AGENDA
REGULAR MEETING OF THE AFFORDABLE HOUSING AD-HOC ADVISORY COMMITTEE

Thursday, March 21, 2024
3:00 PM
Oakley City Council Chambers, 3231 Main Street, Oakley, California 94561

NOTE: Vice Mayor Shannon Shaw will join via teleconference. Her location is the Los Angeles Marriott Burbank Airport, 2500 North Hollywood Way, Burbank, CA 91505

MISSION STATEMENT: The City of Oakley will create a resilient future that fosters and attracts a vibrant and evolving community that welcomes and values all people.

VISION STATEMENT: The City of Oakley celebrates our unique Delta lifestyle and small-town feel where we ***Live*** in a safe, dynamic community, ***Work*** together to build the future, and ***Play*** in our own backyard.

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1.Call to Order and Roll Call

2.Pledge of Allegiance to the Flag

3.Public Comment

4.Discussion/Action

4.1 Approve the Minutes of the Regular Meeting of the Affordable Housing Ad-Hoc Advisory Committee held February 22, 2024 (Libby Vreonis, City Clerk)
Minutes 2-22-24

4.2 Continued Discussion on The Oaks

4.3 Next Steps

5.Adjourn

MINUTES OF THE REGULAR MEETING OF THE AFFORDABLE HOUSING AD-HOC ADVISORY COMMITTEE HELD FEBRUARY 22, 2024

1.0 Call to Order and Roll Call

Councilmember Aaron Meadows called the meeting to order at 3:01pm in the Oakley City Council Chambers located at 3231 Main Street, Oakley, California. Vice Mayor Shannon Shaw and Committee Members Barbara Bautista, Doug Gamble and Oke Johnson were also present.

2.0 Pledge of Allegiance to the Flag

Mayor Meadows led the Pledge of Allegiance to the Flag.

3.0 Public Comment

Oke Johnson with WinnResidential mentioned many comments were made from the last meeting and they will address those. He added that he understands the work is important and can be complicated as they are in the people business; they manage the work of people that impacts the lives of residents in the community, and he understands they haven't met the mark to date. He explained that they are making some changes to their processes, i.e., how they do things, when things are done, and who to involve in doing those things. He mentioned there are 7 different properties and entities that include for-profit and non-profit. He shared that the properties are currently not profitable with owners having expended $1 million in contributions into the communities in addition to taxes and fees. He mentioned with this financial nonperformance, their lenders and partners pay close attention to the communities and work closely with the management companies. He shared that starting this week and moving forward, there will be a weekly on-site meeting held with onsite management, Winn, and owners to provide support to the onsite team.

Micheline Nicol submitted an online request to speak and read her statement into the record. She mentioned the State of California clearly defines laws for landlords of which Winn has been in violation of many for years; properties must be maintained in a safe and healthy environment of which Winn has been in violation of the past 4 years. She mentioned their rent has increased 4% since 2019, except in 2020; however, buildings are in a constant state of disrepair and repairs being made are only cosmetic. She mentioned her building, #65, has broken locks, water damage, mold, vermin, etc. and in October 2023, housekeeping maintenance personnel was supposed to handle cleaning, but only cleaned once in a month. In addition, she mentioned there is no provision for ADA for trash disposal which is in violation of ADA laws, an issue that should have been resolved before new trash procedures were implemented. She commented that she is asking for Winn and onsite management to be held accountable, for financial records

from management and the owners, and a rent freeze until all issues have been resolved and an audit has been completed.

Councilmember Meadows inquired when Winn began managing the properties. An audience member commented it was in 2018.

Mike Dupray commented that with 3.1% inflation, only a 1.5% COLA increase, and they can legally raise the rent rate 5%, how they justify a 10% increase for seniors, while seniors tolerate unsafe and unsanitary conditions, and trash conditions that are not part of the rental agreement. He mentioned they need to lock and secure buildings. He explained there are still broken locks, access gates haven't worked since 2018, there needs to be better tenant screening, landscape and maintenance staff are lacking, there is no cleaning staff, roaches are still there, and to get rid of them one at a time and blaming messy residents is never going to work. He shared that he has written to representatives and state agencies to address these issues, and tonight he is meeting with county and state representatives where he will discuss the issues and he will use media sources as needed.

