

SUTTER COMMUNITY AFFORDABLE HOUSING

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

September 20, 2022

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 27, 2022

You are hereby notified that the Sutter Community Affordable Housing Board Meeting is scheduled for **Tuesday, September 27, 2022, 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, September 27, 2022
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 – May 24, 2022 pg. 1
 - 2. Recommend Establishing the Findings to Allow the Board to meet pg. 4
virtually if they elect to do so
- G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

I. ADMINISTRATIVE REPORT:

3. Maintenance Update on Maple Park Phase 1, Town Center Senior Manor, and Yolo/Heiken pg. 6
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. 7
Pattra Runge, Occupancy Manager

5. Finance Update pg. 8
Marco Cruz, Chief Financial Officer

6. Planning and Community Development Update pg. 10
Gustavo Becerra, Executive Director

J. DIRECTOR'S COMMENTS:

K. NEXT MEETING: October 25, 2022

L. ADJOURNMENT IN MEMORY OF MARTHA LUNDGREN:

SUTTER COMMUNITY AFFORDABLE HOUSING
Minutes
Regular Board Meeting
May 24, 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 Kimberly Butcher, Gustavo Becerra, Martha Griese, Richard Grant, Manny Cardoza and Diane Hodges.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Board Member Manny Cardoza led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – FEATHER RIVER WEST LEVEE FINANCING AUTHORITY OPERATIONS AND MAINTENANCE ASSESSMENT:

Andrew Stresser, Levee District 1 & 9 General Manager and Mike Inamine, FRWLFA Project Manager gave a presentation regarding the proposed Operations and Maintenance Assessment. They provided information regarding the pros and cons of passing the proposed assessment.

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.2-F.4. - CONSENT CALENDAR:

Vice-President Suzanne Gallaty made a motion to approve the Consent Calendar as submitted. Board Member Martha Griese 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, Kimberly Butcher, Martha Griese, and Richard Grant

Nays: None
Abstain: None
Absent: None

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.5. – ROLL CALL VOTE ON PROPOSED FEATHER RIVER WEST LEVEE FINANCING AUTHORITY (FRWLFA) OPERATIONS AND MAINTENANCE ASSESSMENT:

Board Member Gustavo Becerra stated the Sutter Community Affordable Housing owns three properties that would be affected by this assessment. He said the properties can financially afford the assessment. Mr. Becerra shared the Regional Housing Authority Board of Commissioners unanimously voted yes.

Board Member Manny Cardoza made a motion to take a roll call vote on the proposed maintenance and operations assessments and authorize the Executive Director to fill out the ballots for each Housing Authority property according to the majority vote and submit as required to FRWLFA on or before June 22, 2022. Board Member Kimberly Butcher 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, Kimberly Butcher, Martha Griese, and Richard Grant
Nays: None
Abstain: None
Absent: None

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

Operations Manager Tom Goodwin stated there was an uptick in work orders for Maple Park due to inspections. He said there has been an increase in turns at Town Center Senior Manor. Mr. Goodwin shared this gives staff an opportunity to get into a unit and provide services that you cannot do when the unit is occupied.

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

Occupancy Manager Pattra Runge said Town Center Senior Manor has been hit hard with turns. She said the waiting list is full. Ms. Runge mentioned the COVID rent relief is over and there are no outstanding rents at the properties.

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

Board Member Gustavo Becerra said the third phase of Kristen Court Apartments is under way with an estimated construction completion date of December 2022. He said there are cost escalators in the contracts due to the increasing prices of materials. Mr. Becerra said the Tax

Credit awards for Richland Village will be announced in June. He stated if tax credits are not awarded in June, staff will reapply in July.

ITEM NO. J – DIRECTOR’S COMMENTS:

ITEM NO. K – NEXT MEETING: June 28, 2022

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:53 PM.

