

SUTTER COMMUNITY AFFORDABLE HOUSING

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

August 16, 2023

TO:

Brynda Stranix, President
Gustavo Becerra, Secretary/Treasurer
Diane Hodges, Board Member
Richard Grant, Board Member
Martha Griese, Board Member
Kimberly Butcher, Board Member
Manny Cardoza, Board Member
Suzanne Gallaty, Board Member

Sutter County Board of Supervisors
City Council, Yuba City
City Council, Live Oak
Brant Bordsen, Legal Counsel
Appeal-Democrat

NOTICE OF REGULAR MEETING August 22, 2023

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Tuesday, August 22, 2023, at 12:00 PM at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Secretary/Treasurer

SUTTER COMMUNITY AFFORDABLE HOUSING

**Regular Meeting of Board of Directors
Richland Neighborhood Center
420 Miles Avenue, Yuba City, CA 95991**

**Tuesday, August 22, 2023
12:00 PM**

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. Recommend Approval of Minutes – June 27, 2023

pg. 1

- G. OLD BUSINESS: Discussion/Possible Action: NONE
- H. NEW BUSINESS: Discussion/Possible Action:

2. Revised Resolution 23-53 – OD-Form 2-LLC, AHSC Loan Resolution of Richland Village SCAH, LLC pg. 3
Gustavo Becerra, Executive Director

I. ADMINISTRATIVE REPORT:

3. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken pg. 5
Tom Goodwin, Operations Manager
4. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor, and Yolo/Heiken pg.6
Pattra Runge, Occupancy Manager
5. Finance Update pg. 7
Marco Cruz, Chief Finance Officer
6. Planning and Community Development Update pg. 10
Gustavo Becerra, Executive Director

J. DIRECTOR'S COMMENTS:

K. NEXT MEETING: September 26, 2023

L. ADJOURNMENT:

SUTTER COMMUNITY AFFORDABLE HOUSING
Minutes
Regular Board Meeting
June 27, 2023

ITEM NO. A - CALL TO ORDER:

President Brynda Stranix called the meeting to order at 12:00 PM.

ITEM NO. A - ROLL CALL:

Board Members present were President Brynda Stranix, Members Gustavo Becerra, Diane Hodges, Kimberly Butcher, Martha Griese, and Manny Cardoza. Vice-President Suzanne Gallaty and Board Member Richard Grant were absent.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

President Brynda Stranix led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1-F.2. - CONSENT CALENDAR:

Board Member Manny Cardoza made a motion to approve the Consent Calendar as submitted. Board Member Martha Griese made the second. The following roll call vote was taken:

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

Nays: None

Abstain: None

Absent: Vice-President Suzanne Gallaty and Board Member
Richard Grant

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.3. – RESOLUTION 23-53 – OD FORM 2-LLC, AHSC LOAN RESOLUTION OF RICHLAND VILLAGE SCAH, LLC:

Board Member Gustavo Becerra stated this resolution allows the acceptance of the funds. He mentioned funding is becoming harder to find but staff continue to look. Mr. Becerra shared there is a possibility that staff will be applying for Joe Serna funds to help close the funding gap.

Board Member Manny Cardoza made a motion to approve OD Form 2-LLC, AHSC Loan Resolution of Richland Village SCAH, LLC. Board Member Diane Hodges made the second. The following roll call vote was taken:

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

ITEM NO. I.4. – 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 there were 186 work orders for the reporting quarter.

ITEM NO. I.8. – OCCUPANCY/ELIGIBILITY UPDATE ON MAPLE PARK PHASE 1, KRISTEN COURT PHASE 1, TOWN CENTER SENIOR MANOR, AND YOLO/HEIKEN:

Occupancy Manager Pattra Runge said the Town Center waiting list is closed and staff will be doing a purge of the current list. She explained that a parking policy for Town Center has been implemented and all residents have signed off on the policy.

ITEM NO. I.10. – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Board Member Gustavo Becerra said Kristen Court Phase III was issued a certificate of occupancy in April and residents have started to move in. He shared \$1.2 million was committed to Richland Village by the California Energy Commission's BUILD program. Mr. Becerra stated the Garden Grove project is fully entitled. He mentioned there is a potential to build 16 units on Plumas Street in Yuba City, CA.