Michael Hawkridge commented that he lives in senior building 81 and tenants have their grandson and son living in other units; once children are in units, he has been told by management that it is hard to get them to leave but they are adults and smoke marijuana, and residents don't want them in the building. He mentioned since he has been attending Council meetings, The Oaks is just trying to appease them. He explained that for 6 months they have landscaping and cleaning, then for 6 months they don't. He mentioned there are certain costs in owning a business or being in business and taking care of your property is a responsibility. He mentioned the gate not working is nonsense, there has been a light out for 6 years on the building, he placed a workorder request months ago that still needs to be resolved, and branches on trees need to be trimmed.

Thelma Brown shared she has been a tenant for 4 years and for the past year has had problems with plumbing. She explained that she is up at 3am to go to work and returns home at 6pm, a grandson of one of the tenants wakes her up fighting with his grandparents, and her tub floods every day of which she took care of carpet and maintenance as she is a clean tenant. She explained further that she has stuff in her tub every morning and every night she must clean it; it is a nuisance and bad for her health, and she can't even take a bath every day. She requested it be resolved quickly as she has reported it to management already on a dozen occasions. She mentioned she goes to Barbara Bautista for help who to talk to, and the maintenance people don't come, or if they do, they just look but don't do anything. She mentioned she placed Drain-O in it, but it didn't help.

Councilmember Meadows requested if she has pictures to please email the pictures to them.

Committee Member Johnson asked which building she lives in of which Ms. Brown responded it is Building 81, apartment 201.

Louis D-A'mbiosio, Jr. shared that in 2016, he moved into The Oaks which was advertised as safe and secure with a gate, fitness center, and hardwood floors, none of which exist. He mentioned the fitness center with bounce balls has been locked since he moved in, the model had hardwood floors, but his unit does not, but he had cancer, so he took it. He mentioned for 6 years there has been no hardwood floor, the gate is fixed and then vandalized, and he believes it is false advertising. He commented that Winn said they didn't advertise, but they advertise the same as previous management. He mentioned he has fallen in holes near the front door and had surgery on ligaments in his left knee, and there are leaves on the ground, and he fell again, and now has torn ligaments in his right knee. He also shared that there are signs that say don't open windows when screens are gone from windows, and signs for 2 years when holes are in the ground just to pacify residents.

Jackie Rider commented that tenants are not turning in their keys when they leave and family members return to party in the apartments until 3am, and residents can smell dope. She mentioned in the laundry rooms they still don't have 4 machines working at the same time; there is 1 washer on 1 floor, 1 on another, 1 dryer on 1 floor, and 1 on another, that sometime work. She mentioned management is asking for tenant recertification for people to provide information regarding their trusts; she believes this is personal information that people shouldn't have to provide as it is not how the tenants were qualified for the apartment. She added that the building is not safe and secure, stairwells are used for urinals, and there are feminine hygiene products on the stairs. She mentioned there are 3 maintenance guys, so they have limited resources, and everything must be ordered. She mentioned that there should be inventory for everyday things like a lightbulb; it shouldn't take a month to get a replacement.

Patti Thompkins commented that she has been in the building for 12 years. She mentioned in apartment 469 there is black mold in the bathroom that has existed since the guy moved out, the door was left open, and there was a used raincoat in the hallway she had to pick up. She mentioned that the inside rugs are atrocious, and the black mold is hazmat, and it is management's problem, and they should be using their stuff to clean, not the residents using their own products to take care of it. She shared that she purchased 4 bottles of bleach for cleaning the lobby and residents shouldn't be doing this. She mentioned on March 22, 2023, a unit in Building 79 caught fire and nothing has been done to it, no sheetrock or anything. She shared that she has been waiting a year to move (she has a scooter and is not supposed to be on the 3rd floor) but there are full tanks of oxygen in the apartment and the person still has the keys. She mentioned she likes living in building 67 and doesn't want to move, but it needs to be safe for seniors; buildings 67 and 69 need handrails and should be ADA compliant.

Michael Frank mentioned he can verify what had been said by other residents. He mentioned the apartments were cheaply built and there should have been more oversight. He mentioned with the budget, there are over 80 apartments that have not

been rented for over a year. He shared that the fire affected other apartments; his flooded and he had to tape holes in the walls to keep bugs out. He suggested they need more oversight on finance; residents are paying money, but he is not certain where it goes. He mentioned the residents are good people trying to care of things. He shared that he is a 10-year resident and goes to management privately to try and help everybody. He mentioned there are parking spots for seniors for people that cannot walk far, but none are near their apartments. He mentioned even with fire insurance, money has not been spent on building repairs. He shared that when the apartment flooded from above, it took a month to fix, and he had to paint his own ceiling after his shoulder repair surgery. He expressed that residents having horse pucky thrown at them doesn't help.

