



**SSFHA**  
South San Francisco  
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

**AGENDA**  
**Regular Meeting**  
**Monday March 9, 2026 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 February 9, 2026
- IV. New Business:
  - A. Approval of Annual Renewal HAARP Insurance Policy  
**\*Public Comment**
  - B. Approval of Annual PILOT payment for year ending 3/31/26  
**\*Public Comment**
- V. Executive Director Report:
  - A. Moving To Work Program
  - B. New Pet Policy Implementation
  - C. Automation Updates - Recertifications
- VI. Approval of Disbursements:  
Management Vouchers #2943 to #2972 in the amount of \$46,207.02 and ACH Payments from 01-02-2026 to 01-30-2026 in the amount of \$47,333.69 for a grand total of \$93,540.71 for the month of January 2026  
**\*Public Comment**
- VII. Comments from Commissioners:  
**\*Public Comment**
- VIII. Adjournment: **Next Regular Meeting Monday April 13, 2026 @ 6:00pm**



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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 Regular Meeting: Monday March 9, 2026  
@6:00pm  
South San Francisco Housing Authority  
350 C Street, South San Francisco, CA 94080**

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**To attend remotely public access:**

**SSFHA is inviting you to a scheduled Board- Zoom meeting.**

**Join Zoom Meeting**

Time: Mar 9, 2026 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84178123654?pwd=kbDTv9tG83KiouXX7t9zvycJyw34mk.1>

Meeting ID: 841 7812 3654

Passcode: 805829

**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 March 9, 2026**

**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 SPECIAL MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO  
HELD ON:  
FEBRUARY 9, 2026  
DRAFT**

The meeting was called to order at 6:00pm 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. Thomas, C. Penate & B. Shipp

**ABSENT:**

Commissioners T. Powell and J. Rivas

**PUBLIC COMMENT:**

Mayor Mark Addiego came by to introduce himself to the community and offer his support.

**PREVIOUS MINUTES:**

Minutes of January 12, 2026 were reviewed and a motion was made by Commissioner B. Shipp to approve the minutes of January 12, 2026 and motion was seconded by Vice-Chair M. Rashid. Motion passed by Commissioners present.

**NEW BUSINESS:**

- A. Board Consideration and Approval to the Housing Authority of the City of South San Francisco Pet Policy: Presented by Leah Taylor, Executive Director and Mary Wagner, Legal Counsel Burke, Williams & Sorenson LLP. Resolution #1154 was read by Chair A. Sharma for the record and a motion was made by Commissioner B. Shipp to adopt the new Pet Policy with instructions on the application to confirm the weight of the Pet. Motion was seconded by Commissioner C. Penate. Roll call was taken as follows:

Chair A. Sharma – Aye

Vice-Chair M. Rashid – Aye

Commissioner T. Thomas -Aye

Commissioner C. Penate – Aye

Commissioner B. Shipp – Aye

No: None

Abstentions: None

Motion passed by Commissioners present.

**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 Board went into closed session at 6:39pm and came out of closed session at 6:51pm. No report out of closed session.

**EXECUTIVE DIRECTOR REPORT:**

No report

**APPROVAL OF DISBURSEMENTS:**

Motion was made by Vice-Chair M. Rashid and seconded by Commissioner B. Shipp to approve Management Vouchers #2943 to #2972 in the amount of \$46,207.02 and ACH Payments from 01-02-2026 to 01-30-2026 in the amount of \$47,333.69 for a grand total of \$93,540.71 for the month of January 2026. Motion passed by Commissioners present

**COMMENTS FROM COMMISSIONERS:**

Chair A. Sharma, thanked the community and Mayor M. Addiego for attending and thanked the Commissioners for their hard work in reviewing and getting the revised Pet Policy passed. Chair A. Sharma also welcomed the newly appointed Commissioners T. Thomas and C. Penate. Meeting was adjourned at 7:02pm

Seal

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Chairperson

Attest

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Secretary

## MEMORANDUM

TO: Board of Commissioners  
FROM: Leah Taylor, Executive Director  
DATE: March 9, 2026  
SUBJECT: Annual Renewal of HARRP

Attached is the renewal information for Housing Authority Risk Retention Pool (HARRP) insurance coverage from 4/1/2026 through 3/31/2027 in the amount of \$46,882.00

After thorough research and request for proposals from numerous Insurance Agencies and Brokers, We have come to the conclusion that HARRP is still the only Insurance Carrier so far willing to insure a Public Housing Authority. As you know many Insurance Carriers have opted not to provide Homeowners/Commercial insurance to clients in the state of California.