SUTTER COMMUNITY AFFORDABLE HOUSING

STAFF REPORT

Date: September 27, 2022
To: Board of Directors
From: Jennifer Ruiz, Executive Assistant/HR Coordinator

SUBJECT: Ability to Hold Board Meetings Virtually as per AB361
RECOMMENDATION: Establish the Findings to Allow the Board to meet virtually if they elect to do so
FISCAL IMPACT: N/A

Background

On September 16, 2021, Governor Gavin Newsom signed AB 361 which will go into effect October 1, 2021. AB 361 extends the COVID-19 rules for conducting virtual or teleconference meetings under the Brown Act. In order to utilize the provisions of AB 361, a meeting must be held during a proclaimed state of emergency in which state or local officials have imposed or recommended measures to promote social distancing. The legislative body of the local agency must determine, by majority vote, that meeting in person would present imminent risks to health or safety of attendees.

If a proclaimed state of emergency still exists and the local agency wishes to continue to hold meetings in compliance with AB 361, the following must be done:

1. Within 30 days of the initial virtual or teleconference meeting, make the following findings by majority vote:
 - a. The agency has reconsidered the circumstances of the state of emergency, and
 - b. It either continues to directly impact the ability of members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing
2. Make the same findings by majority vote every 30 days thereafter.

Recommendation

It is recommended that the Board of Directors of Sutter Community Affordable Housing establish the findings to allow the Board to meeting virtually if they elect to do so as per AB 361.

Prepared by:

Submitted by:



Jennifer Ruiz
Executive Assistant/HR Coordinator



Gustavo Becerra
Executive Director

Sutter Community Affordable Housing

DATE: September 27, 2022
 TO: Board of Directors
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders for April, May, June 2022 were 153. Break down as follows:
- Total number of work orders by projects:

Priority & Category	Maple Park	Town Center	Yolo	TOTAL
Emergency	10	10	1	21
Make Ready's	5	1		6
Routine	64	64	1	129
Scheduled				0
Pest		12		12
Cancelled				0
HQS		28		28
Total Property	79	75	2	156
Pending	2	1		3
Completed	77	74	2	153

Prepared By:

Tom Goodwin

Tom Goodwin, Operations Manager

Submitted By:



Gustavo Becerra, Executive Director

SUTTER COMMUNITY AFFORDABLE HOUSING

STAFF REPORT

Date: September 27, 2022
To: Board of Directors
From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q1-2022) report for quarter ending June 30, 2022

RECOMMENDATION: None - Update Only

FISCAL IMPACT: None - Informational Only

Sutter Community Affordable Housing

Development	Units Available	Units Leased April	Units Leased May	Units Leased June
Town Center (Yuba City)	27	27	26	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	54	53	53
Kristen Court I (Live Oak)	55	53	54	55
Kristen Court II (Live Oak)	24	24	24	24
New Haven Court (Yuba City)	39	39	37	36

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: September 27, 2022
To: Board of Directors
From: Marco Cruz, Chief Financial Officer

SUBJECT: Financial Review (April 2022-June 2022)

Town Center Senior Manor

INCOME STATEMENT APRIL-JUNE

	Town Center Actual	Town Center Budget	Town Center Variance
REVENUE	\$62,053	\$61,191	\$862
OPERATING EXPENSES	\$45,966	\$51,327	\$5,361
OPERATING REVENUE	\$16,087	\$9,864	\$6,223
NON-OPERATING EXPENSES	\$0	\$0	\$0
NET INCOME	\$16,087	\$9,864	\$6,223

TOWN CENTER BALANCE SHEET

	Mar 2022 Balance	Jun 2022 Balance	Net Change
CASH	\$255,131	\$279,874	\$24,743
ACCOUNTS AND NOTES RECEIVABLE	\$380	\$976	\$596
OTHER CURRENT ASSETS	\$6,561	\$0	(\$6,561)
FIXED ASSETS (NET)	\$768,913	\$768,913	\$0
TOTAL ASSETS	\$1,030,985	\$1,049,763	\$18,778
CURRENT LIABILITIES	\$1,425,090	\$1,427,782	\$2,692
NONCURRENT LIABILITIES	\$1,996,956	\$1,996,956	\$0
RETAINED EARNINGS	(\$2,391,061)	(\$2,374,975)	\$16,086
TOTAL LIABILITIES AND EQUITY	\$1,030,985	\$1,049,763	\$18,778

Turnover at Town Center has slowed to expected levels and revenues are in line with expectations. Both administrative and maintenance costs are below budget but may catch up in future quarters. Total cash increased by \$24,743 in the first quarter of the fiscal year.

