



AGENDA AND NOTICE OF THE SPECIAL MEETING OF THE
SAN GABRIEL VALLEY REGIONAL HOUSING TRUST FUND BOARD OF
DIRECTORS

WEDNESDAY, DECEMBER 8, 2021 – 11:00 A.M.

Teleconference Meeting

Zoom Link: <https://us06web.zoom.us/j/86955147858>

Livestream Available at: <https://youtu.be/UrCRqjXKYao>

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 Board of Directors agenda packet is available at the San Gabriel Valley Regional Housing Trust (SGVRHT) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, www.sgvrht.org. Copies are available via email upon request (bacevedo@sgvrht.org). Documents distributed to a majority of the Board after the posting will be available for review in the SGVCOG office and on the SGVRHT website. Your attendance at this public meeting may result in the recording of your voice.

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.

TO ADDRESS THE GOVERNING BOARD: At a regular meeting, the public may comment on any matter within the jurisdiction of the Board of Directors during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. There is a three-minute limit on all public comments. Proxies are not permitted, and individuals may not cede their comment time to other members of the public. **The Board of Directors may not discuss or vote on items not on the agenda.**

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.

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.

SGVRHT Officers

Chair

Jed Leano

Vice-Chair

Becky Shevlin

Jurisdictional

Representatives

Northeast Representative

Gary Boyer, Glendora

Northwest Representative

Becky Shevlin, Monrovia

Central Representative

Maria Morales, El Monte

(Delegate)

Emmanuel Estrada,

Baldwin Park (Alternate)

Southeast Representative

Patty Cortez, Covina

Southwest District

Adele Andrade-Stadler,

Alhambra

At-Large Representatives

Margaret Finlay, Duarte

Jed Leano, Claremont

Housing/Homeless

Experts

Carol Averell (Delegate)

Benita DeFrank (Delegate)

Alma Martinez (Alternate)

Members

Alhambra

Arcadia

Azusa

Baldwin Park

Claremont

Covina

Diamond Bar

Duarte

El Monte

Glendora

Irwindale

La Cañada Flintridge

La Verne

Monrovia

Montebello

Pasadena

Pomona

San Gabriel

South El Monte

South Pasadena

Temple City

West Covina



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.



MEETING MODIFICATIONS DUE TO THE STATE AND LOCAL STATE OF EMERGENCY RESULTING FROM THE THREAT OF COVID-19: On March 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20 authorizing a local legislative body to hold public meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically to promote social distancing due to the state and local State of Emergency resulting from the threat of the Novel Coronavirus (COVID-19).

To follow the new Order issued by the Governor and ensure the safety of Board Members and staff for the purpose of limiting the risk of COVID-19, in-person public participation at the San Gabriel Valley Regional Housing Trust Board of Directors meeting scheduled for September 8, 2021 at 8:30 AM will not be allowed. To allow for public participation, the Executive Committee will conduct its meeting through Zoom Video Communications. To participate in the meeting, download Zoom on any phone or computer device and copy and paste the following link into your browser to access the live meeting: <https://us06web.zoom.us/j/86955147858>. You may also access the meeting via the livestream link on the front of the agenda page.

Submission of Public Comments: For those wishing to make public comments on agenda and non-agenda items you may submit comments via email or by phone.

- Email: Please submit via email your public comment to Brielle Acevedo at bacevedo@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 part of the recorded meeting minutes but will not be read aloud. A copy of all public comments will be forwarded to the Committee.
- Zoom: Through Zoom, you may speak by using the web interface "Raise Hand" feature. Wait to be called upon by staff, and then you may provide verbal comments for up to 3 minutes. Public comment is taken at the beginning of the meeting for items not on the agenda. Public comment is also accepted at the beginning of each agenda item.

Any member of the public requiring a reasonable accommodation to participate in this meeting should contact Brielle Acevedo at least 48 hours prior to the meeting at (626) 209-9238 or at bacevedo@sgvrht.org.

