

# SUTTER COMMUNITY AFFORDABLE HOUSING

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

March 16, 2021

TO:

Brynda Stranix, President  
Gustavo Becerra, Secretary/Treasurer  
Diane Hodges, Board Member  
Richard Grant, Board Member  
Martha Griesse, Board Member  
Kimberly Butcher, Board Member  
Manny Cardoza, Board Member  
Suzanne Gallaty, Board Member  
Rick Millhollin, 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 March 23, 2021

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Tuesday, March 23, 2021, at 12:00 PM.**

**This meeting will be held via Zoom. The link is <https://zoom.us/j/98942405759>; Meeting ID: 989 4240 5759; Passcode: 172399; call-in number is 1-669-900-6833.**

  
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Gustavo Becerra  
Secretary/Treasurer

# **SUTTER COMMUNITY AFFORDABLE HOUSING**

Regular Meeting of Board of Directors

Via ZOOM

<https://zoom.us/j/98942405759>

Meeting ID: 989 4240 5759

Passcode: 172399

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

Tuesday, March 23, 2021

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.

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action: NONE

I. ADMINISTRATIVE REPORT:

2. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken pg. 5  
Tom Goodwin, Operations Manager
3. 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
4. Finance Update pg. 7  
Marco Cruz, Chief Financial Officer
5. Planning and Community Development Update pg. 9  
Beckie Flores, Planning and Community Development Manager

J. DIRECTOR'S COMMENTS:

K. NEXT MEETING: April 27, 2021

L. ADJOURNMENT:

SUTTER COMMUNITY AFFORDABLE HOUSING  
Minutes  
Regular Board Meeting  
Via Zoom  
January 26, 2021

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, Diane Hodges, and Richard Grant. Board Member Kimberly Butcher arrived later in the meeting. Board Member Martha Griesse was absent.

Staff present were: Executive Assistant/HR Coordinator Jennifer Ruiz, Operations Manager Tom Goodwin, Occupancy Manager Pattria 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 to 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, Diane Hodges, and  
Suzanne Gallaty  
Nays: None  
Abstain: None  
Absent: Board Member Martha Griesse and Kimberly Butcher



ITEM NO. G.4. – COMMUNITY/PUBLIC OUTREACH FOR THE RICHLAND VILLAGE PROJECT (YUBA CITY, CA) (INFORMATIONAL ONLY):

Board Member Gustavo Becerra said the Richland Village project went to the Yuba City Planning Commission in December and went to the Yuba City City Council last Tuesday and was approved. He stated an Ad Hoc committee was formed to discuss any financial questions. Mr. Becerra shared staff continues to do outreach to community benefit organizations. He stated staff is very busy in preparing for the application that will be due in May.

President Brynda Stranix asked if there had been any negative comments about the project. Board Member Gustavo Becerra stated none that he can recall. Planning and Community Development Manager Beckie Flores stated the project must encompass transportation components. She said staff is working with Yuba-Sutter Transit and it has been difficult due to the decline in riders on public transit because of COVID-19.

Mr. Becerra mentioned with the added equity in the stimulus bill, the project will now be able to be completed in one phase.

ITEM NO. H.5. – RESOLUTION 21-44 – AUTHORIZATION TO ACT AS THE MANAGING GENERAL PARTNER OF THE BORROWER OF FUNDS IN THE AMOUNT OF \$6,494,968.00 FOR KRISTEN COURT PHASE III:

Planning and Community Development Manager Beckie Flores explained this resolution is to accept the awarded funds and enter into all documents for the project.

Board Member Diane Hodges made a motion to approve Resolution 21-44 – Authorization to act as the Managing General Partner of the Borrower of Funds in the amount of \$6,494,968.00 for Kristen Court Phase III. Board Member Manny Cardoza 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 Griesse

ITEM NO. H.6. – RECOMMEND APPROVAL OF PURCHASE AND SALE AGREEMENT BETWEEN REGIONAL HOUSING AUTHORITY AND SUTTER COMMUNITY AFFORDABLE HOUSING FOR THE PROPERTY LOCATED AT 470 BERNARD DRIVE, YUBA CITY, CA 95991:

Ms. Flores stated the Purchase and Sale Agreement is regarding the Richland Village project. She shared the land was appraised at \$1.2 million. Ms. Flores mentioned the Housing Authority

Board approved the Purchase and Sale Agreement in December. She explained the Housing Authority would hold the deferred financing loan for 55 years.

