



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

AGENDA
Regular Meeting
Monday September 9, 2024 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 August 12, 2024
- IV. New Business:
 - A. Approve proposal from A-Plus Tree Care & Sustainability for Tree Pruning and Care
***Public Comment**
- V. Executive Director Report:
 - A. HUD On Site Inspections
 - B. Safety Cameras Status
 - C. Security Fencing Status
 - D. Painting Project
 - E. City of South San Francisco Pilot Project-Free Internet Service at SSF Housing Authority Site
 - F. Board Retreat
***Public Comment for each topic**
- VI. Approval of Disbursements:
Management Vouchers #2466 to #2503 in the amount of \$122,425.00 and ACH Payments from 08-02-2024 to 08-30-2024 in the amount of \$74,164.69 for a total of \$196,590.68 for the month of August.
- VII. Comments from Commissioners
- VIII. Adjournment Next Meeting Tuesday October 15, 2024, Regular Meeting



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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: 2nd Monday of every month @ 6:00pm

Next Meeting: Monday September 9, 2024

@6:00pm

South San Francisco Housing Authority

350 C Street, South San Francisco, CA 94080

To attend remotely public access:

Topic: SSF Housing Authority Board Meeting

Time: Sep 9, 2024 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84943657063?pwd=BwJJRkujKDu0oVDoquLs3uhLGyag3B.1>

Meeting ID: 849 4365 7063

Passcode: 789067

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 September 9, 2024. 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

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON: AUGUST 12, 2024
DRAFT**

The meeting was called to order at 6:01 pm by Chair A. Sharma followed by the pledge of allegiance. Present were as follows and a quorum was declared:

PRESENT:

Commissioners A. Sharma, M. Rashid, J. Rivas, N. Nunez, D. Vong-Spillan and T. Powell

ABSENT:

Commissioner L. Mercado

PUBLIC COMMENT:

One public comment from tenant asking if there are plans to put a retaining wall on the back side of the units in the 391 building? The Executive Director L. Taylor responded that there is no plan to put a retaining wall in the back of those units under this year's budget but there are plans to put a small divider from the patio to the grass.

PREVIOUS MINUTES:

Previous minutes of May 13, 2024 were reviewed and the only correction was suggested by Commissioner N. Nunez, to replace the symbol "&" with the word "and" in all sections where the "&" symbol was used. Motion was made by Commissioner N. Nunez and seconded by Commissioner T. Powell to approve the minutes of May 13, 2024 with corrections stated. Motion passed unanimously by all Commissioners present.

Previous minutes of June 8, 2024 were reviewed, a correction was requested to reflect that Chair A. Sharma did not attend in person but did attend remotely via zoom. Correction was also requested by Commissioner N. Nunez, to replace the symbol "&" with the word "and" in all sections where the symbol "&" was used. Motion was made by Commissioner N. Nunez and seconded by Commissioner T. Powell to approve the minutes of June 8, 2024 with corrections stated. Motion passed unanimously by all Commissioners present.

Previous minutes of July 8, 2024 were reviewed and the following corrections were suggested by Commissioner N. Nunez: Under Public Comment remove the word "be" after fence, correction was suggested by Commissioner N. Nunez, to replace the symbol "&" with the word "and" in all sections where the "&" symbol was used. In section of Previous Minutes to remove the words "referred and approved" to "continue for consideration" at the next regularly scheduled meeting of August 12, 2024. Motion was made by Commissioner N. Nunez and seconded by Commissioner D. Vong-Spillan to approve the minutes of July 8, 2024 with corrections stated. Motion passed unanimously by all Commissioners present.

NEW BUSINESS:

- A. Approve proposal from Smith Marion & Co. to complete Financial Audit for Fiscal Year Ending 3/31/2024 by Resolution #1142. Commissioner D. Vong-Spillan asked that in the auditors should include information as to changes in their services or rates for comparison if we are going to use the same auditors. A motion was made to approve Resolution #1142 by Commissioner D. Vong-Spillan and seconded by Commissioner T. Powell. Roll call was taken as follows:

Chair A. Sharma- Yea

Vice-Chair M. Rashid – Yea

Commissioner D. Vong-Spillan-Yea

Commissioner J. Rivas-Yea

Commissioner T. Powell-Yea

Commissioner N. Nunez-Yea

No Nays

No abstentions

Motion passed unanimously by Commissioners present.

