

SUTTER COMMUNITY AFFORDABLE HOUSING

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

September 15, 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 September 22, 2020

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Tuesday, September 22, 2020, at 12:00 PM.**

This meeting will be held via Zoom. The link is <https://zoom.us/j/95349242234>; Meeting ID: 953 4924 2234; Passcode: 786699; call-in number is 1-669-900-6833.



Gustavo Becerra
Secretary/Treasurer

SUTTER COMMUNITY AFFORDABLE HOUSING

Regular Meeting of Board of Directors

Via ZOOM

[https://zoom.us/j/95349242234;](https://zoom.us/j/95349242234)

Meeting ID: 953 4924 2234;

Passcode: 786699;

call-in number is 1-669-900-6833.

Tuesday, September 22, 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 – June 23, 2020

pg. 1

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

H. NEW BUSINESS: Discussion/Possible Action:

2. Community/Public outreach for the Richland Village project (Yuba City, CA) (Informational Item Only) pg. 4
Gustavo Becerra, Board Member

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 Financial Officer
6. Planning and Community Development Update pg. 9
Beckie Flores, Planning and Community Development Manager

J. DIRECTOR'S COMMENTS:

K. NEXT MEETING: October 27, 2020

L. ADJOURNMENT:

SUTTER COMMUNITY AFFORDABLE HOUSING
Minutes
Regular Board Meeting
Via Zoom
June 23, 2020

ITEM NO. A - CALL TO ORDER:

President Brynda Stranix called the meeting to order via Zoom.

ITEM NO. A - ROLL CALL:

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

Staff present were: Executive Assistant/HR Coordinator Jennifer Ruiz, Operations Manager Tom Goodwin, Occupancy Manager Pattra Runge, Planning and Community Development Manager Beckie Flores, and Chief Financial Officer Marco Cruz.

ITEM NO. B. – PLEDGE OF ALLEGIANCE: Board Member Manny Cardoza 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 THROUGH F.3 - CONSENT CALENDAR:

Board Member Manny Cardoza made a motion to approve the Consent Calendar as submitted. Board Member Diane Hodges 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,
Diane Hodges, and Suzanne Gallaty

Nays: None

Abstain: None

Absent: Board Member Martha Griese

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.4. – ELECTION OF OFFICERS:

Board Member Gustavo Becerra made a motion to elect Brynda Stranix as President and Manny Cardoza as Vice-President. 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, Diane Hodges, and Suzanne Gallaty

Nays: None

Abstain: None

Absent: Board Member Martha Griese

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

Operations Manager Tom Goodwin mentioned everything is going well. He stated the Housing Quality Standards (HQS) numbers for Maple Park Phase I are up for this quarter due to staff inspecting every doorway.

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

Occupancy Manager Pattra Runge shared vacancies continue to be leased quickly. She also mentioned the waiting lists for Town Center Senior Manor and Kristen Court are currently open. Ms. Pattra stated the community rooms at the various sites have been closed due to the pandemic and staff continues to monitor the situation to decide when it would be best to reopen those rooms.

ITEM NO. I.7. – FINANCE UPDATE:

Chief Financial Officer Marco Cruz went over the report provided in the packet. He explained the reports will look a little different. Mr. Cruz stated Non-Operating Expenses including accrued interest and depreciation will be included in future budgets.

ITEM NO. I.8. –PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Planning and Community Development Manager Beckie Flores shared the New Haven Court project in Yuba City is currently under construction with an estimated completion date of April 2021. She stated Kristen Court Phase II is also under construction with an estimated completed date of August 2020. Ms. Flores said staff is waiting on the award announcement for the Multifamily Housing Program funds application that was submitted in March 2020.

Ms. Flores thanked President Brynda Stranix for her flexibility in being available for all the signings that have taken place for the various projects.

