

# SUTTER COMMUNITY AFFORDABLE HOUSING

1455 BUTTE HOUSE ROAD  
YUBA CITY, CA 95993  
(530) 671-0220

June 17, 2020

TO:

Brynda Stranix, President	Sutter County Board of Supervisors
Gustavo Becerra, Secretary/Treasurer	City Council, Yuba City
Diane Hodges, Board Member	City Council, Live Oak
Richard Grant, Board Member	Brant Bordsen, Legal Counsel
Martha Griese, Board Member	Appeal-Democrat
Kimberly Butcher, Board Member	
Manny Cardoza, Board Member	
Suzanne Gallaty, Board Member	

## NOTICE OF REGULAR MEETING

June 23, 2020

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Tuesday, June 23, 2020, at 12:00 PM.**

**This meeting will be held via Zoom. The link is <https://zoom.us/j/94519598675>;  
Meeting ID: 945 1959 8675; call-in number is 1-669-900-6833.**



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Gustavo Becerra  
Secretary/Treasurer

# **SUTTER COMMUNITY AFFORDABLE HOUSING**

**Regular Meeting of Board of Directors**

**Via ZOOM**

**<https://zoom.us/j/94519598675>**

**Meeting ID: 945 1959 8675**

**Call-In number: 1-669-900-6833**

**Tuesday, June 23, 2020**

**12:00 NOON**

## AGENDA

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS: NONE
- E. EXECUTIVE SESSION: NONE  
May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
  - 1. Approval of Minutes – March 24, 2020 pg. 1
  - 2. Resolution 20-40, Town Center Senior Manor Collection Loss Write-Off pg. 3
  - 3. Resolution 20-41, Yolo/Heiken Collection Loss Write-Off pg. 5

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

4. Election of Officers

Gustavo Becerra, Board Member

I. ADMINISTRATIVE REPORT:

5. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken pg. 7

Tom Goodwin, Operations Manager

6. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor, and Yolo/Heiken pg. 8

Pattra Runge, Occupancy Manager

7. Finance Update pg. 9

Marco Cruz, Chief Financial Officer

8. Planning and Community Development Update pg. 11

Beckie Flores, Planning and Community Development Manager

J. DIRECTOR'S COMMENTS:

K. NEXT MEETING: July 28, 2020

L. ADJOURNMENT:

SUTTER COMMUNITY AFFORDABLE HOUSING  
Minutes  
Regular Board Meeting  
Via Teleconference  
March 24, 2020

1. Call to Order: President Brynda Stranix called the meeting to order via teleconference.
2. Roll Call: Board Members present were President Brynda Stranix, Members Gustavo Becerra, Manny Cardoza, Suzanne Gallaty, Martha Griese, Kimberly Butcher, Diane Hodges, and Richard Grant.

Others on the call: Marco Cruz, Chief Financial Officer, Pattra Runge, Occupancy Manager, Tom Goodwin, Operations Manager, Beckie Flores, Planning and Community Development Manager, Jennifer Ruiz, Executive Assistant/HR Coordinator

3. Pledge of Allegiance: NONE
4. Public Participation: NONE
5. Approval of Minutes – January 14, 2020: Board Member Manny Cardoza made a motion to approve the minutes of the January 14, 2020 meeting as submitted. Board Member Suzanne Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: President Brynda Stranix, Board Members Richard Grant,  
Manny Cardoza, Gustavo Becerra, Kimberly Butcher,  
Martha Griese, Diane Hodges, and Suzanne Gallaty

Nays: None  
Abstain: None  
Absent: None

6. Resolution 20-39 – Resolution, Waiver of Notice and Unanimous Consent to Action for New Haven SCAH, LLC: Planning and Community Development Manager Beckie Flores explained this resolution is authorizing the President to enter into all documents for the project.

Board Member Manny Cardoza made a motion to approve Resolution 20-39, Resolution, Waiver of Notice and Unanimous Consent to Action for New Haven SCAH, LLC. Board Member Kimberly Butcher made the second. The following roll call vote was taken:

Vote: Ayes: President Brynda Stranix, Board Members Richard Grant,  
Manny Cardoza, Gustavo Becerra, Kimberly Butcher,  
Martha Griese, Diane Hodges, and Suzanne Gallaty

Nays: None  
Abstain: None  
Absent: None

7. Approval of the FYE 2021 Operating Budget: Chief Financial Officer Marco Cruz went over the report provided in the packet. Board Member Cardoza recommended bringing back the budget in six months for review. Board Member Becerra explained staff provides quarterly updates including a financial update.