- B. Special Presentation and Awards to participants of the SSFHA Youth Internship Program 2024 was presented to: Jana Ali, Omar Ali, Raul Gomez, Nehemias Gomez, Mariam Rashid and Destiny Gonzalez Ruano

EXECUTIVE DIRECTOR REPORT:

- A. HUD On Site Inspections: It was reported that HUD will be conducting onsite inspections on August 20, 2024. A pre inspection was conducted of all units to make any necessary repairs prior to the formal HUD inspection.
- B. National Night Out was held on Tuesday August 6, 2024 at 5:30pm. There were more people in attendance than last year. Overall, the event was a success.
- C. Safety Camera Status – The problem with funding for the mesh has been resolved and work should be completed by the end of August.
- D. Security Fencing – Phase 1,2 and 3 are completed. Material is on back order and once received the material will be used to complete the corners of the fence to eliminate any gaps. Phase 4 and the entire project will be completed by the end of August.
- E. Painting Project – The Housing Authority staff is working on a plan to do the exterior painting of all one level units in house by the Maintenance Staff. This plan will reduce painting cost by 40 percent, so only two-level buildings will be contracted out through the bidding process.
- F. Procurement Policy- Legal Counsel has finished making edits and recommendations. A meeting will be scheduled with the committee to review and make recommendations to the full board.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner T. Powell and seconded by Commissioner D. Vong-Spillan to approve Management Vouchers #2435 to #2465 in the amount of \$40,882.69 and ACH payments for the period of 07-03-24 to 07-27-24 in the amount of \$92,310.13 for a grand total of \$133,192.82. Motion passed with one abstention by Commissioner N. Nunez.

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma thanked all Commissioners for their participation.

The Executive Director, L. Taylor wanted to let the Board know that staff looked into the question from Commissioner L. Mercado regarding getting confirmation from the IRS as to 501C3 Non-Profit Status. The Executive Director stated that the Housing Authority is not a 501C3, as it is a Government Agency not a Non-Profit as defined under the 501C3 code. The Housing Authority is however eligible to receive donations. Legal Counsel M. Wagner explained that the Housing Authority is an entity that was created by the City of South San Francisco as a political subdivision of the state which is tax exempt, and charitable contributions can be made to those entities, and letters can be given to the donors that they can use for their own purposes. Commissioner D. Vong-Spillan asked that legal counsel's statement be clearly reflected in the minutes so Commissioner L. Mercado can have a clear answer to his question.

Vice-Chair M Rashid wanted to thank everyone for supporting National Night Out and all the Youth who assisted.

Meeting was adjourned at 7:00pm

Seal

Chairperson

Attest

Secretary

MEMORANDUM

TO: Board of Commissioners

DATE: September 6, 2024

FROM: Leah Taylor, Executive Director

SUBJECT: Accepting Proposal from A Plus Tree Care & Sustainability

The housing authority prunes all large trees, annually, to keep them healthy and tenants and units safe from falling branches that can be hazardous during the fall and winter months.

The attached proposals are for pruning and treating the trees on the Housing Authority site. We reached out to various vendors but only the following vendors responded with a proposal: The Dog Professional Tree Service and A Plus Tree Care & Sustainability.

RECOMMENDED BOARD ACTION

It is my recommendation that the Board accept the attached resolution to prune all trees on the authority site and to authorize the Executive Director to sign the proposal from A Plus Tree Care & Sustainability in the amount of \$9,770.14 as the most reasonable and responsible bidder.

