

**STATE OF CALIFORNIA**  
**PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION**  
**BOARD OF COMMISSIONERS**  
**Jeff Engel, Chairperson**  
**Regular Meeting Agenda**  
November 16, 2021 9:00 AM  
Plumas County Courthouse - Board of Supervisors Room  
Roger Diefendorf, Executive Director  
*Susan Stephens-Hepp, Finance Director*  
*Tricia Elliott, Board Secretary*

- I. **ROLL CALL**
- II. **ADDITIONS TO OR DELETIONS FROM THE AGENDA**
- III. **APPROVAL OF MINUTES** – Approval of Minutes as mailed of the October 19, 2021 Regular Meeting (Attachment III.A). **Motion.**
- IV. **APPROVAL OF CLAIMS** – Approval of claims for the period of October 19, 2021, through November 15, 2021. **Motion.**
- V. **PUBLIC COMMENT** – Any member of the public may address the Board on matters which are within the jurisdiction of the Board. If you are addressing the Board regarding a matter listed on the agenda, you are requested to hold your comments until the Board takes up that matter. Please limit your comments to three (3) minutes or less.
- VI. **BOARD OF COMMISSIONERS ANNOUNCEMENTS AND REPORTS** – Informational announcements by members of the Board of Commissioners regarding issues related to the Commission. Information and clarifying questions only, no discussion.
- VII. **RESOLUTIONS-None**
- VIII. **DEPARTMENTAL MATTERS**
  - A. Green Meadows Update
  - B. Project Based Vouchers Update
  - C. Weatherization Update
  - D. Lassen-Plumas-Sierra Community Action Agency Update
  - E. Proposed Five Percent COLA for PCCDC Staff. (Attachment VIII.E) **Motion.**
- IX. **PROJECTS/PROGRAMS-None**
- X. **ADJOURNMENT** -- Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990 by contacting the Secretary of the Board at (530) 283-2466. All persons requiring reasonable accommodations or auxiliary aids in order to effectively participate in a meeting may contact the Secretary of the Board's office by noon on Monday preceding the meeting to make such arrangements.

**183 West Main Street, P.O. Box 319, Quincy, CA 95971**  
**(530) 283-2466 - Fax (530) 283-2478**

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF PLUMAS  
HELD IN QUINCY, CA ON OCTOBER 19, 2021**

**ROLL CALL**

The meeting is called to order at 9:01 AM. Chairperson Engel, Commissioner Ceresola, and Commissioner Thrall are present. Executive Director Roger Diefendorf, Finance Director Susan Stephens-Hepp, and Board Secretary Tricia Elliott are present.

Commissioner Goss and Commissioner Hagwood are absent.

**ADDITIONS TO OR DELETIONS FROM THE AGENDA--None**

**APPROVAL OF MINUTES**

The Minutes from the meeting of September 21, 2021, are presented to the Board for approval. Commissioner Thrall motioned for approval, Commissioner Ceresola seconds. Approved.

**APPROVAL OF CLAIMS**

Claims for the period of September 17, 2021 through October 18, 2021 are presented for approval. Chairperson Engel motioned for approval, Commissioner Ceresola seconds. Approved.

PCCDC General \$157,139.25 (Checks #60161 – 60296, Checks #98965 – 99002)

USDA Operations \$44,844.74 (Checks #4498 - 4541 )

PCCDC General \$269,375.21 (Direct Deposits #1023104 - 1023368)

**PUBLIC COMMENT – None**

**BOARD OF COMMISSIONERS ANNOUNCEMENTS AND REPORTS – None**

**RESOLUTIONS – None**

**DEPARTMENTAL MATTERS**

A. Big Giant Budget (BGB) Qtr. 2

Finance Director, Susan Stephens-Hepp presented the finalized reports for Public Housing, Section 8 and Valley Heights. All of the projects did very well considering the pandemic. Valley Heights is in the red due to construction and mold issues. Section 8 ended fine. USDA housing, Pine Meadows and Wildwood, ended with profits due to high rents and low expenses. LPSCAA 2020 and LPSCAA Discretionary 2020 are both completed and were spent out 97%. Ms. Stephens-Hepp informed the Board that PCCDC has four contracts running at the same time in Weatherization Utility Assistance and LPSCAA. Some of these contacts will be running into 2023.