Board Member Manny Cardoza made a motion to approve the FYE2021 operating budget. Board Member Richard Grant made the second. The following roll call vote was taken:

Vote: Ayes: President Brynda Stranix, Board Members Richard Grant, Manny Cardoza, Gustavo Becerra, Kimberly Butcher, Martha Griese, Diane Hodges, and Suzanne Gallaty  
Nays: None  
Abstain: None  
Absent: None

8. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken: Operations Manager Tom Goodwin stated there was not a lot of change. He mentioned the number of work orders for Maple Park Phase 1 was up due to inspections being conducted on the property.
9. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor, and Yolo/Heiken: Occupancy Manager Pattra Runge shared all properties are fully leased and the waiting lists for Town Center and Kristen Court Phase 1 are currently open.
10. Finance Update: Mr. Cruz mentioned the Town Center year to date cumulative net income is in the negative due to outlays for roofing and cabling. He explained both Town Center and Yolo/Heiken projects are doing better than they were at this time last year.  
  
President Stranix asked that the current year and the past year reserve account balances be given and if there are any changes, give a brief explanation as to why.
11. Planning and Community Development Update: Ms. Flores explained there are a few new projects in the pipeline. She shared New Haven Court is due to close on construction financing by April 1, 2020 with construction starting shortly after. Ms. Flores stated Kristen Court Phase II is currently under construction with an estimated completion date of May 2020. She also said an application for MHP financing for Kristen Court Phase III was submitted and awards should be announced in June 2020.
12. Director's Comments: Board Member Suzanne Gallaty asked about the fire/security alarm system at Town Center Senior Manor. Mr. Goodwin stated the supplies have been received but due to the current situation with the Coronavirus the installation has been stalled and will happen once it is safe to do so.
13. Adjournment: The meeting was adjourned at 12:19 PM.

SUTTER COMMUNITY  
AFFORDABLE HOUSING

RESOLUTION 20-40

A RESOLUTION OF THE BOARD OF DIRECTORS OF SUTTER COMMUNITY AFFORDABLE HOUSING, INC. AUTHORIZING TOWN CENTER SENIOR MANOR COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$258.47

WHEREAS the Sutter Community Affordable Housing operates affordable housing projects Town Center and Yolo/Heiken pursuant to the laws of California and the City of Yuba City's Regulatory Agreement; and

WHEREAS operations of affordable housing includes the collection of monthly rental amounts; and

WHEREAS the Sutter Community Affordable Housing makes every attempt to collect outstanding balances; and

WHEREAS Exhibit A provides a list of uncollectible accounts for the period ending June 30, 2020 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Directors of the Sutter Community Affordable Housing

Authorizes the President to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$258.47.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Directors, passed and adopted this 23<sup>rd</sup> day of June 2020 by the following vote:

AYES:  
NAYS:  
ABSTAINED:  
ABSENT:

ATTEST:

\_\_\_\_\_  
Brynda Stranix, President

Town Center - Yuba City  
 Collection Loss Write Off  
 Period: June 2020

Tenant I.D.	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
T0001602*	506 Plumas St, #21	04/20/01	02/28/19	\$ 600.00	\$ -	\$ -	\$ 163.47	\$ -	\$ -	\$ 163.47	No
T0020394	506 Plumas St, #14	03/14/19	07/08/19	\$ -	\$ -	\$ -	\$ 95.00	\$ -	\$ -	\$ 95.00	No
										\$ 258.47	Total Write Off

*R*  
*6/10/20*

Deceased \*

Tenants listed with Payback Agreement's failed to honor the Agreement.

