



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

AGENDA
Regular Meeting
Monday September 8, 2025 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: Special Meeting July 24, 2025 and Regular Meeting August 11, 2025.
- IV. New Business: “Brown Act” Training by Mary Wagner, Legal Counsel with Burke Williams & Sorenson, LLP
- V. Executive Director Report:
 - A. Lead Paint Hazards Grant Project Status
***Public Comment**
 - B. Landscaping Project /Cal Water
***Public Comment**
 - C. Roof Repairs Update
***Public Comment**
 - D. Commissioner Retreat
***Public Comment**
- VI. 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.
- VII. Approval of Disbursements:
Management Vouchers #2784 to #2823 in the amount of \$42,670.41 and ACH Payments from 8-4-2025 to 8-26-2025 in the amount of \$49,150.65 for a total of \$91,821.06 for the month of August 2025
***Public Comment**
- VIII. Comments from Commissioners:
***Public Comment**
- IX. Adjournment: **Next Regular Meeting Tuesday October 14, 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 September 8, 2025

@6:00pm

South San Francisco Housing Authority

350 C Street, South San Francisco, CA 94080

To attend remotely public access:

SSF Housing Authority Board Meeting

Time: Sep 8, 2025 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84743441657?pwd=jAHzBrDbrVNNkMCWhK6OJzAZ1diWbh.1>

Meeting ID: 847 4344 1657

Passcode: 818103

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 8, 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 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

**MINUTES OF THE SPECIAL MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON:
August 11, 2025
DRAFT**

The meeting was called to order at 6:06 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 and B. Shipp

ABSENT:

No Commissioners absent

PUBLIC COMMENT:

No members of the public spoke under this item

SPECIAL PRESENTATION:

Special Presentation for graduates of the SSF Housing Authority Youth Internship Program. Certificates were given to participants of the SSF Housing Authority Youth Internship Program who were present.

PREVIOUS MINUTES:

Motion was made by Commissioner T. Powell and seconded by Commissioner J. Rivas to approve the minutes of July 14, 2025. Motion passed by Commissioners present with one abstention by Commissioner B. Shipp.

NEW BUSINESS:

- A. Formation of SSF Housing Authority Tenant Advisory Committee- Chair Avin Sharma introduced the formation of a Tenant Advisory Committee and appointed Tenants Tonya Thomas, Claudia Penate and Mercedes DeChatman due to their extraordinary leadership.
- B. Approve Proposal from Soren McAdam LLP to complete Financial Audit for Fiscal year ending 3-31-25. Motion was made by Commissioner T. Powell and seconded by Commissioner J. Rivas to approve resolution #1152 to accept the proposal from Soren McAdam LLP in the amount of \$20,000 for audit services. Roll Call was taken as follows:
 - A. Sharma- Yay
 - M. Rashid-Yay
 - T. Powell-Yay
 - J. Rivas – Yay
 - B. Shipp-Yay
 - No Nays
 - No Abstentions
 - Motion passed

EXECUTIVE DIRECTOR REPORT:

- A. Lead Paint Hazards Grant Project Status:
Lead testing will start August 19, 2025 and will continue until all 80 units and the office are tested.
- B. Report back Youth Internship Program, the youth who attended reported back as to how they benefited from the program.
- C. Report back National Night Out. There were over 300 hundred people in attendance and everyone who attended reported how the event keeps getting bigger and better every year.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner J. Rivas and seconded by Commissioner T. Powell to approve 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 grand total of \$122,172.58 for the month of July 2025. Motion passed by Commissioners present

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma welcomed new Commissioner B. Shipp and welcomed the new members of the Tenant Advisory Committee. Meeting was adjourned at 7:07 pm

Seal

Chairperson

Attest

Secretary