

SUTTER COMMUNITY AFFORDABLE HOUSING

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

April 16, 2024

TO:

Manny Cardoza, 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	
Brynda Stranix, Board Member	
Suzanne Gallaty, Board Member	

NOTICE OF REGULAR MEETING April 23, 2024

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Tuesday, April 23, 2024, 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, April 23, 2024
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 – March 26, 2024
- G. OLD BUSINESS: Discussion/Possible Action: NONE
- H. NEW BUSINESS: Discussion/Possible Action:

1. Resolution 24-56 - Resolution 24-1828, IIG Resolution for Richland Village Project

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Gustavo Becerra, Executive Director

- I. ADMINISTRATIVE REPORT: NONE
- J. DIRECTOR'S COMMENTS:
- K. NEXT MEETING: May 28, 2024
- L. ADJOURNMENT:

SUTTER COMMUNITY AFFORDABLE HOUSING
Minutes
Regular Board Meeting
March 26, 2024

ITEM NO. A - CALL TO ORDER:

President Manny Cardoza called the meeting to order at 12:00 PM.

ITEM NO. A - ROLL CALL:

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

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Board Member Richard Grant 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 Richard Grant made a motion to approve the Consent Calendar as submitted. Vice-President Suzanne Gallaty made the second. All were in favor by voice vote.

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.3. – RECOMMEND APPROVAL OF OPERATING BUDGET FOR FISCAL YEAR ENDING 2025:

Chief Financial Officer Marco Cruz went over the staff report included in the packet. He feels the upcoming year will be solid. Mr. Cruz stated there will be a rent increase of 8% for Yolo/Heiken, 5% for Town Center’s non-HOME units and 2% for Town Center’s HOME units. He mentioned insurance rates increased 11%.

Board Member Kimberly Butcher made a motion to approve the FYE 2025 operating budget. Board Member Martha Griese made the second. The following roll call vote was taken:

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

Nays: None

Abstain: None

Absent: Board Member Brynda Stranix

ITEM NO. H.4. – RECOMMEND THE APPROVAL OF UPDATED OMNIBUS SCHEDULE A AND B:

Mr. Cruz explained the Omnibus Agreement defines the roles and responsibilities between the Regional Housing Authority and Sutter Community Affordable Housing as far as the development expenses and fees that pass through. He mentioned Richland Village=SCAH, LLC needs to be added to the list.

Vice-President Suzanne Gallaty made a motion to approve the 2023 Schedule A and B for the Omnibus Assignment and Assumption Agreement with Regional Housing Authority. Board Member Kimberly Butcher made the second. The following roll call vote was taken:

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

Nays: None

Abstain: None

Absent: Board Member Brynda Stranix

ITEM NO. I.5 – MAINTENANCE UPDATE ON MAPLE PARK PHASE 1, TOWN CENTER SENIOR MANOR, AND YOLO/HEIKEN:

Operations Manager Tom Goodwin stated this was a slow time so not much to report. He shared the slower time gives staff the ability to get into each unit with the goal of getting into the units at least once a year.

ITEM NO. I.6. – OCCUPANCY/ELIGIBILITY UPDATE ON MAPLE PARK PHASE 1, KRISTEN COURT PHASES I, II, AND III, TOWN CENTER SENIOR MANOR, NEW HAVEN COURT AND YOLO/HEIKEN:

Occupancy Manager Pattria Runge also said it is a slow time to occupancy, not many people move during this time. She mentioned during these slower times it give staff the opportunity to purge the various waiting lists and keep them fresh.

ITEM NO. I.7. – FINANCE UPDATE:

Mr. Cruz said it has been a good year for both Town Center and Yolo/Heiken. He shared both properties have had cash increases.

ITEM NO. J – DIRECTOR’S COMMENTS:

Board Member Gustavo Becerra mentioned there may be a change to the banking services. He also stated the Management Contract needs some updates and staff will bring it back when it is ready.

ITEM NO. K – NEXT MEETING: April 23, 2024

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:42 PM.