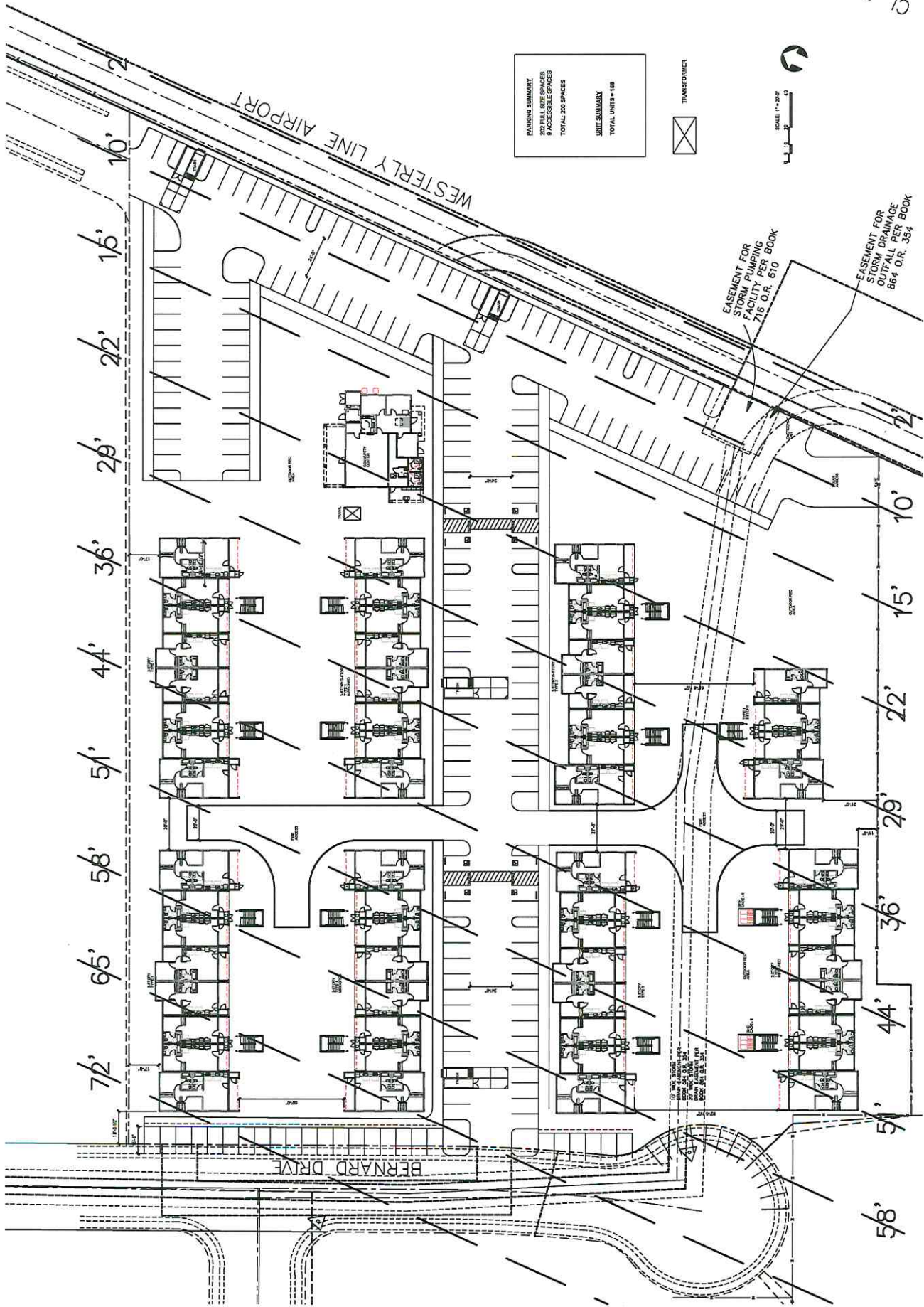
ITEM NO. J – DIRECTOR’S COMMENTS:

Board Member Manny Cardoza stated there will be a firework show on July 4, 2020 starting at 9:30 PM, which will be visible in both Sutter and Yuba Counties.

Mr. Goodwin shared a live photo of the New Haven Court project.

ITEM NO. K – NEXT MEETING: July 28, 2020

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:31 PM.



PARKING SUMMARY	UNIT SUMMARY
200 BILL SITE SPACES	TOTAL UNITS = 198
9 ACCESSIBLE SPACES	
TOTAL 200 SPACES	

CL RUNWAY (250' FROM PL)

Sutter Community Affordable Housing

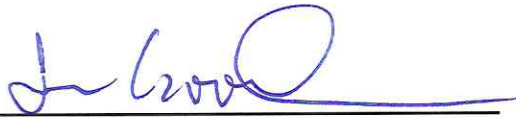
DATE: September 22, 2020
TO: Board of Directors
FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders for April, May, June 2020 were 197. Break down as follows:
- Total number of work orders by projects:

Priority & Category	Maple Park	Town Center	Yolo	TOTAL
Emergency	16	6	3	25
Make Ready's	3	0	0	3
Routine	123	49	1	173
Scheduled	0	0	0	0
Pest	2	11	1	14
Cancelled	0	0	0	0
HQS	0	0	0	0
Total Property	142	55	4	201
<i>Pending</i>				0
<i>Completed</i>	141	52	4	197

Prepared By:



Tom Goodwin, Operations Manager

Submitted By:



Gustavo Becerra, Executive Director

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT**

Date: September 22, 2020
To: Board of Directors
From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q1-2020) report for quarter ending June 30, 2020
RECOMMENDATION: None - Update Only
FISCAL IMPACT: None - Informational Only

Sutter Community Affordable Housing

Development	Units Available	April	May	June
Town Center (Yuba City)	27	27	27	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	54	55	53
Kristen Court (Live Oak)	55	55	55	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 Bécerra
Executive Director
Regional Housing Authority

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT**

Date: September 22, 2020
To: Board of Directors
From: Marco Cruz, Chief Financial Officer

SUBJECT: Financial Review (April 2020-June 2020)

Overall, Town Center Senior Manor and Yolo-Heiken had a strong start to the fiscal year. Expenses were less than budgeted and both properties improved their cash position.

