

**REGULAR MEETING AGENDA - ORANGE COUNTY HOUSING FINANCE TRUST**

**WEDNESDAY, JUNE 8, 2022 - 10:00 A.M.**

**MEETING WILL BE HELD VIA TELECONFERENCE/VIDEOCONFERENCE ONLY**

**DOUG CHAFFEE**

Chairman

**STEPHEN FAESSEL**

Vice Chairman

**DON BARNES**

Director

**LISA A. BARTLETT**

Director

**JAMEY FEDERICO**

Director

**SHARI FREIDENRICH**

Director

**FRED JUNG**

Director

**DAVID PENALOZA**

Director

**ED SACHS**

Director

Trust Manager

**Adam Eliason**

Trust Counsel

**Lauren Kramer**

Clerk of the Trust

**Robin Stieler**

**GUIDANCE FOR PUBLIC ACCESS TO REDUCE RISK OF COVID-19:** On September 16, 2021, Governor Gavin Newsom signed into law Assembly Bill 361 authorizing a local legislative body to hold public meetings via teleconferencing and make public meetings accessible telephonically or electronically to all members of the public due to the State of Emergency resulting from the threat of Novel Coronavirus (COVID-19). To ensure the safety of the Commissioners and staff, and for the purposes of limiting the risk of COVID-19, in-person public participation at this meeting of the Commission will not be permitted. This meeting will be held via Zoom. Members of the public can listen to and participate in the live meeting by accessing the following:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88629029046?pwd=MDhnaGJ3L3JNOG10OG4zNVBrYjVhQT09>

Passcode: 746778

Or One tap mobile :

US: +16699009128,,88629029046# or +12532158782,,88629029046#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 886 2902 9046

Members of the public may address the Commission regarding any item in one of two ways:

1. Real-time Comment – To provide a real-time public comment during the meeting, please access the Zoom information identified above. Speakers will be recognized by the Commission Chair at the time the agenda item is to be considered. If attending virtually via Zoom, use the hand-raise icon to be called on for public comment, and if calling in via telephone, dial \*9. A speaker's comments shall be limited to three minutes. Anyone causing disruption can be removed from the meeting at the discretion of the Chair.

2. Written Comment – The Commission is also accepting public comments to be submitted by emailing them to [aeliason@ochft.org](mailto:aeliason@ochft.org). The comments will be distributed to all of the Directors and read into the record. If you wish to comment on a specific agenda item, please identify the item in your email. General public comments will be addressed during the general public comment item on the agenda. In order to ensure that staff has the ability to provide comments to the Directors in a timely manner, please submit your

comments by 12:00 p.m. on June 7, 2022. Public comments will be made available to the public upon request. In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Clerk of the Board's Office 72 hours prior to the meeting at (714) 834-2206

Except as otherwise provided by law, no action shall be taken on any item not appearing in the agenda. When addressing the Orange County Housing Finance Trust, please state your name for the record prior to providing your comments.

*All supporting documentation is available for public review online at:  
www.OCHFT.org and in the office of the Clerk of the Board of Supervisors located in the  
Hall of Administration Building, 333 W. Santa Ana Blvd., 10 Civic Center Plaza, Room 465,  
Santa Ana, California 92701 during regular business hours,  
8:00 a.m. - 5:00 p.m., Monday through Friday.*

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **CONSENT CALENDAR ITEMS (Item 1):**

1. Approve Orange County Housing Finance Trust minutes from the May 18, 2022, meeting

## **DISCUSSION ITEMS (Item 2):**

*At this time, members of the public in attendance may ask the Board to be heard, and emails received by members of the public will be read into the record on the following items as those items are called.*

2. Adopt resolution finding that, due to the proclaimed state of emergency arising from the Novel Coronavirus (COVID-19) and local officials continued recommended measures to promote social distancing, it is necessary for Directors to participate in the meetings via teleconferencing

## **HOUSING TRUST MANAGER REPORT (Item 3):**

3. Oral Report from the Housing Trust Manager

## **PUBLIC COMMENTS:**

*At this time members of the public may address the Trust, and emails received by deadline will be read into record on any matter not on the agenda but within the jurisdiction of the Trust. The Trust or Chair may limit the length of time each individual may have to address the Trust, and emails received are to be read.*

