

# SUTTER COMMUNITY AFFORDABLE HOUSING

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

June 21, 2023

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 27, 2023

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Tuesday, June 27, 2023, at 12:00 PM at the 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, June 27, 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 – February 22, 2023 pg. 1
  - 2. Resolution 23-52, Town Center Collection Loss Write Off pg. 5
- G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

3. Resolution 23-53 – OD-Form 2-LLC, AHSC Loan Resolution of Richland Village SCAH, LLC pg. 7  
Gustavo Becerra, Executive Director

I. ADMINISTRATIVE REPORT:

4. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken pg. 9  
Tom Goodwin, Operations Manager
5. Occupancy/Eligibility Update on Maple Park Phase 1, Kristen Court Phase 1, Town Center Senior Manor, and Yolo/Heiken pg.10  
Pattra Runge, Occupancy Manager
6. Planning and Community Development Update pg. 11  
Gustavo Becerra, Executive Director

J. DIRECTOR'S COMMENTS:

K. NEXT MEETING: July 25, 2023

L. ADJOURNMENT:

SUTTER COMMUNITY AFFORDABLE HOUSING  
Minutes  
Regular Board Meeting  
September 27, 2022

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

Onsite Manager Paula Grant and Hannan Schelby, Chico State Senior and Intern at Yuba-Sutter Economic Development Corporation were also present.

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

Vote: Ayes: President Brynda Stranix. Vice-President Suzanne Gallaty,  
Board Members Diane Hodges, Gustavo Becerra, Manny  
Cardoza, and Richard Grant

Nays: None

Abstain: None

Absent: Board Members Kimberly Butcher and Martha Griese

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.3. – ACCEPTANCE OF AUDIT FOR FYE 2022 INTO RECORD:

Chief Financial Officer Marco Cruz introduced Crystal Mirabal, Accountant, to the Board.



Mr. Cruz went over the audit that was provided in the board packet. He mentioned there was a new auditor this year. Mr. Cruz shared they gave suggestions on how to make things easier. He stated things are going well as noted by the positive cash flow. Mr. Cruz stated there is no longer a finding due to the accrued interest.

Board Member Richard Grant made a motion to accept the audit for FYE 2022 into record. Board Member Manny Cardoza made the second. The following roll call vote was taken:

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

ITEM NO. H.4. – RATIFICATION TO APPROVE THE AUTHORIZING PURCHASE AND SALE AGREEMENT OF REGIONAL HOUSING AUTHORITY VACANT LAND, LOCATED ON THE 400 BLOCK OF GARDEN HIGHWAY, PORTION OF ASSESSOR’S PARCEL NUMBER 53-470-087, CONSISTING OF 2.18 ACRES, BETWEEN THE REGIONAL HOUSING AUTHORITY AND ITS AFFILIATE NON-PROFIT ENTITY, SUTTER COMMUNITY AFFORDABLE HOUSING:

Board Member Gustavo Becerra shared this item is listed as a ratification due to a timing issue. He mentioned the appraisal came in at \$1,430,000. Mr. Becerra stated the conceptual schematic drawings and site plan are included in the packet for review.

Vice-President Suzanne Gallaty made a motion to approve the ratification of the Purchase and Sale Agreement and authorize the Secretary/Treasurer as signatory for a 2.18-acre portion of vacant land known as a portion of Lot 12, APN 53-470-087 located in Yuba City, CA. Board Member Manny Cardoza made the second. The following roll call vote was taken:

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

ITEM NO. H.5. – RECOMMEND APPROVAL OF OPERATING BUDGET FOR FISCAL YEAR ENDING 2024:

Mr. Cruz stated the operating budget will be for the period of April 1, 2023, through March 31, 2024. He shared the revenues are derived from rent payments and rental subsidies. Mr. Cruz said it is anticipated there will be an increase of approximately 5% to rents.

Mr. Cruz mentioned there was a salary increase approved for Regional Housing Authority staff, along with an increase in minimum wage and an increase in health insurance. He also stated there was an increase in property and general liability insurance.

Board Member Richard Grant made a motion to approve the FYE 2024 operating budget. Board Member Manny Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: President Brynda Stranix. Vice-President Suzanne Gallaty, Board Members Diane Hodges, Gustavo Becerra, Manny Cardoza, and Richard Grant

Nays: None

Abstain: None

Absent: Board Members Kimberly Butcher and Martha Griese

ITEM NO. H.6. – DISCUSSION REGARDING PARKING IN THE TOWN CENTER’S COURTYARD:

Vice-President Suzanne Gallaty wanted to confirm if the lease had changed regarding parking. She said there are guests and caretakers that are parking in the courtyard and some residents then must park on the street. Board Member Gustavo Becerra stated he does not believe the language has changed in the lease. He said maybe we can put up signage stating the parking is for residents only.

Operations Manager Tom Goodwin explained parking spaces are regulated by City ordinances. He said parking has been an issue for many years. Occupancy Manager Pattra Runge said staff do tell the residents that the parking in the courtyard is for residents only. She mentioned there are not enough spots for each unit to have a parking spot in the courtyard area. Ms. Runge explained staff cannot discriminate against individuals due to Fair Housing issues. She said it is a first come first serve as far as parking in that area is concerned. Ms. Runge mentioned she would send out a reminder to the residents regarding the parking rules.

ITEM NO. I.7. – MAINTENANCE UPDATE ON MAPLE PARK PHASE 1, TOWN CENTER SENIOR MANOR, AND YOLO/HEIKEN:

Operations Manager Tom Goodwin stated there have been no issues at these properties.

