

**AGENDA AND NOTICE OF THE REGULAR MEETING OF THE  
SOUTH BAY REGIONAL HOUSING TRUST BOARD OF DIRECTORS**

**THURSDAY, MAY 21, 2026 - 3:00 P.M.**

**SBCCOG Offices: 357 VAN NESS WAY, #90, TORRANCE, CA 90501 &**

**Via Zoom: [www.zoom.us/join](http://www.zoom.us/join) Meeting ID: 879 3160 9573 / Passcode:  
142451**

**SBRHT Officers**

**Chair**

Debby Stegura

**Vice Chair**

Jon Kaji

**Directors**

El Segundo

Michelle Keldorf

Ryan Baldino (alt.)

Hawthorne

Alex Monteiro

Katrina Manning (alt.)

Hermosa Beach

Rob Saemann

Dean Francois (alt.)

Inglewood

Eloy Morales

James Butts (alt.)

Lawndale

Bernadette Suarez

Pat Kearney (alt.)

Lomita

Bill Uphoff

Barry Waite (alt.)

Manhattan Beach

Nina Tarnay

Joe Franklin (alt.)

Rancho Palos Verdes

Stephen Perestam

George Lewis (alt.)

Redondo Beach

Paige Kaluderovic

Brad Waller (alt.)

Rolling Hills Estates

Debby Stegura

Velveth Schmitz (alt.)

Torrance

Jon Kaji

Sharon Kalani (alt.)

Housing/Homeless

Experts

Michelle Ramirez

Michael Allen

The agenda packet is available at the South Bay Cities Council of Governments' (SBCCOG) office at 357 Van Ness Way, #90, Torrance, CA 90501, and on the website [www.sbrht.org](http://www.sbrht.org). Copies are available via email upon request to [Natalie@southbaycities.org](mailto:Natalie@southbaycities.org). 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 SBCCOG office during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Thursday, and on the South Bay Regional Housing Trust website noted above.

**PUBLIC PARTICIPATION:**

Your participation is welcomed at all Board of Directors meetings. Time is reserved at each regular meeting for those who wish to address the Board. SBRHT 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.

At a regular meeting, the public may comment on any matter within the jurisdiction of the SBRHT Board of Directors that is not on the agenda during the public comment period at the beginning of the agenda. The public may also comment on any item on the Consent Calendar prior to action taken on the Consent Calendar. For other agendized items, the public may comment prior to the item being considered by the Board. At a special meeting, the public may only comment on items that are on the agenda.

Members of the public are requested to state their name, city of residence, and the organization they represent (if applicable) prior to speaking. Comments are limited to a maximum of three minutes per person. The Board Chair may impose additional time limits at their discretion. Both written and oral comments will be part of the official record.

Members of the public may address the Board in the following ways:

1. **Verbal Comment In-Person/Virtual:** If you would like to make a verbal public comment, please complete a Speaker Request Form and provide it to staff. Forms will be made available to you by staff at the meeting. If participating through Zoom, please use the "raise hand" feature.
2. **Written Comment:** If you wish to submit written public comments to be distributed to the Board prior to or during the meeting, please submit these materials via email to submit comments by emailing [Natalie@southbaycities.org](mailto:Natalie@southbaycities.org) at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email "FOR PUBLIC COMMENT."

- I. **CALL TO ORDER** – 3:00 P.M.
- II. **ROLL CALL**
- III. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**
- IV. **PUBLIC COMMENTS** – 3:05 P.M.
- V. **CONSENT CALENDAR ITEMS** – 3:10 P.M.
  - A. **April 30, 2026 Meeting Minutes** (*Attachment*)
  - B. **Interim Accounting and Procurement policies and procedures** (*Attachment*)
  - C. **Selection of Bank for Operating Trust funds** (*Attachment*)
  - D. **Resolution 2026-2 authorizing trust signers for banking purposes** (*Attachment*)
  - E. **Contract with SBCCOG for trust management services** (*Attachment*)

*Recommended Action: Approve the Consent Calendar*

VI. **DISCUSSION/ACTION ITEMS**

*At this time, members of the public in attendance may ask the Board to be heard on the following items as those items are called.*

- A. **Direction for Accounting and Procurement policies and procedures** (*Attachment*)  
(Presented by Jacki Bacharach) – 3:15 P.M.
- B. **Update SB 799 & Letter to support SB 799 and board member to go to Sacramento in June** (Presented by David Leger) – 3:25 P.M.
- C. **Review LACAHSa guidelines for projects** (Presented by Ronson Chu) – 3:35 P.M.
- D. **Trust Housing Programs** (*Attachment*) (Presented by Grant Henninger) – 3:45 P.M.
- E. **Conditional commitment to provide funding for Cordary Avenue Apartments in Hawthorne for a soft loan** (*to be sent in a supplemental*) (Presented by HR&A Advisors) – 4:00 P.M.  
*Recommended Action: Approve conditional funding recommendation for the Cordary Avenue Apartments project in Hawthorne*
- F. **SBRHT Logo Options** (*Attachment*) (Presented by Colleen Farrell) – 4:15 P.M.  
*Recommended Action: Approve a logo for SBRHT*
- G. **Updates: Development Community Feedback about the SBRHT** (Presented by Ronson Chu) – 4:35 P.M.
- H. **Look Ahead – Future Meeting Agenda Items** (Presented by Jacki Bacharach) – 4:45 P.M.

- 1) LACAHSa Calendar
- 2) Approval of investment policies and procedures
- 3) Brainstorming on priorities & what is needed from a city to discuss potential funding for developments
- 4) Strategic Plan

VII. **GENERAL ITEMS FROM THE BOARD** – 4:55 P.M.

VIII. **ADJOURNMENT** – 5:00 P.M.

**NEXT MEETING** – Thursday, June 18, 2026, at 3:00 p.m. at the SBCCOG office

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## Agenda Item V-A

April 30, 2026 Meeting Minutes

**MEETING MINUTES**  
**OF THE SOUTH BAY REGIONAL HOUSING TRUST BOARD OF DIRECTORS**  
**THURSDAY, APRIL 30, 2026 - 4:00 P.M.**  
**SBCCOG Offices: 357 VAN NESS WAY, #90, TORRANCE, CA 90501 & Via Zoom**  
**RECORDING ACCESSIBLE VIA FOLLOWING LINK:**  
<https://youtu.be/A5CEacDrDZA?si=DDB49PbJCKQC-r9>

**I. CALL TO ORDER**

SBCCOG Executive Director Jacki Bacharach called the meeting to order at 4:03 pm. Members of the public were also able to participate at 33451 Victoria Ct., Temecula, CA 92592 where Director Bill Uphoff participated remotely. Manhattan Beach Councilmember Nina Tarnay participated remotely under SB 707.

Ms. Bacharach welcomed attendees and acknowledged the regional collaboration and legislative efforts that led to the establishment of the South Bay Regional Housing Trust. Ms. Bacharach noted that former Hermosa Beach Councilmember Stacy Armato initially advanced the concept of a regional housing trust and brought the idea forward to Senator Allen, who subsequently authored legislation supporting the formation of the Trust.

She then introduced Senator Ben Allen who was attending on zoom, Senator Ben Allen thanked regional leaders and stakeholders for their participation and collaboration in establishing the South Bay Regional Housing Trust. Senator Allen acknowledged the longstanding housing affordability challenges impacting the South Bay region, including rising housing costs, limited housing supply, and workforce housing shortages affecting working families throughout the region. He noted that housing affordability challenges continue to impact residents, employers, teachers, first responders, and workers seeking to live within the communities they serve.

Senator Allen stated that the South Bay Regional Housing Trust was authorized through SB 1444 and established through a Joint Powers Authority framework allowing South Bay cities and Los Angeles County to collaboratively address regional housing production, housing assistance, and long-term housing planning needs. He emphasized the importance of creating housing solutions that remain responsive to local community priorities while supporting broader regional coordination efforts.

