



AGENDA AND NOTICE OF THE **SPECIAL** MEETING OF THE  
SAN GABRIEL VALLEY REGIONAL HOUSING TRUST FUND BOARD OF  
DIRECTORS  
**TUESDAY, JUNE 16, 2026, 11AM**  
**SGVCOG Office**

**1333 S. Mayflower Avenue, Suite 360 Monrovia, CA 91016**  
**Zoom Link: <https://us06web.zoom.us/j/85845098920>**

**SGVRHT Officers**

*Chair*, Emmanuel Estrada  
*Vice-Chair*, Adele Andrade-Stadler

**Representatives**

*Northeast Representative*  
Karen Davis, Glendora

*Northwest Representative*  
Becky Shevlin, Monrovia

*Central Representative*  
Emmanuel Estrada, Baldwin Park  
Brian Gutierrez, West Covina (Alternate)

*Southeast Representative*  
Andrew Chou, Diamond Bar

*Southwest District*  
Adele Andrade-Stadler, Alhambra

*At-Large Representatives*  
Thomas Wong, Monterey Park (Delegate)  
Jed Leano, Claremont (Delegate)

**Housing/Homeless Experts**  
Anne Turner  
Alma Martinez  
Craig Hensley (Alternate)

**Members**

- Alhambra
- Arcadia
- Azusa
- Baldwin Park
- Claremont
- Covina
- Diamond Bar
- Duarte
- El Monte
- Glendora
- Industry
- Irwindale
- La Cañada Flintridge
- La Verne
- Monrovia
- Montebello
- Monterey Park
- Pasadena
- Pomona
- Rosemead
- San Gabriel
- South El Monte
- South Pasadena
- Temple City
- West Covina

Thank you for participating in today's meeting. The Board of Directors encourages public participation and invites you to share your views on agenda items.

**MEETINGS:** The agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Monrovia Office, 1333 S. Mayflower Avenue, Suite 360, Monrovia, CA, and on the website, [sgvrht.org](http://sgvrht.org). Copies are available via email upon request ([sgv@sgvcoq.org](mailto:sgv@sgvcoq.org)). A copy of the agenda is also posted for public viewing at the entrance of the SGVCOG Monrovia Office Building. Any additional agenda documents that are distributed to a majority of the Board after the posting of the agenda will be available for review in the SGVCOG office during normal business hours and on the SGVRHT website noted above.

**PUBLIC PARTICIPATION:** Your participation is welcomed and invited at all Board of Directors meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVRHT requests that persons addressing the meeting refrain from making personal, slanderous, profane or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting, after being warned by the Board Chair or designee to cease the disruption, may be precluded from further participation in the meeting.

**TO ADDRESS THE COMMITTEE:** All public comments will be taken during the public comment portion of the agenda. At a regular meeting, the public may comment on any agenda item as well as on any matter within the subject matter jurisdiction of the SGVRHT that is not listed on the agenda during the public comment period at the beginning of the agenda. At a special meeting, the public may only comment on items that are on the agenda. Members of the public are requested, but not required, to state their name prior to speaking. Comments are limited to a maximum of three minutes per person. The Board President may impose additional time limits if a large number of members of the public seek to provide public comment. Except in limited situations, the Board may not take action on items not appearing on the agenda and/or discuss them at length.

If you would like to provide a public comment during a Board meeting, please see "Instructions for Public Comments" below.

**AGENDA ITEMS:** The Agenda contains the regular order of business of the Board of Directors. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Board of Directors can be fully informed about a matter before making its decision.



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



SGVRHT Board of Directors **Special** Meeting  
Tuesday, June 16, 2026 – 11 AM

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**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Board of Directors.

**TELECONFERENCE LOCATIONS:** State law allows Board Representatives to teleconference from remote locations as long as certain conditions are met, including listing the teleconference locations in the agenda. The following locations are hereby noticed as teleconference locations, which are accessible to the public for the purposes of observing this meeting and/or addressing the Governing Board.

Thomas Wong (At Large Delegate) Monterey Park City Hall 320 W Newmark Ave. Monterey Park, CA 91754
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**Instructions for Public Comments:** For those wishing to make public comments on agenda and non-agenda items, but within the SGVRHT's subject matter jurisdiction, you may submit written comments via email or provide a verbal comment by participating through Zoom.