Mr. Becerra explained the Regional Housing Authority has jurisdiction over the Housing Choice Voucher program in four counties; Sutter, Yuba, Colusa and Nevada. He stated there are approximately appropriations for 2,000 vouchers. Mr. Becerra said included in that count are special vouchers for specific groups such as VASH (homeless Veterans), Emergency Housing Vouchers, and Mainstream vouchers (disabled persons, ages 18-61). He also mentioned there are approximately 600 Project Based Vouchers being used for specific projects such as New Haven Court and Cedar Lane PSH.

ITEM NO. J – DIRECTOR'S COMMENTS:

Board Member Manny Cardoza stated there will be fireworks this year on the 4th of July.

ITEM NO. K – NEXT MEETING: July 25, 2023

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:01 PM.

SUTTER COMMUNITY AFFORDABLE HOUSING

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

REVISED RESOLUTION 23-53

RESOLUTION OF THE MEMBER OF RICHLAND VILLAGE-~~SCAH, LLC~~SCAH, LLC

The sole Member of Richland Village-SCAH, LLC, a California Limited Liability Company (the "Limited Liability Company"), hereby consents to adopt and ratify the following resolutions:

Affordable Housing & Sustainable Communities Program

WHEREAS, the Strategic Growth Council ("SGC") and the State of California Department of Housing and Community Development (the "Department") has issued a Notice of Funding Availability under its Affordable Housing & Sustainable Communities Program (the "AHSC") dated February 26, 2021, and

WHEREAS, the Limited Liability Company is authorized to do business in the State of California, and it is in the best interests of the Limited Liability Company and its Member for the Limited Liability Company to act as the Managing General Partner of Richland Village LP, a California limited partnership (the "Borrower"); and

WHEREAS, the Borrower has either received, or been assigned, a conditional commitment of funds under the above-described Notice of Funding Availability.

NOW, THEREFORE, IT IS RESOLVED: That the Limited Liability Company is hereby authorized to act as the Managing General Partner of the Borrower in connection with the Department's loan of funds to the Borrower pursuant to the above-described Notice of Funding Availability in an amount not to exceed \$~~17,422,575~~17,422,575,000.00 (the "AHSC Loan")

RESOLVED FURTHER: That in connection with the Borrower's AHSC Loan, the Limited Liability Company is authorized and directed to enter into, execute, and deliver, as the Managing General Partner of the Borrower, a State of California Standard Agreement, and any and all other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of the above resolution, in order to evidence the AHSC Loan, the Borrower's obligations related thereto, and the Department's security therefore; including, but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents required by the Department as security for, evidence of or pertaining to the AHSC Loan, and all amendments thereto (collectively, the "AHSC Loan Documents").

RESOLVED FURTHER: That Brynda Stranix, President, Sutter Community Affordable Housing (SCAH), its sole Member, or in the absence or unavailability of the aforementioned, Gustavo Becerra, the Secretary/Treasurer of SCAH, each, acting alone, is hereby authorized to

execute the AHSC Loan Documents, and any amendment or modifications thereto, on behalf of the Limited Liability Company as the Managing General Partner of the Borrower.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this ~~22nd~~^{7th} Day of ~~August~~^{June} 2023, by the following vote:

AYES: ~~President Brynda Stranix, Directors Gustavo Becerra, Diane Hodges, Martha Giese, Manny Cardoza, and Kimberly Butcher~~

NAYS: NONE

ABSTAINED: NONE

ABSENT: ~~Vice-President Suzanne Gallaty and Director Richard Grant~~

VACANCIES: One

CERTIFICATE OF THE MEMBERS

The undersigned, Gustavo Becerra, Secretary/Treasurer of Sutter Community Affordable Housing here before named, does hereby attest and certify that the forgoing is a true and full copy of a resolution of Sutter Community Affordable Housing adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

Signature _____

Date ~~August~~^{June} ~~22~~²⁷, 2023 _____

Name Gustavo Becerra _____

Title Secretary/Treasurer _____

Sutter Community Affordable Housing

DATE: August 22, 2023
 TO: Board of Directors
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders for April, May, June 2023 were 132. Break down as follows:
- Total number of work orders by projects:

Priority & Category	Maple Park	Town Center	Yolo	TOTAL
Emergency	9	13	2	24
Make Ready's	1	1		2
Routine	93	21	6	120
Scheduled				0
Pest		2	1	3
Cancelled		1		1
HQS	38			38
Total Property	103	35	8	146
Pending	9	3	2	14
Completed	94	32	6	132