Senator Allen further discussed ongoing legislative efforts associated with SB 799, noting that the legislation would refine governance provisions related to board composition, appointment procedures, alternate member participation, vacancies, and conflict-of-interest requirements. He stated that continued collaboration among participating jurisdictions would help ensure the long-term effectiveness and accountability of the Trust.

Senator Allen expressed appreciation for the regional collaboration already demonstrated through the formation process and stated that he hoped the South Bay Regional Housing Trust could serve as a model for regional housing partnerships throughout California.

**II. ROLL CALL**

Best, Best & Krieger attorney and Acting Trust Legal Counsel Lauren Langer provided Brown Act and teleconferencing disclosures regarding board members participating remotely. Director Bill Uphoff participated under traditional Brown Act rules with an agenda item in Temecula, California open to the public. Pursuant to SB 707, Director Nina Tarnay participated from a remote location in Manhattan Beach due to travel for city business.

Those in attendance were informed that all votes would be conducted via roll call vote. SBCCOG Senior Program Manager David Leger conducted an attendance roll call. The following Directors and individuals were present:

**In attendance were the following voting members:**

Michelle Keldorf, El Segundo  
Katrina Manning, Hawthorne  
Rob Saemann, Hermosa Beach  
Bernadette Suarez, Lawndale  
Bill Uphoff, Lomita (virtual)  
Nina Tarnay Manhattan Beach (SB 707 virtual attendance – left at 4:43 pm)

Stephen Perestam, Rancho Palos Verdes  
Paige Kaluderovic, Redondo Beach  
Debby Stegura, Rolling Hills Estates  
Jon Kaji, Torrance  
Michelle Ramirez, Torrance

**Also, in attendance were the following non-voting elected officials:**

State Senator Ben Allen (virtual)  
Barry Waite, Lomita

**Also, in attendance were the following persons:**

Lauren Langer, Best Best & Krieger  
Adam Eliason, CivicHome  
Grant Henninger, CivicHome  
Samuel Liu, Senator Allen’s Office (virtual)  
Lisa Akiyama Robinson, Senator Allen’s Office  
Emily Miaou, Senator Allen’s Office (virtual)  
Aiyana Cortez, Senator Allen’s Office (virtual)  
Eduardo Schonborn, El Segundo (virtual)  
Paul Samaras, El Segundo (virtual)  
George Barks, Public  
Brandy Forbes, Rancho Palos Verdes Director

Wally Siembab, SBCCOG (virtual)  
Colleen Farrell, SBCCOG  
David Leger, SBCCOG  
Ronson Chu, SBCCOG  
Jacki Bacharach, SBCCOG  
Jake Romoff, SBCCOG  
Kevin Umaña, SBCCOG  
Kim Fuentes, SBCCOG (virtual)  
Moana Franco, SBCCOG  
Natalie Champion, SBCCOG

**IV.PUBLIC COMMENTS**

No public comments were received.

**V.CONSENT CALENDAR ITEMS**

There were no consent calendar items.

**VI.DISCUSSION/ACTION ITEMS**

**A. Election of Officers** (*Attachment*) - *Recommended Action: Elect a Chair and Vice-Chair to serve through the first meeting in calendar year 2027 in accordance with the SBRHT Joint Powers Agreement.*

Ms. Bacharach opened the floor for nominations for the position of Chair of the South Bay Regional Housing Trust. Directors Debby Stegura, Jon Kaji and Nina Tarnay were nominated for the position. Board discussion occurred regarding leadership continuity and the importance of regional representation among Housing Trust leadership positions. The nominees were invited to provide brief candidate statements outlining their qualifications and perspectives regarding the future direction of the Housing Trust. Rolling Hills Estates Director Stegura discussed the importance of small-city representation within the Housing Trust and highlighted Rolling Hills Estates’ recent efforts related to affordable and workforce housing development. She referenced the city’s recent approval of its first apartment development and emphasized the importance of creating housing opportunities for teachers, first responders, and local workers. Torrance Director Kaji discussed his professional background in real estate, finance, and development, as well as his interest in advancing regional workforce housing strategies. He emphasized concerns regarding the increasing difficulty workers and first responders face in securing housing within the South Bay region. Manhattan Beach Director Tarnay discussed the importance of balanced and data-driven housing policies and emphasized the need for thoughtful regional planning approaches capable of navigating varying community perspectives regarding housing development.

**MOTION** by Director Uphoff, seconded by Director Ramirez, to **APPROVE** the closing of nominations for Chair via Roll Call Vote.

Yes: Keldorf, Manning, Saemann, Suarez, Tarnay, Uphoff, Ramirez, Perestam, Kaluderovic, Stegura, Kaji.

No: None

Abstain: None

Vote Total: 11

**MOTION PASSES.**

Mr. Leger passed out written ballots from which the votes were publicly announced in accordance with meeting procedures. Director Stegura of Rolling Hills Estates was elected Chair of the South Bay Regional Housing Trust Board.

The votes were as follows:

Votes for Board Member Stegura: Saemann, Keldorf, Suarez, Manning, Perestam, Kaluderovic, Stegura.

Votes for Board Member Tarnay: Tarnay, Uphoff.

Votes for Board Member Kaji: Kaji, Ramirez.

Nominations were opened for the Vice Chair position of the South Bay Regional Housing Trust Board. Directors Kaji and Tarnay were nominated for the position.

**MOTION** by Director Keldorf, seconded by Director Manning, to **APPROVE** the closing of nominations for Vice Chair via Roll Call Vote.

Yes: Keldorf, Manning, Saemann, Suarez, Tarnay, Uphoff, Ramirez, Perestam, Kaluderovic, Stegura, Kaji.

No: None

Abstain: None

Vote Total: 11

**MOTION PASSES.**

Mr. Leger passed out the ballots from which the votes were publicly announced in accordance with meeting procedures. Director Kaji of Torrance was elected Vice Chair of the South Bay Regional Housing Trust Board.

The votes were as follows:

Votes for Board Member Tarnay: Tarnay, Uphoff, Stegura, Perestam.

Votes for Board Member Kaji: Kaji, Kaluderovic, Manning, Ramirez, Suarez, Keldorf, Saemann.

## **B. Presentation and Discussion of SBRHT Joint Powers Authority Agreement**

Best, Best & Krieger, LLP and Trust legal counsel Lauren Langer presented an overview of the South Bay Regional Housing Trust Joint Powers Agreement (JPA) and proposed bylaws. Chair Stegura asked if the funding sources already identified will stay within the agreement even after the December 31, 2026 with Ms. Langer sharing that the funding sources are in the agreement, even though the agreement was drafted a while ago and reiterated that if administrative funding is not identified by the December deadline, the JPA automatically expires. Ms. Langer also reviewed Brown Act compliance requirements, including provisions allowing directors to utilize remote attendance for just cause up to two times per year pursuant to state law. Additional discussion occurred regarding provisions allowing future member agencies and eligible groups to join the Trust at a later date.

## **C. Approval of SBRHT Bylaws (Attachment) - Recommended Action: Adopt Bylaws**

Ms. Langer further reviewed the proposed bylaws, explaining that they mirror and supplement the Joint Powers Agreement by establishing day-to-day governance procedures related to board structure, officers, meetings, voting requirements, ethics provisions, and public participation guidelines. She explained the Board can create advisory committees to provide technical expertise, although advisory

members would not possess voting authority. Ms. Langer stated that the Board would need to designate a Clerk and Treasurer and, until those designations occur, the SBCCOG Executive Director would serve in those interim administrative roles. Ms. Langer explained that most Board actions require approval by a majority vote of members present at a meeting where a quorum exists, with seven members required to establish a quorum. She further noted that approval of projects receiving Trust funding would require approval by a majority vote of the full Board membership, or 7 of 13 members, and stated that the Board should strive for unanimous funding decisions whenever possible. Discussion occurred regarding vote reporting procedures, with Director Kaluderovic asking whether individual member votes and total vote counts would be formally tracked and reported within meeting records. Ms. Langer also reviewed ethics and board conduct provisions, including conflict-of-interest requirements, Form 700 filing obligations, the Political Reform Act, the Levine Act, and Government Code Section 1090. Additional discussion occurred regarding public participation and meeting decorum provisions, including public comment procedures, three-minute speaking limits, alternative time limits when necessary, and procedures for addressing disruptive conduct during meetings. Ms. Langer concluded by emphasizing that the bylaws support the JPA and provide the operational framework governing meetings, voting, ethics, and public participation, and may be adopted and amended by the Board consistent with applicable laws.