Town Center Senior Manor

INCOME STATEMENT APRIL-JUNE

	Town Center Actual	Town Center Budget	Town Center Variance
REVENUE	\$50,731	\$49,347	\$1,384
OPERATING EXPENSES	\$37,109	\$48,393	\$11,284
OPERATING REVENUE	\$13,622	\$954	\$12,668
NON-OPERATING EXPENSES	\$0	\$0	\$0
NET INCOME	\$13,622	\$954	\$12,668

BALANCE SHEET

	March 2020 Balance	June 2020 Balance	Net Change
CASH	\$176,168	\$177,765	\$1,597
ACCOUNTS AND NOTES RECEIVABLE	\$3,228	\$3,189	(\$39)
OTHER CURRENT ASSETS	\$5,132	\$3,849	(\$1,283)
FIXED ASSETS (NET)	\$946,875	\$946,722	(\$153)
TOTAL ASSETS	\$1,131,403	\$1,131,524	\$121
CURRENT LIABILITIES	\$1,316,115	\$1,302,768	(\$13,348)
NONCURRENT LIABILITIES	\$1,996,956	\$1,996,956	\$0
RETAINED EARNINGS	(\$2,181,668)	(\$2,168,200)	\$13,469
TOTAL LIABILITIES AND EQUITY	\$1,131,403	\$1,131,524	\$121

Town Center's Operating Revenues were \$12,668 over budget though about \$4,000 in savings is timing of audit expenses that we will see in August 2020. Our administrative salaries were about \$5,000 less than budget as well. We expect a continued savings in salaries through the rest of the fiscal year.

Yolo-Heiken

INCOME STATEMENT APRIL-JUNE

	Yolo-Heiken Actual	Yolo-Heiken Budget	Yolo-Heiken Variance
REVENUE	\$11,968	\$12,012	(\$44)
OPERATING EXPENSES	\$7,117	\$11,865	\$4,748
OPERATING REVENUE	\$4,851	\$147	\$4,704
NON-OPERATING EXPENSES	\$0	\$0	\$0
NET INCOME	\$4,851	\$147	\$4,704

BALANCE SHEET

	March 2020 Balance	June 2020 Balance	Net Change
CASH	\$28,190	\$33,405	\$5,215
ACCOUNTS AND NOTES RECEIVABLE	\$388	\$0	(\$388)
OTHER CURRENT ASSETS	\$741	\$556	(\$185)
FIXED ASSETS (NET)	\$153,633	\$153,633	\$0
TOTAL ASSETS	\$182,951	\$187,594	\$4,643
CURRENT LIABILITIES	\$5,071	\$4,863	(\$208)
NONCURRENT LIABILITIES	\$160,000	\$160,000	\$0
RETAINED EARNINGS	\$17,880	\$22,731	\$4,851
TOTAL LIABILITIES AND EQUITY	\$182,951	\$187,594	\$4,643

Yolo-Heiken's YTD Operating Revenue was \$4,704 better than budget due to less than anticipated expenses. Areas of savings were in administrative salaries and maintenance contract costs. Cash improved significantly in the quarter.

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RESERVE ACCOUNTS:

	March 2020	June 2020	Inc/(Decr)
TC Operations Reserve	\$63,438	\$68,222	\$4,784
TC Replacement Reserve	\$88,030	\$88,037	\$7
Yolo-Heiken Operating Reserve	\$23,672	\$32,300	\$8,628

Prepared by:

Submitted by:



Marco A. Cruz, Chief Financial Officer



Gustavo Becerra, Executive Director

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT**

Date: September 22, 2020
To: Board of Directors
From: Beckie Flores, Planning & Community Development Manager

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

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 February, 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 construction is complete. Leasing of units is underway.

Kristen Court Phase III (Live Oak) – Co-developer: Pacific West Communities; Number of units: 32; Target population: low-income families. Our application for Multifamily Housing Program (MHP) funds was successful and staff will apply for 4% tax credits in February 2021.

Richland Village (Yuba City) – Co-developer: Neighborhood Partners (NP); Number of units: 150-200; Target population: low-income families. RHA and NP have engaged Kuchman Architects to develop a site plan for the development of Richland Village which will be located at the current trailer park site at the Richland Housing campus. RHA and NP will seek funding from the Affordable Housing and Sustainable Communities (AHSC) program as well as 4% tax credits. AHSC applications are due in February, 2021 and predevelopment tasks are underway including outreach to the City of Yuba City, Yuba-Sutter Transit and other local partners.

Prepared by:



Beckie Flores
Planning & Community Development Manager

Submitted by:



Gustavo Becerra
Executive Director