PRELIMINARY BUSINESS

5 MINUTES

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

CONSENT CALENDAR

5 MINUTES

6. Board of Directors Minutes- September 8, 2021 Meeting- Page 1
Recommended Action: Adopt Board of Directors minutes for the September 8, 2021 meeting.
7. Board of Directors Minutes- November 15, 2021 Meeting- Page X
Recommended Action: Adopt Board of Directors minutes for the November 15, 2021 meeting.
8. Special Findings to Enable SGVRHT Board to continue to hold Teleconference meetings- Page X
Recommended Action: Adopt Resolution 21-23 making specified findings to enable the SGVRHT Board of Directors to continue to hold meetings via teleconferencing

ACTION ITEMS

15 MINUTES

9. Homeless Housing Pilot Funding Allocation- Page X
Recommended Action: Adopt Resolution 21-24 authorizing the Executive Director to negotiate and enter into an Agreement with the City of Baldwin Park for up to \$1,250,000 to support the development of up to 50 beds of homeless housing

UPDATE ITEMS

10 MINUTES

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

ADJOURN

SGVRHT Board of Directors Unapproved Minutes

Date: September 8, 2021
Time: 8:30 AM
Location: Zoom Virtual Meeting

PRELIMINARY BUSINESS

1. Call to Order
Chair Leano called the meeting to order at 8:31 AM.
2. Pledge of Allegiance
3. Roll Call

A quorum was in attendance.

Members Present

Gary Boyer, City of Glendora
Jed Leano, At-Large
Carol Averell, City of Baldwin Park
Maria Morales, City of El Monte
Becky Shevlin, City of Monrovia
Adele Andrade-Stadler, City of Alhambra

Members Absent

Margaret Finlay, City of Duarte
Patty Cortez, City of Covina
Benita DeFrank, Housing/
Homeless Expert

Staff

M. Creter, Executive Director, SGVRHT
B. Acevedo, SGVRHT
C. Sims, SGVCOG
D. DeBerry, General Counsel, SGVRHT

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

CONSENT CALENDAR

6. Board of Directors Minutes- June 2, 2021 Meeting
7. Board of Directors Minutes- June 28, 2021 Meeting
8. Tiny Home Pilot Program Budget Update
Recommended Action: Adopt Resolution 21-17 increasing the Tiny Home Bridge Housing Pilot Program Capital Budget to \$1,135,000
9. SGVRHT Staffing Agreement Amendment
Recommended Action: Authorize Executive Director to execute Staffing Agreement Amendment
10. San Gabriel Valley Project Pipeline Update
Recommended Action: Adopt Resolution 21-18 updating the San Gabriel Valley Project Pipeline
11. Establish Donation Account at Citizen's Business Bank

Recommended Action: Adopt Resolution 21-19 authorizing the establishment of a financial account at Citizen's Business Bank for donations to the SGVRHT and authorizing official signatures

12. Tiny Home Services Contract

Recommended Action: Authorize Executive Director to negotiate and execute a contract with Volunteers of America Los Angeles to operate a bridge housing site in an amount not to exceed \$800,000 annually, for an initial period one year with two one-year options to extend.

There was a motion to approve items 6, 7, 8, 9, 10, 11, and 12 on the consent calendar (M/S: Shevlin/Andrade-Stadler).

[Motion Passed]

AYES:	Averell, Andrade-Stadler, Boyer, Leano, Morales, Shevlin
NOES:	
ABSTAIN:	
ABSENT:	Cortez, DeFrank, Finlay

ACTION ITEMS

13. State Earmark Funding Priorities

There was a motion to approve Resolution 21-20 adopting State Earmark Priorities. (M/S: Shevlin/Averell).

[Motion Passed]

AYES:	Averell, Andrade-Stadler, Boyer, Leano, Morales, Shevlin
NOES:	
ABSTAIN:	
ABSENT:	Cortez, DeFrank, Finlay

UPDATE ITEMS

There were no update items.

GENERAL COUNSEL'S REPORT

There was no General Counsel Report

EXECUTIVE DIRECTOR'S REPORT

There was no Executive Director's Report.

CHAIR'S REPORT

There was no Chair's Report.

ADJOURN

Chair Leano adjourned the meeting at 9:00 AM.

SGVRHT Board of Directors Unapproved Minutes

Date: November 15, 2021
Time: 9:00 AM
Location: Zoom Virtual Meeting

PRELIMINARY BUSINESS

- 1. Call to Order
Chair Leano called the meeting to order at 9:02 AM.

- 2. Roll Call
A quorum was in attendance.