**MOTION** by Director Manning, seconded by Vice-Chair Kaji, to **APPROVE** the South Bay Regional Housing Trust Bylaws via Roll Call Vote.

Yes: Keldorf, Manning, Saemann, Suarez, Tarnay, Uphoff, Ramirez, Perestam, Kaluderovic, Stegura, Kaji.

No: None

Abstain: None

Vote Total: 11

**MOTION PASSES.**

#### **D. Status of SB 799 Clean Up legislation**

Mr. Leger provided an update regarding proposed amendments to SB 799. He stated that staff had been working with legislative representatives regarding amendments related to moderate-income workforce housing authority and governance provisions associated with the Housing Trust. Chair Stegura recommended collecting letters of support from member jurisdictions and regional stakeholders, including chambers of commerce and workforce-related organizations. Ms. Bacharach stated that a sample support letter would be distributed to members of the board for use by their respective agencies and stakeholders. Mr. Leger further explained that the amendments related to SBRHT governance would align those provisions to reflect language within the adopted JPA and clarify that member agencies, rather than the SBCCOG, would maintain authority regarding appointments, vacancies, and board governance matters. Mr. Leger noted that the proposed amendments would allow non-elected alternate representatives to serve as voting members in the absence of the main delegate from the member agency. Mr. Leger added that language was included in SB 799 to limit non-elected alternates to serving as the voting member for no more than 75% of the meetings in a year. If approved by the Legislature and signed into law by the Governor, the SBRHT JPA would need to be amended to reflect the new provisions allowed by SB 799. Ms. Bacharach also added that current JPA language establish two-year terms and explained that the Board could later determine whether to maintain or modify term limit provisions, which would require corresponding amendments to the JPA. Director Kaluderovic asked about the timeline for submitting letters of support for SB 799, and Mr. Leger responded that letters should be submitted as soon as possible to support the legislative process. **Note: Director Tarnay left the meeting at 4:43 pm.**

#### **E. Presentation: Housing Trust 101**

Adam Eliason of CivicHome presented an overview of regional housing trust models and the role of housing trusts in financing the preservation and production of affordable housing. Discussion occurred regarding the creation of a regional affordable housing database capable of tracking affordable housing units, funding sources, developers, and affordability compliance requirements. Director Kaluderovic

asked whether the Trust could maintain a database to track affordability compliance over time. Mr. Eliason referenced SCAG regional database efforts and noted that LACAHSAs technical assistance funding could potentially support those efforts. SBCCOG Senior Program Manager Ronson Chu stated that the data analyst position could assist with maintaining such a database, while Director Kaluderovic and Chair Stegura raised questions regarding ongoing compliance monitoring and eligibility verification. Mr. Eliason explained that affordability covenants typically require periodic income verification and compliance monitoring for affordable housing units. Director Saemann asked whether the Trust would directly develop or manage affordable housing projects. Mr. Eliason clarified that the Trust would function as a financing entity rather than a developer, with developers applying for Trust funding for qualifying projects. Director Saemann further asked about the Trust's authority regarding lending and project oversight. Mr. Eliason explained that local jurisdictions must support projects before Trust funding could be provided and noted that the Trust would generally provide only a portion of project financing rather than full project funding. He further explained that the Trust would develop program guidelines, Notices of Funding Availability (NOFAs), and project review criteria approved by the Board. Mr. Eliason stated that future meetings would provide additional detail regarding program guidelines and infrastructure development for the Trust, and Director Saemann emphasized the importance of clarifying the Trust's future funding guidelines and approval framework.

#### **F. Presentation: Basics of Affordable Housing & LACAHSAs Funding**

Grant Henninger of CivicHome presented an overview of affordable housing finance, focusing on projects that are 100% affordable housing rather than market-rate developments with a limited number of affordable units. Presentation on file. Chair Stegura called on Eduardo Schonborn, who asked whether the construction costs reflected prevailing wage requirements. Mr. Henninger responded that the answer is complex, but most of the time the answer is yes, though not always. He stated that the Sankofa Place example did include prevailing wage and explained that while 9% and 4% tax credits do not independently require prevailing wage, 4% tax credit projects are often paired with other government funding sources that trigger prevailing wage. He further stated that all Trust funding through LACAHSAs would require prevailing wage. Mr. Henninger reviewed the Low-Income Housing Tax Credit program, explaining that it was created through the Tax Reform Act of 1986 and that affordable housing developers are awarded tax credits through the California Tax Credit Allocation Committee, which are then sold to investors, typically banks, to generate equity financing for the project. He explained that 9% tax credit projects can receive up to 9% of eligible development costs annually for 10 years, while 4% tax credit projects receive approximately 4% annually for 10 years, leaving a larger funding gap to be filled by government loans and other sources. Mr. Henninger discussed anticipated LACAHSAs funding opportunities for the South Bay region, including PPO new construction, PPO flexible funding, renter protections and homelessness prevention funding, and technical assistance funding. He explained that new construction funding represents one of the primary funding opportunities anticipated for the Trust and may be used during project construction. Director Saemann asked whether Trust funding invested into affordable housing projects would return to the Housing Trust over time, and Mr. Henninger confirmed that loan repayments would return to the Trust and could be reinvested into future projects. Director Saemann also asked whether Measure A's half-cent sales tax was permanent, and Mr. Henninger stated that it remains in effect unless repealed by voters. Additionally, Director Saemann asked whether affordability restrictions remain in place if properties are sold or after 55-year affordability covenant periods expire. Mr. Henninger explained that affordability restrictions typically last at least 55 years after construction completion, and while nonprofit developers generally seek to preserve affordability long term, properties could potentially convert to market-rate housing after the affordability period ends unless additional restrictions are imposed. Mr. Henninger and Mr. Eliason also reviewed anticipated future Trust Board agenda items, including development of program guidelines, strategic planning efforts, accounting and procurement procedures, and infrastructure planning for Trust operations.

#### **G. Approval of Funding Agreement with South Bay Cities Council of Governments for LACAHSAs Measure A Funding (Attachment) – Recommended Action: Approve the funding agreement with the South Bay Cities Council of Governments to accept remaining Measure A**

*Funds for Fiscal Year 2025-2026 as well as Measure A Funds for Fiscal Year 2026-2027 (in the amount of \$7,934,126) for administering Production, Preservation and Ownership programs.*

Mr. Chu presented the proposed funding agreement between the SBCCOG and the Housing Trust related to LACAHSAs Measure A funding. Mr. Chu explained that the agreement would transfer the remaining Fiscal Year 2025-2026 Measure A funds, estimated at approximately \$7.64 million plus interest income, along with Fiscal Year 2026-2027 Measure A funding in the amount of \$7,934,126, for a total estimated transfer of approximately \$15,573,905. Mr. Chu reviewed the proposed 14-month budget associated with the funding transfer, including Production, Preservation and Ownership (PPO) funds, PPO Flexible funding, Technical Assistance funding, and Sector Liaison funding. He explained that allocated expenses would include staffing and management services, strategic consulting, legal and accounting services, marketing and training, software, office supplies, and insurance, while most of the funds would remain unallocated for future PPO housing programs and technical assistance activities. Mr. Chu noted that PPO funds must be obligated within one year of allocation by the LACAHSAs Board and expended within three years after obligation. Director Uphoff asked whether the funding agreement would be approved by the Trust Board before approval by the SBCCOG Board. Ms. Bacharach explained that staff believed the Trust should act first because the Trust entity had only recently been formed and the funding was intended for the Trust's administration and development activities, noting that the agreement would subsequently proceed to the SBCCOG Board for approval. Director Kaluderovic asked whether additional information regarding Fiscal Year 2026-2027 expenditures would be provided at future meetings, and staff clarified that future Board meetings would provide greater detail regarding housing program funding recommendations and project allocations. Mr. Chu also provided an update regarding recent LACAHSAs Technical Assistance Request for Proposal (RFP) submissions completed on behalf of the Trust, including proposals related to "Build-to-Own: Leveraging LIHTC for Wealth-Building Homeownership Pathways" and a "Naturally Occurring Affordable Housing (NOAH) Preservation Strategy," both of which received Notices of Intent to Recommend Award from LACAHSAs staff. He additionally reviewed recent LACAHSAs Notice of Funding Availability (NOFA) awards, including funding recommendations for a 120-unit affordable housing development in the City of Inglewood and a 105-unit permanent supportive housing development in the City of Carson. Staff further noted that future Board meetings would include consideration of a proposed 93-unit affordable housing project in the City of Hawthorne developed by Abode Communities.

