



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco, CA, 94080
(650) 583-7631

Regular Meeting
Monday December 12, 2022 at 6:00pm

AGENDA

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
- III. Previous Minutes: Regular Meeting November 14, 2022
- IV. Old Business:
 - A. Motion to Waive Reading of Resolution #1128
 - B. Adopt Resolution #1128, Renewing Its Declaration on the Need for Housing Authority Board to Continue Conducting Meetings Remotely Due to Health and Safety Concerns Pursuant to Assembly Bill 361. (With Hybrid Option)
- V. Closed Session:
 - A. Conference With Legal Counsel –Anticipated Litigation:
Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2)(4) One (1) case
The attorney client and/or work product privilege is claimed for this communication as authorized by law.
- VI. Executive Director Report
- VII. Approval of Disbursements: Management Vouchers #1810 to # 1837& ACH Payments from 11-1-2022 to 11-30-2022
- VIII. Comments from Commissioners
- IX. Adjournment

Next Meeting January 9, 2022

South San Francisco Housing Authority
Regular Meeting
Date: 12/12/2022 6:00 PM

TELECONFERENCE MEETING NOTICE

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 ALLOWING FOR DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT & PURSUANT TO THE ORDER OF THE HEALTH OFFICER OF SAN MATEO COUNTY DATED MARCH 31, 2020 AS THIS MEETING IS NECESSARY SO THAT THE SOUTH SAN FRANCISCO HOUSING AUTHORITY CAN CONDUCT NECESSARY BUSINESS AND IS PERMITTED UNDER THE ORDER AS AN ESSENTIAL GOVERNMENTAL FUNCTION.

This meeting will be conducted as a hybrid meeting, whereby members of the Board of Directors and of the public may attend in person. The opportunity to participate remotely will still be provided. Public Comment will be limited to 3 minutes per person.

Members of the public not wishing to participate remotely or in person are encouraged to submit public comments in writing in advance of the meeting by 12:00 p.m. on Monday December 12, 2022. Public comments provided in advance should identify the Agenda Item Number in the SUBJECT Line of the email. The comments will be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Chairperson's discretion.

All emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting and read into the record. Comments that are not in compliance with the Housing Authority's rules of decorum may be summarized for the record rather than read verbatim. We value your input and participation, if you cannot attend by zoom please send us your 3 minute comments as follows: Email: sosfha@sbcglobal.net

Phone: 650-583-7631 (3 minutes max by 12noon, 12-12-2022)

Join Zoom Meeting:

<https://us02web.zoom.us/j/86312156455?pwd=S0pZYi9jNzFWMXpmU0pMMVh1RnpGdz09>

Meeting ID: 863 1215 6455

Passcode: 776154

We ask that you limit your electronic comments so that they will comply with the **3-minute time** limitation for public comment.

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON: NOVEMBER 14, 2022**

The meeting was called to order at 6:06 pm by Chair L. Mercado, followed by the pledge of allegiance. Present were as follows and a quorum was declared:

PRESENT:

Commissioners L. Mercado, S. Pitocchi, D. Vong-Spillan, M. Rashid, A. Sharma, and J. Rivas

ABSENT:

T. Powell

PUBLIC COMMENT:

No public comment

PREVIOUS MINUTES

The Board reviewed the previous minutes of the Regular Meeting of October 11, 2022, a motion was made to approve the minutes of the Regular Meeting of October 11, 2022 by Commissioner S. Pitocchi and seconded by Vice-Chair A. Sharma. Motion passed unanimously by Commissioners present.

OLD BUSINESS:

A. Motion was made by Commissioner D. Vong-Spillan to waive the reading of Resolution #1125 and seconded by Commissioner S. Pitocchi, Roll Call was taken as follows:

L. Mercado-Aye

A. Sharma-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

M. Rashid- Aye

J. Rivas- Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

OLD BUSINESS- CONTINUED:

B. Motion was made by Commissioner S. Pitocchi, to approve Resolution # 1125, motion was seconded by Commissioner J. Rivas and roll call was taken as follows:

L. Mercado-Aye

A. Sharma-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

M. Rashid- Aye

J. Rivas- Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

NEW BUSINESS:

A. Resolution #1126 Approval of Proposal from ALCAL Roofing for Emergency Roof repairs of 7 roofs at the SSF Housing Authority site under existing contract.

Commissioner D. Vong-Spillan had questions regarding the existing agreement and job scope etc. M. Silva, Project Manager, gave an overview of existing contract since it was not provided with the resolution. Per legal counsel, Greg Rubens since the contract is still active and change orders are based on exigent circumstances, the project can proceed for approval. Motion was made by Commissioner S. Pitocchi to approve resolution#1126 for emergency roof repairs of 7 buildings in the amount of \$178,771.00 with minor clerical corrections and seconded by Commissioner D. Vong-Spillan. Roll Call was taken as follows:

L. Mercado-Aye

A. Sharma-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

M. Rashid- Aye

J. Rivas- Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

B. Resolution #1127 Approval of Consulting Agreement with Mike Silva, MCS for Professional Project Management Services for Emergency Roof Repairs under existing contract.

Commissioner D. Vong-Spillan asked M. Silva, how often does he anticipate visiting the site to inspect the projects? M. Silva stated at least twice a week and additional visits as needed.