Members Present

Margaret Finlay, City of Duarte
Jed Leano, At-Large Member
Benita DeFrank, Housing/ Homeless Expert
Carol Averell, City of Baldwin Park
Maria Morales, City of El Monte

Members Absent

Gary Boyer, City of Glendora
Patty Cortez, City of Covina
Adele Andrade-Stadler, City of Alhambra
Becky Shevlin, City of Monrovia

Staff

M. Creter, Executive Director, SGVRHT
B. Acevedo, SGVRHT

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

CONSENT CALENDAR

- 5. Special Findings to Enable SGVRHT Board to continue to hold Teleconference meetings
Recommended Actions: Adopt Resolution 21-21 making specified findings to enable the SGVRHT Board of Directors to continue to hold meetings via teleconferencing
- 6. Agreement for \$20 million to address the homeless crisis and affordable housing shortage in the San Gabriel Valley
Recommended Action: Adopt Resolution 21-22 authorizing the Executive Director to execute an agreement with the State of California Housing and Community Development Department and take other actions as necessary to effectuate the transfer of \$20 million from the State of California to address the homeless crisis and affordable housing shortage in the San Gabriel Valley

There was a motion to approve Consent Calendar Items 5 and 6. (M/S: Finlay/Averell).

[Motion Passed]

AYES:	Averell, DeFrank, Finlay, Leano, Morales
NOES:	

ABSTAIN:	
ABSENT:	Andrade-Stadler, Boyer, Cortez, Shevlin

UPDATE ITEMS

There were no update items.

GENERAL COUNSEL’S REPORT

There was no General Counsel Report

EXECUTIVE DIRECTOR’S REPORT

There was no Executive Director’s Report.

CHAIR’S REPORT

There was no Chair’s Report.

ADJOURN

Chair Leano adjourned the meeting at 9:07 AM.

REPORT

DATE: December 8, 2021

TO: SGVRHT Board of Directors

FROM: Marisa Creter, Executive Director

RE: **ADOPT RESOLUTION 21-23 MAKING SPECIFIED FINDINGS TO ENABLE THE GOVERNING BOARD TO CONTINUE TO HOLD MEETINGS VIA TELECONFERENCING**

RECOMMENDED ACTION

Adopt Resolution 21-23 making certain findings that the existence of a local and state of emergency in California caused by the ongoing COVID-19 pandemic continues to directly impact the ability of the SGVRHT to hold public meetings safely in person thereby necessitating an ability to continue holding meetings via teleconferencing.

BACKGROUND

Introduced by Assemblymember Robert Rivas (D-Hollister) on February 1, 2021, AB 361 codifies portions of Governor Gavin Newsom's existing Ralph M. Brown Act exemptions pertaining to teleconferencing if a local agency issues an emergency finding, and reissues it every 30 days, that it is unsafe to meet in person. Specifically, the Brown Act exemptions include requirements to provide a public teleconference location, to maintain a member quorum within the agency's jurisdiction and to provide for public comment at each teleconference location, such as a private residence. The legislation expires in December 2024. On September 16, 2021, California Governor Gavin Newsom signed AB 361 into law, effective immediately.

A local agency wishing to rely on the provisions of AB 361 must meet one of the following criteria:

1. The local agency holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
2. The local holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The local agency holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California due to the threat of COVID-19 and shortly thereafter issued Executive Order N-29-20 suspending certain Brown Act provisions relating to teleconferencing as public meetings

began to be held online.¹ However, this Executive Order expired on September 30, 2021, despite the State of Emergency remaining in place.

The threat that COVID-19 has presented continues to directly impact the ability of the SGVRHT to conduct Board of Directors meetings safely in person. Updated guidelines issued by the Centers for Disease Control and Los Angeles Department of Public Health in July and August 2021 advise governmental entities to refrain from conducting indoor meetings and consider moving operations outdoors, where feasible, to prevent transmission. SGVRHT staff finds it has been unable to find a suitable outdoor space with the requisite audio/visual capabilities at which the monthly Committee meetings can be held safely. Similarly, an indoor space with sufficient capacity to accommodate safe social distance practices among members, staff, and the public could not be identified

In order to continue to conduct meetings in a safe manner and to prevent unnecessary COVID-19 exposure to members, staff and the public, staff is recommending that the Board of Directors adopt Resolution 21-23 making certain findings in order to be able to continue teleconferencing for its meetings.