**MOTION** by Director Kaluderovic, seconded by Director Saemann, to **APPROVE** the Funding Agreement with the South Bay Cities Council of Governments for LACAHSAs Measure A Funding via Roll Call Vote.

Yes: Keldorf, Manning, Saemann, Suarez, Uphoff, Ramirez, Perestam, Kaluderovic, Stegura, Kaji.

No: None

Abstain: None

Vote Total: 10

**MOTION PASSES.**

#### **H. Designate South Bay Cities Council of Governments for Interim SBRHT Management**

**Services** (*Attachment*) – *Recommended Action: Designate the South Bay Cities Council of Governments for interim SBRHT management services and direct preparation of an agreement for approval at the May meeting.*

Ms. Bacharach presented a recommendation for the SBCCOG to provide interim management services for the Housing Trust through December 2026. Ms. Bacharach explained that the recommendation would allow the Trust additional time to evaluate long-term operational needs, develop a future Request for Proposals (RFP) if they so choose, and determine the appropriate scope of services and staffing structure for permanent administration of the Trust. She noted that the recommendation included finance, accounting, and other administrative services to be reimbursed by the Trust. Ms. Bacharach stated that utilizing existing SBCCOG staff and previously procured contractors would provide continuity and operational efficiencies while the Trust continues its organizational development. She thanked CivicHome for its work assisting with the Trust formation process and noted that CivicHome's current contract with the SBCCOG would conclude on June 30, 2026. She further explained that the interim arrangement would allow the Trust to continue progressing on LACAHSAs Production, Preservation and Ownership

(PPO) activities while staff develops additional policies, procedures, strategic planning efforts, funding guidelines, and future Notices of Funding Availability. Ms. Bacharach explained that staff would return to the Board prior to December 2026 with additional recommendations regarding future Trust management and administrative structures.

**MOTION** by Vice-Chair Kaji, seconded by Director Saemann, to **APPROVE** the interim Trust management services to be provided by the South Bay Cities Council of Governments with costs reimbursed by the Trust and to be re-evaluated no later than December 2026 via Roll Call Vote.

Yes: Keldorf, Manning, Saemann, Suarez, Uphoff, Ramirez, Perestam, Kaluderovic, Stegura, Kaji.

No: None

Abstain: None

Vote Total: 10

**MOTION PASSES.**

**I. Approval Legal Services and General Counsel (Attachment) - Recommended Action: Approve the contract with the Best Best & Krieger for SBRHT legal services and adopt resolution for appointment of General Counsel.**

Ms. Bacharach presented the item regarding approval of legal services and appointment of General Counsel for the Housing Trust. She recommended approval of a contract with Best Best & Krieger LLP (BBK) to provide interim legal services to the Trust and requested adoption of the accompanying resolution appointing BBK as interim General Counsel for the organization. Ms. Bacharach noted that BBK and attorney Lauren Langer had already been assisting the Trust with formation documents, governance issues, and legal guidance during the establishment of the Joint Powers Authority and bylaws process. It was noted that the interim appointment would provide continuity while the Trust continues to evaluate its long-term operational structure and legal service needs.

**MOTION** by Director Ramirez, seconded by Director Saemann, to **APPROVE** the contract with Best Best & Krieger for SBRHT legal services and adopt the resolution appointing General Counsel via Roll Call Vote.

Yes: Keldorf, Manning, Saemann, Suarez, Uphoff, Ramirez, Perestam, Kaluderovic, Stegura, Kaji.

No: None

Abstain: None

Vote Total: 10

**MOTION PASSES.**

**J. Draft FY 26-27 Budget (Attachment) –Recommended Action: Adopt Budget**

Mr. Chu presented the draft Fiscal Year 2026-2027 budget for the Housing Trust, explaining that the proposed budget included Measure A Production, Preservation and Ownership (PPO) funding, PPO Flexible funding, Technical Assistance funding, and Sector Liaison funding. Mr. Chu stated that the budget was intended to serve as an initial operational framework for the Trust and noted that the budget would continue to evolve as the Board establishes funding priorities, policies, and future housing programs. He reviewed proposed expenditures for staffing and management services, consulting services, legal and accounting support, marketing and outreach, software, office supplies, insurance, and future housing program activities, and requested Board approval of the proposed budget. Director Uphoff asked which line item reflected management services for the Trust, and Mr. Chu explained that those expenses were included under the staffing and management category, which included portions of SBCCOG staff time and the anticipated hiring of a clerk or project coordinator to assist with Trust administration and operations. Director Perestam asked whether the Board was being asked to approve the full 14-month budget or only the May-June budget period and questioned whether additional information would be provided in future meetings to better understand projected Fiscal Year 2026-2027 expenditures. Mr. Chu clarified that the proposed budget covered a 14-month period, including the remaining portion of Fiscal Year 2025-2026 and Fiscal Year 2026-2027, and stated that future meetings would provide additional detail regarding proposed housing program allocations and funding

recommendations. Director Kaluderovic also asked questions regarding future funding allocations and anticipated expenditures. Director Perestam asked whether additional revenue beyond the identified Measure A funding was anticipated. Mr. Chu responded that no additional revenue sources had been formally identified at this time, although staff had submitted a federal earmark request that had not been incorporated into the current budget projections.

**MOTION** by Director Manning, seconded by Director Kaluderovic, to **APPROVE** the draft Fiscal Year 2026-2027 budget. via Roll Call Vote.

Yes: Keldorf, Manning, Saemann, Suarez, Uphoff, Ramirez, Perestam, Kaluderovic, Stegura, Kaji.

No: None

Abstain: None

Vote Total: 10

**MOTION PASSES.**

#### **K. LACAHSAs Request for Proposals for Technical Assistance (Attachment)**

SBCCOG Staff Kevin Umaña presented an overview of the LACAHSAs Technical Assistance Request for Proposals (RFP) process and recent submissions completed on behalf of the South Bay Regional Housing Trust (SBRHT). Mr. Umaña explained that LACAHSAs released an RFP focused on innovative housing solutions related to affordable housing production, preservation, renter protections, and homelessness prevention. He stated that the SBCCOG submitted two technical assistance proposals on behalf of the Trust, including “Build-to-Own: Leveraging LIHTC for Wealth-Building Homeownership Pathways,” which explores opportunities within the federal tax code related to transitioning rental units into homeownership opportunities, and a “Naturally Occurring Affordable Housing (NOAH) Preservation Strategy” proposal focused on inventorying and preserving naturally occurring affordable housing stock throughout the region. Mr. Umaña reported that both proposals had recently received Notices of Intent to Recommend Award from LACAHSAs staff. He also reviewed recent LACAHSAs Notice of Funding Availability (NOFA) awards, including funding recommendations for a 120-unit affordable housing development in the City of Inglewood and a 105-unit permanent supportive housing development in the City of Carson. Director Uphoff asked how the Carson project related to the Trust given that Carson is not currently a member of the South Bay Regional Housing Trust. Mr. Umaña clarified that the information was being presented for informational purposes only and that the projects referenced were directly applying to LACAHSAs rather than the Trust. Director Uphoff asked whether projects receiving LACAHSAs funding could potentially seek future Trust funding as well. Mr. Eliason explained that LACAHSAs independently administers its own capital deployment funds through its NOFA process, but projects seeking Trust funding would separately apply to the Trust through future NOFAs. Mr. Eliason stated that future Trust funding recommendations could be conditioned upon projects successfully securing outside funding sources, including LACAHSAs awards. Mr. Umaña further reviewed anticipated future agenda items for the Trust, including consideration of a proposed 93-unit, 100% affordable housing project in the City of Hawthorne developed by Abode Communities. He stated that the City of Hawthorne has already committed funding to support the project and that staff, in coordination with the Trust’s affordable housing evaluation consultant, would present a funding recommendation to the Board at a future meeting.