## **DIRECTOR COMMENTS:**

## **ADJOURNED:**

**NEXT MEETING:** June 22, 2022, at 10:00 a.m.

**Agenda Item 1**  
**Minutes – May 18, 2022**

**REGULAR MEETING SUMMARY ACTION MINUTES  
ORANGE COUNTY HOUSING FINANCE TRUST**

**WEDNESDAY, MAY 18, 2022, 10:00 A.M.**

**DOUG CHAFFEE**  
Chairman

**STEPHEN FAESSEL**  
Vice Chairman

**DON BARNES**  
Director

**LISA A. BARTLETT**  
Director

**JAMEY FEDERICO**  
Director

**SHARI FREIDENRICH**  
Director

**FRED JUNG**  
Director

**DAVID PENALOZA**  
Director

**ED SACHS**  
Director

Trust Manger  
Adam Eliason

Trust Counsel  
Lauren Kramer

Clerk of the Trust  
Robin Stieler

**ATTENDANCE:** Directors Barnes, Chaffee, Faessel, Federico, Freidenrich, Jung, Penaloza and Sachs  
(Members Faessel, Freidenrich, Jung, Penaloza and Sachs participated via Zoom)

**ABSENT:** Director Bartlett

**PRESENT:** Trust Counsel  
Clerk of the Trust

Lauren Kramer  
Valerie Sanchez, Chief Deputy

**CALL TO ORDER**

The Chairman called the meeting to order at 10:03 a.m.

**PLEDGE OF ALLEGIANCE**

Chairman Chaffee led the pledge of allegiance

**ROLL CALL**

The Clerk called the roll and confirmed quorum

**CONSENT CALENDAR (Items 1-2)**

1. Approve Orange County Housing Finance Trust minutes from the February 4, 2022 meeting  
**ON THE MOTION OF CHAIRMAN CHAFFEE, SECONDED BY DIRECTOR BARNES, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARTLETT BEING ABSENT, APPROVED THE ORANGE COUNTY HOUSING FINANCE TRUST MINUTES FROM THE FEBRUARY 4, 2022 MEETING**
2. Approve Orange County Housing Finance Trust minutes from the April 27, 2022 meeting  
**ON THE MOTION OF CHAIRMAN CHAFFEE, SECONDED BY DIRECTOR BARNES, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARTLETT BEING ABSENT, APPROVED THE ORANGE COUNTY HOUSING FINANCE TRUST MINUTES FROM THE APRIL 27, 2022 MEETING**

**DISCUSSION ITEMS (Item 3-11):**

3. Adopt Resolution finding that, due to the proclaimed state of emergency arising from the Novel Coronavirus (COVID-19) and local officials continued recommended measures to promote social distancing, it is necessary for Directors to participate in the meetings via teleconferencing  
**ON THE MOTION OF CHAIRMAN CHAFFEE, SECONDED BY DIRECTOR BARNES, BY A VOTE OF 7 TO 1, WITH DIRECTOR FEDERICO VOTING NO AND DIRECTOR BARTLETT BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED**  
*RESO: 22-006-OCHF*
4. Receive and file Federal and State funding advocacy update from Townsend Public Affairs  
**RECEIVED AND FILED STATE AND FEDERAL FUNDING ADVOCACY UPDATE FROM CORI TAKKINEN OF TOWNSEND PUBLIC AFFAIRS**
5. Approve the revised Orange County Housing Finance Trust Procurement Policy  
**ON THE MOTION OF CHAIRMAN CHAFFEE, SECONDED BY DIRECTOR FEDERICO, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARTLETT BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED**
6. Authorize the Trust Manager to execute a revised funding letter of commitment extending the funding expiration date for the Orchard View Senior Gardens to March 31, 2023  
**ON THE MOTION OF DIRECTOR BARNES, SECONDED BY CHAIRMAN CHAFFEE, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARTLETT BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED**
7. Adopt resolution authorizing Trust Manager to apply for Local Housing Trust Fund (LHTF) program, execute Local Housing Trust Fund standard agreement and any subsequent amendments or modifications as well as any other documents related to the Program or the Local Housing Trust Fund program; and authorize the Trust Manager to work with the Trust's lobbyist to pursue legislative remedy related to eligibility to apply for Local Housing Trust Fund program  
**ON THE MOTION OF DIRECTOR BARNES, SECONDED BY DIRECTOR FEDERICO, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARTLETT BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED**  
*RESO: 22-007-OCHF*