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

SUTTER COMMUNITY  
AFFORDABLE HOUSING

RESOLUTION 20-41

A RESOLUTION OF THE BOARD OF DIRECTORS OF SUTTER COMMUNITY AFFORDABLE HOUSING, INC. AUTHORIZING YOLO/HEIKEN COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$325.00

WHEREAS the Sutter Community Affordable Housing operates affordable housing projects Town Center and Yolo/Heiken pursuant to the laws of California and the City of Yuba City's Regulatory Agreement; and

WHEREAS operations of affordable housing includes the collection of monthly rental amounts; and

WHEREAS the Sutter Community Affordable Housing makes every attempt to collect outstanding balances; and

WHEREAS Exhibit A provides a list of uncollectible accounts for the period ending June 30, 2020 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Directors of the Sutter Community Affordable Housing

Authorizes the President to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$325.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Directors, passed and adopted this 23rd day of June 2020 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_

Brynda Stranix, President



**Yolo - Yuba City  
Collection Loss Write Off  
Period: June 2020**

<u>Tenant I.D.</u>	<u>Address</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
		<u>Move In</u>	<u>Move Out</u>								
T0004553	556 Yolo Street, YC	05/08/12	04/16/19	\$ 1,179.00	\$ 15.00	\$ -	\$ 310.00	\$ -	\$ -	\$ 325.00	No
				\$ 15.00	\$ -	\$ -	\$ 310.00	\$ -	\$ -	<b>\$ 325.00</b>	<b>Total Write Off</b>

*R*  
*6/17/20*

Deceased \*

Tenants listed with Payback Agreement's failed to honor the Agreement.

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

## Sutter Community Affordable Housing

DATE: June 23, 2020  
 TO: Board of Directors  
 FROM: Tom Goodwin, Operations Manager

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SUBJECT: Maintenance and Operations Update

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- Total work orders for January, February, March, 2020 were 258, break down as follows:
- Total number of work orders by projects:

Priority & Category	Maple Park	Town Center	Yolo	TOTAL
Emergency	14	2	1	17
Make Ready's	3	1		4
Routine	203	33	1	237
Scheduled				0
Pest		1		1
Cancelled				0
HQS	103			103
Total Property	323	37	2	362
Pending				0
Completed				0

Prepared By:

Tom Goodwin, Operations Manager

Submitted By:

Gustavo Becerra, Executive Director

**SUTTER COMMUNITY AFFORDABLE HOUSING  
STAFF REPORT**

Date: June 23, 2020  
To: Board of Directors  
From: Pattra Runge, Occupancy Manager

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SUBJECT: Quarterly Occupancy (Q4-2020) report for quarter ending March 31, 2020

RECOMMENDATION: None - Update Only

FISCAL IMPACT: None - Informational Only

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**Sutter Community Affordable Housing**


Development	Units Available	January	February	March
Town Center (Yuba City)	27	27	26	26
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	53	53	53
Kristen Court (Live Oak)	55	55	54	55

Currently, the following property waitlists are open: Town Center Senior Manor and Kristen Court. Vacancies continue to be filled within an approximate 30-day turn-around period.

Prepared by:

  
Pattra Runge  
Occupancy Manager  
Regional Housing Authority

Submitted by:

  
Gustavo Becerra  
Executive Director  
Regional Housing Authority

**SUTTER COMMUNITY AFFORDABLE HOUSING  
STAFF REPORT**

**Date:** June 23, 2020  
**To:** Board of Directors  
**From:** Marco Cruz, Chief Financial Officer

**SUBJECT:** Financial Review (April 2019-March 2020)

In order to continuously improve Sutter Community Affordable Housing's reporting, I've included summarized income statements and balance sheets into the Finance staff report. Operating Revenue will include revenue and expenses from regular tenant operations while Non-Operating Expenses includes Interest Expense and accounting items such as Accrued Interest and Depreciation. Non-Operating Expenses were not budgeted in 2019 and 2020. The 2021 budget will include the full amount of Non-Operating Expenses.

**Town Center Senior Manor**

**INCOME STATEMENT**

	Town Center Actual	Town Center Budget	Town Center Variance
REVENUE	\$197,175	\$193,011	\$4,165
OPERATING EXPENSES	\$156,496	\$162,394	\$5,899
OPERATING REVENUE	\$40,680	\$30,617	\$10,063
NON-OPERATING EXPENSES	\$153,800	\$12,592	(\$141,208)
NET INCOME	(\$113,120)	\$18,025	(\$131,145)