#### **L. Select Regular Meeting Date for SBRHT Board of Directors Meetings (Attachment) –**

*Recommended Action: Select a regular meeting date for SBRHT Board of Directors meetings.*

Ms. Bacharach explained that Board members had previously completed a scheduling survey to identify preferred meeting times and avoid conflicts with recurring SBRHT meetings. Based on the survey results, staff recommended holding regular Board meetings on the third Thursday of each month at 9:00 a.m. Mr. Eliason noted that meetings would likely occur monthly during the Trust’s initial organizational phase due to the volume of startup activities and policy development work.

**MOTION** by Director Saemann, seconded by Director Ramirez, to **APPROVE** the third Thursday of each month at 9:00 a.m. as the regular meeting date and time for SBRHT Board meetings via Roll Call Vote.

Yes: Keldorf, Saemann, Suarez, Uphoff, Ramirez, Kaluderovic, Stegura, Kaji.

No: Manning, Perestam

Abstain: None

Vote Total: 10

**MOTION PASSES.**

Director Manning asked whether meetings could instead be scheduled during the afternoon rather than the morning to better accommodate schedules. Additional discussion occurred regarding scheduling conflicts with other regional agencies and Board member commitments and an amendment to the motion was made.

**MOTION** by Director Saemann, seconded by Director Ramirez, to **RECONSIDER THE MOTION and APPROVE** the third Thursday of each month at 3:00 p.m. as the regular meeting date and time for SBRHT Board meetings via Roll Call Vote.

Yes: Keldorf, Manning, Saemann, Suarez, Uphoff, Ramirez, Perestam, Kaluderovic, Stegura, Kaji.

No: None

Abstain: None

Vote Total: 10

**MOTION PASSES.**

## **VII. GENERAL ITEMS FROM THE BOARD**

Ms. Bacharach announced that all presentation materials and meeting items reviewed during the meeting would be distributed to Board members electronically following the meeting. She also stated that materials, information, and future meeting resources for the South Bay Regional Housing Trust would be made available on the Trust's website at [www.sbrht.org](http://www.sbrht.org) and invited Board members to share recommendations for future agenda topics and educational items that Board members may wish to include at upcoming meetings as the Trust continues its organizational development.

## **VIII. ADJOURNMENT**

Chair Stegura ended the meeting at 6:00 pm until the next Board meeting on Thursday, May 21, 2026 at 3:00 p.m. at the SBCCOG office.

Respectfully Submitted:

Natalie Champion

SBCCOG Staff

## Agenda Item V-B

# Interim Accounting and Procurement Policies and Procedures

# South Bay Regional Housing Trust

AGENDA ITEM: V-B

May 21, 2026

**TO:** SBRHT Board of Directors

**FROM:** Jacki Bacharach, Interim Trust Executive Director  
David Leger, SBCCOG Administrative Manager

**SUBJECT:** Interim Accounting & Finance Policies and Procedures & Purchasing and Procurement Policy

## **RECOMMENDED ACTION:**

APPROVE USE OF SBCCOG FINANCIAL POLICIES AND PROCEDURES AND PURCHASING AND PROCUREMENT POLICY AS INTERIM SBRHT POLICIES.

## **BACKGROUND:**

As a new entity, the South Bay Regional Housing Trust (SBRHT) is required to adopt certain policies and procedures to ensure the Trust adheres to best practices in its operations. Those include policies and procedures regarding accounting and financial management as well as procurement and purchasing. Staff is currently developing policies for the SBRHT but believes additional discussion with the Board is necessary prior to adoption. In the meantime, staff recommends the Board adopt the SBCCOG's related policies to be used until the SBRHT's policies are finalized.

The SBCCOG policies can be found here:

- Financial Policies and Procedures: <https://cdn.southbaycities.org/wp-content/uploads/2024/08/06213856/SBCCOG-Financial-Policies-and-Procedures-February-2024.pdf>
- Purchasing and Procurement Policy: <https://cdn.southbaycities.org/wp-content/uploads/2023/12/01172938/SBCCOG-Purchasing-and-Procurement-Policy.pdf>

## Agenda Item V-C

# Selection of Bank for Operating Trust Funds

# South Bay Regional Housing Trust

AGENDA ITEM: V-C

May 21, 2026

**TO:** SBRHT Board of Directors  
**FROM:** Jacki Bacharach, Interim Trust Executive Director  
David Leger, SBCCOG Administrative Manager  
**SUBJECT:** Selection of Operating Account Banking Institution

## **RECOMMENDED ACTION:**

APPROVE THE SELECTION OF MALAGA BANK TO SERVE AS THE FINANCIAL INSTITUTION FOR THE SBRHT OPERATING ACCOUNT.

## **BACKGROUND:**

As part of establishing operational functions for the SBRHT, staff conducted a review of potential banking partners to serve as the institution for the SBRHT's operating account. In light of customer service concerns experienced by the South Bay Cities Council of Governments associated with the large national institution that holds its operating account, staff intentionally excluded banks such as Wells Fargo and Chase from consideration and instead focused the search on local and regional banks that could offer a more personalized banking relationship.

The following four banks were evaluated:

- Malaga Bank
- Columbia Bank
- Banc of California
- California Bank and Trust

Staff contacted each of the four banks by phone and posed a consistent set of questions designed to assess each institution's suitability to serve a public agency. The questions focused on three core areas:

- The bank's ability and experience managing public funds;
- The location of the relationship banker assigned to the account (locally based versus headquartered out of region); and

- The fraud management services offered by the bank.

Of the four banks contacted, Malaga Bank was the only institution able to fully answer staff's questions during the initial phone call. Representatives from Columbia Bank, Banc of California, and California Bank and Trust each indicated that staff's questions would need to be referred to other individuals within their respective organizations for follow-up. Despite the response deadline provided by staff, none of those three banks returned with the requested information.

### **Findings Regarding Malaga Bank**

In addition to being the only bank that could promptly respond to staff's due diligence questions, Malaga Bank demonstrated several attributes that staff believes are particularly well-suited to the needs of the SBRHT:

- Dedicated relationship team. Malaga Bank will identify a dedicated team that the SBRHT may contact directly should any issues arise.
- High-touch customer service. Malaga Bank offered a level of personalized service not reported by the other banks contacted, including the willingness to deliver documents to the SBRHT's office and to pick up checks for deposit.
- Fraud management as a best practice. Unlike many institutions that treat fraud management services as a fee-based revenue stream, Malaga Bank does not view these services as a source of revenue and provides them at no cost as a standard best practice.
- Active check monitoring. Malaga Bank actively manages and reviews checks being processed against the account, and will contact the organization directly should any questions arise concerning a potential check that was issued.

Malaga Bank is a full service community bank headquartered on the Palos Verdes Peninsula with additional branches in Torrance and San Pedro. Since 1985, they have delivered competitive banking services to residents, businesses, and community organizations in the South Bay region and are currently the largest community bank headquartered here.