8. Approve the 2022 Orange County Housing Finance Trust Notice of Funding Availability (NOFA) projects for project funding; waive Meadows project capitalized operating subsidy reserve; and authorize Trust Manager to execute a contingent Letter of Intent to funding awardees  
**ON THE MOTION OF DIRECTOR BARNES, SECONDED BY DIRECTOR PENALOZA, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARTLETT BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED**
9. Approve FY 2021-2022 Orange County Housing Finance Trust budget adjustment to increase management and administrative services for CivicStone, LLC (\$45,000 increase; new total \$285,000), County Counsel (\$42,000 increase; new total \$82,000), County Treasurer (\$6,250 increase; new total \$6,250) and County Auditor-Controller (\$4,500 increase; new total \$12,000)  
**ON THE MOTION OF DIRECTOR BARNES, SECONDED BY CHAIRMAN CHAFFEE, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARTLETT BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED**
10. Approve waiver of City Member contributions for FY 2022-23; and approve Orange County Housing Finance Trust FY 2022-23 Budget  
**ON THE MOTION OF DIRECTOR FEDERICO, SECONDED BY DIRECTOR BARNES, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARTLETT BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED**
11. Consider and select Option A or B: (A) Approve extension of agreement with CivicStone, LLC for management and administrative services, ending December 31, 2022 (\$130,000), authorize negotiation of sole source agreement with CivicStone, LLC for management and administrative services for a three-year term and return to the Board for approval; or (B) Approve a twelve-month extension of agreement with CivicStone, LLC for management and administrative services, ending June 30, 2023 (\$260,000), direct staff to issue a Request for Proposal for Trust management services and return to the Board for approval  
**ON THE MOTION OF DIRECTOR FEDERICO, SECONDED BY DIRECTOR BARNES, BY A VOTE OF 8 TO 0, WITH DIRECTOR BARTLETT BEING ABSENT, THE BOARD APPROVED ITEM AS RECOMMENDED WITH THE SELECTION OF OPTION A**

**HOUSING TRUST MANAGER REPORT (Item 12)**

12. Oral Report from the Housing Trust Manager  
**POINT IN TIME COUNT DATA INDICATES A 16.6% DECREASE IN HOMELESSNESS SINCE 2019 COUNT; THE TRUST IS PART OF THE SOLUTION TO SEE THESE NUMBERS CONTINUE TO DECREASE; THERE ARE 756 AFFORDABLE AND PERMANENT SUPPORTIVE HOUSING UNITS CURRENTLY UNDER CONSTRUCTION WITH ANOTHER 248 UNITS IN THE PROCESS OF SECURING CONSTRUCTION LOANS**

**PUBLIC & TRUST COMMENTS:**

PUBLIC COMMENTS: None

**DIRECTOR COMMENTS:**

**Chairman Chaffee** – Oral re: With no city member contributions to cover the administrative costs of the trust, more cities may decide to jump in; the more cities that join the trust the stronger the lobbying efforts will be

**Orange** | Housing  
**County** | Finance  
Trust

**Director Freidenrich** – Oral re: Legislation AB1850 related to affordable housing may have impacts on revenue coming in, trust may need to review to determine any impacts to County or member cities

**ADJOURNED:** 11:47 a.m.

**NEXT MEETING:** June 8, 2022 at 10:00 a.m.

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***DOUG CHAFFEE***  
*Chair, Orange County Housing Finance Trust*

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***ROBIN STIELER***  
*Clerk of the Orange County Housing Finance Trust*

## Agenda Item 2

Resolution to allow meetings  
via teleconferencing



**REQUEST FOR ORANGE COUNTY HOUSING FINANCE TRUST (OCHFT) BOARD ACTION**

**MEETING DATE:** June 8, 2022

**SUBJECT:** Adopt resolution finding that, due to the proclaimed state of emergency arising from the Novel Coronavirus (COVID-19) and local officials continued recommended measures to promote social distancing, it is necessary for Directors to participate in the meetings via teleconferencing.