Yolo-Heiken

INCOME STATEMENT APRIL-JUNE

	Yolo-Heiken Actual	Yolo-Heiken Budget	Yolo-Heiken Variance
REVENUE	\$14,391	\$14,232	\$158
OPERATING EXPENSES	\$3,779	\$8,301	\$4,522
OPERATING REVENUE	\$10,612	\$5,931	\$4,681
NON-OPERATING EXPENSES	\$0	\$0	\$0
NET INCOME	\$10,612	\$5,931	\$4,681

YOLO-HEIKEN BALANCE SHEET

	Mar 2022 Balance	Jun 2022 Balance	Net Change
CASH	\$76,369	\$88,254	\$11,885
ACCOUNTS AND NOTES RECEIVABLE	\$0	\$0	\$0
OTHER CURRENT ASSETS	\$937	\$0	(\$937)
FIXED ASSETS (NET)	\$138,452	\$138,452	\$0
TOTAL ASSETS	\$215,758	\$226,706	\$10,948
CURRENT LIABILITIES	\$3,135	\$3,471	\$336
NONCURRENT LIABILITIES	\$160,000	\$160,000	\$0
RETAINED EARNINGS	\$52,623	\$63,235	\$10,612
TOTAL LIABILITIES AND EQUITY	\$215,758	\$226,706	\$10,948

Yolo-Heiken's revenues are in line with expectations. As with Town Center, administrative and maintenance expenses are lower than expected in the first quarter. Its cash position has increased by \$11,885 since the start of the fiscal year.

RESERVE ACCOUNTS:

	Mar 2022	Jun 2022	Inc/(Decr)
TC Operations Reserve	\$130,129	\$130,135	\$6
TC Replacement Reserve	\$98,464	\$98,469	\$5
Yolo-Heiken Operating Reserve	\$62,423	\$62,427	\$4

Prepared by:

Submitted by:

Marco A. Cruz, Chief Financial Officer

Gustavo Becerra, Executive Director

**SUTTER COMMUNITY AFFORDABLE HOUSING
STAFF REPORT**

Date: September 27, 2022
To: Board of Directors
From: Gustavo Becerra, Executive Director

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

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, with an estimated construction completion date of December 2022.

Construction is progressing, although material and labor shortages are having an impact on the schedule.

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 submitted an application for Affordable Housing and Sustainable Communities (AHSC) funding to State HCD on June 8, 2021, and it is with great pleasure to report that the project was awarded \$30 million in AHSC financing. Awards were announced on January 26, 2022.

RHA and Sage Housing also submitted an application for low-income housing tax credits, and tax-exempt bonds in order to complete the financing package necessary to develop the project. The application was submitted on August 9, 2022, with awards to be announced on November 30, 2022. If this application is not awarded, the next round of tax-credit and tax-exempt bond financing opens in March 2023 and staff will be submitting an application.

Additionally, staff have submitted a financing application for \$1.2 million to the California Energy Commission's BUILD program. Awards are expected to be announced in November 2022.

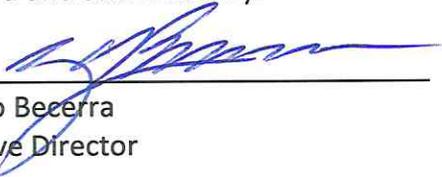
The City of Yuba City has extended the planning approval entitlements and their \$1 million financial commitment to January 2025. They were set to expire in January 2023 without the extension.

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: to be determined, but in the range of 45-55; Target population: low-income seniors (62+). Staff is currently analyzing feasibility and working with the design team and City staff on planning approval entitlements. To be developed on a vacant land site that RHA currently owns on Garden Highway.

Prepared and submitted by:



Gustavo Becerra
Executive Director