- **Written Comments (Email):** If you wish to submit written public comments to be distributed to the Board members prior to or during the meeting, please submit these materials via email to Brielle Salazar at [bsalazar@sgvrht.org](mailto:bsalazar@sgvrht.org) at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email "FOR PUBLIC COMMENT." Emailed public comments will be read into the record and will be part of the recorded meeting minutes. Written public comments may include, but are not limited to letters, reports, and presentations.
- **Verbal Comments (In Person):** If you would like to make a public comment at the Board of Directors meeting location, please fill out a public comment card. Comment cards will be made available to you by staff at the entrance to the meeting room. If you are attending the meeting at a noticed teleconference location and would like to make a public comment, please raise your hand at the beginning of the Public Comment portion of the meeting.
- **Verbal Comments (Zoom):** Through Zoom, you may provide a verbal comment by using the web interface "Raise Hand" feature. Please raise your hand at the beginning of the Public Comment portion of the meeting. You will then be called upon to provide your verbal comments.

SGVRHT Board of Directors **Special** Meeting  
Tuesday, June 16, 2026 – 11 AM

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**PRELIMINARY BUSINESS**

**5 MINUTES**

1. Call to Order
2. Roll Call
3. Public Comment (*If necessary, the President may place reasonable time limits on all comments*)
4. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting.

**CONSENT CALENDAR**

**5 MINUTES**

5. Board of Directors Meeting Minutes – [Page 1](#)  
*Recommended Action: Adopt Board of Directors meeting minutes.*
6. Site Acquisition Evaluation Resource – [Page 3](#)  
*Recommended Action: Adopt Resolution 26-08 authorizing the use of the Site Acquisition Evaluation Resource.*
7. Board of Directors Election – [Page 5](#)  
*Recommended Action: Recommend the following candidates to the SGVCOG Governing Board for appointment to the SGVRHT Board of Directors: Becky Shevlin (Northwest District), Thomas Wong (At-large), Alma Martinez (Housing and Homelessness Expert), Anne Turner (Housing and Homelessness Expert), Craig Hensley (Housing and Homelessness Expert, Alternate)*
8. House SGV Board Composition and Appointments – [Page 7](#)  
*Recommended Action: Adopt Resolution 26-09 approving updated nonprofit board composition and board of directors as follows:*
  - *SGVRHT Chair: Emmanuel Estrada*
  - *SGVRHT Vice Chair: Adele Andrade Stadler*
  - *District Representative 1: Becky Shevlin*
  - *District Representative 2: Karen Davis*
  - *SGVRHT Executive Director: Marisa Creter*

**ACTION ITEMS**

**10 MINUTES**

9. Pipeline Awards – [Page 9](#)  
*Recommended Action: Authorize the Executive Director to: 1) execute an amended Letter of Commitment to Mercy Claremont in the amount of \$3,151,000 and 2) negotiate and execute a Letter of Commitment to Mission Suites in the amount of \$2,500,000.*

**UPDATE ITEMS**

**5 MINUTES**

10. Chair's Report
11. Executive Director's Report
12. General Counsel's Report

**ADJOURN**



**San Gabriel Valley Regional Housing Trust Board Meeting  
May 18th, 2026  
Unapproved Minutes**

**SGVRHT Board of Directors Unapproved Minutes**

Date: May 18, 2026  
Time: 11:00 AM  
Location: SGVRHT Office in Monrovia and Virtual Meeting

**PRELIMINARY BUSINESS**

1. Call to Order  
Chair Estrada called the meeting to order at 11:00 AM

2. Roll Call  
**A quorum was in attendance.**

**Members**

Jed Leano, At-Large Member  
Becky Shevlin, Northwest District  
Karen Davis, Northeast District  
Emmanuel Estrada, Central District  
Anne K. Turner, Housing/Homeless Expert  
Adele Andrade-Stadler, Southwest District  
Thomas Wong, Southwest District Alternate

**Members Absent**

Alma Martinez, Housing/  
Homeless Expert  
Craig Hensley, Housing/  
Homeless Expert Alternate  
Andrew Chou, Southeast District

**Staff**

M. Creter, Executive Director, SGVRHT  
M. Daudt, General Counsel  
B. Salazar  
K. Ward

3. Public Comment  
There was no public comment.  
4. Changes to Agenda Order  
There were no changes to the agenda order.