Councilmember Meadows asked him to clarify holes in the wall in his apartment that he mentioned.

Mr. Frank mentioned there were holes in the baseboards drilled to air out the walls from flooding impacts.

Committee Member Johnson requested his building and apartment number, which Mr. Frank provided as building 67, apartment 178.

4. Discussion/Action

4.1 Approve the Minutes of the Regular Meeting of the Affordable Housing Ad-Hoc Advisory Committee held January 18, 2024 (Libby Vreonis, City Clerk)

It was moved by Vice Mayor Shaw and seconded by Committee Member Bautista to approve the minutes as submitted. Motion was unanimous and so ordered. (5-0)

4.2 Continued Discussion on The Oaks

Committee Member Johnson provided an update including an overview of an earlier discussion and ongoing projects.

Rent Increases

Committee Member Johnson mentioned the properties are regulated by several agencies and there are limitations on rents charged; it is reviewed, and they must report annually. He mentioned the California Tax Credit Allocation Committee administers the low-income tax credit programs to which they report to. He shared that in 2023, rental income grew by 4%, on average $100-$500 below market, and in 2023, the physical occupancy was 83%, providing a $1.5 million deficit, a collection loss. He also shared that in 2023, they wrote off $544k in rent that was deemed uncollectable, and they are currently owed $900k for residents having moved out, $500k from current residents, an 8% decline in 2023. He mentioned there are significant expenses including insurance that cost $320k in 2023 compared to $200k in 2021, utilities were flat in 2023, but in

2022, they were up 20%, and they had $850k in expenses in 2023 for the gate, improvements, turnover, etc. He mentioned there were also additional floors and appliances, and legal fees increased. He mentioned in 2022, there were 34 evictions, and they take about 6 months of the unit not paying rent before they can remove them from the community which they see as a last resort. He mentioned rental assistance is available and residents were notified through the portal recently of it. He shared there are 24 residents they are currently in a formal legal process with, and a 30-day notice is provided as an opportunity to cure by paying rent before they can proceed with legal action.

Doors and Locks

Committee Member Johnson reported that on 2/9/24, a locksmith identified and repaired doors, and will be coming again tomorrow to review them.

Trash Service

He also reported that on 1/22/24, management implemented a new trash service after meetings with residents and there are two changes involving buildings 59 and 81—they will move from using the outdoor dumpster to using the large trash rooms accessible in the buildings. He mentioned they received feedback that individuals need assistance getting trash to trash rooms and only 1 resident has asked for assistance so they will send out another communication to residents to let them know if need assistance to contact management.

Sidewalk inspections

Committee Member Johnson reported there were inspections of trees for down branches and removal, they have interviews for a new landscaper to provide a proposal for services, and they have 2nd quarter landscape improvements planned for tree removal and shrubbery. He also reported that in buildings 65, 67 59, they will be replacing furniture in clubrooms, the hard surface flooring, and it will take approximately 2 months to complete; they will provide notice to residents and personal items will need to be returned. He mentioned that they will review additional club rooms in the future.

Security Gate

Committee Member Johnson mentioned that on March 8, they will be closing the gate in the evening through the morning to repair and there will be a code provided to residents to help with the transition to clickers of which they will communicate through the portal, through written communication, and by posting notices in the next 2 weeks.

Communications

Committee Member Johnson mentioned they will be providing on a regular basis, flyers, newsletters, emails, services regarding meals and AT&T services for low-income

families. He mentioned regarding maintenance emergencies, he saw a draft of a notice for their March newsletter. He mentioned an additional change they are making is to work orders—they have completed 160 work orders; they call back every work order upon completion; where some work was done but repair didn't last or was incomplete may have impacted some residents. He mentioned effective immediately, there will be weekly onsite meetings with the executive staff and a representative of ownership every week, so they understand priorities and resources needed to achieve their goals.