### **RECOMMENDED BOARD ACTION**

It is my recommendation that the Board approve, by motion and second, the renewal of the insurance policy with HARRP commencing 4-1-2026 and the payment of \$46,882.00.



4660 NE 77th Ave., Suite 310  
Vancouver, Washington 98662  
Ph: (360) 574-9035 • Fax: (360) 574-9401  
E-mail: rachel@harrp.com

January 14, 2026

Ms. Leah Taylor  
Hsg. Auth. of the City of S. San Francisco  
350 "C" Street  
So. San Francisco, CA 94080

**RE: Coverage Renewal — Request for Data**

Coverage Period: 04/01/2026 - 04/01/2027      Member Number: 00077-PLEAF

Dear Leah,

Your current period of coverage with the Housing Authorities Risk Retention Pool (HARRP) renews on 04/01/2026. The rates are actuarially determined annually based on criteria generated by HARRP, such as premiums collected, loss experiences, exposure units, administrative overhead and several other factors. The actuarial studies are conducted in September and recommended rates are presented to the HARRP Board of Directors in December.

In order for HARRP to issue the proper renewal documentation, we rely on your assistance in providing current underwriting information. Please carefully review the attached schedules for accuracy including, but not limited to: property addresses, descriptions of properties, property values, content and rental income values, fidelity limit, number of employees and volunteer hours, number of section 8 housing choice vouchers allocated and deductibles.

If you have any unique programs or risks that are not currently addressed on the schedules for which you wish to receive HARRP coverage, please notify us as soon as possible. Examples may be: "Do you lease space for commercial operations?" or "Do you have a weatherization program?"

If you manage property for others, does the owner carry the liability insurance? If the owner does not, would you like AHRP to provide a quote for them?

We refer you to our website, [www.harrp.com](http://www.harrp.com), and suggest a review of current policies and procedures:

1. Preliminary Underwriting Guidelines
2. Contractual Risk Transfer
3. Filing a Claim
4. Property Coverage Change Form

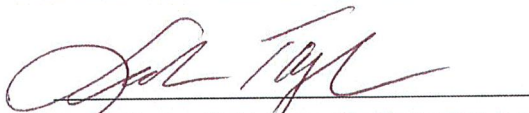
**RENEWAL CERTIFICATION FORM**  
**Effective for April 01, 2026 Renewals**

1. Does your housing authority conduct pre-employment DMV driving record checks on all employees (and volunteers who drive on housing authority business), as well as intermittent DMV checks on current employees (especially those who are required to drive as an essential job function) and compare those records to HARRP's "Unacceptable Driver Criteria"? Yes  No
2. Do you certify that the housing authority has documentation showing that it has adopted, trained, and enforces policies for its employees which prohibit acts of unlawful discrimination, harassment, retaliation, or other acts constituting a deprivation of civil rights and that training takes place upon hire and every two years thereafter? Yes  No
3. Do you certify that all current housing authority employees have received fair housing training within the past 12 months or will receive fair housing training within the next 12 months? Furthermore, do you certify that new employees will receive fair housing training upon hire with HARRP's online training or live training? Yes  No
4. Do you certify that the housing authority is transferring the risk of others in contracts and that the housing authority is being named additional insured on liability policies, to assure compliance with HARRP's policy on contractual risk transfer? This includes the requirement that all third party property management firms have errors and omissions with tenant discrimination coverage. Yes  No
5. Do you certify that you have accounted for all attached laundry rooms, community rooms, offices, and shops? Please review your unit count and update as needed. Yes  No
6. Do you certify that all owned addresses are listed on your coverage schedule? Yes  No
7. Have you had a change in property managers or property ownership? Yes  No
8. How many non-owned units do you manage? 0
9. Please indicate which vehicles on the attached auto schedule (if applicable) can be used for personal use by employees outside of the normal work schedule by providing the last four digits of the VIN below:  
VIN(s): NONE

**IMPORTANT:** I certify that I have reviewed the database spreadsheet for accuracy and conclusiveness and concur with the values verified by HARRP. The information provided herein is, to the best of my knowledge, true and correct and I understand that HARRP relies upon its accuracy to determine a fair and equitable premium for all HARRP members. The willful misrepresentation of any information will be grounds for voiding the HARRP coverage and could result in HARRP's rejection of any resulting claims.

**Housing Authority:** Hsg. Auth. of the City of S. San Francisco

**Executive Director's  
Signature:**



**Date:** 2-23-26

(If filing electronically, by typing your "signature," you certify this Renewal Certification Form is correct and complete.)