**CONSENT CALENDAR**

- 5. Board of Directors Meeting Minutes  
*Action: Adopt Board of Directors meeting minutes.*
- 6. FY 2025 SGVRHT Financial Audit  
*Action: Receive and file.*
- 7. FY 2025-2026 Budget Amendment  
*Action: Adopt Resolution 26-03 to approve Amendment #2 to the FY 2025-2026 budget.*

**There was a motion to approve Consent Calendar Items 5-7.**

**(M/S: Shevlin/Andrade-Stadler) [Motion Passed]**

<b>AYES:</b>	Estrada, Adele Andrade-Stadler, Davis, Shevlin, Wong, Turner
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Chou, Martinez

**San Gabriel Valley Regional Housing Trust Board Meeting  
 May 18th, 2026  
 Unapproved Minutes**

**ACTION ITEM**

8. SGVRHT Annual Administrative and Affiliate Fee Credit and FY 26-27 Budget  
*Action: 1.) Adopt Resolution 26-04 adopting an amended FY26-27 administrative and affiliate fee schedule, and 2). Adopt Resolution 26-05 adopting the FY 26-27 Budget*

**There was a motion to approve Resolution 26-04 and 26-05.**

**(M/S: Davis/Shevlin) [Motion Passed]**

<b>AYES:</b>	Estrada, Adele Andrade-Stadler, Davis, Shevlin, Wong, Turner
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Chou, Martinez

9. Update San Gabriel Valley Regional Housing Trust (SGVRHT) Board of Directors Election and Appointment Process  
*Action: Adopt Resolution 26-06 approving the updated San Gabriel Valley Regional Housing Trust Election and Appointment Process*

**There was a motion to approve Resolution 26-06.**

**(M/S: Turner/Shevlin) [Motion Passed]**

<b>AYES:</b>	Estrada, Adele Andrade-Stadler, Davis, Shevlin, Wong, Turner
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Chou, Martinez

10. Measure A PPO Awards  
*Action: Adopt Resolution 26-07 authorizing the Executive Director to negotiate and execute Letters of Commitment of Measure A Production, Preservation, and Ownership (PPO) Funds to the following projects as follows:*

**There was a motion to approve Resolution 26-07.**

**(M/S: Andrade-Stadler/Davis) [Motion Passed]**

<b>AYES:</b>	Estrada, Adele Andrade-Stadler, Davis, Shevlin, Wong, Turner
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Chou, Martinez

**UPDATE ITEMS**

11. Chair's Report  
 Chair Estrada provided a verbal update.
12. Executive Director's Report  
 M. Creter provided an update on the San Gabriel Valley Legislative Caucus funding requests.
13. General Counsel's Report  
 There was no general counsel's report.

**ADJOURN**

The meeting adjourned at 11:48 AM.

# REPORT

DATE: June 16, 2026

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **SITE ACQUISITION EVALUATION RESOURCE**

## **RECOMMENDED ACTION**

Adopt Resolution 26-08 authorizing the use of the Site Acquisition Evaluation Resource.

## **BACKGROUND**

In January 2025, the San Gabriel Valley Council of Governments (SGVCOG) executed a grant agreement with the Southern California Association of Governments (SCAG) to receive \$1.5 million in Regional Early Action Planning (REAP) 2.0 funds as part of the Subregional Partnership Program (SRP). The SRP 2.0 program focuses on implementing Housing Elements as a means for investing in early actions to accelerate infill development facilitating housing supply, choice, and affordability; affirmatively furthering fair housing; and reducing vehicle miles traveled across the region. With this funding, the SGVCOG created the Affordable Housing Incubator program to provide technical assistance to member cities to complete actionable housing related projects, including zoning code updates to facilitate development and site feasibility studies. The SGVRHT is eligible to receive technical assistance under the Incubator program.

REAP 2.0 funded projects must be implementable and support the production of infill housing units. SGVRHT staff submitted an Incubator project to receive technical assistance to develop a resource to evaluate the financial feasibility of acquiring specific sites, supporting the implementation of its PPO Flexible site acquisition and House SGV land trust efforts. SGVCOG and SCAG approved the project and SGVCOG executed a Task Order with Harris & Associates to assist in the development of the Site Acquisition Evaluation Resource (Resource). The resulting Resource is an excel based analytical tool which provides an assessment of project feasibility by considering site acquisition cost, rehabilitation needs, operating expenses, and projected rent.

## **DISCUSSION**

The Resource allows staff to input information about potential acquisition opportunities, such as purchase price, number of existing units, and expected level of site rehabilitation necessary in order to determine considerations for long-term operational feasibility at affordable rents. These considerations include the minimum monthly rent needed to cover assumed operational costs, zoning considerations for possible additional units, and overall long-term financial feasibility based on the debt service coverage ratio. An example of the Resource is included as Attachment B.

## REPORT

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The REAP 2.0 grant that funded the technical assistance for this project requires action by a Governing Body to ensure projects are implemented. Therefore, staff recommend that the Board of Directors adopt the resolution to authorize SGVRHT staff to utilize the Site Acquisition Evaluation Resource to analyze site acquisition opportunities for Measure A PPO-Flexible funds and other funding as available.