Based on the responsiveness demonstrated during the evaluation process, the dedicated service model, and the value-added fraud management services provided at no cost, staff recommends that Malaga Bank be selected as the financial institution to hold the operating account of the South Bay Regional Housing Trust. Malaga Bank also has a long history of serving the community and is involved with many local organizations and non-profits.

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## Agenda Item V-D

# Resolution 2026-2 Authorizing Trust Signers for Banking Purposes

# South Bay Regional Housing Trust

AGENDA ITEM: V-D

May 21, 2026

**TO:** SBRHT Board of Directors

**FROM:** Jacki Bacharach, Interim Trust Executive Director

**SUBJECT:** Approve adoption of resolution authorizing Trust signers for banking purposes

## **RECOMMENDED ACTION:**

APPROVE A RESOLUTION DESIGNATING TRUST BOARD CHAIR and VICE CHAIR OF THE BOARD AS TRUST SIGNERS FOR BANKING PURPOSES

## **BACKGROUND:**

Upon approval by the South Bay Regional Housing Trust Board of Directors, South Bay Cities COG staff will establish a new Trust bank account with Malaga Bank. The Bank requires the Trust to identify authorized Trust signatories for banking purposes.

## **ATTACHMENTS:**

Attachment A – Resolution of the Board of Directors of the SBRHT Designating Authorized Signers for Banking Purposes

**RESOLUTION NO. 2026-2**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL HOUSING TRUST DESIGNATING AUTHORIZED SIGNERS FOR BANKING PURPOSES**

1. Recitals.

A. A bank account for the South Bay Regional Housing Trust will be established at Malaga Bank.

B. The Board hereby designates authorized signers for the bank account to:]

C. The Board of Directors approved this resolution at its May 21, 2026 Board Meeting with the following vote: [insert vote count].

NOW, THEREFORE, IT IS RESOLVED by the Board of Directors of the South Bay Regional Housing Trust as follows:

1. The designated signers for the South Bay Regional Housing Trust bank account with Malaga are as follows:

Chairperson: Debby Stegura

Vice-Chairperson: Jon Kaji

PASSED, APPROVED, AND ADOPTED this 21<sup>st</sup> day of May 2026.

\_\_\_\_\_  
Chair (Signature)

ATTEST:

\_\_\_\_\_  
Clerk of the Board (Signature)

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## Agenda Item V-E

# Contract with SBCCOG for Trust Management Services

**AGREEMENT BETWEEN THE SOUTH BAY CITIES COUNCIL OF  
GOVERNMENTS AND THE SOUTH BAY REGIONAL HOUSING  
TRUST FOR INTERIM TRUST MANAGEMENT SERVICES**

This Agreement for Interim Trust Management Services ("Agreement") by and between the South Bay Cities Council of Governments, a joint powers agency ("SBCCOG"), and the South Bay Regional Housing Trust, a joint powers agency ("SBRHT" or "Trust") is entered in to be effective this June 1, 2026 ("Effective Date"). The SBCCOG and the Trust are sometimes referred to in this Agreement, each individually, as a "Party," or collectively, as the "Parties."

**RECITALS**

A. The Trust was established in April 2026 to maximize and leverage public and private funding sources to support the development, preservation, and financing of housing for extremely low-, very low-, low-, and moderate-income households, as defined in Section 50093 of the California Health and Safety Code, within the South Bay subregion, and to serve as a regional mechanism for addressing the shortage of affordable housing; and

B. The Trust is in need of management services, including finance/accounting and other administrative services, to carry out its powers; and

C. The Joint Exercise of Powers Agreement of the Trust (the "JPA") provides that the Trust may contract for services determined necessary or convenient to carry out the Trust's powers; and

D. The Trust desires to contract with the SBCCOG to provide interim management services along with other administrative services utilizing existing staff to ensure continuity and cost efficiency; and

E. The SBCCOG has the existing staff, expertise, and regional experience to provide such services; and

F. The Trust and the SBCCOG desire to set forth the terms of the contract staffing by way of this Agreement.

NOW, THEREFORE, the Parties agree to the following:

**I. SBCCOG SERVICES.**

Subject to the terms and conditions set forth in this Agreement, SBCCOG shall provide interim management and administrative services to the Trust, including but not limited to the services described in Exhibit "A", which is incorporated herein by this reference. All services shall be performed in accordance with applicable laws, regulations, and policies, and in a manner consistent with the Trust's JPA and Bylaws, to the reasonable satisfaction of the Trust Board.

**II. TERM.**

This Agreement shall commence on the Effective Date and shall continue until December 31, 2026, unless extended or terminated earlier. The Parties shall evaluate the arrangement no later than December 2026 and may, upon such evaluation, extend this Agreement, modify the management structure, or transition to an alternative management model.

### III. COMPENSATION & PAYMENT.

Compensation shall be based on actual costs incurred by SBCCOG in providing services under this Agreement, as tracked through a timekeeping system that records staff time. Such time shall be billed to the Trust on an [quarter hour] basis. The total budget shall not exceed \$390,000 for the term of the Agreement. Costs not associated with staff time, such as office space, equipment, and other program implementation costs shall also be included in the amount billed to the Trust.

At the end of each quarter of the fiscal year, the SBCCOG shall furnish to the Trust an invoice for all time spent providing services rendered during the invoice period. The Trust shall pay the invoice within 60 days of receipt thereof. Payment shall constitute payment in full for all services, costs, and work of whatever nature performed by SBCCOG under this Agreement.

### IV. NOTICES

Any notices required to be given under this Agreement by either party to the other may be affected by any of the following means: by electronic correspondence (email), by personal deliver in writing by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the parties at the addresses appearing in this section, but each party may change the address by giving written or electronic notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first. Electronic notices are deemed communicated as of actual time and date of receipt. Any electronic notices must specify an automated reply function that the email was received.

All notices required or permitted under this Agreement shall be sent by first-class mail, postage pre-paid, and addressed as follows:

To Trust: Chairperson of the Board of Directors  
South Bay Regional Housing Trust  
357 Van Ness Way, Suite 110  
Torrance, California 90501  
[Info@sbrht.org](mailto:Info@sbrht.org)

To SBCCOG: Jacki Bacharach, Executive Director  
South Bay Council of Governments  
357 Van Ness Way, Suite 110  
Torrance, California 90501  
[Jacki@southbaycities.org](mailto:Jacki@southbaycities.org)

Either Party may change from time to time the person and address for written notices by delivery of a change thereto by written notice to the other Party. All notices shall be deemed delivered following deposit in the United States mail in accordance herewith

## **V. INDEPENDENT CONTRACTOR.**

A. SBCCOG is and shall at all times under this Agreement, remain as to the Trust and its members, a wholly independent contractor. SBCCOG shall have no power to incur any debt, obligation, or liability on behalf of the Trust or otherwise act on behalf of the Trust as an agent, except as specifically provided herein.

B. SBCCOG agrees to withhold and pay all required taxes of any of its employees performing work under this Agreement, and to indemnify and hold the Trust Indemnitees (as defined below) harmless from any and all taxes, assessments, penalties, and interest asserted against the Trust Indemnitees by reason of the independent contractor relationship created by this Agreement.

C. SBCCOG shall fully comply with Workers' Compensation laws regarding SBCCOG and SBCCOG's employees. SBCCOG further agrees to indemnify and hold the Trust Indemnitees harmless from any failure of SBCCOG to comply with applicable Worker's Compensation laws.

D. Any retirement liabilities of SBCCOG under the Public Employee Retirement System or any other system, shall not constitute a liability of the Trust Indemnitees.

## **VI. INSURANCE.**

SBCCOG shall ensure that all insurance it carries as required by its Board of Directors applies with equal force to the performance of its duties under this Agreement. Evidence of such coverage shall be provided to the Chairperson of the Board of Directors within 30 days of execution of this Agreement.