Committee Member Gamble commented on recycling and that people are looking for 16 bins; it's now in all 1 big bin, except for those behind the trash area they cannot get to. He mentioned he is not sure how many people will use it if they can't access it. He suggested management send out more communications as people are unaware of the change in recycling and where they are located. He shared that some residents have trouble with trash bins because they are too tall and getting it over the lip is a challenge and is why people leave trash in front of the bin. He mentioned the accommodation is great, but communications need to happen which many residents haven't received. He mentioned security improved; the trash room door being locked is an improvement to keep people out. He shared that a homeless person got in through a door unlocked and set off fire alarm and homeless were going through trash rooms each night to try and find way in, so they need to upkeep security. He mentioned regarding emergency evacuations, building 59 had smoke in the elevator, and the fire department was called and responded; however, he lives in back and this was in the front, and it was only when he saw the fire truck and men with their equipment that he knew there was a fire in the building; no fire alarm sounded and there was no effort to get people out of the building. He mentioned Carla is receptive to place an indicator on doors for people that need to be evacuated and hand tags would provide additional help to notify that someone is in the apartment needing help, but the person must be able to get to the door to place it, so a door marker would be better. He mentioned nightly email is not controlled by the office but by another entity and most nights there is no information in it. He mentioned the newsletter is nice, but they put the same information in it each month and it is not very useful. He suggested they include how to use recycling to inform residents.

Committee Member Johnson mentioned he will look into the nightly email and requested Committee Member Gamble forward the last email to him.

Vice Mayor Shaw inquired about expenses. She mentioned flooring replacement costs may not be high if flooding is not happening. She suggested preventative maintenance to save money in advance. She inquired if the locksmith fixed locks on 2/9/24 if the locksmith is coming back because more locks were broken.

Committee Member Johnson commented that some doors require significant repairs.

Vice Mayor Shaw inquired why it is taking 14 days before a security issue is fixed.

Committee Member Johnson mentioned that other locks need to be fixed so they are scheduling the locksmith to return and fix all of them.

Vice Mayor Shaw mentioned things like plumbing and security must be prioritized. She shared that the resident that spoke at the last meeting whose mother came home from the hospital and had no heat, still has no heat.

Committee Member Johnson explained that someone went to repair the heater and the repair didn't take, so they sent a vendor to make the repair today. He added that when someone went to the unit and thought the issue was fixed, they didn't hear back from the tenant when the repair didn't take.

Councilmember Meadows inquired if it was an internal fix.

Committee Member Johnson explained that the technician has experience and certifications to make the repair.

Vice Mayor Shaw mentioned a resident called her and spoke with management regarding trash for the senior buildings.

Committee Member Johnson mentioned all trash rooms have been secured and residents have been provided direction to go to other rooms or to contact management if they need assistance.

Vice Mayor Shaw mentioned a resident said she asked management about it and was told she couldn't get a key.

Committee Member Johnson responded that they will send out a communication to call and ask management if they need a key.

Vice Mayor Shaw inquired if they are requiring documentation from residents to get a key of which Committee Member Johnson confirmed they are not.

Vice Mayor Shaw inquired if they will give residents time to find their clickers before they fix the gate.

Committee Member Johnson mentioned the first notice went out and the gate will be fixed on 3/8 and back on.

Councilmember Meadows inquired what the hours will be on the gate.

Committee Member Johnson responded that it will be closed from 9pm to 6am.

Vice Mayor Shaw inquired why it wasn't included in the February newsletter.

Committee Member Johnson explained that there were other priorities.

Vice Mayor Shaw inquired how many work orders were submitted.

Committee Member Johnson explained he has how many work orders were completed, but he doesn't have the number of how many were submitted.

Vice Mayor Shaw inquired about the occupancy rate and unit turnovers in 2023. She mentioned it takes people to improve that.

Committee Member Johnson confirmed that they are at 83% occupancy.

Vice Mayor Shaw inquired if they are working to get turnovers occupied.

Committee Member Johnson mentioned they have 6 applicants pending third party approval, 6 pending move in, some remaining in the application process, and 3 move-ins last week.

Vice Mayor Shaw inquired if they still have 7 maintenance staff.

Committee Member Johnson mentioned they have lost some since the last meeting, so they are currently recruiting 3 positions, they have 4 current, and are mustering additional resources from outside commercial for support.

Vice Mayor Shaw asked if they are still receiving complaints regarding pest control.