### **NEXT STEPS**

If approved, staff will use the Resource to evaluate potential acquisition opportunities, including Measure A PPO-Flexible funded site acquisition. The Resource will help to rank properties for initial consideration, and more thorough evaluation, including site inspection and title report will be completed for the top options.

Prepared by: *Rosalie Lansing*  
Rosalie Lansing  
Management Aide

Reviewed by: *Brielle Salazar*  
Brielle Salazar  
Regional Housing Trust Manager

Approved by: *Marisa Creter*  
Marisa Creter  
Executive Director

### **ATTACHMENTS**

[Attachment A – Resolution 26-08](#)  
[Attachment B – Resource Property Evaluation](#)

# REPORT

DATE: June 16, 2026

TO: SGVRHT Board of Directors

FROM: Marisa Creter, Executive Director

RE: **SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT)  
BOARD OF DIRECTORS ELECTION**

## RECOMMENDED ACTION

Recommend the following candidates to the SGVCOG Governing Board for appointment to the SGVRHT Board of Directors: Becky Shevlin (Northeast District), Thomas Wong (At-large), Alma Martinez (Housing and Homelessness Expert), Anne Turner (Housing and Homelessness Expert), Craig Hensley (Housing and Homelessness Expert, Alternate)

## BACKGROUND

At its May 18<sup>th</sup> meeting, the SGVRHT Board of Directors adopted an updated election process with 3 main changes: 1) converting previously district based seats to At-Large seats beginning in FY27; 2) Updating responsibility for soliciting nominations to the SGVRHT Board of Directors and establishing an Application Review Committee for evaluating nominations, and 3) Assigning Alternates to serve on a specific jurisdictional seat or Housing/Homeless Expert Seat.

The SGVRHT has staggered terms with roughly half of the Board up for election annually. With the updated process, the SGVRHT Board is responsible for selecting its board from nominations received and providing this recommendation to the San Gabriel Valley Council of Governments (SGVCOG) for appointment. The current election, for even year seats, includes the following seats:

- Northwest (Arcadia, Bradbury, Duarte, La Canada Flintridge, Monrovia, Pasadena, San Marino, Sierra Madre)
- At-Large
- Housing and Homelessness Expert 1
- Housing and Homelessness Expert 2

The following nominations were received by the June 4<sup>th</sup> deadline. As there are no contested seats, staff recommend approving the candidates and providing them to the SGVCOG for appointment.

Board Seat	Candidate(s)
Northeast	Becky Shevlin, Monrovia
At-Large	Thomas Wong, Monterey Park
Housing and Homelessness Expert 1	Alma Martinez, El Monte (delegate) Craig Hensley, Duarte (alternate)
Housing and Homelessness Expert 2	Anne Turner

# REPORT

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## **NEXT STEPS**

If approved, staff will provide the recommended candidates to the SGVCOG Governing Board for approval at its June 25<sup>th</sup> meeting. Beginning with the 2027-2029 election, all elected official seats will be At-Large.

Prepared by: Brielle Salazar  
Brielle Salazar  
Regional Housing Trust Manager

Approved by: Marisa Creter  
Marisa Creter  
Executive Director

# REPORT

DATE: June 16, 2026

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **HOUSE SGV BOARD COMPOSITION AND APPOINTMENT**

## **RECOMMENDED ACTION**

Adopt Resolution 26-09 approving updated nonprofit board composition and current board of directors as follows:

- SGVRHT Chair: Emmanuel Estrada
- SGVRHT Vice Chair: Adele Andrade Stadler
- District Representative 1: Becky Shevlin
- District Representative 2: Karen Davis
- SGVRHT Executive Director: Marisa Creter

## **BACKGROUND**

In March 2024 the SGVRHT board adopted the initial board composition of its affiliated nonprofit, House SGV, composed of the SGVRHT Chair, Vice Chair, two rotating district representatives (initially Central and Southwest), and the Executive Director. Board members serve two-year terms concurrent with the director’s SGVRHT term of office.

In May 2025 the SGVRHT updated its election process to remove the district-based system and designate the 7 elected official seats as At-Large seats starting with the 2027 election. To align with this update, staff recommend utilizing the districts for this House SGV board appointment and implementing an At-Large appointment process in 2028 or for any vacancies that occur once the At-Large system is in place. Per the rotating system, the Northwest and Northeast districts are recommended for this term ending June 30, 2028. Beginning in June 2028 and for all subsequent terms, the board composition would include: SGVRHT Chair, Vice Chair, At-Large (2), and Executive Director. The candidates recommended for the current term are as follows:

Board Seats	Representative
SGVRHT Chair	Emmanuel Estrada
SGVRHT Vice Chair	Adele Andrade-Stadler
District Representative 1 (Northwest)	Becky Shevlin
District Representative 2 (Northeast)	Karen Davis
SGVRHT Executive Director	Marisa Creter
Total members: 5	Quorum: 3

## REPORT

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SGVRHT Board of Directors that are not assigned to the House SGV board of directors are eligible to serve as alternates for any of the board seats in the event of director absence.