Board Member Manny Cardoza made a motion to approve the Purchase and Sale Agreement between Regional Housing Authority and Sutter Community Affordable Housing for the property located at 470 Bernard Drive, Yuba City, CA 95991. Board Member Richard Grant 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 Griesse

ITEM NO. H.7. – APPROVAL OF FISCAL YEAR ENDING 2022 OPERATING BUDGET:

Chief Financial Officer Marco Cruz went over the fiscal year ending 2022 budget for Town Center and Yolo/Heiken that was provided in the packet. He stated a few things affecting the budget include the minimum wage increase at the beginning of the year and an increase in property/liability insurance. Mr. Cruz mentioned an Ad Hoc Committee was set up for the Housing Authority Board to look at alternatives for insurance and staff will also be looking into alternatives for this Board as well.

Board Member Manny Cardoza made a motion to approve the Fiscal Year Ending 2022 Operating Budget. Board Member Richard Grant 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 Griesse

ITEM NO. I.- ADMININSTRATIVE REPORT: NONE

ITEM NO. J – DIRECTOR’S COMMENTS:

Board Member Richard Grant mentioned the article in the local newspaper regarding Richland Village was very good.

Board Member Manny Cardoza shared he is thankful to be able to continue on the board.

Board Member Diane Hodges stated road construction continues in Live Oak.

ITEM NO. K – NEXT MEETING: February 23, 2021

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:37 PM.

## Sutter Community Affordable Housing

DATE: March 23, 2021  
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, 2020 were 1203. Break down as follows:
- Total number of work orders by projects:

Priority & Category	Maple Park	Town Center	Yolo	TOTAL
Emergency	14	3	4	21
Make Ready's				0
Routine	82	66	4	152
Scheduled				0
Pest		3	1	4
Cancelled				0
HQS		28		28
Total Property	96	100	9	205
Pending	1	1		2
Completed	95	99	9	203

Prepared By:



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Tom Goodwin, Operations Manager

Submitted By:



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Gustavo Becerra, Executive Director



## SUTTER COMMUNITY AFFORDABLE HOUSING

### STAFF REPORT

Date: March 23, 2021  
To: Board of Directors  
From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q3-2020) report for quarter ending December 31, 2020

RECOMMENDATION: None - Update Only

FISCAL IMPACT: None - Informational Only

#### Sutter Community Affordable Housing

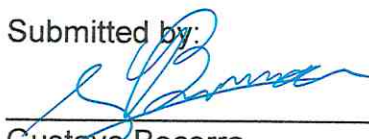
Development	Units Available	October	November	December
Town Center (Yuba City)	27	27	27	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	53	53	53
Kristen Court I (Live Oak)	55	53	51	51
Kristen Court II (Live Oak)	24	24	24	24

Currently, the following property waitlists are open: Town Center Senior Manor and Kristen Court (both 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:** March 23, 2021  
**To:** Board of Directors  
**From:** Marco Cruz, Chief Financial Officer

**SUBJECT:** Financial Review (April 2020-December 2020)

Town Center Senior Manor and Yolo-Heiken continue to have solid cash flow from operations both from better than expected revenues and lower than expected salary expenses.

## Town Center Senior Manor

### INCOME STATEMENT APRIL-DECEMBER

	Town Center Actual	Town Center Budget	Town Center Variance
REVENUE	\$155,022	\$148,041	\$6,981
OPERATING EXPENSES	\$137,996	\$145,179	\$7,183
OPERATING REVENUE	\$17,026	\$2,862	\$14,164
NON-OPERATING EXPENSES	\$0	\$0	\$0
NET INCOME	\$17,026	\$2,862	\$14,164

### TOWN CENTER BALANCE SHEET

	Mar 2020 Balance	Dec 2020 Balance	Net Change
CASH	\$176,168	\$191,215	\$15,047
ACCOUNTS AND NOTES RECEIVABLE	\$3,228	\$2,939	(\$289)
OTHER CURRENT ASSETS	\$5,132	\$1,283	(\$3,849)
FIXED ASSETS (NET)	\$946,875	\$946,722	(\$153)
TOTAL ASSETS	\$1,131,403	\$1,142,159	\$10,756
CURRENT LIABILITIES	\$1,316,115	\$1,309,999	(\$6,116)
NONCURRENT LIABILITIES	\$1,996,956	\$1,996,956	\$0
RETAINED EARNINGS	(\$2,181,668)	(\$2,164,796)	\$16,872
TOTAL LIABILITIES AND EQUITY	\$1,131,403	\$1,142,159	\$10,756

Town Center's Operating Revenue has a \$6,981 positive variance. Savings in salaries is driving the positive Operating Expenses variance. Its cash position is \$15,047 larger than beginning of the fiscal year including positive reductions in receivables and current liabilities.