B. Proposed Five Percent COLA for PCCDC Staff

Finance Director, Susan Stephens-Hepp, presented the Consumer Price Index (CPI) to the Board. It gave increases of the last few months, and explains why we are seeking increases for our staff.

Executive Director, Roger Diefendorf, reported last year the Board granted a five (5) percent COLA. Part of that was because from 2008 staff had fallen behind by 18 percent. That COLA made a small impact in staff's ability to meet their expenses. The CPI for this last 12 months came out and it is a 5.2 percent increase in cost of living based on urban figures. The cost of energy has increased 25 percent and gasoline has increased 42 percent. Living in a rural community without a lot of public transportation, it effects all of us. Based on the fact the CPI went up 5.2 percent, the five (5) percent COLA would keep staff in parity to where they were last year.

Chairperson Engel would like a spreadsheet of all staff and how PCCDC will afford it.

Commissioner Thrall agreed and would like to see a breakdown for each position and what they are making now and what the COLA would produce with a total, and a discussion of how to afford this. She had a complaints that PCCDC could not replace refrigerators so how can PCCDC afford a COLA increase. She agrees something needs to be done to retain our good people, but would like to make that decision on more information.

Executive Director, Diefendorf, stated the spreadsheet will be provided at the next meeting. As to the refrigerators, it is an entirely a different situation based on what the insurance company and HUD will allow and will not allow.

C. Amendments to the Administrative Plan for Section 8 Housing Choice Voucher Program

Executive Director, Roger Diefendorf presented the amendments to the Administrative Plan for Section 8 Housing Choice Voucher Program.

Commissioner Thrall motioned to accept the amendments to the Administrative Plan for Section 8 Housing Choice Voucher Program. Commissioner Ceresola second. Approved.

**PROJECTS/PROGRAMS-None**

**ADJOURNMENT**

The Board adjourns at 9:26 AM to meet in a Regular Meeting at 9:00 AM on October 19, 2021. Claims will be reviewed at 8:45 AM.

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Jeff Engel, Board Chairperson

Attest:

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Tricia Elliott, Secretary

Additional Information for the Board of Commissioners:

At the 10/19/2021 Board of Commissioners meeting for PCCDC, the Board requested that we do a comparison of current staff wages and wages with the 5% COLA added. I have included that comparison here.

PCCDC can support the COLA with the current level of funding the Agency is receiving.

In addition to that funding however, our first Project Based Voucher projects will be moving forward in the early part of 2022. The Executive Director, Roger Diefendorf has been working for the past several years with the housing authorities of Butte County and Sutter-Yuba-Nevada Counties to bring this to fruition for PCCDC. The initial process has also been assisted through a Grant provided by RCAC for technical assistance.

The 501(c)(3) for PCCDC has been approved by IRS and is an integral part of the project based voucher program. Aside from the important fact that Project Based Vouchers provide more affordable housing within the PCCDC jurisdiction, because developers need Project Based Vouchers to attract Low Income Housing Tax Credit investors to their projects, they pay typically twenty-five percent of their developer fee to PCCDC as part of the project. Based on the pro formas which we have to date from potential developers, PCCDC stands to receive approximately \$1.2M on current potential deals spread out over typically five years. For those developers or organizations who do not have an existing non-profit, the PCCDC non-profit allows us to become typically a 1% General Partner in the deal. The non-profit allows tax exempt status for the property and is therefore an integral part of the whole Project Based Voucher deal.

While Project Based Vouchers bring additional income to the Agency and some level of additional oversight, they do not add significant cost because the development cost is born by the developer and once the project is operational the Housing Choice Voucher (Section 8) wait list for Project Based Vouchers is administered in the same manner as any other voucher program with the same HUD funding.