Attachments:

Resolution Accepting Proposal from A Plus Tree Care & Sustainability

Proposal from A Plus Tree Care & Sustainability

Proposal from The Dog Professional Tree Service

RESOLUTION NO. 1143

BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO, STATE OF CALIFORNIA

* * * * *

RESOLUTION ACCEPTING PROPOSAL FROM A PLUS TREE CARE & SUSTAINABILITY

RESOLVED, by the Board of Commissioners of the Housing Authority of the City of South San Francisco, that

WHEREAS, A Plus Tree Care & Sustainability submitted a proposal to prune and treat the trees on the authority site and said proposal was the lowest most responsible bid received.

NOW, THEREFORE, BE IT RESOLVED that the attached proposals, Exhibit "A" dated June 25, 2024 prune and treat the trees at the authority site, is hereby accepted by the Board of Commissioners of the Housing Authority of the City of South San Francisco, and that the Executive Director is authorized to enter into contract with A Plus Tree Care & Sustainability in accordance with the proposal.

Passed and adopted this 9th day of August 2024.

Seal

Chair

Attest

Secretary



Created: 2024-06-25 09:16:55

PROPOSAL FOR HOUSING AUTHORITY

2024 Tree Work for Housing Authority of South San Francisco/Housing Authority

Proposal 334029

ID:

Contact: Leah Taylor
(sosfha@sbcglobal.net)

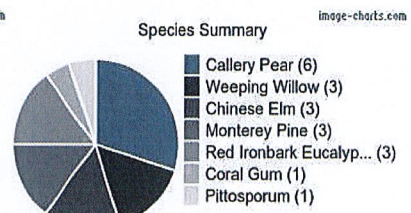
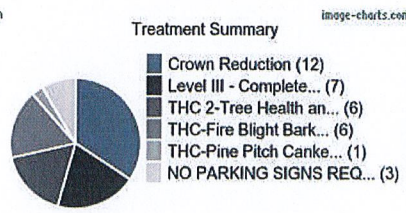
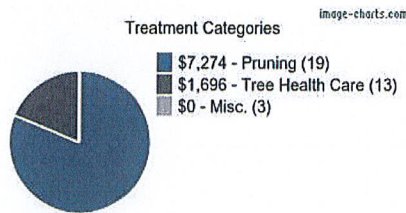
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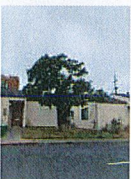
350 C St, South San Francisco, CA 94080, United St, South San Francisco, CA 94080

SALES REP

Kate
LeGros
kate@aplustree.com
415-961-5047

Total:
\$9,770.14












General Tree Care & Plant Health Care Services				
Tree	Line	Name	Treatment	Bid (\$)
	1	Callery Pear (Pyrus calleryana) [1001379385]	THC-Fire Blight Bark Treatment (RELIANT)	\$83.00
			Crown Reduction	\$108.00
	2	Callery Pear (Pyrus calleryana) [1001379384]	Crown Reduction	\$108.00
			THC-Fire Blight Bark Treatment (RELIANT)	\$83.00
	3	Callery Pear (Pyrus calleryana) [1001379381]	Crown Reduction	\$108.00
			THC-Fire Blight Bark Treatment (RELIANT)	\$83.00

