

# SUTTER COMMUNITY AFFORDABLE HOUSING

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

January 17, 2018

TO:

Martha Griese, President  
Gustavo Becerra, Secretary/Treasurer  
Diane Hodges, Board Member  
Richard Grant, Board Member  
Brynda Stranix, Board Member  
Kimberly Butcher, Board Member  
Manny Cardoza, 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 JANUARY 23, 2018

You are hereby notified that the Sutter Community Affordable Housing Special Board Meeting is scheduled for **Tuesday, January 23, 2018, at 12:00 PM at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

  
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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, January 23, 2018  
12:00 NOON

## AGENDA

1. Call to order
2. Roll Call
3. Pledge of Allegiance
4. Public Participation: Members of the public shall be provided with an opportunity to address the Board of Directors on items of interest that are within the subject matter jurisdiction on the Board.
5. Approval of Minutes – October 24, 2017
6. Recommend Approval of Rehab Project at Yolo/Heiken  
Larry Tinker, Senior Development and Rehabilitation Specialist
7. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken  
Tom Goodwin, Operations Manager
8. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor, and Yolo/Heiken  
Pattra Runge and Alisha Parker, Occupancy Managers
9. Director's Comments
10. Adjournment

SUTTER COMMUNITY AFFORDABLE HOUSING

Minutes

Regular Board Meeting

October 24, 2017

1. Call to Order: Board Member Richard Grant called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991 at 12:03 PM.
2. Roll Call: Board Members present were Gustavo Becerra, Richard Grant, Kimberly Butcher, Brynda Stranix and Manny Cardoza. President Martha Griese and Board Member Diane Hodges were absent.
3. Pledge of Allegiance: Board Member Manny Cardoza led the Pledge of Allegiance.
4. Public Participation: None
5. Approval of Minutes – May 23, 2017: Board Member Kimberly Butcher made a motion to approve the minutes of the May 23, 2017 meeting as submitted. Board Member Brynda Stranix made the second. All were in favor by voice vote.
6. Acceptance of Audit for FYE 2017 into Record: Board Member Manny Cardoza made the motion to accept the audit for FYE 2017 into record. Board Member Kimberly Butcher made the second. All were in favor by voice vote.
7. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor and Yolo/Heiken: Operations Manager Tom Goodwin said are going fine at Town Center. He mentioned there are some improvements such as electrical and flooring going on at Yolo/Heiken. Mr. Goodwin stated staff would be looking at the roofing for Town Center Senior Manor in the near future.
8. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor and Yolo/Heiken: Occupancy Manager Pattra Runge stated Town Center Senior Manor is fully leased with a healthy waiting list for potential vacancies. Occupancy Manager Alisha Parker shared there are few turn overs at Maple Park Phase 1. She said staff is purging the waiting list to ensure it is up to date.
9. Finance Update: Chief Financial Officer Gail Allen mentioned the properties are doing well. She shared both properties have reserve accounts. Board Member Gustavo Becerra spoke about a concern Board Member Richard Grant brought up in regards to the HOME loan for Town Center Senior Manor from the City of Yuba City when it was first built. He stated this loan is an interest liability 55 year loan. Board Member Gustavo Becerra said this loan will never be paid as it was intended to help meet the affordability criteria for the City of Yuba City. He also mentioned when the loan is nearing the end of the term, it is the intent to renegotiate the terms for possibly another 55 years.

10. Planning and Community Development Update on Kristen Court Phase 2: Planning and Community Development Manager Beckie Flores said Kristen Court Phase 2 was awarded HOME funds and the tax credit application should be going in March 2018. She said there is interior rehab planned for Yolo/Heiken as well as rehab for Town Center Senior Manor. Mrs. Flores shared the predevelopment for New Haven Court is under way. She shared there are hopes for apply for tax credits in July 2018 but that may depend on the No Place Like Home NOFA.
11. Director's Comments: Board Member Brynda Stranix encouraged anyone who is available to attend the Sutter County Board of Supervisors meeting today where the homeless plan will be presented.

Board Member Manny Cardoza congratulated Board Member Brynda Stranix on her Woman of the Year award. He also mentioned he volunteered at the fairgrounds during the fire in Yuba County and said the Loma Rica Lions Club continues to accept donations for those affected.