**RECOMMENDED ACTION:**

ADOPT RESOLUTION FINDING THAT, DUE TO THE PROCLAIMED STATE OF EMERGENCY ARISING FROM THE NOVEL CORONAVIRUS (COVID-19) AND LOCAL OFFICIALS CONTINUED RECOMMENDED MEASURES TO PROMOTE SOCIAL DISTANCING, IT IS NECESSARY FOR DIRECTORS TO PARTICIPATE IN THE MEETINGS VIA TELECONFERENCING.



Adam B. Eliason, Manager

**SUMMARY:**

Adoption of the attached resolution will allow the Board of Directors to make certain findings in order to continue meet via teleconferencing so long as social distancing is recommended by local officials.

**DISCUSSION:**

The Orange County Housing Finance Trust (Trust) met on February 4, 2022, considered the circumstances surrounding the proclaimed state of emergency due to the COVID-19 pandemic and found that meeting in person would present imminent risk to the health and safety of its attendees. Subsequent to the initial finding, the Trust met on February 16, 2022, March 16, 2022, April 13, 2022, April 27, 2022, and May 18, 2022, to reconsider the proclaimed state of

emergency and found that meeting in person would continue to present imminent risk to the health and safety of its attendees. The County of Orange Health Officer revised his Orders and Strong Recommendations on March 24, 2022. As part of the revised Orders and Strong Recommendations, the Health Officer continues to strongly recommend social distancing for certain populations. During the subsequent meetings the Board reconsidered the proclaimed state of emergency, the Health Officer's strong recommendation and the ability to comply with that strong recommendation found that it was necessary for Directors to participate in the meetings via teleconferencing.

If adopted, the attached resolution would continue to comply with the requirements found in Government Code section 54953 (e) by considering the proclaimed state of emergency, the Health Officer's strong recommendation and the ability to comply with that strong recommendation.

ATTACHMENT:

Attachment A      Resolution

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE ORANGE COUNTY HOUSING FINANCE TRUST  
June 8, 2022**

WHEREAS, California Government Code section 54953 (e) authorizes local agencies to use teleconferencing without complying with certain requirements during a proclaimed state of emergency; and

WHEREAS, this Board reviewed and considered the circumstances of the current state of emergency due to COVID-19 on February 4, 2022 and found that meeting in person would present imminent risk to the health and safety of its attendees; and

WHEREAS, on February 4, 2022, this Board resolved that it would meet virtually in accordance with Government Code section 54953 (e) and adopted its regular meeting calendar accordingly; and

WHEREAS, on February 16, 2022, March 16, 2022, April 13, 2022, April 27, 2022, and May 18, 2022, this Board reconsidered the circumstances of the current state of emergency due to COVID-19 and found that meeting in person would present imminent risk to the health and safety of its attendees; and

WHEREAS, The County of Orange Health Officer revised his Orders and Strong Recommendations on March 24, 2022;

WHEREAS, as part of the revised Orders and Strong Recommendations, the Health Officer strongly recommended social distancing for “Vulnerable Populations,” consistent with the Centers for Disease Control guidelines; and

WHEREAS, this Board found that it was not possible for the entire Board of Directors to safely socially distance themselves from each other when conducting the business of the Orange County Housing Finance Trust during its regular meetings; and

WHEREAS, in order to meet virtually, this Board must also make certain findings no later than every 30 days; and

WHEREAS, this Board has presently reviewed and considered the circumstances of the State of Emergency due to COVID-19; and

WHEREAS, this Board has presently reviewed and considered manners by which they may be able to adhere to the Strong Recommendations of the Orange County Health Officer.

NOW, THEREFORE, BE IT RESOLVED that

1. The above findings and recitals are true and correct and are incorporated herein in full by this reference
2. The Orange County Housing Finance Trust Board of Directors has reconsidered the circumstances of the state of emergency and determines that, due to state or local officials continued imposition and/or recommend measures to promote social distancing, it cannot

safely adhere to the County of Orange Health Officer Orders and Strong Recommendations to socially distance; and

3. In order to adhere to the County of Orange Health Officer Orders and Strong Recommendations to socially distance, it is necessary for Directors to participate in the meetings via teleconferencing.