



AGENDA
Regular Meeting
Tuesday October 15, 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 September 9, 2024
- IV. New Business:
 - A. Safety Cameras - Presentation from Jake Miyahara, Installation Supervisor Microbiz
***Public Comment**
 - B. Approve proposal from Gatana Construction for Bathroom Shower Project, Unit 372-2 (Removal of tub and installation of shower unit)
***Public Comment**
- V. Executive Director Report:
 - A. Security Fencing Status
***Public Comment**
 - B. Housing Related Hazards Grant Awarded to SSFHA in the amount of \$3,030,240
***Public Comment**
 - C. Lead Based Paint Hazards Grant Awarded to SSFHA in the amount of \$388,000
***Public Comment**
 - D. Board Retreat
***Public Comment**
- VI. Approval of Disbursements:
Management Vouchers #2505 to #2533 in the amount of \$76,539.39 and ACH Payments from 09-03-2024 to 09-30-2024 in the amount of \$57,093.46 for a total of \$133,632.85 for the month of September.
- VII. Comments from Commissioners
- VIII. Adjournment: **Next Regular Meeting Tuesday November 12, 2024**



SSFHA
South San Francisco
Housing Authority

350 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:

Next Meeting: Tuesday October 15, 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: Tuesday October 15, 2024 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88209059657?pwd=vdqAxHp5bThbifxyiGijxeUf1mwKCd.1>

Meeting ID: 882 0905 9657

Passcode: 853881

Passcode: 853881

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 Tuesday October 15, 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:**

SEPTEMBER 9, 2024

DRAFT

The meeting was called to order at 6:03 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, T. Powell and D. Vong-Spillan who arrived at 6:11pm

ABSENT:

Commissioner L. Mercado

PUBLIC COMMENT:

A question was raised by a member of the public, asking if all three Commissioners, A. Sharma, J. Rivas and T. Powell were reappointed to the Board? The Chair A. Sharma stated that yes, all were reappointed and thanked the community for their support.

PREVIOUS MINUTES:

Previous minutes of August 12, 2024 were reviewed and it was stated by Commissioner N. Nunez that the word Zoom needs to be capitalized and the symbol @ needs to be replaced with the word at. The Executive Director L. Taylor requested that those types of grammatical edits be forwarded to the Executive Director after the meeting to make those changes. Motion was made by Commissioner T. Powell and seconded by Commissioner N. Nunez to approve the minutes of August 12, 2024 with corrections stated. Motion passed unanimously by all Commissioners present.

NEW BUSINESS:

Approve proposal from A-Plus Tree Care & Sustainability for Tree Pruning and Care. The Board reviewed the proposals and a motion was made to approve Resolution #1143 A-Plus Tree Care & Sustainability as the most reasonable and responsible bid. Motion made by Commissioner N. Nunez and seconded by Commissioner D. Vong-Spillan. 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.

EXECUTIVE DIRECTOR REPORT:

- A. HUD On Site Inspections: It was reported that HUD completed the onsite inspections on August 20, 2024. The SSF Housing Authority passed and only minor corrections were needed.
- B. Safety Camera Status: The cameras have been installed and the mesh problem was resolved.
- C. Security Fencing: Phase 1,2,3 &4 were are completed, minor corrections to phase 4 with the height of the fence to be changed to 7feet. All gaps have been fixed.
- D. 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. First two buildings in the rear of the Housing Authority site units 386-2 and 384-2 will be painted first so lighting can be added to that area.
- E. City of South San Francisco Pilot Project-Free Internet Service at the SSF Housing Authority Site. The Executive Director reported that the City Council did not approve the funding and instead tabled it for a future meeting. Only Councilmember Flor Nicolas was supportive of the project but did not have enough support from fellow Councilmembers to pass the project. The Executive Director will try to write a grant to support the project.
- F. Board Retreat: The Executive Director will send out a survey to confirm the date and logistics.
- G. Speed Bumps: The Executive Director is working with the Vice-Chair M. Rashid on the issue.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner J. Rivas and seconded by Commissioner T. Powell to approve Management Vouchers #2466 to #2503 in the amount of \$122,425.00 and ACH payments for the period of 08-02-24 to 08-30-24 in the amount of \$74,164.69 for a grand total of \$196,590.68. Motion passed unanimously by Commissioners present.

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma thanked all Commissioners for their participation and thanked the Community for their continued support. Commissioner T. Powell also thanked the Community for their support in her reinstatement to the Board. Commissioner J. Rivas also thanked the Community and stated he is available for them whenever needed. Vice-Chair M. Rashid asked that the Executive Director look into installing speed bumps at the stop signs because people are not stopping. Meeting was adjourned at 7:00pm

Seal

Chairperson

Attest

Secretary

MEMORANDUM

TO: Board of Commissioners

DATE: October 10, 2024

FROM: Leah Taylor, Executive Director

SUBJECT: Accepting Proposal from Gatana Construction for Bathroom Shower Project

As part of the SSF Housing Authority's Capital Improvement Plan, the SSF Housing Authority is proposing bathroom upgrades to unit 372-2 by removing an existing tub and replacing the tub with a shower unit for safety and accessibility.

The attached proposals have been received to complete the bathroom upgrades for Unit 372-2 at the SSF Housing Authority site. Request for proposals were sent to various vendors, but only the following vendors responded with a proposal: North West Pacific Builders Inc. and Gatana Construction.