## **VII. INDEMNITY.**

A. SBCCOG shall indemnify, defend and hold the Trust, the Trust member agencies, and their respective legislative bodies, officers, agents and employees ("Trust Indemnitees") harmless from and against any liability, claims, losses, actions, and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of use of property, any legal fees and any claims for damages of any nature whatsoever arising out of or resulting from the SBCCOG's obligations under this Agreement, unless caused by the acts or omissions of the Trust Indemnitees.

B. The Trust shall indemnify, defend and hold SBCCOG, its Board of Directors, member agencies, officers, agents and employees ("SBCCOG Indemnitees") harmless from and against any liability, claims, losses, actions, and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or

for damage to or loss of use of property, any legal fees and any claims for damages of any nature whatsoever arising out of or resulting from the Trust's obligations under this Agreement or performance of the JPA, unless caused by the acts or omissions of the SBCCOG Indemnitees.

C. The duty of SBCCOG to indemnify, defend, and hold the Trust Indemnitees harmless shall include, but not be limited to, any and all claims under the Workers' Compensation Act and the California Public Employees Retirement System and other employee benefit acts arising out SBCCOG's performance of this Agreement.

D. SBCCOG's and the Trust's obligation under this Section VII shall survive termination of this Agreement.

## **VIII. GENERAL TERMS AND CONDITIONS.**

A. This Agreement constitutes the entire understanding between the Parties, with respect to the subject matter herein, and shall not be amended except in writing signed by the Parties.

B. Neither Party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes, including acts of God, floods, earthquakes, fires, acts of a public enemy, pandemic, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

C. Neither Party shall assign this Agreement, or any part thereof, without the prior written consent of the other Party. Any such attempted assignment without such written consent shall be void and unenforceable.

D. This Agreement is made in the State of California and shall be governed by California law and any applicable federal law. The venue for any action brought under this Agreement shall be in Los Angeles County.

E. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

F. The terms of this Agreement shall inure to the benefit of, and shall be binding upon, each of the Parties and their respective approved successors and assigns.

G. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all together shall constitute but one and the same Agreement.

In witness whereof, the Parties enter into this Agreement on the date of last execution by the Parties.

SOUTH BAY CITIES COUNCIL  
OF GOVERNMENTS

SOUTH BAY REGIONAL  
HOUSING TRUST

By: \_\_\_\_\_  
Chair, SBCCOG Board of Directors

By: \_\_\_\_\_  
Chair, SBRHT Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**Exhibit “A” \_**  
**Scope of Trust Management Services**

- **Trust Management Support**
  - Coordinate Board meetings and prepare agenda materials
  - Support Board governance and administrative functions
  - Monitor and facilitate coordination with LACAHS
- **Accounting and Financial Administration**
  - Track expenditures, receipt of funding, and prepare checks
  - Support basic financial reporting and controls
- **Program and Policy Development**
  - Develop foundational policies and procedures
  - Facilitate Board discussions on the Trust Strategic Plan
  - Finalize funding program guidelines
  - Coordinate preparation of a Notice of Funding Availability (NOFA)
- **Oversight of Outside Contractors**
  - **Legal Services**
  - **Financial Analysis**
    - Transfer contractors from the SBCCOG doing financial analysis to the Trust
    - Review and evaluate potential development proposals
    - Provide underwriting support and funding recommendations
  - Any others?
- Any other task directed by the Trust Board of Directors that is necessary for the successful operation of the Trust and implementation of the Trust Purpose

**Budget**

**Total budget:** \$390,000

**Staff time:** hourly rates will vary by individual but shall be calculated based on annual salary plus benefits divided by 2080 (hours/year).

**Other Administrative costs:** costs 100% associated with the management services, such as specific information technology (IT) systems/software shall be billed completely to the Trust. Costs shared by the SBCCOG, such as general IT support, office supplies, or office space shall be billed proportionally to the Trust.

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## Agenda Item VI-A

# Direction for Accounting and Procurement Policies and Procedures

# South Bay Regional Housing Trust

AGENDA ITEM: VI-A

May 21, 2026

**TO:** SBRHT Board of Directors  
**FROM:** Jacki Bacharach, Interim Trust Executive Director  
**SUBJECT:** Questions re: Accounting Policies and Procedures & Procurement/Purchasing Policies

## **RECOMMENDED ACTION:**

PROVIDE DIRECTION FOR ACCOUNTING POLICIES AND PROCEDURES TO BE BROUGHT BACK FOR ADOPTION AT THE JUNE MEETING

## **BACKGROUND:**

Financial/Accounting policies:

### Signatures:

1. Signature authority – None for staff? Chair and Vice Chair only? – I don't have signature authority for the SBCCOG just the board members – but there are 4 potential signers which is good in case someone is out of town. 2 doesn't seem like enough potential signers.
2. 1 signature for \$10,000 or less and 2 signatures for over that? Is that a good threshold amount?

### Approvals:

3. Approval of all expenses by board? and how to be done if board doesn't meet monthly or if an urgency item? Give officers the authority to approve and report to next Board meeting?
4. Non-budgeted expenses – approval?
5. Trust Manager will be Ronson and I will be Executive Director. Should the policy state that approvals up to a certain amount can be delegated to Trust Manager?
6. Should the board approve all expenditures above a certain level – ex. \$50,000 (in draft we received but it seems high to me)
7. Should the board authorize the Executive Director (with Trust Manager) to review and approve all grant agreements subject to legal review? I would think the Board should approve all grant agreements???

Procurement/Purchasing policies:

8. \$100 - \$4,999.99: informal comparison from 3+ vendors where feasible by phone or internet?
9. \$5,000 - \$25,000: written informal proposals from 3+ vendors?
10. \$25,000 - \$50,000: written formal proposals from 3+ vendors?
11. \$50,000+: formal competitive bid process/RFP?
12. Any threshold for Executive Director? SBCCOG allows for contracts/purchases of goods and services that are within budget and up to \$5,000 to be made by the Executive Director and then approved by Steering Committee

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Agenda Item VI-D  
Trust Housing Programs

# South Bay Regional Housing Trust

AGENDA ITEM: VI-D

May 21, 2026

**TO:** SBRHT Board of Directors  
Jacki Bacharach, Interim Trust Executive Director

**FROM:** Grant Henninger, CivicHome

**SUBJECT:** SBRHT Program Options

## **BACKGROUND:**

Affordable housing trusts in California typically offer one or more financing programs across a range of possible programs. Programs are typically focused on either affordable rental housing, or financing products for affordable homeownership. For affordable rental housing, programs may include soft loans for gap financing, acquisition and predevelopment loans, or accessory dwelling unit loans. For affordable homeownership, programs may include down payment assistance, equity investments, or interest rate buydowns.

This memo briefly explains each of the possible programs the South Bay Regional Housing Trust (SBRHT) could pursue, for both affordable rental housing and homeownership programs. There are other programs that could be created, but this memo is limited to programs that others are implementing instead of trying to create something entirely new right out of gate.

Which programs a trust pursues is often a factor of the allowable uses of the funding sources a trust has access to, and the needs of the communities a trust serves. Since the SBRHT will be receiving both Production, Preservation, and Ownership (PPO) – New Construction and PPO – Flex funds from the Los Angeles County Affordable Housing Solutions Agency (LACAHS), certain programs described below can only be funded using PPO – Flex funds and not PPO – New Construction funds. Specifically, Preservation Loans can only be funded with PPO – Flex funds, and all homeownership programs will be difficult to fund using PPO – New Construction due to timing issues.

## **Affordable Rental Housing Programs**

### **Residual Receipts Soft Loan**

A Residual Receipts Soft Loan Program is intended to provide gap financing for new construction multifamily affordable housing developments. A residual receipts soft loan would provide long-term debt financing during construction and operations of the affordable community for projects that are primarily being financed with Low Income Housing Tax Credits, tax-exempt bonds, and other affordable housing financing programs provided through the Federal, State and County governments.

The size of loans under a residual receipts soft loan can vary substantially. Typically, programs like this will provide an overall maximum loan amount somewhere between \$2.5 and \$10 million, and provide a per-unit loan limit based on unit size and income restrictions. These per-unit loan limits can be adjusted to provide a higher subsidy amount for the types of units and incomes that are most in need in the region.

