



**AGENDA**  
**Regular Meeting**  
**Monday August 14, 2023 at 6:00pm**

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
- III. Previous Minutes: Regular Meeting July 10, 2023
- IV. New Business:
  - A. Special Presentation and Recognition Ceremony for the participants of the SSFHA 2023 Youth Internship Program
  - B. Approving Contract with A-Plus Tree Care & Sustainability for Tree Pruning and care Under Resolution #1135
  - C. Approving the Legal Services Agreement with Burke Williams & Sorenson, LLP for Legal Counsel Services effective August 1, 2023 and Authorizing the Executive Director to execute the Legal Services Agreement on behalf of the Authority. Under Resolution #1136
- V. Closed Session:
  - A. Conference with Legal Counsel –Anticipated Litigation:  
Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2)(4) three (3) cases  
**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 #2077 to # 2118 & ACH Payments from 07-3-2023 to 07-30-2023. Board to approve legal invoices ck#1990 and ck#2003 carry over from the meeting of April 10, 2023.
- VIII. Comments from Commissioners
- IX. Adjournment  
Next meeting: Regular Meeting September 11, 2023



**SSFHA**  
South San Francisco  
Housing Authority

360 C Street South San Francisco CA  
Office: 650-583-7631

**Public Participation Notice**

The South San Francisco Housing Authority Board of Commissioners, welcomes all members of the public to attend the monthly board meetings in person or remotely. The public can also submit written comments to be presented at any regular or special meeting.

**To attend in person:** *2<sup>nd</sup> Monday of every month @ 6:00pm*

**Next Meeting: Monday August 14, 2023 @6:00pm**  
**South San Francisco Police Station**  
**1<sup>st</sup> Floor Conference Room**  
**1 Chestnut Ave. South San Francisco CA**

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**To attend remotely public access:**

SSF Housing Authority is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85088621733?pwd=bXNpYnd0RUNqTVQzMEJrY1F4NVRUZZ09>

Meeting ID: 850 8862 1733

Passcode: 363502

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**How to Submit Written Public Comment:**

**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 August 14, 2023. 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](mailto:sosfha@sbcglobal.net)**

**MINUTES OF THE REGULAR MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO  
HELD ON: July 10, 2023  
DRAFT**

The meeting was called to order at 6:06 pm by Vice-Chair S. Pitocchi followed by the pledge of allegiance. Present were as follows and a quorum was declared:

**PRESENT:**

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

**ABSENT:**

Chair A. Sharma

**PUBLIC COMMENT:**

Special Guest, Youth from the SSFHA Youth Internship Program present as follows:

Carlos Gonzalez

Destiny Gonzalez Ruano

Karen Mendoza

Maay Rashid

Mariam Rashid

Melany Gonzalez Umana

Omar Ali

The youth attended the Board Meeting and were welcomed by the Board.

**PREVIOUS MINUTES:**

Motion to approve the minutes of June 12, 2023 with no corrections was made by Commissioner T. Powell and seconded by Commissioner L. Mercado, motion passed with one abstention by Commissioner D. Vong-Spillan who was not present for the June 12, 2023 meeting.

**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.**

Board went into closed session at 6:20pm and came out of closed session at 7:20pm. No report out of closed session

**EXECUTIVE DIRECTOR REPORT:**

Executive Director, L. Taylor reported as follows:

*See Directors Report Attached*

## Executive Director Report June 12, 2023

### Youth Internship Program:

We are teaming up with the South San Francisco Host Lions Club to provide free eye screening to our neighbors and members of our community, our Youth will participate in setting up and assisting the club with hosting the event. The event will occur during the week of July 10<sup>th</sup> through July 14<sup>th</sup>, once the date has been confirmed with the Lion's Club we will send out flyers to the City, neighbors and other local Housing Authorities to participate.

### Roof Deck Issue:

All roof decks were replaced with solid weather proof material that should prevent any leaks for years to come. During the installation of the roof material the roofers discovered a bigger problem with the design of the roof decks which is with the wall of the roof deck and where it meets with the flooring. The wall is too short, it should be higher so when there is heavy rain and water accumulates it does not leak into the walls causing water leaks from the walls. They are proposing to remove some of the stucco and replace with a higher wall so water will never reach the wall gaps therefore prevent any leaking. They will also make the gutter holes wider for more rapid drainage. I will be doing the emergency repairs on only the one unit at this time and will be bringing back a proposal for the other 3 that are not considered emergency repairs at this time.

### Grant:

I am applying for a \$250,000 Emergency Safety Grant through HUD which is due at the end of the month. This grant will include a request for updated camera and security system, lighting throughout the complex, fencing, walls and rails. I will report at the next meeting if we are successful in getting the funding.

### Contracts/Vendors:

We are updating our list with all contractors

**APPROVAL OF DISBURSEMENTS:**

Motion was made by Commissioner L. Mercado and seconded by T. Powell to approve Management Vouchers #2046 to #2076 in the amount of \$39,658.40 and ACH payments for the period of 06-06-23 to 06-30-23 in the amount of \$58,252.20 for a grand total of \$97,910.60. Motion passed unanimously by Commissioners present. Vice-Chair S. Pitocchi asked that legal invoices check #1990 and ck#2003 be added to the August 14, 2023 agenda for approval as all questions and concerns were addressed.

**COMMENTS FROM COMMISSIONERS:**

Vice-Chair S. Pitocchi thanked the Board for their participation and meeting. Commissioner M. Rashid reminded everyone present to attend the annual National Night Out event scheduled for Tuesday August 1, 2023. The Meeting was adjourned at 7:44pm

Seal

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Chairperson

Attest

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Secretary