



**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

Thursday, June 4, 2026
8:00 AM

1. Roll Call

Present – Director Lynette Jung-Lee, Director Patricia Wells, Director William Mayes.

2. Approval of the Minutes

2.1 Approval of the minutes for the March 19, 2026 Oakland Affordable Housing Preservation Initiatives regular meeting

Attachments:

[Draft Minutes For The March 19, 2026 OAHPI Meeting](#)

Director Mayes moved to Approve item 2.1 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

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

The Closed Session item was removed from the agenda.

6. New Business

- 6.1 Adopt a resolution to amend Resolution 25-019 adopted on December 17, 2025, appointing Director of Property Operations, Mark Schiferl, as Secretary Pro Tem of Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors until December 31, 2026, and appoint Mark Schiferl as Secretary of OAHPI for a two-year term ending June 3, 2028, in accordance with Article V of the Amended Bylaws of OAHPI, adopted July 1, 2011.

Attachments:

[Staff Report - Amend Resolution 25-019](#)
[Amended and Restated OAHPI Bylaws](#)
[Resolution 25-019 December 17, 2025](#)
[Resolution - Amend Resolution 25-019](#)
[Resolution- 25-028](#)

Executive Director, Patricia Wells, presented this item.

There were no questions from the Directors.

Director Mayes moved to Approve item 6.1 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

- 6.2 Appointment of Victor Madamba for Treasurer of the Oakland Affordable Housing Preservation Initiatives, for a two-year term ending June 3, 2028, in accordance with Article V of the Amended Bylaws of OAHPI, adopted July 1, 2011.

Attachments:

[Staff Report - OAHPI Treasurer Appointment](#)
[OAHPI Bylaws](#)

Executive Director, Patricia Wells, presented this item.

There were no questions from the Directors.

Director Mayes moved to Approve 6.2 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

- 6.3 Adopt a resolution authorizing the Executive Director to approve the Oakland Affordable Housing Preservation Initiatives (OAHPI) Fiscal Year 2026-2027 Operating Budget.

Attachments:

[Staff Report - Fiscal Year 2026- 2027 Operating Budget](#) Â

[Â Presentation - Fiscal Year 2027 OAHPI Budget](#)

[Resolution - Fiscal Year 2027 OAHPI Budget Resolution 25-029](#)

Director of Finance, Victor Madamba presented this item.

Mr. Madamba explained the FY 2026–2027 operating budget assumptions, including a 1% increase in rental income, \$32 million in tenant assistance payments, a projected 93% occupancy rate, \$5.5 million in investment income, a 10.5% reduction in administrative expenses, and no change in legal expenses. Mr. Madamba continued to explain that the 93% occupancy assumption reflects current leasing conditions and ongoing efforts to improve occupancy through faster unit turnovers and coordinated leasing strategies, with a goal of exceeding the projection. Executive Director Patricia Wells stated that staff is developing an operational plan with key performance indicators to improve occupancy and rent collections and may return to the Board with a budget amendment if additional resources are needed. Mr. Madamba also reviewed the proposed operating and capital budgets, noting changes in revenues and expenses, ongoing capital preservation projects, and alignment of major capital investments with the Authority's long-term redevelopment strategy. The proposed FY 2026–2027 budget projects approximately \$3 million in operating cash flow.

There were no questions from the Directors.

Director Mayes moved to Approve item 6.3 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

- 6.4 Adopt a resolution authorizing and approving an amendment to the Oakland Affordable Housing Preservation Initiatives (OAHPI) Affiliate Procurement Policy to align with State and U.S. Department of Housing and Urban Development (HUD) requirements.

Attachments:

[Staff Report - Amendment To OAHPI's Procurement Policy](#)
[Draft OAHPI Procurement Policy Redlined Amended](#)
[OAHPI Policy Resolution - OAHPI Procurement Policy](#)
[Resolution 25-30](#)

Director of Contract Compliance & General Services, Josh Roben, presented this item.

