

**STATE OF CALIFORNIA
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION
BOARD OF COMMISSIONERS**

**Jeff Engel, Chairperson
Regular Meeting Agenda**

December 18, 2018 – 10 AM

Plumas County Courthouse - Board of Supervisors Room

Roger Diefendorf, Executive Director

Amanda Lanker, Finance Director

Susan Stephens-Hepp, Board Secretary

I. ROLL CALL

II. APPROVAL OF MINUTES – Approval of Minutes as mailed of the November 13, 2018 Regular Meeting (Attachment II). **Motion.**

III. APPROVAL OF CLAIMS – Approval of claims for the period of November 13, 2018 through December 4, 2018. **Motion.**

IV. 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.

V. 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.

VI. RESOLUTIONS

VII. DEPARTMENTAL MATTERS

A. Big Giant Budget (BGB) October 2018 (Attachment VII.A.) - **Report.** Lanker

VIII. PROJECTS/PROGRAMS

A. Lassen Plumas Sierra Community Action Agency (LPSCAA) - Board Meeting held on December 6th in Quincy. **Report.** Diefendorf

B. Access Round Table and LIHEAP Service Providers (LSP) Meetings held December 4th and 5th in Sacramento. **Report.** Diefendorf

C. TOBIN Update - **Report.** Diefendorf

IX. ADJOURNMENT

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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 NOVEMBER 13, 2018**

ROLL CALL

The meeting is called to order at 10:00 AM. Commissioners Sanchez, Thrall, Mannies, Simpson, Goss, and Chairperson Engel are present. Executive Director Roger Diefendorf, Finance Director Amanda Lanker, Housing Director Susan Merriman, and Board Secretary Susan Stephens-Hepp are present.

APPROVAL OF MINUTES

The Minutes from the meeting of October 16, 2018, are presented to the Board for approval. Commissioner Sanchez motions for approval, Commissioner Thrall seconds. Approved.

APPROVAL OF CLAIMS

The claims from the period of October 16, 2018, through November 12, 2018, are presented for approval. Commissioner Sanchez motions, Chairperson Engel seconds the motion to approve the claims. Approved.

PCCDC General \$ 157,033.75 (Checks #55572 - #55874, Checks #97369 - #97403)

USDA Operations \$ 30,060.60 (Checks #3287 - #3322)

PCCDC General \$ 270,708.12 (Direct Deposits #1014872 - #1015174)

PUBLIC COMMENT – Tobin project – Appeal to Board to finish the project from a citizen of Tobin.

BOARD OF COMMISSIONERS ANNOUNCEMENTS AND REPORTS – None.

RESOLUTIONS

- A. Resolution # 2018-006: Resolution to allow Roger Diefendorf to sign the MOU with Plumas County for Wildwood Village Road Maintenance (Attachment VI.A. & Attachment VI.B.)
Discussion and Possible Motion. Existing MOU states that the Agency is responsible for maintaining the parking areas, curbs, and sidewalks at Wildwood Village. Commissioner Thrall raises concerns about signing the MOU as a new hospital is to be built on land behind the Wildwood Site and the road through Wildwood may become an access road to the hospital. Discussion proceeds about the original MOU and how it came into being and the intricacies involved between the County and the Agency. Commissioner Thrall would like to see the original agreement and any attachments to it between the County and the Agency before proceeding with this resolution. **Motion to table Resolution** – Commissioner Thrall, second – Commissioner Sanchez. Approved.

DEPARTMENTAL MATTERS

- A. Big Giant Budget (BGB) September 2018 (Attachment VII.A.) – **Report.** A. Lanker reports that funds are about the same as last month with no big surprises. Section 8 has a deficit but she got an email this morning that we will receive an extra \$10,000 for the 2nd period adjustment, which will get us out of the hole. In LPSCAA salaries and benefits are about spent out but we are going to be getting some discretionary funding. Although it is mostly for the FRC Agriculture Program it will help somewhat with salaries and benefits. In LIHEAP, Weatherization funds look to be on track to be spent out by year end, and all else looks on track.
- B. Amendments to the Administrative Plan for the Housing Choice Voucher Program (Attachment VII.B.) – **Report, Discussion, Motion.** Merriman says that most the amendments are updates to the existing plans. She says that she called our representative Debra McCoy this morning to let her know that we have two vacancies currently in Wildwood in case anyone displaced by the recent fire in Butte County needs to have emergency housing. She would like to have the Board's approval to extend the displacement preference to Butte County. She will wait to offer the vacancies to the current waitlist until after she hears about any emergency needs. The Board agrees to limit the emergency preference to 30 days for any Butte County displaced people to apply for the housing.

Updates to the Admin Plan include adding the LAP (Language Access Plan) in Chapter 2. Updates in Chapters 5, 6, & 7 are updates to the PIH Notices which reference where items are located in the Plan. Also updated was Program Administration which added a statement that the payment standards will be effective January 1st of every year. This has actually been the practice in the program all along but has now language has been added to the Plan. Chapter 16 added language about the responsibility of owners or the PHA if or when they become aware that children living in the units have elevated levels of lead in their blood. Commissioner Thrall moves approval of adopting the updates to the Sec 8 Admin Plan, Commissioner Goss seconds, all approved.