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RESOLUTION OF THE BOARD OF DIRECTORS OF SUTTER COMMUNITY AFFORDABLE HOUSING

INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019

RESOLUTION NO.: 24-56

Richland Village

WHEREAS, the California Department of Housing and Community Development ("Department"), has issued a Notice of Funding Availability ("NOFA") dated August 31, 2023, pursuant to the Infill Infrastructure Grant Program of 2019 ("Program"), established by Health and Safety Code section 53559, et seq., and implemented by the Infill Infrastructure Grant Program, Small Jurisdiction Set-Aside, final Guidelines issued August 31, 2023 ("Guidelines"). The Program provides grant assistance available as gap funding for Capital Improvement Projects, which are an integral part of, or necessary to facilitate the development of a Qualifying Infill Project; and

WHEREAS, Sutter Community Affordable Housing, a California nonprofit public benefit corporation ("Corporation"), is authorized as active and in good standing to do business in the State of California, and it is in the Corporation's best interests to participate in the Program on its own behalf and as the Sole Member Manager of Richland Village-SCAH, LLC, a California limited liability company (the "LLC"), the Managing General Partner of Richland Village LP, a California limited partnership (the "LP"); and

WHEREAS, Corporation desires to submit an application in response to the NOFA and contemplates that it will receive an award of Program funds (the "Program Award");

NOW, THEREFORE, IT IS RESOLVED, that the Corporation is hereby authorized and directed to act on its own behalf and as the Sole Member Manager of the LLC as Managing General Partner of the LP in connection with the Program Award.

RESOLVED FURTHER: Corporation is hereby authorized and directed on its own behalf and as Sole Member Manager of the LLC as Managing General Partner on behalf of the LP, to accept and incur an obligation for the Program Award in an amount not to exceed \$7,500,000 and to enter into, execute, and deliver on its own behalf and as Sole Member Manager of the LLC as Managing General Partner on behalf of the LP an STD Form 213, Standard Agreement (the "Standard Agreement"), and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the Program, including, but not limited to, an affordable housing covenant, a performance deed of trust, a

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Corporation – Grant Recipient
Approved:

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disbursement agreement, and all amendments thereto (collectively, the “Program Award Documents”).

RESOLVED FURTHER: That Gustavo Becerra, Secretary/Treasurer is hereby authorized to execute the Program Award Documents, and all amendments thereto, on behalf of the Corporation for itself and as Sole Member of the LLC as Managing General Partner on behalf of the LP.

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

Passed and adopted, effective as of April 23, 2024, by the consent of the Board of Directors of the Corporation by the following vote:

___AYES

___NAYS

___ABSTAIN

___ABSENT

Date: April 23, 2024

Manny Cardoza, President

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CERTIFICATE OF THE BOARD CLERK OF THE CORPORATION

The undersigned, BOARD CLERK of the Corporation, does hereby attest and certify that the foregoing is a true, full and correct copy of a resolution that was duly adopted by the Corporation’s Board of Directors on April 23, 2024, and that the resolution has not been altered, amended, modified, repealed, rescinded, or annulled.

DATE: April 23, 2024

Jennifer Ruiz, Board Clerk

Corporation – Grant Recipient
Approved:

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NOTICE AND INSTRUCTIONS

1. **Notice.** The Department is providing this template Authorizing Resolution as informational guidance only. This language and the table may require modification and customization in order to accurately reflect your entity and/or your entity's participation in the relevant Program(s). Accordingly, the Department encourages each entity to consult with professional legal counsel during the development of its own formal, legally binding statement that it is authorized to participate in the relevant Program(s). Please note, however, that any limitations or conditions on the authority of the signatory or signatories to execute the Program Award Documents may result in the Department rejecting the Authorizing Resolution.
2. **Accuracy, Verification.** The Department will verify that this Authorizing Resolution comports with the entity's organizational documents. The entity must timely notify the Department, in writing, of any factors that limit its ability to provide an Authorizing Resolution which is materially consistent with this template.
3. **Authorized Signatory or Signatories, Designee.** The entity may authorize multiple signatories, so long as there is clarifying language as to whether the signatories are authorized to execute the Program Award Documents individually or collectively. In addition, the entity may authorize a designee of the authorized signatory to execute the Program Award Documents. In such case, the entity must append a supporting document (e.g., memorandum, meeting notes of official action), which indicates the name and title of the designee who is authorized to legally bind the entity.
4. **Certification of Authorizing Resolution.** The individual who certifies the Authorizing Resolution cannot also be authorized to execute the Program Award Documents on behalf of the entity.