Mr. Roben explained that this item would amend the Oakland Affordable Housing Preservation Initiative's Affiliate Procurement Policy to align with State and U.S. Department of Housing and Urban Development (HUD) requirements and to maintain consistency with the Oakland Housing Authority and its affiliated entities. He noted that the proposed amendments mirror the procurement policy changes previously approved by the Board, including increasing the small purchase threshold requiring three quotes from \$250,000 to \$ 350,000, and removing federal HUD procurement language that is not applicable to the affiliate, resulting in a more streamlined and consistent procurement policy across the agency.

Director Mayes moved to Approve item 6.4 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

- 6.5 Adopt a resolution authorizing the Executive Director to execute a two-year contract with up to three one-year option terms with R&B Wholesale Distributors, LLC for the purchase, delivery, and installation of gas ranges and accessories at Oakland Affordable Housing Preservation Initiatives (OAHPI) properties in an amount not to exceed \$350,000 for the initial term and up to \$ 175,000 per year for each additional option term for a total contract amount not to exceed \$875,000 for a term not to exceed 5 years.

Attachments:

Staff Report - R&B Wholesale Distributors Gas Ranges
Contract CCGS Review Memo- OAHPI Refrigerators and Gas
Ranges Resolution - R&B Wholesale Distributors, LLC.docx
Resolution R&B Wholesale Distributors, LLC.docx Resolution -
25-031

Director of Property Operations, Mark Schiferl, presented this item.

Mr. Schifferl explained that the proposed contract would provide refrigerators and gas ranges for the 248 Oakland Housing Authority Preservation Initiative (OHAPI) units managed by the Oakland Housing Authority to ensure compliance with Housing Quality Standards and California law requiring landlords to provide appliances. He noted that the resolution inadvertently omitted refrigerators and requested a modification to include them, consistent with Request for Proposals No. 25-017.

Staff answered questions on topics of California's transition from gas to electric stoves, the timeline for compliance with state requirements, the contract term, electrical infrastructure upgrades needed to support electric appliances, and incorporation of appliance conversions into future capital improvement and redevelopment planning.

Director 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

Nays - 0: None

Excused - 0: None

Absent - 0: None

- 6.6 Adopt a resolution authorizing the Executive Director to open a purchase order with Waste Management for Waste and recycling removal services as statutorily required by the City of Oakland's Franchise Agreement for Garbage, Compost, and Recycling Collection at Oakland Affordable Housing Preservation Initiatives (OAHPI) properties as approved in the FY27 approved budget in an amount not to exceed \$3,109,300.00 for the period of July 1, 2026 through June 30, 2027.

Attachments:

Staff Report - Waste Management
Oakland CA Code of Ordinances
OAHPI Procurement Policy
Resolution - Waste Management
Resolution 25-032

Director of Property Operations, Mark Schiferl, presented this item.

Mr. Schifferl explained that the proposed solid waste services contract supports the Oakland Housing Affordable Preservation Initiative (OHAPI) portfolio managed by the Oakland Housing Authority, which is required to participate in the City of Oakland's franchise agreement. He noted that Waste Management of Alameda County provides garbage and compost collection and serves as the billing agent, while California Waste Solutions provides recycling services. The proposed costs are consistent with the City of Oakland's franchise rates and the FY 2026–2027 budget, and the contract also covers disposal fees for illegal dumping removal and ongoing trash and recycling services at OHAPI properties.

There were no questions from the Directors.

Director Mayes moved to Approve item 6.6 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

- 6.7 Adopt a resolution authorizing the Executive Director to execute an amendment to the contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Pinnacle General Construction, Inc. (Pinnacle) to provide general contractor on-call & minor construction services, increasing the maximum contract amount for the current option term by \$1,000,000 from \$1,000,000 to \$2,000,000, and increasing the remaining option term by \$1,000,000 from \$1,000,000 to \$2,000,000 for an amended total amount not to exceed from \$5,100,000 to \$7,100,000 for a contract term not to exceed April 30, 2028.

Attachments:

[Staff Report - Pinnacle General Construction, Inc.](#)

[Resolution 25-0010](#)

[Resolution - Pinnacle General Contracting Contract Amendment](#)

[Resolution 25-033](#)

Director of Property Operations, Mark Schiferl, presented this item.