General Tree Care & Plant Health Care Services

Tree	Line	Name	Treatment	Bid (\$)
	4	Callery Pear (<i>Pyrus calleryana</i>) [1001379379]	Crown Reduction THC-Fire Blight Bark Treatment (RELIANT)	\$108.00 \$83.00
	5	Monterey Pine (<i>Pinus radiata</i>) [1001379445] Address:{ 391 C St, Orange Park San Mateo County US } .	THC-Pine Pitch Canker Treatment, Phosphorus Acid (RELIANT) Crown Reduction	\$226.00 \$959.00
	6	Chinese Elm (<i>Ulmus parvifolia</i>) [1001379444] Address:{ 391 C St, Orange Park San Mateo County US } .	Level III - Complete Pruning THC 2-Tree Health and Defense (Essential, BioChar, Reliant)	\$480.00 \$232.00
	7	Chinese Elm (<i>Ulmus parvifolia</i>) [1001379443] Address:{ 389 C St, Orange Park San Mateo County US } .	THC 2-Tree Health and Defense (Essential, BioChar, Reliant)	\$135.00
	8	Weeping Willow (<i>Salix babylonica</i>) [1001379442] Address:{ 375 C St, Orange Park San Mateo County US } .	Level III - Complete Pruning THC 2-Tree Health and Defense (Essential, BioChar, Reliant)	\$206.00 \$135.00
	9	Pittosporum (<i>Pittosporum</i> spp.) [1001379413] Address:{ 364 C St, Orange Park San Mateo County US } .	Crown Reduction	\$226.00
	10	Weeping Willow (<i>Salix babylonica</i>) [1001379411] Address:{ 366 C St, Orange Park San Mateo County US } .	Level III - Complete Pruning THC 2-Tree Health and Defense (Essential, BioChar, Reliant)	\$480.00 \$232.00
	11	Callery Pear (<i>Pyrus calleryana</i>) [1001379423]	THC-Fire Blight Bark Treatment (RELIANT) Crown Reduction	\$83.00 \$108.00

General Tree Care & Plant Health Care Services

Tree	Line	Name	Treatment	Bid (\$)
	12	Chinese Elm (<i>Ulmus parvifolia</i>) [1001379427]	Crown Reduction	\$108.00
		Address:{ 372 C St, Orange Park San Mateo County US } .	THC 2-Tree Health and Defense (Essential, BioChar, Reliant)	\$103.00
	13	Monterey Pine (<i>Pinus radiata</i>) [1001379420]	Crown Reduction	\$1,354.00
		Address:{ 372 C St, Orange Park San Mateo County US } 45.5" dbh		
	14	Callery Pear (<i>Pyrus calleryana</i>) [1001379439]	THC-Fire Blight Bark Treatment (RELIANT)	\$83.00
		.	Crown Reduction	\$108.00
	15	Red Ironbark Eucalyptus (<i>Eucalyptus sideroxylon</i>) [1001379257]	Crown Reduction	\$565.00
		Address:{ 382 C St, Orange Park San Mateo County US } .		
	16	Coral Gum (<i>Eucalyptus Torquata</i>) [1001665213]	Level III - Complete Pruning	\$206.00
		.	NO PARKING SIGNS REQUIRED	\$0.00
	17	Weeping Willow (<i>Salix babylonica</i>) [1001379327] Address:{ 400 C St, Orange Park San Mateo County US } .	Level III - Complete Pruning	\$206.00
			NO PARKING SIGNS REQUIRED	\$0.00
			THC 2-Tree Health and Defense (Essential, BioChar, Reliant)	\$135.00
	18	Red Ironbark Eucalyptus (<i>Eucalyptus sideroxylon</i>) [1001379334]	Level III - Complete Pruning	\$480.00
		Address:{ 410 C St, Orange Park San Mateo County US } .		

General Tree Care & Plant Health Care Services				
Tree	Line	Name	Treatment	Bid (\$)
	19	Red Ironbark Eucalyptus (Eucalyptus sideroxylon) [1001379329] Address:{ 400 C St, Orange Park San Mateo County US } .	Level III - Complete Pruning	\$621.00
	20	Monterey Pine (Pinus radiata) [1001379340]	Crown Reduction	\$735.00
			NO PARKING SIGNS REQUIRED	\$0.00
Subtotal:				\$8,970.00

Project Management Services			
Description	Quantity	Amount	Subtotal
Environmental Waste Fees (Waived if property chooses to keep onsite)	1.00	800.14	\$800.14
Subtotal:			\$800.14

Total: \$9,770.14

Approval Signature

Signature

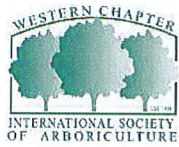
Date

Name

Definition of Treatments:

- **Crown Reduction** - Prune to reduce both height and spread of the canopy by removing the end portion of the branches with reduction cuts. Crown reduction makes a tree smaller and to be used in such cases where the tree may be too large for its space, or for aesthetic purposes. Includes any necessary clearance away from buildings and/or structures. Will not prune within 10 ft of overhead power lines.
- **THC-Fire Blight Bark Treatment (RELIANT)** - Bark basal treatment of Reliant (Phosphorous Acid) + Pentra Bark (Alkylphenol ethoxylate, a surfactant). This strengthens the leaf tissue to decrease the bacterium's ability to penetrate leaf surface. It protects new growth and suppresses the overall symptoms in the tree. The active ingredient, phosphorous acid, has a unique quality in that is both preventive and proactive. The mode of action of this chemical is that it breaks down the cell walls of pathogens and gives the tree more energy to fight off the disease. No treatment completely cures Fire Blight, but it suppresses the symptoms and protects new growth.
- **THC-Pine Pitch Canker Treatment, Phosphorus Acid (RELIANT)** - Apply solution of Reliant and Pentra Bark labeled materials to tree trunk of mature Pine to treat and prevent Pine Pitch Canker (Fusarium Circinatum). Highly recommended for coastal regions.
- **NO PARKING SIGNS REQUIRED** - In order to service this tree, it is imperative that no parking signs be set out and enforced so that this work can be performed safely and smoothly.
- **THC 2-Tree Health and Defense (Essential, BioChar, Reliant)** - This is a 3 part treatment optimized for increase tree health and defense against decline, disease and pest in urban-induced stressed conditions. This includes 1) A soil drench application of RELIANT (active ingredient, Phosphoric Acid). RELIANT acts as a fungicide and a mild fertilizer. Used in the treatment of Pine Pitch Canker, Anthracnose, Phytophthora and other fungal pathogens that often attack a tree when under stress. 2) A soil drench application of ESSENTIAL PLUS, an organic soil amendment and root stimulator that works to improve soil conditions. 3) Soil application of BIOCHAR which is certified organic soil enhances that works to improve soil structure & quality, increases the water holding capacity and sequesters toxins. The combination of these products help boost tree defense, reduce symptoms of stress, improve tree health and make the canopy greener!
- **Level III - Complete Pruning** - A complete pruning of a tree to improve health, aesthetics and structure. This includes - hazard reduction pruning, removing deadwood, clearance pruning, remove lowest sucker growth, end weight reduction where necessary, and pruning to address structural defects where possible. All pruning to conform to ANSI-A300 industry pruning standards. Will not prune within 10 ft of

overhead power lines.



A 3% processing fee will be assessed when paying by credit card

All pruning and tree care performed is according to the American National Standards Institute (ANSI) A-300 standards and conducted in accordance with the ANSI Z133 Safety Standards.

[Download to print "No Parking Sign"](#)

[Download "Notice to Residents" Fillable Form](#)

CONFIDENTIALITY NOTE: This Proposal/Invoice is intended only for the use of the individual or entity to which it belongs and may contain information that is confidential, privileged, and exempt from disclosure under applicable law. If the viewer of this document is not the intended recipient, or the employee or agent responsible for delivery of the information to the intended recipient, you are hereby notified that any distribution, dissemination, or copying of the contents of this information is prohibited. Please notify us immediately if you have accessed this information in error by telephone at (866) 815-2525. Thank you for your cooperation.

Notes





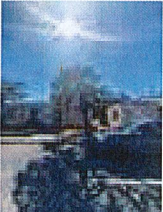
PROPOSAL FOR HOUSING AUTHORITY

2024 Tree Work for Housing Authority of South San Francisco/Housing Authority

Proposal: 189
 Contact: Erick Puente
 Phone: +1 (415)-218-2818
 Email: (dog@thedogtree.com)

TOTAL: \$30,850

Address:
 350 C St, South San Francisco, CA 94080, United St, South San Francisco, CA 94080