**BALANCE SHEET**

	March 2019 Balance	March 2020 Balance	Net Change
CASH	\$187,821	\$176,168	(\$11,653)
ACCOUNTS AND NOTES RECEIVABLE	\$1,395	\$3,228	\$1,833
OTHER CURRENT ASSETS	\$0	\$5,132	\$5,132
FIXED ASSETS (NET)	\$982,316	\$946,875	(\$35,441)
TOTAL ASSETS	\$1,171,532	\$1,131,403	(\$40,129)
CURRENT LIABILITIES	\$1,243,124	\$1,316,115	\$72,991
NONCURRENT LIABILITIES	\$1,996,956	\$1,996,956	\$0
RETAINED EARNINGS	(\$2,068,548)	(\$2,181,668)	(\$113,120)
TOTAL LIABILITIES AND EQUITY	\$1,171,532	\$1,131,403	(\$40,129)

For fiscal year 2020 Operating Income \$40,680 which was \$10,063 higher than budget. There was \$58,000 in capital improvements for Town Center's roofing.

**Yolo-Heiken**

**INCOME STATEMENT**

	Yolo-Heiken Actual	Yolo-Heiken Budget	Yolo-Heiken Variance
REVENUE	\$47,033	\$44,973	\$2,060
OPERATING EXPENSES	\$32,024	\$39,898	\$7,874
OPERATING REVENUE	\$15,009	\$5,075	\$9,934
NON-OPERATING EXPENSES	\$7,757	\$4,000	(\$3,757)
NET INCOME	\$7,252	\$1,075	\$6,177

**BALANCE SHEET**

	March 2019 Balance	March 2020 Balance	Net Change
CASH	\$12,928	\$28,190	\$15,262
ACCOUNTS AND NOTES RECEIVABLE	\$0	\$388	\$388
OTHER CURRENT ASSETS	\$0	\$741	\$741
FIXED ASSETS (NET)	\$161,390	\$153,633	(\$7,757)
TOTAL ASSETS	\$174,318	\$182,951	\$8,633
CURRENT LIABILITIES	\$3,690	\$5,071	\$1,381
NONCURRENT LIABILITIES	\$160,000	\$160,000	\$0
RETAINED EARNINGS	\$10,628	\$17,880	\$7,252
TOTAL LIABILITIES AND EQUITY	\$174,318	\$182,951	\$8,633

Yolo-Heiken's Operating Revenue was \$15,009 and also beat expectations by \$9,934. Cash improved by \$15,262. There were no capital expenditures in 2020.

**Maple Park (Phases 1 and 2) and Kristen Court**

Both projects are managed by co-developers, therefore, Sutter Community Affordable Housing maintains no revenue or expense statements.

**RESERVE ACCOUNTS:**

	March 2019	March 2020	Inc/(Decr)
TC Operations Reserve	\$41,372	\$63,438	\$22,066
TC Replacement Reserve	\$132,028	\$88,030	(\$43,998)
Yolo-Heiken Operating Reserve	\$12,505	\$23,672	\$11,167

Prepared by:

Submitted by:

  
\_\_\_\_\_  
Marco A. Cruz, Chief Financial Officer

  
\_\_\_\_\_  
Gustavo Becerra, Executive Director

**SUTTER COMMUNITY AFFORDABLE HOUSING  
STAFF REPORT**

**Date:** June 23, 2020  
**To:** Board of Directors  
**From:** Beckie Flores, Planning & Community Development Manager

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**SUBJECT:** Planning & Community Development (PCD) Department Update  
**RECOMMENDATION:** None.  
**FISCAL IMPACT:** Not applicable.

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**Departmental Updates:**

**New Haven Court Permanent Supportive Housing (Yuba City)** – Co-developer: Pacific West Communities; Number of units: 40; Target population: homeless and mentally disabled persons. Construction financing closed on April 1, 2020. The project is currently under construction with an estimated completion date of April, 2021.

**Kristen Court Phase II (Live Oak)** – Co-developer: Pacific West Communities; Number of units: 24; Target population: low-income families. Construction financing closed in September, 2019 and the project is currently under construction with an estimated completion date of August, 2020.

**Kristen Court Phase III (Live Oak)** – Co-developer: Pacific West Communities; Number of units: 32; Target population: low-income families. The Housing Authority is looking to commit project-based Housing Choice Vouchers to the development which is the third and final phase of the Kristen Court Apartments. PWC and RHA prepared an application for Multifamily Housing Program (MHP) funds in March, 2020. Awards are expected to be announced by the end of June, 2020.

Prepared by:



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Beckie Flores  
Planning & Community Development Manager

Submitted by:



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Gustavo Becerra  
Executive Director