### **NEXT STEPS**

If approved by the Board, the board will be instated at the next meeting of the nonprofit. The board will serve a term of two years ending June 30, 2028, or through the end of their SGVRHT term of office. The nonprofit board meetings will be subject to the Brown Act and will be hosted hybrid in-person and virtually in accordance with posting requirements.

Prepared by: *Brielle Salazar*  
Brielle Salazar  
Regional Housing Trust Manager

Approved by: *Marisa Creter*  
Marisa Creter  
Executive Director

### **ATTACHMENTS**

[Attachment A: Resolution 26-09](#)

# REPORT

DATE: June 16, 2026

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: **PIPELINE FUNDING COMMITMENTS**

## **RECOMMENDED ACTION**

Adopt Resolution 26-10 authorizing the Executive Director to: 1) execute an amended Letter of Commitment to Mercy Claremont in the amount of \$3,151,000 and 2) negotiate and execute a Letter of Commitment to Mission Suites in the amount of \$2,500,000

## **BACKGROUND**

On December 18, 2025, the SGVRHT Board of Directors approved a Local Housing Trust Fund (LHTF) award to Mercy Claremont, supplementing a previous award of \$1 million in Community Project Funding (CPF) from FY 2024. These Federal funds have specific requirements including additional environmental review and Federal audits. Recently, the SGVRHT was notified of a FY 2025 CPF award of \$250,000. Given the requirements for Federal funding, the SGVRHT has prioritized providing CPF awards to projects that already had federal funds and can meet the requirements without incurring additional costs. Given the size of this award, it is prudent to provide the funds to an existing SGVRHT funded project with federal funds.

At its April meeting, the SGVRHT allocated \$4,065,000 in capital funds to Project Pipeline to support construction to permanent financing of affordable housing. The SGVRHT has received an application from Security Properties for Mission Suites in the City of Pomona. Staff and Harris and Associates have reviewed and underwritten the project which is detailed in the attached loan memo (Attachment B).

## **DISCUSSION**

### *Mercy Claremont, Claremont- \$250,000*

Mercy Claremont received the highest score on the SGVRHT's recent Measure A Production, Preservation, and Ownership (PPO) NOFA. As the scoring for the SGVRHT NOFA mirrored the Los Angeles County Housing Solutions Agency (LACAHS) NOFA, Mercy Claremont received a direct LACAHS award and did not require the \$8.2 million requested from SGVRHT. However, the project can leverage the smaller award of \$250,000 in CPF funds to reduce its hard debt without being over subsidized.

Mercy Claremont will provide 74 units of affordable housing for families with a veteran head of household and formerly unhoused veterans. The developer is Mercy Housing, an experienced affordable housing developer with several projects in Los Angeles County. The City of Claremont has provided its support to the project. These funds will complete the project's capital stack.

## REPORT

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### *Mission Suites, Pomona- \$2,500,000*

Mission Suites is an existing 117 unit affordable housing project in the City of Pomona which is at risk of losing its affordability covenant in 2030 if the project is not resyndicated. The developer, Security Properties, has requested a construction to permanent financing loan of \$2,500,000 from SGVRHT. Security Properties focuses on preservation of affordable housing units and has completed more than 5,500 units through substantial rehabilitation with the Low Income Housing Tax Credit (LIHTC) program. The project will apply for 4% tax credits in September with a target of January 2027 for the start of construction. The project is fully occupied and all tenants will remain housed during the rehabilitation process. The City of Pomona is in support of the project. This project would represent the SGVRHT's first preservation loan, and the SGVRHT per unit contribution would be \$21,366 per unit. If awarded, \$1,565,000 in Pipeline funding will remain available for allocation to future project(s) at an upcoming board meeting.

### **NEXT STEPS**

If the funding recommendation is approved, staff will issue Letters of Commitment for the recommended projects. Staff will continue to work with the development teams to underwrite the project, execute loan documents, and ensure successful project closing.

Reviewed by: *Brielle Salazar*  
Brielle Salazar  
Regional Housing Trust Manager

Approved by: *Marisa Creter*  
Marisa Creter  
Executive Director

### **ATTACHMENTS**

[Attachment A – Resolution 26-10](#)

[Attachment B- Mission Suites Loan Memo](#)

[Attachment C- Mission Suites Application and Project Summary](#)