Prepared by: 

Brielle Acevedo
Principal Management Analyst

Approved by: 

Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – Resolution 21-23

¹ Similarly, on March 4, 2020, the Los Angeles County Board of Supervisors and Los Angeles County Health Officer declared a local and health emergency due to the threat of COVID-19.

RESOLUTION NO. 21-23

RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) MAKING SPECIFIED FINDINGS TO ENABLE THE BOARD OF DIRECTORS TO CONTINUE TO HOLD MEETINGS VIA TELECONFERENCING

WHEREAS, AB 361 (Rivas), and specifically Government Code section 54953 (“Section 54953”), authorizes local agencies to use teleconferencing without complying with the specified teleconferencing requirements imposed by the Ralph M. Brown Act when the legislative body of a local agency holds a meeting during a declared state of emergency and makes certain findings relating thereto; and

WHEREAS, Section 54953 allows for local agencies to teleconference if the legislative body finds, among other things, that state or local official continue to impose or recommend measures to promote social distancing or whether a state of emergency directly impacts the ability of the legislative body to meet safely and that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as result of the threat of COVID-19, which state of emergency remains in place; and

WHEREAS, on March 4, 2020, the Los Angeles County Board of Supervisors and Los Angeles County Health Officer declared a local and health emergency as result of the threat of COVID-19, which emergency remains in place; and

WHEREAS, Los Angeles County and State health officials continue to recommend social distancing as a result of COVID-19; and

WHEREAS, due to the resurgence of COVID-19 reported cases and surge of the Delta variant statewide and in particular, in Los Angeles County, the California Department of Public Health’s Best Practice Guidance encourages all governmental entities to refrain from conducting indoor meetings and consider moving operations outdoors, where feasible, in order to prevent transmission; and

WHEREAS, SGVCOG’s inability to facilitate Governing Board and Committee meetings using a centralized outdoor space with audio/visual capabilities, as well as the lack of indoor capacity to accommodate safe social distance practices among members and joining staff makes it unsafe for its members and the public to meet safely in person; and

WHEREAS, teleconferencing meetings enables the SGVCOG to retain the ability to continue to conduct meetings in a safe manner that would reduce exposure to members and staff to COVID-19; and

WHEREAS, public access and participation remain a core value of the SGVCOG, and the SGVCOG has the capability to meet the requirements in Section 54953 to provide

the public with the ability to view, hear, and participate in such meetings in a manner that protects the statutory and constitutional rights of all persons to participate in such meetings; and

WHEREAS, as a condition of extending the use of the provisions to conduct remote teleconference meetings without compliance with specified Brown Act teleconference requirements, the SGVRHT must reconsider the circumstances of the state of emergency that exists, and the SGVRHT Board of Directors has done so.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby find the existence of a local and state of emergency in California caused by COVID-19 continues to directly impact the ability of the SGVRHT to hold public meetings safely in person and local and state health officials continue to recommend social distancing.

PASSED, APPROVED, and ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, on the 8th day of December 2021.

SAN GABRIEL VALLEY REGIONAL HOUSING TRUST

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the San Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 21-23 was adopted at a meeting of the Governing Board held on the 8th day of December 2021, by the following vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

REPORT

DATE: December 8, 2021

TO: Board of Directors

FROM: Marisa Creter, Executive Director

RE: HOMELESS HOUSING PILOT FUNDING ALLOCATION

RECOMMENDED ACTIONS

Adopt Resolution 21-24 authorizing the Executive Director to negotiate and enter into an Agreement with the City of Baldwin Park for up to \$1,250,000 to support the development of up to 50 beds of homeless housing.

BACKGROUND

The San Gabriel Valley Regional Housing Trust (SGVRHT) received a State Budget Earmark of \$20 million to address the affordable housing shortage and homeless crisis in the San Gabriel Valley. In September 2021, the SGVRHT Board of Directors adopted funding priorities as follows:

1. Project Pipeline Capital- \$8 million
2. Revolving Loan Fund- \$ 8 million
3. Homeless Pilot Programs- \$4 million

The Homeless Pilot Program allocation reserved funding to support the first-year operations at Baldwin Park and Montebello tiny home bridge housing sites (\$1.6 million) and project management and technical assistance for this program (\$200,000). The remaining \$2.2 million is available for additional homeless housing pilot programs including tiny homes and alternative pilot programs that address the immediate housing needs of individuals experiencing homelessness. Staff developed a Letter of Interest (LOI) and application to collect information on proposed pilot programs.

