



Patricia Wells, Executive Director