RECOMMENDED BOARD ACTION

It is my recommendation that the Board accept the attached proposal from Gatana Construction and approve resolution #1144 to complete the bathroom upgrades for Unit 372-2 in the amount of \$11,870.00 on the SSF Housing Authority site and to authorize the Executive Director to sign the proposal from Gatana Construction as the most reasonable and responsible bidder.

Attachments:

Resolution #1144 Accepting Proposal from Gatana Construction
Proposal from Gatana Construction
Proposal from North West Pacific Builders Inc.

RESOLUTION NO. 1089

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

* * * * *

RESOLUTION ACCEPTING PROPOSALS OF THE DAVEY TREE EXPERT COMPANY TO SERVICE TREES

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

WHEREAS, The Davey Tree Expert Company submitted four proposals to service trees on Housing Authority property.

NOW, THEREFORE, BE IT RESOLVED that the attached proposals, Exhibit "A" dated January 28 and January 31, 2020 to service trees 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 a contract with The Davey Tree Expert Company in accordance with the proposal.

Passed and adopted this 9th day of March, 2020.

Seal

Chairman

Attest

Secretary

RESOLUTION NO. 1144

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

* * * * *

RESOLUTION ACCEPTNG PROPOSAL FROM
GATANA CONSTRUCTION

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

WHEREAS, Gatana Construction submitted a proposal for Bathroom Upgrades, which includes the removal of the existing tub and adding a shower unit to Unit 372-2 at the South San Francisco Housing Authority Site.

NOW, THEREFORE, BE IT RESOLVED that the proposal be approved to provide the needed bathroom upgrades to Unit 373-2 at the South San Francisco Housing Authority site. The Proposal 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 hereby authorized to enter into contract with Gatana Construction in accordance with the proposal submitted.

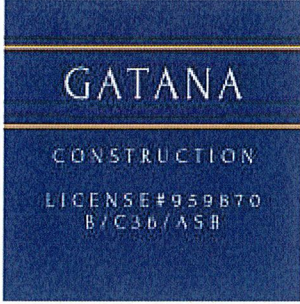
Passed and adopted this 15th day of October, 2024.

Seal

Chairman

Attest

Secretary



Gatana Construction

License # 959870
1091 palmetto ave
Pacifica, CA 94044
4157560233
<https://maps.app.goo.gl/uEGTCUDuLX>
XXDtwb6
gatanallc@gmail.com

ESTIMATE
EST0123

DATE
09/24/2024

TOTAL
USD \$11,870.00

TO

SSFHA / South San Francisco Housing Authority

Leah Taylor
350 C Street
South San Francisco
CA 94080
☎ 6505837631
☎ 4156788497
ltaylor@ssfha.org

DESCRIPTION	RATE	QTY	DISCOUNT	AMOUNT
BLDG#372 UNIT#2 Bathroom Remodel/ shower area/ Labor and materials included/ Bathroom tub replacement to shower ****Labor and Materials Included ****	\$12,800.00	1	-\$1,280.00 10%	\$11,520.00
1. Demolition				
2. Plumbing to adjust floor drain				
3. Install shower pan and vinyl surround.				
Description				
Product Description				
Ensemble, 60" x 32", high gloss white, curve back wall, can be used with #72175100-0 curve end wall set, #72171110-0 left hand shower base & #72171120-0 right hand shower base.				

From the Manufacturer

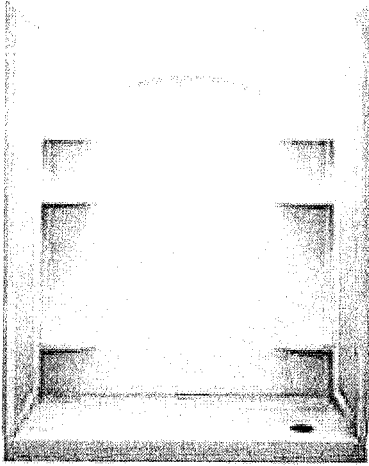
DESCRIPTION	RATE	QTY	DISCOUNT	AMOUNT
<p>Ensemble 60 in. x 1-1/4 in. x 72-1/2 in. One Piece Direct-to-Stud Shower Back Wall is made from solid Vikrell material for strength, durability and lasting appeal. The modular design makes it easier to move around corners and through doorways, and the tongue-and-groove design snaps together for quick installation. Durable high-gloss finish provides a smooth, shiny surface, easy to clean.</p>				
4. Caulking and paint touch ups				
5. Cleaning and hauling				
6. Install new shower valve				
7. Adjust plumbing to receive valve				
Permit and fee				
Permit cost				
Inspection fees included				
TOTAL				USD \$11,870.00

This estimate is good for 90 days,
Estimate can not be divided or separated into individual line items.

0.00 00 1964

0.00 00 1964

CANCEL



North-West Pacific Builders Inc.

License #1013851

844 Woodside road

Redwood City, CA 94061

6508147312

boshtony1@gmail.com

INVOICE

BILL TO

South San Francisco Housing Authority

350 C Street

South San Francisco

6505837631

Ltaylor@ssfha.org

INVOICE #

INV00001

CREATION DATE

10/04/2024

DUE DATE

10/11/2024

DESCRIPTION	QTY	PRICE	AMOUNT
372-2 Bathroom shower upgrade demolition of existing tub and surround install new backing support waterproofing set new shower valve and drain install shower pan and surround 36x60 caulking and painting cleaning and disposal of debris	1	\$13,650.00	\$13,650.00
		TOTAL	\$13,650.00