Prepared By:

Tom Goodwin

Tom Goodwin, Operations Manager

Submitted By:



Gustavo Becerra, Executive Director

SUTTER COMMUNITY AFFORDABLE HOUSING

STAFF REPORT


Date: August 22, 2023
To: Board of Directors
From: Pattra Runge, Occupancy Manager

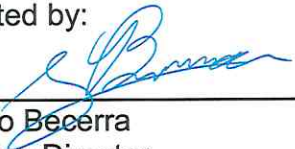
SUBJECT: Quarterly Occupancy (Q1 2023-2024) report for quarter ending June 30, 2023
RECOMMENDATION: None - Update Only
FISCAL IMPACT: None - Informational Only

Sutter Community Affordable Housing

Development	Units Available	Units Leased April	Units Leased May	Units Leased June
Town Center (Yuba City)	27	26	27	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	52	54	54
Kristen Court I (Live Oak)	55	54	54	50
Kristen Court II (Live Oak)	24	24	22	23
Kristen Court III (Live Oak)	32	26	32	30
New Haven Court (Yuba City)	39	36	34	36

Currently, the following property waitlists are open: Kristen Court (all phases). 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: August 22, 2023
To: Board of Directors
From: Marco Cruz, Chief Financial Officer

SUBJECT: Financial Review (April 2023-June 2023)

Town Center Senior Manor

INCOME STATEMENT APRIL-JUNE

	Town Center Actual	Town Center Budget	Town Center Variance
REVENUE	\$69,184	\$65,904	\$3,280
OPERATING EXPENSES	\$54,648	\$85,269	\$30,621
OPERATING REVENUE	\$14,536	(\$19,365)	\$33,901
NON-OPERATING EXPENSES	\$0	\$24,489	\$24,489
NET INCOME	\$14,536	(\$43,854)	\$58,390

TOWN CENTER BALANCE SHEET

	Mar 2023 Balance	Jun 2023 Balance	Net Change
CASH	\$303,394	\$324,621	\$21,227
ACCOUNTS AND NOTES RECEIVABLE	\$23,371	\$21,242	(\$2,129)
OTHER CURRENT ASSETS	\$8,214	\$5,492	(\$2,722)
FIXED ASSETS (NET)	\$681,581	\$681,581	\$0
TOTAL ASSETS	\$1,016,560	\$1,032,936	\$16,376
CURRENT LIABILITIES	\$1,486,565	\$1,488,406	\$1,841
NONCURRENT LIABILITIES	\$1,996,956	\$1,996,956	\$0
RETAINED EARNINGS	(\$2,466,961)	(\$2,452,426)	\$14,535
TOTAL LIABILITIES AND EQUITY	\$1,016,560	\$1,032,936	\$16,376

Town Center's revenues are slightly above budget due to low vacancy. While audit costs were recognized early, total maintenance costs are 60% below budget. Staff believes future maintenance costs will offset some of the early positive variance. Total cash increased by \$21,227 year to date.

Yolo-Heiken

INCOME STATEMENT APRIL-JUNE

	Yolo-Heiken Actual	Yolo-Heiken Budget	Yolo-Heiken Variance
REVENUE	\$15,871	\$14,349	\$1,522
OPERATING EXPENSES	\$7,057	\$8,425	\$1,368
OPERATING REVENUE	\$8,814	\$5,924	\$2,890
NON-OPERATING EXPENSES	\$0	\$1,938	\$1,938
NET INCOME	\$8,814	\$3,986	\$4,828

YOLO-HEIKEN BALANCE SHEET

	Mar 2023 Balance	Jun 2023 Balance	Net Change
CASH	\$103,890	\$113,665	\$9,775
ACCOUNTS AND NOTES RECEIVABLE	\$17	\$0	(\$17)
OTHER CURRENT ASSETS	\$1,162	\$776	(\$386)
FIXED ASSETS (NET)	\$130,862	\$130,862	\$0
TOTAL ASSETS	\$215,758	\$245,303	\$29,545
CURRENT LIABILITIES	\$4,428	\$4,985	\$557
NONCURRENT LIABILITIES	\$160,000	\$160,000	\$0
RETAINED EARNINGS	\$71,504	\$80,318	\$8,814
TOTAL LIABILITIES AND EQUITY	\$215,758	\$245,303	\$29,545