Mr. Schifferl explained that the proposed contract amendment with Pinnacle General Construction would increase the contract amount to support scheduled roof replacement projects identified for FY 2026–2027. He noted that Pinnacle provides construction services during normal business hours, does not perform after-hours emergency responses, and has successfully completed roof replacement projects for the Oakland Housing Authority (Authority) in the prior fiscal year. The requested increase reflects the cost of projects that have already been competitively bid and positions the Authority to proceed with the planned work.

There were no questions from the Directors.

Director Mayes moved to Approve item 6.7 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

- 6.8 Adopt a resolution authorizing the Executive Director to execute an amendment to the contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Castillo Plumbing, Inc. (Castillo) to provide general contractor on-call & minor construction services, increasing the contract amount for the current option term by \$1,000,000 from \$500,000 to an amount not to exceed \$1,500,000, and increasing the remaining option term by \$1,000,000 from \$500,000 to \$1,500,000 for an amended total contract amount not to exceed from \$4,300,000 to \$6,300,000 for a contract term not to exceed April 30, 2028.

Attachments:

[Staff Report - Castillo Plumbing](#)

[Resolution 24-002](#)

[Resolution - Castillo Plumbing General Contracting Contract Amendment](#)

[Resolution 25-034](#)

Director of Property Operations, Mark Schiferl, presented this item.

Mr. Schiferl explained that the proposed contract amendment with Castillo Plumbing would increase the contract amount to support ongoing plumbing services, including after-hours emergency response, routine maintenance, and planned sewer line replacement projects. He noted that Castillo Plumbing also performs general contracting work and that the requested increase is consistent with the FY 2026–2027 capital improvements budget, as sewer line replacement projects can involve significant costs depending on their scope.

There were no questions from the Directors.

Director Wells moved to Approve item 6.8 which was seconded by Director 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

- 6.9 Adopt a resolution authorizing the Executive Director to (i) amend the contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Santa Clara Appliances for the purchase, delivery, and installation of gas ranges and accessories by \$28,888.00 from \$139,280.19 to \$168,168.19 for a term not to exceed December 1, 2025 (ii) ratify and approve payments in the amount of \$28,888.00 for the purchase, delivery, and installation of gas ranges and accessories for the period of June 30, 2025 through December 1, 2025.

Attachments:

[Staff Report - Santa Clara Appliances](#)

[Resolution 24- 30](#)

[Resolution - Santa Clara Appliances Gas Ranges](#)

[Resolution 25-035](#)

Director of Property Operations, Mark Schiferl, presented this item.

Mr. Schiferl explained that the requested contract amendment relates specifically to gas range delivery and installation services needed to support Housing Quality Standards (HQS) compliance and unit turnovers. He noted that the services did not include refrigerators and were obtained to address immediate operational needs during the reporting period. Staff later identified that the expenditures exceeded the Board-approved procurement threshold and brought the item forward for transparency, requesting approval to amend the contract and ratify payments already made to the vendor for completed work.

Director Mayes moved to Approve item 6.9 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

7. Consent Agenda

There were no items on the Consent Agenda.

8. Reports of Board Committees

There were no reports of Board Committees.

9. Announcements by Board of Directors

Executive Director Patricia Wells announced that OAHPI continued to expand educational outreach by hosting tours of its portfolio for local elected officials whose jurisdictions include OAHPI properties. During the reporting period, OAHPI welcomed visits from Senator Arreguin, Assembly Member Wicks, Council Member Unger, and conducted outreach with the offices of Assembly Member Bonta and Congresswoman Lateefah Simon and other local elected officials. Staff also presented to the Oakland City Council's Economic and Workforce Development Committee to highlight OAHPI's affordable housing preservation efforts and portfolio initiatives.

There were no questions from the Commisisoners.

10. Adjournment to Closed Session

Per item 5, the Closed Session was removed from the agenda.

11. Closed Session

11.1 Conference with Legal Counsel-Anticipated Litigation:

Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9:

One potential case

Per item 5, the Closed Session was removed from the agenda.

12. Adjournment

Director Wells moved to Approve Adjournment which was seconded by Director 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