## Yolo-Heiken

### INCOME STATEMENT APRIL-DECEMBER

	Yolo-Heiken Actual	Yolo-Heiken Budget	Yolo-Heiken Variance
REVENUE	\$37,930	\$36,036	\$1,894
OPERATING EXPENSES	\$22,841	\$35,595	\$12,754
OPERATING REVENUE	\$15,089	\$441	\$14,648
NON-OPERATING EXPENSES	\$0	\$0	\$0
NET INCOME	\$15,089	\$441	\$14,648

### YOLO-HEIKEN BALANCE SHEET

	Mar 2020 Balance	Dec 2020 Balance	Net Change
CASH	\$28,190	\$44,178	\$15,988
ACCOUNTS AND NOTES RECEIVABLE	\$388	\$966	\$579
OTHER CURRENT ASSETS	\$741	\$186	(\$555)
FIXED ASSETS (NET)	\$153,633	\$153,633	\$0
TOTAL ASSETS	\$182,951	\$198,963	\$16,012
CURRENT LIABILITIES	\$5,071	\$5,994	\$923
NONCURRENT LIABILITIES	\$160,000	\$160,000	\$0
RETAINED EARNINGS	\$17,880	\$32,969	\$15,089
TOTAL LIABILITIES AND EQUITY	\$182,951	\$198,963	\$16,012

Yolo-Heiken's revenues are higher than budget and it has significant salary, audit, and maintenance expense savings. This translates to a sixteen thousand increase in cash on its balance sheet.

**RESERVE ACCOUNTS:**

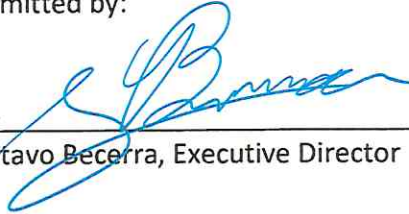
	Mar 2020	Dec 2020	Inc/(Decr)
TC Operations Reserve	\$63,438	\$48,227	(\$15,211)
TC Replacement Reserve	\$88,030	\$98,439	\$10,409
Yolo-Heiken Operating Reserve	\$23,672	\$40,054	\$16,382

Prepared by:

Submitted by:



Marco A. Cruz, Chief Financial Officer



Gustavo Becerra, Executive Director

**SUTTER COMMUNITY AFFORDABLE HOUSING  
STAFF REPORT**

**Date:** March 23, 2021

**To:** Board of Directors

**From:** Beckie Flores, Planning & Community Development Manager

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

**RECOMMENDATION:** None.

**FISCAL IMPACT:** Not applicable.

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**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. The project is currently under construction with an estimated completion date of April, 2021. Stakeholder meetings are currently underway to coordinate supportive services and overall property management once the site is occupied.

**Local Financing Commitments:**

- Yuba County/Sutter County MHSA = \$1,547,676
- Yuba County/Sutter County non-competitive NPLH = \$1,096,705
- Sutter County CDBG = \$200,000
- City of Yuba City Capital Funds = \$800,000
- Sutter-Yuba Homeless Consortium HEAP = \$690,000
- Regional Housing Authority Land Loan = \$560,000
- Regional Housing Authority Capital Funds = \$18,440
- Sutter County Fee Deferral = \$103,080
- Yuba City Unified School District Fee Deferral = \$54,042
- Regional Housing Authority = 39 Project Based Vouchers (20-year contract)

**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 has applied for 4% tax credits. Awards will be announced in April, 2021.

**Richland Village (Yuba City)** – Co-developer: Neighborhood Partners; Number of units: 176; Target population: low-income families. The Richland Village project 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 June, 2021. Yuba City Planning Commission and City Council have approved the project entitlements and are also considering funding for the project. Outreach to Yuba-Sutter Transit, Yuba Sutter Economic Development Corporation, Sutter County One Stop, Ampla Health and other local partners continues.

Local Financing Commitments:

- Sutter County Fee Deferral = \$453,552

Prepared by:



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Beckie Flores  
Planning & Community Development Manager

Submitted by:



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Gustavo Becerra  
Executive Director