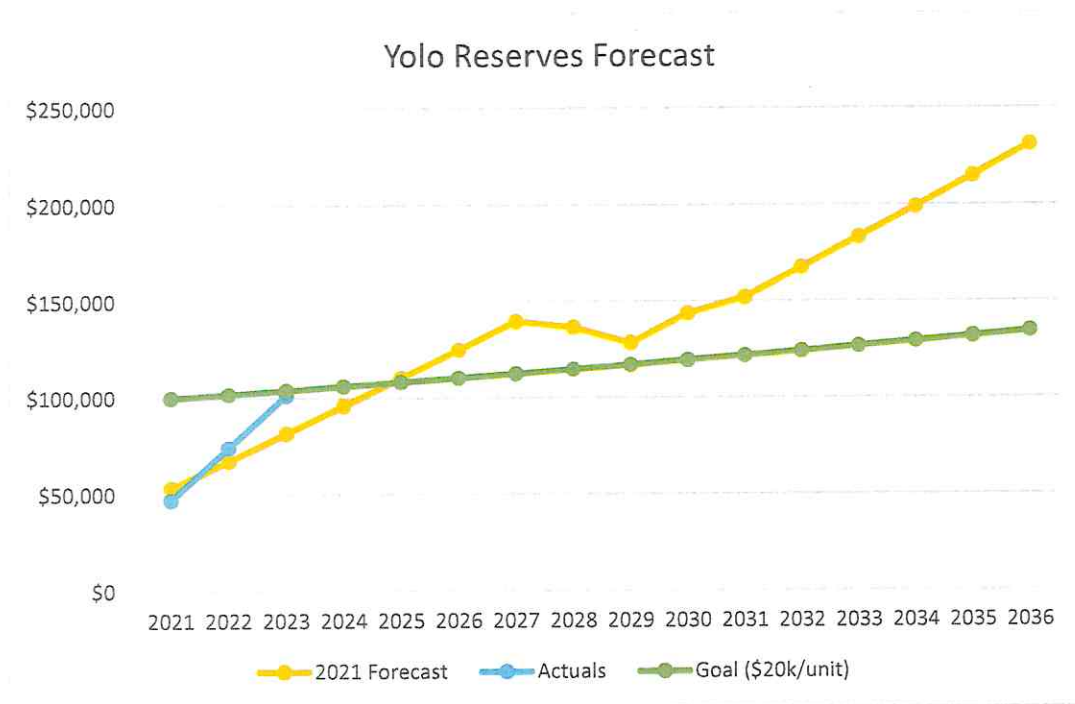
Yolo-Heiken's revenues are slightly higher than expectations due to low vacancy. Administrative and maintenance expenses are slightly below budget. Its cash position has increased by \$9,775 since the start of the fiscal year.

RESERVE ACCOUNTS:

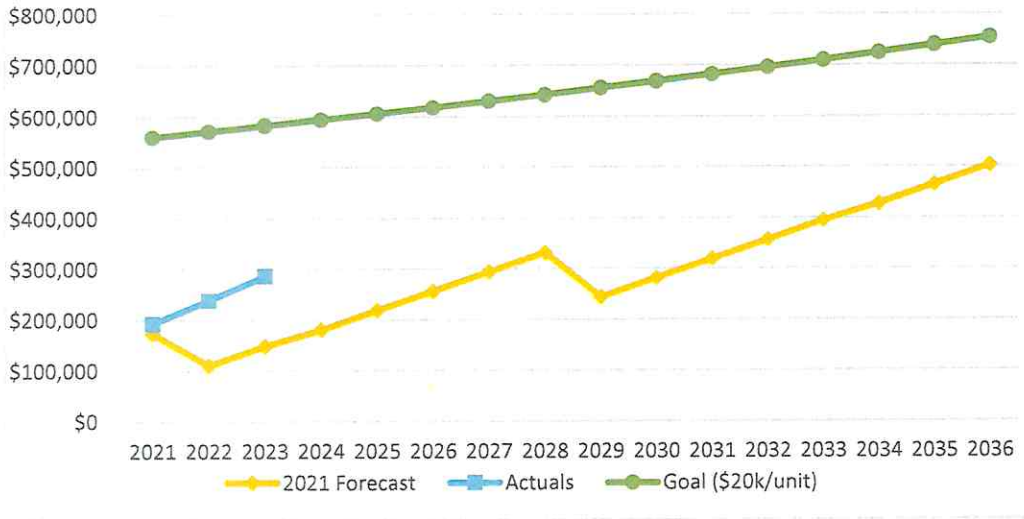
	Mar 2023	Jun 2023	Inc/(Decr)
TC Operations Reserve	\$173,447	\$173,455	\$8
TC Replacement Reserve	\$98,484	\$98,489	\$5
Yolo-Heiken Operating Reserve	\$91,415	\$91,422	\$7