12. Adjournment: The meeting was adjourned at 12:33 PM.

NPmn10242017

## SUTTER COMMUNITY AFFORDABLE HOUSING

### STAFF REPORT

**Date:** January 23, 2018  
**To:** Board of Directors  
**From:** Gustavo Becerra, Executive Director RHA

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**SUBJECT:** Rehabilitation Project for Yolo/Heiken Development in Yuba City, CA

**RECOMMENDATION:** Award contract to California Window Industries for the rehabilitation project to be performed at the Yolo/Heiken Development, located at 554/556 Yolo Street, and 553 Heiken Street

**FISCAL IMPACT:** \$33,800.00 in Capital Reserve funds

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#### **Background:**

Sutter Community Affordable Housing owns a 3-building development consisting of a triplex (all 1 bedroom units), a 2-bedroom single family home, and a 3-bedroom single family home.

The project scope of work will consist of interior paint, flooring, new appliances, HVAC replacements, new faucets, and replacement of the water heater for the 3 one-bedroom units.

Staff's in-house cost estimate for the project scope of work totaled \$40,473.29.

Four General Contractors signed out bid documents and plans/specifications. The pre-bid project walkthrough was conducted on December 4, 2017 with bids due to the Housing Authority on December 20, 2017. Two General Contractors submitted the following bids:

#### **Bids Submitted:**

California Window Industries (Yuba City, CA)	\$33,800.00
Experts In Your Home (Chico, CA)	\$63,589.33

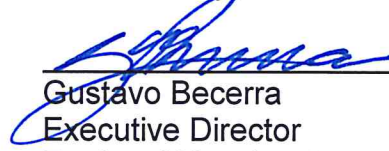
**Recommendation:**

Staff recommends that the Board of Directors of Sutter Community Affordable Housing approve the bid from California Window Industries in the amount of \$33,800.00 for the rehabilitation project planned for the Yolo/Heiken Development located at 554/556 Yolo Street, and 553 Heiken Street, in Yuba City, CA, and authorize the Executive Director of the Regional Housing Authority to execute the construction contract and all required documents.

Prepared by:

  
\_\_\_\_\_  
Larry Tinker  
Senior Development & Rehab Specialist  
Regional Housing Authority

Submitted by:

  
\_\_\_\_\_  
Gustavo Becerra  
Executive Director  
Regional Housing Authority

## Sutter Community Affordable Housing

DATE: January 23, 2018  
 TO: Board of Directors  
 FROM: Tom Goodwin, Operations Manager

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SUBJECT: Maintenance and Operations Update

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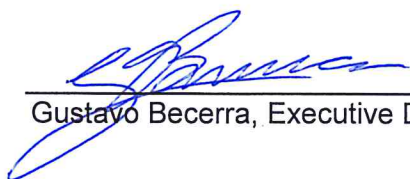
- Total work orders for October, November & December, 2017 were 108. Break down as follows:
- Total number of work orders by projects:

Priority & Category	Maple Park	Town Center	Yolo	TOTAL
Emergency	16	3	1	20
Make Ready's	0	1	0	1
Routine	54	31	2	87
Scheduled	0	0	0	0
Pest	0	1	0	1
Cancelled	0	0	0	0
HQS	0	0	0	0
Total Property	70	35	3	108
Pending	0	0	0	0
Completed	70	35	3	108

Prepared By:

Submitted By:

  
 Tom Goodwin, Operations Manager

  
 Gustavo Becerra, Executive Director

# SUTTER COMMUNITY AFFORDABLE HOUSING

## STAFF REPORT

Date: January 23, 2018  
To: Board of Directors  
From: Pattra Runge, Occupancy Manager

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SUBJECT: Quarterly Occupancy (Q4-2017) report for quarter ending December 31, 2017  
RECOMMENDATION: Update Only  
FISCAL IMPACT: Budget based allocations per funding sources

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### Sutter Community Affordable Housing

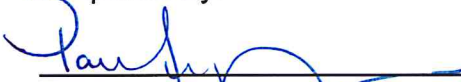
Development	Units Available	October	November	December
Town Center (Yuba City)	27	27	27	27
Yolo-Heiken (Yuba City)	5	5	5	4
Maple Park I (Live Oak)	55	54	55	55
Kristen Court (Live Oak)	55	52	51	50

All waitlists continue to grow for all properties. Staff are currently working on filling the vacancy for Yolo.


Town Center will have its annual audit February 1, 2018, for all HOME units.

Per Management staff at Kristen Court Apartments, all vacancies should be filled this month.

Prepared by:

  
Pattra Runge  
Occupancy Manager  
Regional Housing Authority

Submitted by:

  
Gustavo Becerra  
Executive Director  
Regional Housing Authority