



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

AGENDA
Regular Meeting
Monday August 11, 2025 at 6:00pm

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
- III. Special Presentation for graduates of the SSF Housing Authority Youth Internship Program
***Public Comment**
- IV. Previous Minutes: Regular Meeting July 14, 2025.
- V. New Business:
 - A. Formation of SSF Housing Authority Tenant Advisory Committee – Chair Avin Sharma
***Public Comment**
 - B. Approve Proposal from Soren McAdam LLP to complete Financial Audit for Fiscal Ending 3-31-2025
- VI. Executive Director Report:
 - A. Lead Paint Hazards Grant Project Status
***Public Comment**
 - B. Report Back Youth Internship Program July 28th through August 8, 2025
***Public Comment**
 - C. Report Back National Night Out August 5th, 2025
***Public Comment**
- VII. Approval of Disbursements:
Management Vouchers #2749 to #2791 in the amount of \$48,012.28 and ACH Payments from 7-2-2025 to 7-31-2025 in the amount of \$74,160.30 for a total of \$122,172.58 for the month of July 2025
***Public Comment**
- VIII. Comments from Commissioners:
***Public Comment**
- IX. Adjournment: **Next Regular Meeting, 2025 @ 6:00pm**



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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:

Next Regular Meeting: Monday August 11, 2025

@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: August 11, 2025 6:00pm Pacific Time (Us and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87243042369?pwd=OXToHfPN2paZIDH5UqPI25i7bAVNqG.1>

Meeting ID: 872 4304 2369

Passcode: 855674

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 11, 2025

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 SPECIAL MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON:
July 14, 2025
DRAFT**

The meeting was called to order at 6:00 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, T. Powell & J. Rivas

ABSENT:

No Commissioners absent

PUBLIC COMMENT:

No members of the public spoke under this item

SPECIAL PRESENTATION:

Special presentation was prepared for Commissioner Luis Mercado and Commissioner Nestor Nunez. Commissioner Luis Mercado was presented with a plaque by Chair Avin Sharma, thanking him for his years of service. Commissioners Marwan Rashid, Toni Powell & John Rivas all spoke thanking Commissioner Luis Mercado for his leadership and service. Commissioner Luis Mercado thanked fellow Commissioners and the Community and stated he will dedicate his time towards higher education taking online classes at night. Members of the community also spoke. Commissioners Nestor Nunez did not call or attend the ceremony.

PREVIOUS MINUTES:

There were no Minutes for June 16, 2025 as that meeting was canceled. Minutes of May 12, 2025 were reviewed with a few minor corrections under Election of Officers, Chair Avin Sharma's first name initial should be "A" not "B" and under Executive Director Report, last sentence should start with a space between A and meeting. Motion was made by Commissioner J. Rivas and seconded by Vice-Chair M. Rashid with one abstention by Commissioner T. Powell. Motion passed by Commissioners present.

NEW BUSINESS:

- A. Request Board of Approval of CalPERS unfunded liability annual lump sum payment. Motion was made by Commissioner T. Powell to approve the annual lump sum payment of \$42,992.00 rate plan of 4199 and \$582.00 for rate plan 26695 for a total of \$42,992.00, motion was seconded by Commissioner J. Rivas. Motion passed unanimously by all Commissioners present.

EXECUTIVE DIRECTOR REPORT:

- A. Housing Related Hazards Grant and Lead Paint Hazards Grant Project Status:
All documents have been submitted, bids for Lead Testing were gathered and a special meeting will be scheduled to select the vendor to do the lead testing.
- B. Youth Internship Program starts July 28th and ends August 8, 2025
- C. National Night Out, flyers have gone out and preparations are being made for the event.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner J. Rivas and seconded by Vice-Chair M. Rashid to approve Management Vouchers #2701 to #2721 in the amount of \$33,042.65 and ACH Payments from 5-5-2025 to 5-30-2025 in the amount of \$31,602.23 for a grand total of \$64,644.88 for the month of May 2025. Motion passed by Commissioners present

Motion was made by Commissioner T. Powell and seconded by Commissioner J. Rivas to approve Management Vouchers #2723 to #2748 in the amount of \$35,649.65 and ACH payments from 6-3-25 to 6-25-25 in the amount of \$37, 741.51 for a grand total of \$73,391.16 for the month of June 2025

CLOSED SESSION:

- A. Public Employee Performance Evaluation Government Code section 54957 (Executive Director Review, report and recommendation from the Committee)
No report out of closed session

NEW BUSINESS CONTINUED:

- B. Approve Amendment to Employment Agreement with the Executive Director, increasing the annual salary by 7%. The Personnel Committee stated the decision was made based on the outstanding work the Executive Director has done to obtain grant funding of \$388,000 for Lead Testing & Abatement and \$3,030,240 for Housing Related Hazards to eliminate the threat of carbon monoxide in all 80 units by converting from gas to electric. The SSF Housing Authority was the only Agency to secure this grant funding in the state of California. Various members of the community spoke in support of the pay increase and thanked the Board of Commissioners for making their health & safety a priority.

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma thanked the Board for their attendance and hard work. Meeting was adjourned at 7:26 pm

Seal

Chairperson

Attest

Secretary

**MINUTES OF THE SPECIAL MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON:
July 24, 2025
DRAFT**

The meeting was called to order at 4:35 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, T. Powell & J. Rivas (Commissioner T. Powell attended remotely via Zoom)

ABSENT:

No Commissioners absent

PUBLIC COMMENT:

None

NEW BUSINESS:

- A. Award a Contract to VBA, INC. for Lead/Hazardous Materials Testing. Presented by Mike Silva, Project Manager/Inspector. A total of 5 RFP's went out and only 2 were received. The most reasonable and responsible bid was submitted by VBA Inc. in the amount of \$70,965 for Lead Testing and \$19,692 for Hazardous Materials Gas to Electric conversion. Resolution #1151 was read by Chair A. Sharma, Motion was made by Commissioner J. Rivas and seconded by Vice-Chair M. Rashid to award the bid to VBA Inc. Roll Call was taken as follows:

Chair A. Sharma, Yea

Vice-Chair M. Rashid, Yea

Commissioner T. Powell, Yea

Commissioner J. Rivas, Yea

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma thanked the Board for their attendance and hard work. Meeting was adjourned at 5:00 pm

Seal

Chairperson

Attest

Secretary

RESOLUTION NO. 1152

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

* * * * *

RESOLUTION ACCEPTING PROPOSAL FROM
SOREN MCADAM LLP & CO

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

WHEREAS, Soren McAdam LLP submitted a proposal to conduct audit services for fiscal year ending March 31, 2025.

NOW, THEREFORE, BE IT RESOLVED that the attached proposal, Appendix I dated March 19, 2025 to provide professional Audit services for fiscal year ending March 31, 2025, is hereby accepted by the Board of Commissioners of the Housing Authority of the City of South San Francisco in the amount of \$20,000 for audit services, and that the Executive Director is authorized to enter into a contract with Soren McAdam LLP to conduct the audit year ending March 31, 2025 only and in accordance with the proposal. Passed and adopted this 11th day of August 2025.

Seal

Chairman

Attest

Secretary