Income limits for residents of affordable housing communities funded through a residual receipts soft loan program will largely be based on the program's funding sources and the needs of the community. These income limits will be enforced through a regulatory agreement recorded against the property. Typically, these income limits are in place for a minimum of 55 years.

Loans would be repaid through residual receipts, or the amount of rental revenue remaining after all other project expenses are paid. Typically, residual receipt loans of this nature carry 3% simple interest for a loan term of 55 years, starting from the conversion from construction to permanent financing. (Conversion to permanent financing happens after the project has completed construction and has been fully leased up for at least three months.) It would be expected that these loans will not start to be repaid until the project has been in operation for ten to fifteen years, and that the majority of the loan repayment will not happen until the last two decades of the loan term. However, some projects may repay the loan early during a refinancing event that typically happens around year 15 of operations. If loans are repaid early, the income restrictions for the affordable units will remain in place for the remainder of the original term of the loan.

Eligible borrowers include both non-profit and for-profit affordable housing developers with a strong track record of building and operating affordable communities. Borrowers may be partnerships made up of one or more experienced affordable housing developers, along with less experienced developers, investors, or other entities that will be a part of the ownership and management structure of the borrower.

### **Acquisition and Predevelopment Loans**

Acquisition and predevelopment loans provide funds to developers for the purchase of real estate for the future development of affordable housing, and to cover the expenses associated

with getting a project under construction, including entitlement and environmental review, architecture and engineering, financing applications, and legal expenses.

Unlike residual receipt soft loans, both acquisition and predevelopment loans are relatively short term (i.e. less than five years), and are repaid upon the commencement of construction for the project. Additionally, acquisition and predevelopment loans typically carry a higher interest rate than soft loans, but still below market rate.

Loan amounts for acquisition loans tend to vary based on the cost of land in a Trust's service area. Areas with higher land costs typically allow for higher acquisition loan amounts. However, in very expensive areas, the amount of funding available to the Trust is often the limiting factor regarding the maximum loan amount.

Predevelopment loans typically are limited to between \$750,000 and \$1.5 million. These loans are typically not secured against the property, and are therefore significantly more risky than other forms of lending that Trust's typically participate in. If a project does not move forward, the predevelopment loan is typically forgiven or only partially repaid.

### **Preservation Loans**

Preservation loans are intended to ensure that existing affordable housing remains affordable. This can either be for affordable apartments that are at risk of losing their existing deed restrictions, or for naturally occurring affordable housing that is at risk of increased rents due to market demands.

Other than the focus and eligible uses, preservation loans are otherwise the same as residual receipts soft loans.

### **Accessory Dwelling Unit Loans**

In the past several years, California has increasingly turned to Accessory Dwelling Units (ADUs) as a mainstay of housing production in the State. ADUs are independent homes built on lots with existing homes. These can be built on lots with single-family homes, apartments, or even commercial uses.

Trusts can provide forgivable loans to property owners who are seeking to build an ADU in exchange for putting a deed restriction limiting the rent that can be charged for the ADU to a level that would be affordable to a lower income household for a period of time. These funds are structured as a loan instead of a grant so that the Trust has a greater range of remedies in the event that the homeowner does not rent the ADU to a lower income household.

ADU loan amounts can vary significantly, typically between \$50,000 and \$150,000. The term of the loan, and the restricted rent period is also flexible, but typically around 15 or 20 years. At the end of the term of the loan, the loan is forgiven.

The challenge with ADU loans is that the Trust becomes a lender to individual homeowners, and therefore needs to comply with all retail mortgage lending requirements. These requirements are a significant amount of up-front administrative work, and carry legal risks to the Trust if they are not fulfilled correctly.

## **Homeownership Programs**

### **Down Payment Assistance**

Down payment assistance programs help moderate and lower income households buy a home. There are a couple of different ways to structure downpayment assistance, but the most common one is as a silent second mortgage. This allows homebuyers to reduce the amount they're borrowing through their first mortgage, and as a result lowering their monthly payments. The down payment assistance loan will typically be forgiven after a certain number of years, repaid based on the household's actual income, or repaid on a prorated basis if the home is sold before the end of the term of the loan.

Just like with ADU loans, the Trust becomes a lender to individual homeowners, and therefore needs to comply with all retail mortgage lending requirements. These requirements are a significant amount of up-front administrative work, and carry legal risks to the Trust if they are not fulfilled correctly.

### **Interest Rate Buydown**

An interest rate buydown program would enable a Trust to help moderate and lower income households to reduce their monthly housing expenses by buying down the interest rate of their mortgage when buying a home. An interest rate buydown is typically structured as a grant to the homeowner that is paid directly to the mortgage lender at the time of loan closing. Interest rate buydowns are only effective in high interest rate environments, and when the affordability of the home is close to what the household could afford without the buydown.

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Agenda Item VI-F  
SBRHT Logo Options

# South Bay Regional Housing Trust

AGENDA ITEM: VI-F

May 21, 2026

**TO:** SBRHT Board of Directors

**FROM:** Jacki Bacharach, Interim Trust Executive Director  
Colleen Farrell, SBCCOG Senior Project Manager – Communications

**SUBJECT:** Proposed Branding for South Bay Regional Housing Trust

## RECOMMENDED ACTION:

CREATE A LOGO THAT FEATURES ONE TO THREE COLORS THAT ARE COMPLIMENTARY, BUT DISTINCTIVE FROM THE SBCCOG'S PRIMARY COLOR PALETTE AND INCLUDES A COASTAL MOTIF THAT ALIGHTS WITH THE SOUTH BAY'S COAST-ADJACENT LOCATION.

## BACKGROUND:

The South Bay Regional Housing Trust as a new agency needs to establish a brand presence. To accomplish this, a logo needs to be created as the keystone to an eventual larger brand kit. A brand kit will provide a centralized collection of consistent visual assets that ensure a professional, cohesive brand identity across all platforms.

## LOGO CONSIDERATIONS:

**Number of Colors:** Limiting colors in a logo to two or three colors is important to ensure high recognition, improve memorability and versatility across different media, while promoting an uncluttered and professional appearance. Logos with fewer colors are easier and less expensive to print, reproduce, and display across various platforms. It also allows a brand to stand out in a crowded marketplace.

**Color Ratio:** The most effective color ratio for logos is 60-30-10 (60% dominant, 30% secondary, and 10% accent) to ensure visual balance and prevent a chaotic appearance. For simplicity and memorability, many of the world's most effect logos use only one or two colors.



### **SBCCOG Colors/Fonts or Complimentary Colors/Fonts:**

The board should consider whether it wants to use colors and fonts from the SBCCOG brand kit, those that are complimentary, or completely new colors/fonts.

When selecting brand colors, color psychology can be important to consider.

### **Applying Color Psychology:**

- **Red:** power, energy, stimulation, love, action, stop, strength
- **Orange:** motivation, positivity, enthusiasm, playfulness, happiness, confidence
- **Yellow:** optimism, happiness, warmth, cheerfulness, bright, confidence, joy, inspiration
  - \*Yellow is the easiest color to visibly see and the first color that infants respond to
- **Green:** balance, harmony, growth, nature, rest, peace, life, health, money, luck
- **Blue:** trust, dependability, responsibility, calm, strength, mentally soothing
  - \* Blue is often the most liked color of both men and women. Although, it is also one of the last colors to be seen
- **Purple:** imagination, creativity, spirituality, royalty, magic, mystery, courage
- **Pink:** femininity, sophistication, romance, sincerity, joy, creativity, calmness
- **Gold:** divine, luxury, expensive, radiant, valuable, refined, prestigious, wisdom
- **Brown:** earthy, grounded, wholesome, secure, traditional. Warm, reliable, natural
- **Black:** boldness, formality, mystery, luxuriousness, strength, seriousness

EXAMPLE SBRHT LOGOS:

1.



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10.



**PEER COMPARISONS**



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