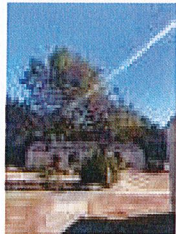
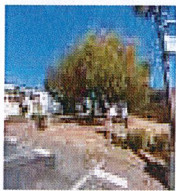
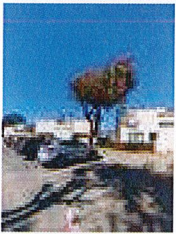
General Tree Care				
Tree	Line	Name	Treatment	Bid(\$)
	1	Callery Pear Adress: Apt:350	Crown Reduction	\$750
	2	Callery Pear Adress: Apt:352	Crown Reduction	\$350
	3	Callery Pear Adress: Apt:366	Crown Reduction	\$380

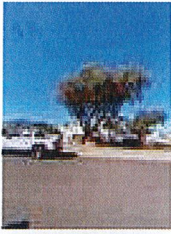
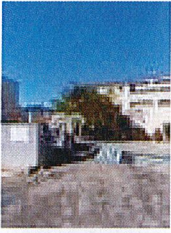
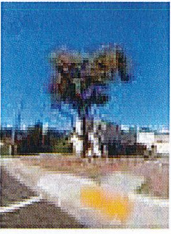

General Tree Care

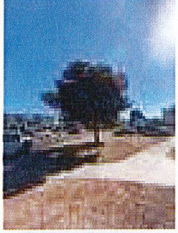
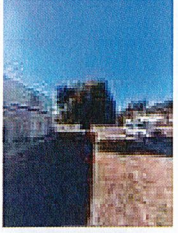

Tree	Line	Name	Treatment	Bid(\$)
	4	Callery Pear Adress: Apt:356	Crown Reduction	\$350
	5	Callery Pear Adress: Apt:366	Crown Reduction	\$350
	6	Pittosporum Adress: Apt:358	Crown Reduction	\$300
	7	Pittosporum Adress: Apt:364	Crown Reduction	\$480
	8	Pittosporum Adress: Apt:364(2)	Crown Reduction	\$1,600
	9	Callery Pear Adress: Apt:361(1)	Crown Reduction	\$300

General Tree Care				
Tree	Line	Name	Treatment	Bid(\$)
	10	Callery Pear Adress: Apt:366(2)	Crown Reduction	\$280
	11	Pine Adress: Apt:370(2)	Crown Reduction	\$2,800
	12	Callery Pear Adress: Apt:371(1)	Crown Reduction	\$380
	13	Callery Pear Adress: Apt:374(4)	Crown Reduction	\$480
	14	Eucalyptus Adress: Apt:376(1)	Crown Reduction	\$850
	15	Callery Pear Adress: Apt:376(4)	Crown Reduction	\$1,600

General Tree Care

Tree	Line	Name	Treatment	Bid(\$)
	16	Sycamore Adress: Apt:381(1)	Crown Reduction	\$750
	17	Pine Adress: Apt:358(1)	Crown Reduction	\$950
	18	Sycamore Adress: Apt:392(1) back side	Crown Reduction	\$980
	19	Pittosporum Adress: Apt:3962	Crown Reduction	\$1,300
	20	Pine Adress: Apt:462(2)	Crown Reduction	\$3,600
	21	Sycamore Adress: Apt:392	Crown Reduction	\$380

General Tree Care				
Tree	Line	Name	Treatment	Bid(\$)
	22	Eucalyptus Adress: Apt:408(1)	Crown Reduction	\$1,200
	23	Eucalyptus Adress: Apt:310(1)	Crown Reduction	\$380
	24	Callery Pear Adress: Apt:418(1) Left side	Crown Reduction	\$750
	25	Pine Adress: Apt:391(2) Back side	Crown Reduction	\$2,300
	26	2Callery Pear Adress: Apt:389(1) Back side	Crown Reduction	\$3,000
	27	Callery Pear Adress: Apt:375(2) Left side	Crown Reduction	\$980

General Tree Care				
Tree	Line	Name	Treatment	Bid(\$)
	28	Callery Pear Adress: Apt:385(2) Left side	Crown Reduction	\$650
	29	Callery Pear Adress: Apt:385(2) Front side	Crown Reduction	\$480
	30	Callery Pear Adress: Apt:482(2)	Crown Reduction	\$1,900