4660 NE 77th Ave., Suite 310  
 Vancouver, WA 98662  
 Ph: (360) 574-9035 • FAX (360) 574-9401

## Coverage Schedule

**Insured Entity**

Hsg. Auth. of the City of S. San Francisco  
 350 "C" Street  
 So. San Francisco, CA 94080

Policy Number: 00077-PLEAF

### Coverage Details

Number of Units	81	
Number of Section 8 Units	0	
Filled Board/Commissioner positions	7	
Filled Full-time Positions	<del>2</del> 2	
Estimated Part-time/Temp/Seasonal Empl.	0	3
Estimated Volunteer Hours:	0	40

### Crime and Fidelity Coverages

Coverage	Limit of Liability	Deductible
Employee Dishonesty	\$100,000.00	\$1,000.00
Forgery or Alteration	\$100,000.00	\$1,000.00
Theft of Money and Securities	\$10,000.00	\$1,000.00

## Property Summary

Complex Name	Member Property ID	Address	Bldg ID	Unit Numbers	Insured Values		Contents	Rntl Incm	Sq Ft	Value / Sq Ft	Property Type	Units
					Structure	ACV						
(No Name)	CAL 15/2	352 C Street		1,2	\$308,559	\$0	\$2,000	\$635	1272	\$242.58	Duplex	2
(No Name)	CAL 15/2	354 C Street		1,2	\$308,559	\$0	\$2,000	\$767	1272	\$242.58	Duplex	2
(No Name)	CAL 15/2	387 C Street		1,2	\$573,454	\$0	\$2,000	\$2,038	2364	\$242.58	Duplex	2
(No Name)	CAL 15/2	389 C Street		1,2	\$573,454	\$0	\$2,000	\$2,206	2364	\$242.58	Duplex	2
(No Name)	CAL 15/2	358 C Street		1,2	\$308,559	\$0	\$2,000	\$1,234	1272	\$242.58	Duplex	2
(No Name)	CAL 15/2	358 C Street		1,2	\$308,559	\$0	\$2,000	\$2,322	1272	\$242.58	Duplex	2
(No Name)	CAL 15/2	360 C Street		1,2	\$573,454	\$0	\$2,000	\$2,331	2364	\$242.58	Duplex	2
(No Name)	CAL 15/2	362 C Street		1,2	\$453,621	\$0	\$2,000	\$2,722	1870	\$242.58	Duplex	2
(No Name)	CAL 15/2	391 C Street		1,2	\$573,454	\$0	\$2,000	\$3,991	2364	\$242.58	Duplex	2
(No Name)	CAL 15/2	364 C Street		1,2	\$573,454	\$0	\$2,000	\$2,256	2364	\$242.58	Duplex	2
(No Name)	CAL 15/2	366 C Street		1,2	\$453,621	\$0	\$2,000	\$764	1870	\$242.58	Duplex	2
(No Name)	CAL 15/2	368 C Street		1,2	\$573,454	\$0	\$2,000	\$3,250	2364	\$242.58	Duplex	2
(No Name)	CAL 15/2	370 C Street		1,2	\$573,454	\$0	\$2,000	\$1,844	2364	\$242.58	Duplex	2
(No Name)	CAL 15/2	372 C Street		1,2	\$453,621	\$0	\$2,000	\$454	1870	\$242.58	Duplex	2
(No Name)	CAL 15/2	374 C Street		1,2,3,4	\$907,242	\$0	\$4,000	\$3,719	3740	\$242.58	Fourplex	4
(No Name)	CAL 15/2	375 C Street		1,2	\$334,274	\$0	\$2,000	\$2,818	1378	\$242.58	Duplex	2
(No Name)	CAL 15/2	376 C Street		1,2,3,4	\$907,242	\$0	\$4,000	\$5,398	3740	\$242.58	Fourplex	4
(No Name)	CAL 15/2	385 C Street		1,2	\$334,274	\$0	\$2,000	\$1,514	1378	\$242.58	Duplex	2
(No Name)	CAL 15/4	380 C Street		1,2	\$308,559	\$0	\$2,000	\$1,779	1272	\$242.58	Duplex	2
(No Name)	CAL 15/4	390 C Street		1,2	\$308,559	\$0	\$2,000	\$1,075	1272	\$242.58	Duplex	2
(No Name)	CAL 15/4	392 C Street		1,2	\$308,559	\$0	\$2,000	\$1,500	1272	\$242.58	Duplex	2
(No Name)	CAL 15/4	394 C Street		1,2	\$453,621	\$0	\$2,000	\$1,823	1870	\$242.58	Duplex	2
(No Name)	CAL 15/4	396 C Street		1,2	\$453,621	\$0	\$2,000	\$1,529	1870	\$242.58	Duplex	2
(No Name)	CAL 15/4	398 C Street		1,2	\$716,337	\$0	\$2,000	\$1,991	2953	\$242.58	Duplex	2
(No Name)	CAL 15/4	400 C Street		1,2	\$716,337	\$0	\$2,000	\$1,826	2953	\$242.58	Duplex	2
(No Name)	CAL 15/4	402 C Street		1,2	\$573,454	\$0	\$2,000	\$2,160	2364	\$242.58	Duplex	2
(No Name)	CAL 15/4	404 C Street		1,2	\$573,454	\$0	\$2,000	\$3,153	2364	\$242.58	Duplex	2
(No Name)	CAL 15/4	406 C Street		1,2	\$688,921	\$0	\$2,000	\$5,744	2840	\$242.58	Duplex	2
(No Name)	CAL 15/4	408 C Street		1,2	\$573,454	\$0	\$2,000	\$1,627	2364	\$242.58	Duplex	2
(No Name)	CAL 15/4	410 C Street		1,2	\$537,313	\$0	\$2,000	\$3,306	2215	\$242.58	Duplex	2
(No Name)	CAL 15/4	412, 414 & 416 C Street		1,2 & 1,2	\$1,360,862	\$0	\$6,000	\$3,807	5610	\$242.58	Sixplex	6
(No Name)	CAL 15/4	418 C Street		1,2	\$573,454	\$0	\$2,000	\$1,947	2364	\$242.58	Duplex	2
(No Name)	CAL 15/4	382 C Street		1,2	\$308,559	\$0	\$2,000	\$673	1272	\$242.58	Duplex	2
(No Name)	CAL 15/4	384 C Street		1,2	\$308,559	\$0	\$2,000	\$1,261	1272	\$242.58	Duplex	2
(No Name)	CAL 15/4	386 C Street		1,2	\$308,559	\$0	\$2,000	\$632	1272	\$242.58	Duplex	2
(No Name)	CAL 15/4	388 C Street		1,2	\$308,559	\$0	\$2,000	\$470	1272	\$242.58	Duplex	2
(No Name)	Office/ storage/maint	350 C Street			\$782,071	\$0	\$100,000	\$0	3224	\$242.58	Office	1
(No Name)					<b>\$19,255,125</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$76,566</b>				<b>81</b>
<b>Totals</b>					<b>\$19,255,125</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$76,566</b>				<b>81</b>