UPDATED RESERVE FORECASTS:

Staff annually updates the Town Center and Yolo-Heiken’s reserves forecasts. Yolo-Heiken has reached its reserve’s goal two years early! While Town Center’s reserves are higher than originally forecasted the expected \$100,000 in elevator maintenance was not necessary in 2022. This forecasted expenditure has been pushed forward to 2024.



Town Center Reserves Forecast



Prepared by:

Marco Cruz

Marco A. Cruz, Chief Financial Officer

Submitted by:

Gustavo Becerra

Gustavo Becerra, Executive Director

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT**

Date: August 22, 2023
To: Board of Directors
From: Gustavo Becerra, Executive Director

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

Department Updates:

Kristen Court Phase III (Live Oak) – Co-developer: Pacific West Communities; Number of units: 32; Target population: low-income families. Construction financing closed on October 19, 2021. Construction was completed and the certificate of occupancy was issued on April 18, 2023. Residents have started to move in. The property is 100% leased up, and the permanent loan conversion should occur in late 2023 or early 2024.

Richland Village (Yuba City) – Co-developer: Sage Housing Group; Number of units: 176; Target population: low-income families. The Housing Authority has committed 20 project-based Housing Choice Vouchers to the development as well as a land loan for \$2,110,000. The City of Yuba City also approved a \$1,000,000 capital funds grant to the project. RHA and Sage applied for Affordable Housing and Sustainable Communities (AHSC) funding on June 8, 2021. Awards were announced on January 26, 2022, and it is with great pleasure to report that the project was awarded \$30 million in AHSC financing. RHA applied for 4% tax-credit financing, along with tax-exempt bonds, on February 7, 2023, and unfortunately was not awarded. Staff did prepare another application for the subsequent funding round due on May 23, 2023, with official awards expected to be announced on August 23, 2023.

Staff also submitted a financing application to the California Energy Commission’s BUILD program for \$1.2 million. The funding targets projects that are all electric and high efficiency. The application was approved, and an award letter dated February 9, 2023, was issued with a funding commitment of \$1,224,388.

Additionally, RHA staff submitted an application to State-HCD for Joe Serna Jr. Farmworker Grant funds totaling \$10 million, with awards expected to be announced in late 2023, or early 2024.

The City of Yuba City has extended the planning approval entitlements and their \$1 million financial commitment to January 2025. They were set to expire in January 2023 without the extension.

Local Financing Commitments:

- Sutter County Fee Deferral = \$453,552
- Regional Housing Authority Land Loan = \$2,110,000
- Regional Housing Authority = 20 Project Based Vouchers (20-year contract)
- City of Yuba City Capital Funds = \$1,000,000
- Yuba City Unified School District Fee Deferral = \$237,270

Garden Grove (Yuba City) – Co-developer: Affordable Housing Development Corporation (AHDC); Number of units: 50; Target population: low-income seniors (62+). Staff are currently analyzing financial feasibility. To be developed on a vacant land site that Regional Housing Authority currently owns on Garden Highway.

Conceptual plans are complete and were submitted to the City on November 8, 2022, for review and consideration by the City Planning Commission. The Planning Commission approved the project on March 22, 2023.

Staff are working with the City of Yuba City and the Yuba City Unified School District on consideration of local financing before we can apply for tax-credit financing.

Local Financing Commitments:

- Sutter County Fee Deferral = \$128,850

Plumas Family Apartments II (Yuba City) – Co-developer: Pacific West Communities; Number of units: 16 units; Target population: low-income families. PWC has site control of a property located at 1240 Plumas Street, Yuba City. PWC and RHA submitted an application for 9% tax-credits on April 25, 2023, but unfortunately the application was not funded. A new application was submitted on August 8, 2023, and official awards will be announced on November 8, 2023. The project did not require a Planning Commission approval as it falls below the threshold of total units and can be approved at the staff level during the plan review and permitting process.

Prepared and submitted by:



Gustavo Becerra
Executive Director