Committee Member Johnson mentioned that when they get complaints, they evaluate the type of pest control and are responding; they are being effective as possible with treatment.

Vice Mayor Shaw mentioned the mobile app for areas other than units for common areas. She inquired if communication has gone out to residents.

Committee Member Johnson responded that it is not a simple fix because it is a software issue and there will be information for residents in the March newsletter.

Vice Mayor Shaw mentioned there is other written communication other than the monthly newsletter; She did see a notification on a door.

Committee Member Johnson explained that they post to doors and flyers are posted in conspicuous locations.

Vice Mayor Shaw inquired if they still have a community service coordinator and Committee Member Johnson confirmed that the same person is still on site.

Councilmember Meadows commented that the numbers provided for revenue, vacancies, turnovers, etc. don't matter to residents; they need to make sure the units

are habitable. He shared that he is in the business and sometimes you make money and sometimes you don't, and if you're not making it, you got to find it; ownership must figure it out. He inquired what the average rent is on the 80 vacant units.

Committee Member Johnson mentioned average rent is approximately $1,470/month.

Councilmember Meadows mentioned they are losing approximately $120k/month, $1.5 million/year so they need to rent the units; it is their problem, not the residents' problem; management needs to make the units habitable.

Committee Member Bautista commented that rent increases are getting wiped out by slower increases with Social Security and seniors are behind. She mentioned if they saw something for the difference they are paying, they might swallow it better. She shared that she understands both business and tenant sides, she agrees the units need to be turned around, and they have had 4 people move in over the last month or so and are seeing some progression. She inquired when the sidewalks are leveled if it will include roads. She explained that the right turn by the office causes tires to jump if you don't hit it right and needs to be looked at. She mentioned some people are saying the gate is supposed to re-open 3/8 but there are pools in some buildings that it may not be open again. She mentioned that tenants need to take responsibility as well for some things. She inquired if there is a plan to get someone out to fix the gate on 3/8 or will it take longer to get it fixed.

Committee Member Jonson explained that they have a vendor on standby and will evaluate other options as there are different types of gates. He mentioned that the 2 gates are very large and the larger the gate, the easier it is to break, so they can look at other options if they must make a change and people should use gates as they are designed to be used.

Committee Member Bautista inquired if vendors received information that the gates will be closed because their vendors also break the gates.

Committee Member Johnson mentioned they will address it if they find one of their vendors does that.

Committee Member Bautista mentioned that when repairs have been made, someone has handed residents a phone to sign off that the work has been completed. She inquired about the process in relation to call backs.

Committee Member Johnson mentioned they will be retraining staff to use mobile technology soon as it helps management understand it is done, but not everyone is home all day, so it is not perfect.

Committee Member Bautista inquired if the garbage bins are those they originally had or different. Someone in the audience mentioned they are the same.

Committee Member Johnson mentioned if anyone is using the trash chute and is concerned about falling, they have access to the trash bins.

Committee Member Bautista mentioned it would be helpful to put information in the Daily Digest email; she doesn't read it because there is nothing in it and she was told the office has no control over it. She mentioned during these meetings, management has heard everything people need to have taken care of and they need to move forward taking care of it and working together with residents. She suggested management inform tenants, so they are not riled up and have actual information. She shared that she meets with Carla, and they have an agenda so she can inform the people. She expressed that she hopes this gets them thinking about things and keeping the place clean.

Public comment

Louis D'Ambiosio, Jr. mentioned people walk in through the gate and management allowed tenants to zip tie it to where it is open and homeless walk in. He mentioned there is a keylock, so often they jam something in it to get back in. He suggested a pad lock.

Patti Thompkins mentioned the form provided by management requires a doctor verification for a key to the gate.

Committee Member Johnson mentioned he will get it clarified today and get new communication out tomorrow on that issue, so it is very clear what is needed for folks to get that help.

Mike Hawkridge mentioned he moved from apartment 202 to 308 and explained there was a trap in the bathroom sink wrapped with paper towels, so he got pipe insulation himself and caulked it. He mentioned the new unit heater must have been turned on/off before he moved in to pass and he ran it for 45 minutes and it barely heated the unit. He explained that the maintenance is lacking. He shared that in unit 202, he hung a photo that was in place for 6 years and when he removed the photo to move, he noticed the nail was in the wall to the other side where the water pipe was to shower as water began to leak. He mentioned it is poorly built. He also mentioned that when individuals move into the building with their children and grandchildren, residents are running out of parking spots.