RISK RETENTION POOL  
4660 NE 77th Ave., Suite 310  
Vancouver, WA 98662  
Ph: (360) 574-9035 • FAX (360) 574-9401

## Automobile Summary

Policy  
Number:  
00077-  
PLEAF-2604

**Insured Entity**

Hsg. Auth. of the City of S. San Francisco  
350 C Street  
So. San Francisco, CA 94080

Year	Make	Model	Collision Deductible	Comprehensive Deductible	VIN	Inventory Number	Coverage Type
2006	CHEV	SILVERADO	\$500	\$250	1GBHC24U76E208492		AL & APD



**COUNTY OF SAN MATEO**  
**OFFICE OF THE CONTROLLER**

**Juan Raigoza**  
Controller

**Kristie Silva**  
Assistant Controller

**Kim-Anh Le**  
Deputy Controller

**Patrick Enriquez**  
Dept Director of Automation

**County Government Center**  
555 County Center, 4th Floor  
Redwood City, CA 94063  
650-363-4777  
<https://smcgov.org/controller>

February 26, 2026

Leah Taylor, Executive Director  
Housing Authority of the City of South San Francisco  
350 C St.  
South San Francisco CA 94080

Dear Ms. Taylor:

This letter serves as our formal request for your annual voluntary contribution in-lieu of property tax (PILOT) for parcel number 014160010:

Prior Year Assessable Value (AV) 3/31/2025	\$ 8,317,372.14
AV Multiplier	1.02
Current Year Assessable Value (AV) 3/31/2026	\$ 8,483,719.58
Tax Rate	0.0017013
Amount Due - PILOT 3/31/2026	<b>\$ 14,433.35</b>

Please contact Namita Easrani, Accountant II, @ (650)599-1124 or email [neasrani@smcgov.org](mailto:neasrani@smcgov.org) if you have any questions.

Thank you.

Sincerely,

*Amanda Johnson*

Amanda Johnson  
Property Tax Division Manager