DISCUSSION

On October 5, 2021, staff distributed the homeless pilot program application to member cities and set an initial review deadline of October 26, 2021. A working group meeting was hosted on October 13, 2021 to provide additional information about eligible projects and answer questions from cities. Three projects were received prior to the initial review deadline.

The projects were reviewed based on the pilot program guidelines below:

1. Provide a homeless housing unit/shelter bed for a minimum of 12 months;
2. Maximum funding of \$25,000 per bed/unit operated for 2 years or more; funding will be prorated based on program duration; minimum term of 1 year

3. Commit to providing Public Works/Engineering staff resources and support for projects that require construction and other necessary staff support (e.g. homeless programs staff) for site implementation;
4. Funding must be expended by May 15, 2023

The City of Baldwin Park submitted an application to convert a City owned site with multiple residential structures into homeless housing for families with 50 beds. The project is anticipated to begin predevelopment in early 2022 and rehabilitation shortly thereafter. The site has existing residential structures including dwelling space, restrooms, and kitchenettes. The final number of beds is subject to determination from City building officials and SGVRHT's consultant, SRK Architects, Inc. The project is recommended for a funding reservation of up to \$1,250,000 (\$25,000 per bed), subject to final confirmation of the number of beds developed by the project. The final funding amount may be decreased if less beds are able to be supported at the site either due to operational concerns or limitations due to the site infrastructure. The City is contributing the land for the project which was recently purchased for \$2,150,000, effectively leveraging at least 1.7 dollars for every dollar contributed by the SGVRHT to develop the site. The City will also contribute the operational costs for the site including the supportive services and ongoing utility costs, further leveraging SGVRHT's investment.

NEXT STEPS

Staff will adapt the Agreement used for tiny home pilot projects to fit the adaptive reuse project and the Executive Director and City will execute the Agreement. The Agreement will be presented at a future Board meeting to receive and file.

Applications for homeless pilot program will continue to be accepted and reviewed on a rolling basis. Technical assistance is available for applications that have been received and need additional program development and for cities considering a homeless housing program that are in need of siting or scoping assistance. To access technical assistance or discuss a potential homeless housing pilot, please contact Brielle Acevedo at bacevedo@sgvrht.org.

Prepared by: *Brielle Acevedo*
Brielle Acevedo
Principal Management Analyst

Approved by: *Marisa Creter*
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – Resolution 21-24

RESOLUTION NO. 21-24

RESOLUTION OF THE SAN GABRIEL VALLEY REGIONAL HOUSING TRUST (SGVRHT) AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO AN AGREEMENT WITH THE CITY OF BALDWIN PARK FOR UP TO \$1,250,000 TO SUPPORT THE DEVELOPMENT OF UP TO 50 BEDS OF HOMELESS HOUSING

WHEREAS, the San Gabriel Valley Regional Housing Trust (SGVRHT) received a State Budget Earmark for \$20,000,000 to address the affordable housing shortage and homeless crisis in the San Gabriel Valley; and

WHEREAS, at its September 8th meeting, the SGVRHT Board allocated \$4 million to homeless housing pilot programs to address the homeless crisis in the San Gabriel Valley; and

WHEREAS, the SGVRHT adopted a maximum allocation of \$25,000 per unit for homeless housing beds or units developed by member city pilot programs and operated for a minimum of two years, and

WHEREAS, the City of Baldwin Park submitted an application to develop 50 units of homeless housing for a minimum of two years.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Trust approve a funding allocation of \$1,250,000 to the City of Baldwin Park, subject to a final confirmation of the number of beds homeless housing beds developed and authorize the Executive Director to negotiate and execute an Agreement with the City of Baldwin Park related to these funds.

PASSED AND ADOPTED by the Board of Directors of the San Gabriel Valley Regional Housing Trust, in the County of Los Angeles, State of California, on the 8th day of December 2021.

San Gabriel Valley Regional Housing Trust

Jed Leano, Chair

Attest:

I, Marisa Creter, Executive Director and Secretary of the Board of Directors of the San

Gabriel Valley Regional Housing Trust, do hereby certify that Resolution 21-24 was adopted at a regular meeting of the Governing Board held on the 8th day of December 2021, by the following roll call vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary