

**ITEM**

**2.1**



Oakland Housing  
Authority

**MINUTES OF THE REGULAR MEETING (AFFILIATE MEETING)  
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.  
HOUSING AUTHORITY OF THE  
CITY OF OAKLAND, CALIFORNIA**

Meetings are recorded and accessible through our website [www.oakha.org](http://www.oakha.org)

Wednesday, September 10, 2025  
8:00 AM

**Zoom Information**

**1. Roll Call**

Pursuant to Assembly Bill (AB) 2449, Commissioner Jung-Lee called into the Board of Commissioners Meeting via Zoom. The meeting was moved to the Executive Conference Room in the 1619 Harrison street building.

**Present** - Director Patricia Wells, Vice Chair William Mayes, President Lynette Jung-Lee.

Vice Chair Mayes moved to which was seconded by Director Wells. The motion by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nays - 0:** None

**Excused - 0:** None

**Absent - 0:** None

Vice Chair Mayes moved to which was seconded by Director Wells. The motion by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nays - 0:** None

**Excused - 0:** None

**Absent - 0:** None

**2. Approval of the Minutes**

2.1 Approval of minutes of the June 18, 2025 Oakland Affordable Housing Preservation Initiatives, Inc. Regular Meeting.

**Attachments:**

[Draft Minutes For The June 18, 2025, Regular OAHPI Meeting](#)

Vice Chair Mayes moved to Approve item 2.1 which was seconded by President Jung-Lee. The motion Passed by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

**3. Recognition of people wishing to address the Board**

There were no people wishing to address the Board.

**4. Old or Unfinished Business**

There was no old or unfinished business.

**5. Modifications to the Agenda**

There were no modifications to the agenda.

**6. New Business**

6.1 Adopt a resolution authorizing the Executive Director to pay Housing Enterprise Insurance, INC (HEIC) in an amount not to exceed \$710,000 to bind the annual commercial property and general liability insurance for Oakland Affordable Housing Preservation Initiatives (OAHPI) for the term of November 11, 2025, to November 10, 2026.

**Attachments:**

[Staff Report- Property and GL Insurance OAHPI](#)

[Resolution - Property and GL Insurance](#)

[Resolution # 25-011](#)

Senior Director of Human Resources and Employee Relations, Drew Felder, presented this item to adopt a resolution authorizing the Executive Director to pay Housing Enterprise Insurance, INC (HEIC) in an amount not to exceed \$710,000 to bind the annual commercial property and general liability insurance for Oakland Affordable Housing Preservation Initiatives (OAHPI) for the term of November 11, 2025, to November 10, 2026.

Mr. Felder explained that this is a routine item to renew the General Liability Policy with the Housing Authority Insurance Group before the current policy expires. He noted that efforts are underway to ensure umbrella coverage without disruption in service. The Housing Authority Insurance Group, through its subsidiary Housing Enterprise Insurance Company (HEIC), has assisted in securing the coverage. The

staff memo outlines the premium increase, and authorization is being requested for an up-to amount, as the actual premium cost will be finalized before the policy's start date. The board will be updated on the actual policy cost at the next OAHPI board meeting.

Staff answered questions from the Directors.

Vice Chair Mayes moved to Approve item 6.1. which was seconded by President Jung-Lee. The motion Passed by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nays - 0:** None

**Excused - 0:** None

**Absent - 0:** None

- 6.2 A Resolution authorizing the Executive Director to release \$ 10,500,000 of restricted funds previously provided to RAMP in connection with the financing of Oak Groves Senior, approve the use of Capitalization Funds unrestricted cash for Foothill's lender evaluation of RAMP's financial holdings, and authorize the use of the unrestricted funds to support other development activities of RAMP

**Attachments:**

[Staff Report - Release of Restricted Funds OAHPI To RAMP Contribution Memo Resolution - Release of Restricted RAMP Funds Resolution 25-012](#)

Chief Officer of Real Estate Development, Tom Deloye, presented this item to adopt a resolution authorizing the Executive Director to release \$10,500,000 of restricted funds previously provided to RAMP in connection with the financing of Oak Groves Senior Housing (Oak Groves Senior), approve the use of Capitalization Funds unrestricted cash for Foothill's lender evaluation of RAMP's financial holdings, and authorize the use of the unrestricted funds to support other development activities of RAMP.

Mr. Deloye explained that in 2019, RAMP was designated as a guarantor for Oak Grove Senior, a role it fulfilled. However, a lender requirement necessitated RAMP be capitalized at \$10,500,000, prompting a transfer of funds from OHA to RAMP. While an official capitalization agreement was never signed, internal documentation was created to ensure the funds were available for the guarantee. In July 2023, Oak Grove Senior was completed, with no calls on the guarantee. Currently, RAMP serves as a majority member of Foothill Family project and potentially others. To position RAMP effectively for future guarantees, the lender for Oak Grove, U.S. Bank, and PGIM confirmed there is no longer a need for the \$10,500,000 capitalization, only a liquidity requirement of \$5 million. Therefore, staff is requesting the Board's authorization for the Executive Director to release the \$10,500,000 in restricted funds, converting them to unrestricted funds for evaluation by current and future lenders, including for the Foothill project.

Staff asked questions from the Directors.

President Jung-Lee moved to Approve item 6.2 which was seconded by Vice Chair Mayes. The motion Passed by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nays - 0:** None

**Excused - 0:** None

**Absent - 0:** None

- 6.3 Adopt a resolution authorizing the Executive Director to amend Board of Directors Resolution 24-021 to, (i) execute a contract or issue a purchase order with terms with Home Depot U.S.A., Inc., utilizing OMNIA cooperative agreement contract # 16154-RFP for the purchase of Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products and Services; and (ii) authorize a one-year extension of Resolution 24-021 for a term not to exceed December 31, 2026; and (iii) increase the total contract amount by an additional \$900,000, from \$900,000; and (iv) ratify payments made to Home Depot of \$17,400 for a total amended contract amount, or purchase order with terms not to exceed \$1,782,600 for a term not to exceed December 31, 2026.

**Attachments:**

[Staff Report - Home Depot Amendment](#)

[Home Depot CCGS Review Memo](#)

[Home Depot OMNIA extension](#)

[Resolution 24-021](#)

[Resolution - Home Depot Amendment](#)

[Resolution #25-013](#)

Director of Property Operations, Mark Schiferl, presented this item to adopt a resolution authorizing the Executive Director to amend Board of Directors Resolution 24-021.

Mr. Schiferl explained that the purchase of maintenance- related supplies is essential to operations. On December 12, 2024, the Board approved use of the Home Depot U.S.A., Inc OMNIA cooperative agreement for a term through December 31, 2025, unless the underlying awarding body (OMNIA) exercised an additional one-year option term. Since the approval, OMNIA extended the Home Depot U.S.A Ltd. cooperative agreement for an additional one- year option term, and this action requests Board approval to extend OAHPI's contract term by an additional one-year term to align with the OMNIA cooperative agreement, and increase the contract amount by an additional \$900,000. He noted that although Board approval was granted in December 2024, a formal contract between OAHPI and Home Depot U.S.A, Ltd. was not executed until July 17, 2025, during which time \$17,400 was spent between December 2024 and July 2025 to support ongoing operations. Staff is requesting ratification of those expenditures.

Staff answered questions from the Directors.

Vice Chair Mayes moved to Approve item 3.1 which was seconded by President Jung-Lee. The motion Passed by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

Vice Chair Mayes moved to Approve item 6.3 which was seconded by President Jung-Lee. The motion Passed by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

- 6.4 Adopt a resolution authorizing the Executive Director to amend Board of Directors Resolution 24-020 to, (i) execute a contract or issue a purchase order with terms with HD Supply Facilities Maintenance, Ltd., utilizing OMNIA cooperative agreement contract # 16154-RFP for the purchase of Maintenance, Repair, Operating Supplies, Industrial Supplies, and Related Products and Services; and (ii) authorize a one-year extension of Resolution 24-020 for a term not to exceed December 31, 2026; and (iii) increase the total contract amount by an additional \$1,000,000, from \$900,000; and (iv) ratify payments made to HD Supply of \$202,480 for a total amended contract amount, or purchase order with terms not to exceed \$1,697,520 for a term not to exceed December 31, 2026.

**Attachments:**

[Staff Report - HD Supply Amendment](#)

[HD Supply Omnia Extension](#)

[Resolution 24-020](#)

[CCGS Review Memo HD Supply](#)

[Resolution - HD Supply Amendment](#)

[Resolution #25-014](#)

Director of Property Operations, Mark Schiferl, presented this item to adopt a resolution authorizing the Executive Director to amend Board of Directors Resolution 24-020.

Mr. Schiferl explained that HD Supply Facilities Maintenance, Ltd. is one of the vendors used for day-to-day maintenance supply needs. The HD Supply Facilities Maintenance, Ltd. contract authorized by the Board on December 12, 2024, was approved for a term not to exceed December 31, 2025, utilizing an OMNIA cooperative agreement, unless the underlying awarding body (OMNIA) exercised an additional one-year option term. OMNIA extended the HD Supply Facilities Maintenance, Ltd. cooperative agreement for an additional one-year option term, and this action requests Board approval to extend OAHPI's contract term by an additional one-year term to align with the OMNIA cooperative agreement and increase the contract amount by an additional \$1 million. Although negotiations have been ongoing, a formal contract has not yet been executed. In the meantime, \$202,480 has been spent to maintain operations at OAHPI sites, and staff is requesting ratification of those expenditures, along with authorization for the one-year extension once the contract is finalized.

There were no questions from the Directors.

President Jung-Lee moved to Approve item 6.4 which was seconded by Vice Chair Mayes. The motion Passed by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

6.5 Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Castillo Plumbing, Inc. (Castillo) to provide as needed plumbing services, increasing the maximum contract amount for the current first (1st) option term by \$200,000, from \$500,000 to \$700,000, and each of the remaining two (2) option terms each by \$200,000 per year, from \$500,000, to \$700,000 per year, if the option for the two (2) remaining terms is exercised, for an amended total contract amount not to exceed from \$2,500,000 to \$3,100,000 for a term not to exceed January 19, 2028.

**Attachments:**

[Staff Report - Castillo Plumbing Amendment](#)

[Resolution 24-004 Castillo Plumbing](#)

[Resolution - Castillo Plumbing Amendment](#)

[Resolution # 25-015](#)

Director of Property Operations, Mark Schiferl, presented this item to adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Castillo Plumbing, Inc. (Castillo) to provide as needed plumbing services.

Mr. Schiferl explained that this item is being brought forward in advance of exceeding the current Board -approved contract authority. To date, \$328,375 of the \$500,000 approved amount has been spent during the first option term. Due to increased use of Castillo Plumbing for as-needed services—such as drain cleaning and small-scale sewer line repairs—staff anticipates surpassing the current limit before the option term ends in January. Castillo holds two contracts: one for general on-call maintenance construction services, and this one, specifically for plumbing. These services support and complement the work of the Capital Improvements department. Staff is seeking Board authorization to proceed with an amendment to increase the contract authority.

There were no questions from the Directors.

Vice Chair Mayes moved to Approve item 6.5 which was seconded by Director Wells. The motion Passed by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

**7. Consent Agenda**

Vice Chair Mayes moved to Approve Consent Agenda which was seconded by Director Wells. The motion Passed by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nays - 0:** None

**Excused - 0:** None

**Absent - 0:** None

**8. Written Communications Departments' Monthly Report**

There were no written communications departments' monthly reports.

**9. Executive Director's report regarding matters of special interest to the Board of Directors occurring since the last meeting of the Board**

Executive Director Patricia Wells briefed the Board with the following update regarding the outreach and engagement plan for the redesign of the OAHPI portfolio:

- Executive Director Wells briefed the Board with the following update regarding the outreach and engagement plan for the redesign of the OAHPI portfolio:
- Met recently with staff and consultants from Lazar Incorporated to discuss the community engagement process.
- Outreach efforts are anticipated to begin in October.
- The first phase will focus on internal education and engagement with OAHPI staff. An update will be provided to the Board at the next quarterly meeting.\ Concurrently,
- Executive Director Wells and key staff will engage with elected officials, including the Mayor and City Council.
- A full calendar of community engagement events across the OAHPI portfolio will be shared soon

**10. Reports of Board Committees**

There were no reports of board committees.

**11. Announcements by Board of Directors**

There were no announcements by Board of Directors.

**12. Adjournment**

Director Wells moved to Approve adjournment which was seconded by Vice Chair Mayes. The motion Passed by the following vote:

**Ayes - 3:** Patricia Wells, William Mayes, Lynette Jung-Lee

**Nays - 0:** None

**Excused - 0:** None

**Absent - 0:** None