Thelma Brown asked if anything will be done.

Councilmember Meadows mentioned the City can't do anything; it is management that must address the issues.

Committee Member Johnson explained that they will identify the problem and how to address it as it is unacceptable and they will figure out how to get it repaired; it will not be Drain-O and they will communicate with her as they work through that issue.

Councilmember Meadows commented that individuals come here and provide issues and management goes back to fix their issues, but management needs to take care of everyone; it is a waste of their time as these are things management should already be doing.

Jackie Rider commented that people are waiting 5 months for work orders. She explained that some seniors have health issues and things like refrigerator handles and trash need to be taken care of. She explained seniors don't have the same balance younger people do and if there are holes or surfaces are slippery, they can fall. She shared that one tenant fell last Friday and ended up with a broken rib, leg, and injury to face because people don't clean up.

Vice Mayor Shaw explained that they can't go back and change construction but can move forward from where they are and set a new standard. She suggested management treat every unit as if their mom lived there and explained that trust needs to be rebuilt with management to get to a good place. She suggested if residents put in a work order and it hasn't been done, to resubmit it and bombard management if needed, and if they request something, document it; don't let management turn them away. She mentioned if there is a new system to put in a new work order; give it a chance to work. She commented that she does not like hearing the same things over and over and believes a monthly newsletter is a copout for we will get to it eventually.

Councilmember Meadows inquired what the average completion time is for a work order.

Committee Member Johnson responded that their goal is in 2-3 days as work orders are sitting too long. He explained that any average numbers would be currently skewed by older work orders.

Councilmember Meadows inquired why a work order would be active for a year and Committee Member Johnson responded that it shouldn't be.

Councilmember Meadows mentioned some work orders could be active for a couple of months but there is typically a reason such as with vendor issues, but not habitability issues. He mentioned that waiting for a heater and other issues for months and months is not okay. He mentioned they haven't seen, but would like to see, pictures of the bathtub filling up; even a week is too long and if management can't do it internally, there are vendors, and management has the responsibility to provide a habitable unit.

Committee Member Johnson commented that he does not have an answer other than it is unacceptable.

4.3 Next Steps

Councilmember Meadows suggested they have one more meeting on March 21, at 3pm.

Vice Mayor Shaw mentioned for the next meeting she would like management to work on goals for moving forward and residents should have this access to management without coming here for meetings. She expressed that she wants to see what management has done to address things that they have heard complained about in past meetings and things they are going to do that residents can hold them to, and how this Committee will get that information, so they don't have to do this monthly. She mentioned that residents should be able to get answers from management directly and the next meeting they need to have figured out how that will work.

Committee Member Gamble mentioned there are maintenance concerns and there will need to be time to get things done; communications need to be improved as it is weak between management and residents. He mentioned residents need to be able to express their grievances and be heard at a higher level as he does not believe that their concerns are being heard by onsite management. He explained that he suggested an outside contractor handle a leak in the building and it was immediately shot down as a non-priority item.

Committee Member Bautista disagreed with Committee Member Gamble's comment. She mentioned that rather than stepping over the onsite manager to a higher level, they should start with the onsite manager as that is what she is there for, she has been able to communicate with her, and they should give her an opportunity to handle it first.

Vice Mayor Shaw commented that she does not believe that while they are building trust it would be going over the onsite manager's head if she knows of the meeting that is happening; it shows the management level is hearing them. She mentioned the onsite manager is still handling day to day operations, but outreach meetings take place of this, like a management subcommittee. She expressed that she is not going to tell them how to run their business, but it would be a good idea for residents to know something is happening.

Jackie Rider inquired why it was just today that they found about community rooms and received one-day notice to clean things out.

Committee Member Johnson mentioned the decision was made today to improve the community rooms; it is not happening tomorrow, and they will communicate with residents what is happening and when. He mentioned they will box up books and personal items for which they want residents to be responsible for claiming.

Jackie Rider commented that they were told they should be cleared out today by Carla.

Committee Member Johnson confirmed it is not happening today and communication will be clarified for everyone.

Michael Frank commented that they were giving stuff away when he was walking through there today.

5. Adjourn

There being no further business, the meeting was adjourned at 4:37pm.