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 there has not been much movement for the reported quarter. She mentioned that if there are concerns with the Housing Quality Standards inspections, housekeeping inspections are scheduled to monitor the issues.

ITEM NO. I.9. – FINANCE UPDATE:

Mr. Cruz said Town Center’s revenues were slightly above budget due to low vacancy. He mentioned that maintenance costs for a few areas such as alarm maintenance and plumbing were higher than expected. Mr. Cruz explained that the revenues for Yolo/Heiken are slightly below expectations, but expenses are in line with the budget.

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

Board Member Gustavo Becerra said Kristen Court Phase III is still delayed due to PG&E scheduling. He mentioned Richland Village was awarded \$1.2 million from the California Energy Commission’s BUILD program.

ITEM NO. J – DIRECTOR’S COMMENTS: NONE

ITEM NO. K – NEXT MEETING: March 28, 2023

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



**SUTTER COMMUNITY  
AFFORDABLE HOUSING**

RESOLUTION 23-52

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 \$3,111.50

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 include 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, 2023 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 \$3,111.50.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Directors, passed, and adopted this 27<sup>th</sup> day of June 2023 by the following vote:

AYES:  
NAYS:  
ABSTAINED:  
ABSENT:

ATTEST: \_\_\_\_\_  
Brynda Stranix, President



**Town Center - Yuba City  
Collection Loss Write Off  
Period: June 2023**

<u>Tenant I.D.</u>	<u>Address</u>	<u>Move In</u>	<u>Move Out</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>
T0009067	506 Plumas St, #11	11/30/21	04/18/23	\$ 864.00	\$ 1,410.00	\$ -	\$ 559.00	\$ -	\$ 1,142.50	\$ 3,111.50	No
<span style="float: right;"><b>\$ 3,111.50 Total Write Off</b></span>											

6/20/23

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.

Exhibit A

# SUTTER COMMUNITY AFFORDABLE HOUSING

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

## RESOLUTION 23-53

### RESOLUTION OF THE MEMBER OF RICHLAND VILLAGE-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 \$12,575,000.00 (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 27<sup>th</sup> Day of June 2023, by the following vote:

- AYES:
- NAYS: NONE
- ABSTAINED: NONE
- ABSENT:
- 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 \_\_\_\_\_

Name Gustavo Becerra

Title Secretary/Treasurer



# REGIONAL HOUSING AUTHORITY STAFF REPORT

DATE: June 27, 2023  
 TO: Board of Commissioners  
 FROM: Tom Goodwin, Operations Manager  
 SUBJECT: Maintenance and Operations Update

- Total work orders completed for January, February, March, 2023 were 1013, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	cb-date	devons	h2f	cb-joann	kc	kris-tha	lc-35	mh	mp	nsp	other	oms	perc	rd	cb-rich	tc	tp	tr-185	RHAT	vo	yolo	TOTAL
Emergency	19	17	11			5	13			2	11	3		1	42	22	7	2						155
Make Ready's	2		1			1	5		1		5				8	4								27
Routine	79	58	69		13	18	112		20	35	102	13		8	190	116	59	1	1	4		5	904	
Scheduled																								
Total Property	100	75	81		13	24	130		21	37	118	16		8	240	142	66	3	1	4		5	1086	
Pending			1								3				7									11
Completed	100	75	50		13	25	130		21	3	115	16		8	234	142	66	3	1	4		5	1013	
Pest	6	2	4			2	6		1	3					23	10				1		1	59	
Cancelled																							0	
HQS	38	27	21		8		49			15					58	52	31		1				300	
Total Completed																						1013		

Prepared By: *Tom Goodwin*  
 Submitted By: *Gustavo Becerra*  
 Tom Goodwin, Operations Manager  
 Gustavo Becerra, Executive Director



**SUTTER COMMUNITY AFFORDABLE HOUSING**

**STAFF REPORT**

Date: June 27, 2023

To: Board of Directors

From: Pattra Runge, Occupancy Manager

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SUBJECT: Quarterly Occupancy (Q4 2022-2023) report for quarter ending March 31, 2023

RECOMMENDATION: None - Update Only

FISCAL IMPACT: None - Informational Only

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**Sutter Community Affordable Housing**

Development	Units Available	Units Leased January	Units Leased February	Units Leased March
Town Center (Yuba City)	27	27	27	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	53	54	52
Kristen Court I (Live Oak)	55	55	54	54
Kristen Court II (Live Oak)	24	24	24	24
New Haven Court (Yuba City)	39	38	36	37

Currently, the following property waitlists are open: Kristen Court (both phases). Vacancies continue to be filled within an approximate 30-day turn-around period. Over the next couple months, we will be working on updating waitlist.

Prepared by:

Submitted by:

  
Pattra Runge  
Occupancy Manager  
Regional Housing Authority

  
Gustavo Becerra  
Executive Director  
Regional Housing Authority

**SUTTER COMMUNITY AFFORDABLE HOUSING  
STAFF REPORT**

**Date:** June 27, 2023  
**To:** Board of Directors  
**From:** Gustavo Becerra, Executive Director

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**SUBJECT:** Planning & Community Development (PCD) Update

**RECOMMENDATION:** None.

**FISCAL IMPACT:** Not applicable.

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**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 about 80% leased up.

**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 tax-credit financing, along with tax-exempt bonds, on February 7, 2023, and unfortunately was not awarded. Staff however is preparing to submit another application on May 23, 2023, and official awards will 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.

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.

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, and official awards will be announced on July 26, 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:



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Gustavo Becerra  
Executive Director