- C. Amendments to the Admissions and Continued Occupancy Plan (ACOP) for Public Housing (Attachment VII.C.) **Report, Discussion, Motion.** Merriman says that the ACOP is nearly identical to the Sec 8 Admin Plan, but the ACOP is for Public Housing. We added to Chapter 12 the LAP at the recommendation of Legal Services. In the Grievance and Appeals Procedure we adopted that the Housing Authority will consider (in their decisions) a recording of the informal hearing for the applicants and tenants. This was also added to the Sec 8 Admin Plan. Also updated was language regarding flat rate rent exemption which we have never used, and language regarding children with elevated blood lead levels as in the Admin Plan. Motion to Adopt Commissioner Sanchez, second Commissioner Thrall, all approved.
- D. Possible PCCDC Affiliate Non-Profit Creation – Discussion and Possible Motion. Diefendorf – In line with the approval that the Board has given to move forward in new directions Diefendorf asks the Board to consider that Plumas County Community Development Commission move forward with the possibility of a Non-Profit Affiliate. This would assist the Agency in areas such as the Community Action Agency and Economic Development; having a Non-Profit would allow us to compete for different sorts of grant funding that is not available to public agencies. Diefendorf states that most of the cost of creating a Non-Profit is involved in drafting the Articles of Incorporation and the Bylaws and that sort of thing but since he and Amanda are both attorneys, there would be very little cost associated with this. There are two different types of governance structures for Non-Profits, you can have an independent Board or partially independent Board or

you can have a Controlled Board. It appears that having a Controlled Board would be the best way to go as the Board would consist of some or all of the PCCDC Board, thereby insuring a unified structure. Diefendorf would like to have Board approval of the concept of a Non-Profit, and would like to have the approval to move forward with the Articles of Incorporation and drafting of the Bylaws to bring back to the Board to discuss. Commissioner Thrall would like to have more information on how the Non-Profit Board would work in conjunction with the PCCDC Board. Diefendorf says that we have a lengthy legal opinion on the structure of non-profit boards for entities of this type and one of the requirements is that the Controlled Board must meet all the requirements of the Brown Act. One of the things that you're looking at is that you cannot use the Non-Profit to bypass other requirements that would apply to the Public Agency. Commissioner Sanchez would like to see what the financial implications would be such as insurances and other possible fiscal impacts. Board agrees that this a good direction to go in as it could really be helpful to the Agency. Motion to pursue by Chairperson Engel, second by Commissioner Thrall. All approved.

PROJECTS/PROGRAMS

- A. Tobin Project Update – **Report**. Diefendorf reports that last month we had an email stating that the Union Pacific engineering department was okay with moving forward with the project but needed the “Bridge Division” okay. This morning we received an email from Ken Angst of Stantec Engineering stating that the new engineer at Union Pacific wants to move forward and complete this project. Now with the wildfire and the canyon being closed we are looking at more delays, but Diefendorf adds that it is good news that we have an engineer with Union Pacific that is willing to move forward. Commissioner Sanchez says he would like to have a final bid amount for the completion of the project for the Board of Supervisors to consider. Diefendorf says he needs to talk with Stantec and the new engineer at Union Pacific to get a final bid. Commissioner Sanchez says he would like to have options and scenarios, and Chairperson Engel would like to know how much the FR Canyon Water District has available to contribute to the project. Diefendorf says he will gather the information needed.

Section 8 Program – June 2018 High Score (100%) – **Report**. Diefendorf says that we have Good News from Gerard Wendt the Director of Public Housing at HUD in San Francisco. In a letter dated October 24th he says that the County of Plumas Housing Authority final score for Fiscal Year Ending June 30, 2018 is 100% and the Housing Authority’s overall designation is **HIGH** and he goes on to list the indicators.

ADJOURNMENT

The Board adjourns at 10:49 AM to meet in a Regular Meeting at 10:00 AM on December 18, 2018. Claims will be reviewed at 9:45 AM.

Jeffrey Engel, Board Chairperson

Attest:

Susan Stephens-Hepp, Secretary

T&S Construction Company Inc.

6108 Hedge Ave

Sacramento, CA 95829

916-381-3052

Tobin Fire Pipeline Project

12/10/2018

Cost for replacing the existing pipe on the railroad bridge

Remove and Replace 250' LF 2" sch 40 galvanized with HDPE Pipe and Install new pipe hangers

The track flagman costs are included, no other railroad costs are included.

A person will only be able to utilize 3 hours out of an 8 hour day because of trains and track personnel maintenance.

Due to the risk involved with this work, the pace is slow with safety first.

This price includes highway 70 flagging, no permit or inspection fee's are included.

Cost estimate

labor	\$ 39,814.00	
equipment	\$ 3,086.00	
material	\$ 11,520.00	
safety	\$ 2,600.00	
subs	\$ 29,600.00	
bonds / insurance	\$ 3,000.00	
mob	\$ 3,000.00	
	<u>\$ 92,620.00</u>	estimated amount