Motion was made by Commissioner D. Vong-Spillan to approve Resolution #1127 for Consulting Services with Mike Silva, MCS with minor clerical corrections and seconded by Vice-Chair A. Sharma. Roll call was taken as follows:

L. Mercado-Aye

A. Sharma-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

M. Rashid- Aye

J. Rivas- Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

CLOSED SESSION:

The Board went into closed session at 6:41pm and came out of closed session at 6:55pm.

No report out of closed session.

Executive Director's Report:

- Trees: Tree pruning and tree removal work started 11-14-2022, A-Plus Tree Services will be returning next week for additional tree removal
- Landscaping: The SSFHA received HUD funding for 2021, so landscaping equipment will be purchased and maintenance staff will receive training to start taking over the landscaping work
- Water Conservation Project: Calwater came out and visited the housing authority site and has agreed to pay \$30,000 (\$5.00 per square foot) for grass removal as long as the project starts before the end of the year.
- Automation: Staff just went through a series of training to transition to automation. Most work orders, payments, recertifications will be done through the website. There is now a Tenant Portal where Tenants can make payments and update their information. There is also a feature that allows for mass communication in the cases of emergencies or general notifications.
- Staff Development Training: L. Taylor, ED reported on her trip to Montana, where she got to visit several Indian Reservations similar in size to SSF Housing Authority and several County Housing Authorities. Information was shared about water conservation projects, social services, housing expansion etc Staff Development training is also encouraged for the Board and L. Taylor, ED will be organizing a staff retreat to discuss important topics of governance, policies and leadership development.

- Safety Concerns: Per the last meeting safety concerns were raised by Commissioner J. Rivas. L. Taylor, ED stated that she is in the process of gathering proposals for fencing, lighting and security camera upgrades and when that information is received will add it to the agenda for a future meeting.
- New Full Time Permanent Staff will be added to our website so community knows who to go to for questions and assistance.

Approval of Disbursement:

Approval of Disbursements: Management Vouchers #1769 to 1809 in the amount of \$67,426.13 and Approval of ACH Payments from 10-04-2022 to 10-31-2022, in the amount of \$64,140.38 for a grand total of \$131,566.51. Motion was made by Commissioner S. Pitocchi and seconded by Commissioner D. Vong-Spillan,. Motion passed unanimously.

COMMENTS FROM COMMISSIONERS:

Commissioner S. Pitocchi stated that he wanted to encourage all Commissioners to go through the Chair if they would like to add something to the agenda, he gave the wrong information to Commissioner J. Rivas at the last meeting regarding proper protocol and wanted to clarify the proper process is to go through the Chair with any request for agenda items.

Chair L. Mercado thanked Commissioner S. Pitocchi for his words and leadership. Chair L. Mercado also thanked the Board for all their questions and comments. Meeting was adjourned at 7:40pm.

Seal

Chairperson

Attest

Secretary

RESOLUTION NO.1128

A RESOLUTION OF THE BOARD OF DIRECTORS OF HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO MAKING FINDINGS AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS PURSUANT TO ASSEMBLY BILL 361.

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus (COVID-19); and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, The Authority staff set up Zoom meetings for its meetings; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill ("AB") 361 into law as an urgency measure that went into effect immediately; and

WHEREAS, AB 361 authorizes local legislative bodies to continue to conduct meetings using teleconferencing without complying with the Ralph M. Brown Act's standard teleconferencing requirements if certain conditions are met; and

WHEREAS, on April 11, 2022, pursuant to Assembly Bill 361, the Board adopted Resolution #1113 making findings on the need for the Board to continue to teleconference in order to ensure the health and safety of the public; and

WHEREAS, each month since the passing of Resolution on record, the Board has reviewed the situation and adopted a Resolution renewing its declaration for the need to continue conducting meetings remotely due to health and safety concerns, pursuant to AB 361; and

WHEREAS, while the Board will attempt a transition to meeting in person following a hybrid meeting format as of May 9, 2022; and

WHEREAS, adopting a Resolution making findings and authorizing the option for the Board to continue conducting meetings remotely due to health and safety concerns, pursuant to AB 361 also provides members of the Board with the flexibility to participate via teleconference in the event of potential COVID-19 exposure, future orders restricting attendance, a new variant causing the need to return to full remote meetings or other COVID-19 related concerns.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the Housing Authority of the City of South San Francisco hereby makes the following findings, in compliance with AB 361, and in order to continue to teleconference under the modified Brown Act requirements:

- a. The Board has reconsidered the circumstances of the state of emergency;
- b. The Governor's proclamation for a state of emergency issued on March 4, 2020 remains in effect;
- c. Full return to in person meetings would cause imminent risk to attendees who are vulnerable or where staff or councilmembers may have an asymptomatic, or where they are only able to attend remotely due to an infection, and it would be unsafe for the public to attend at their remote meeting location; and
- d. State and local officials continue to strongly recommend masks be worn by all individuals in indoor settings.

I, Leah Taylor, hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Board of Directors at a scheduled meeting thereof held on the 12^h day of December 2022, by the following vote:

AYES, BOARDMEMBERS: _____

NOES, BOARDMEMBERS: _____

ABSENT, BOARDMEMBERS: _____

**CLERK OF THE HOUSING AUTHORITY
OF THE CITY OF SOUTH SAN
FRANCISCO**

APPROVED:

CHAIR OF THE BOARD