



**MINUTES OF REGULAR MEETING  
BOARD OF DIRECTORS OF THE  
RAMP HOUSING, INC.**

**Tuesday, March 29, 2022**

**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.

Yamilette Mendoza called the meeting to order at 6:20 p.m.

I. Roll Call

**Present 3** - Director Griffith, Director Tortorich and Director Wells joined the meeting via teleconference.

II. Approval of the Minutes for the Annual Meeting of October 11, 2021

On approval of the minutes of the October 11, 2021 annual meeting moved by Director Tortorich, seconded by Director Wells. The motion carried by the following vote.

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

III. Recognition of people wishing to address the Board of Directors

There were no persons wishing to address the Directors.

IV. Old or Unfinished Business

There was no old or unfinished business to address.

V. Modifications to the Agenda

There were no modifications to the Agenda.

VI. New Business

- A. Discussion and possible adoption of resolution of the Board of Directors of the RAMP Housing, Inc. ratifying the proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and making findings authorizing continued remote teleconference meetings of the Board of Directors pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Duane Hopkins, Secretary of RAMP Housing, presented the resolution for consideration to continue remote teleconference meetings of the Board of Directors pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

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

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

- B. Consideration of a resolution authorizing a write-off in the amount of \$2,605.78 in tenant accounts receivable, subsidy balances, and other charges deemed uncollectable by Oak Groves Senior Housing, LP.

Anna Kaydanovskaya, Director of Asset Management, presented the table of write-off amounts and noted that all balances are due to deceased tenants. It was noted that the write-off amount in the PowerPoint was incorrect and should have been \$2,605.78. It was also noted that the write-off amount was prepared by John Stewart Company and reviewed by the Asset Management team.

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

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

- C. Consideration of a resolution authorizing the Executive Director to amend the architectural and engineering services contract with Okamoto-Saijo Architecture to increase the contract amount from \$1,260,105 up to, but not to exceed, \$1,292,155 for the Oak Groves senior housing rehabilitation project.

Clint Loftman presented this action item for consideration by the Board. Director Tortorich asked if this would be the final invoice. Clint Loftman responded by explaining that the exact length of the construction period is unknown due to the ongoing environmental work. Director Wells asked if

there is value to extending the amendment to allow for an additional 30 to 60 days of invoicing. Clint Loftman responded that there may be construction administration required beyond March, as has been anticipated in the contract amendment.

On approval of Item VI.C. moved by Director Griffith with an amendment to allow for an additional 60 days to receive invoices, seconded by Director Wells. The motion carried by the following vote.

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

- D. Consideration of a resolution authorizing the Executive Director to amend the environmental consulting contract with Rincon Consultants, Inc. to increase the contract amount from \$1,093,619.50 up to, but not to exceed, \$1,350,589.50 for the Oak Groves senior housing rehabilitation project.

Clint Loftman presented this action item for consideration by the Board. It was noted that the environmental regulatory thresholds changed early in the project, and the requirements from Alameda County Department of Environmental Health are evolving. Director Tortorich noted that it was unclear what was covered in the amendment. In response, Clint Loftman reviewed the Justification slide and explained the specific items that are covered in the amendment.

Director Tortorich asked for clarification if part of the amendment is for current/completed work, and part is for future work. Clint Loftman explained that yes, some of the work is for the Corrective Action Implementation Plan preparation currently underway and some is for future monitoring of the installed systems.

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

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

## VII. Adjournment

There being no further business to come before the Board, the meeting was moved to adjourn by Director Wells and seconded by Director Griffith. The meeting adjourned at 6:37 p.m.

### **RAMP HOUSING, INC.**

DocuSigned by:

*Duane Hopkins*

EAE247F1F7F543A...

Duane Hopkins, Secretary