**Plumas County Community Development Commission  
Proposed COLA Raise 11/2021**

<u>Position</u>	<u>Rates - @ 10/31/2021</u>	<u>Current Wages Per Month</u>	<u>Gross Wages Plus COLA Raise/Month</u>
Receptionist - PT	15.50	1,984.00	2,083.20
(New) Site Manager - PT	15.50	1,984.00	2,083.20
HCV Supervisor - PT	27.95	4,024.80	4,226.04
Maintenance Supervisor - FT	3,343.60	6,687.20	7,021.56
Weatherization Crew - FT	17.28	2,903.04	3,048.19
Weatherization Supervisor - FT	24.55	4,124.40	4,330.62
Weatherization Crew - FT	18.15	3,049.20	3,201.66
Executive Director/General Counsel - FT	5,594.34	11,188.68	11,748.11
CAA Coordinator - PT	20.10	1,688.40	1,772.82
Maintenance Crew - FT	16.14	2,711.52	2,847.10
Site Manager - PT	15.37	1,967.36	2,065.73
Maintenance Crew - FT	16.14	2,065.92	2,169.22
Intake for UA/WX - FT	16.95	2,847.60	2,989.98
Maintenance Crew - PT	19.61	2,510.08	2,635.58
Temp Help - Site Manager - as needed	15.50	620.00	651.00
Maintenance Crew - PT	16.95	2,440.80	2,562.84
Housing Director - FT	4,749.34	9,498.68	9,973.61
Accounting Technician - PT	20.66	2,644.48	2,776.70
Accounting Management Analyst - FT	28.41	4,772.88	5,011.52
(New) Site Manager - PT	15.50	1,240.00	1,302.00
Finance Director/LIHEAP Manager - FT	5,110.84	10,221.68	10,732.76
HCV Staff - PT	16.52	2,378.88	2,497.82
<b>TOTAL</b>		<b>83,553.60</b>	<b>87,731.28</b>

To The Board of Commissioners:

In the fall of 2020, PCCDC brought to this Board a proposal for a staff Cost of Living increase based in part that the particular increase was in recognition of nearly ten years of minimal salary increases during periods of fiscally lean years. At that time Management advised the Board that, "Using the California CPI, PCCDC staff has had their real income diminished by approximately 18.2 % over the period 2007 2020 except for a 1% COLA in 2017." This Board did approve a 5% cost of living increase for which PCCDC staff is grateful. However, even at that time the five percent increase still left staff thirteen percent behind the increase in the cost of living since 2008.

In the intervening twelve months that five per cent increase has effectively evaporated due to inflation.

PCCDC management proposes that Plumas County Community Development Commission staff be granted a 5% COLA increase, effective November 1, 2021, for the following reasons:

- The Consumer Price Index (CPI) has risen 5.3% over the last 12 months.
- Energy prices have risen an average of 25.0% over the last 12 months and gasoline alone has risen 42.7%. Electricity has risen 5.2%.
- Food prices have gone up significantly as well, an average of 4.0%.
- All items less food and energy have risen 4.0%
- The CPI is based on urban figures where there are significant levels of public transportation. In rural Plumas County we are dependent on private vehicle transportation and that sector of the CPI has increased by an enormous twenty-five percent in the last twelve months. Latest indicators from OPEC and Russia lead energy analysts to predict that there will be little significant increase in petroleum production in the immediate future while increase in demand for petroleum products is beginning to show a significant increase.

We note that due to the same increase in the CPI, Social Security increases for 2022 are going to increase significantly by 5.9 percent in one of the largest social security increases ever.

As the cost of living in Plumas County rises, it is essential to be able to provide our staff with periodic COLA raises to enable them to adjust to the changes we are seeing in the economy. As more increases are predicted, this COLA will help us retain our staff here at PCCDC, a much needed agency in this county.

The current financial condition of the Agency will support this increase.

- Information taken from U.S. Bureau of Labor Statistics, The Economics Daily, 9/17/2021