

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION
& HOUSING AUTHORITY**

HELD IN QUINCY ON DECEMBER 17, 2024

ROLL CALL

The meeting is called to order at 9:00 AM. Chairperson Greg Hagwood, Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Kevin Goss and Commissioner Tom McGowan were present.

Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Susan Housing Director Merriman, Finance Analyst Michelle Majeski and Board Secretary (stand in for Tricia Romandia) Karen Twilley were also present.

ADDITIONS OR DELETIONS FROM THE AGENDA

There were no additions or deletions from the agenda. Corrections: per Executive Director Roger Diefendorf, Budget overview, September and October claims contain October 1st - Dec 12th

APPROVAL OF CLAIMS

Claims for the period of October 1, 2024, through December 12, 2024, are presented for approval. Commissioner Engel motioned for approval. Commissioner McGowan (unsure) second the motion. Approved.

APPROVAL OF MINUTES

The PCCDC Minutes from the meeting on October 17th, 2024, were not ready yet for approval.

PUBLIC COMMENT

Chairperson Hagwood inquired if there were any public comments from anyone present or attending by Zoom. There were no public comments.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

Chairperson Hagwood inquired if there were any announcements or reports from the Board of Commissioners. There were no announcements or reports.

RESOLUTIONS

There were no resolutions to be presented to the Board.

DEPARTMENTAL MATTERS

A. PCCDC Budget Overview through September and October 2024

Finance Director Cindy Ramsey, presented the budget overview as of September and October 2024. There are two sets of data. The 5 complexes are maintaining small profits though they are decreasing in comparison to August's data. Section 8 shows a small intentional loss. As a reminder HUD had mentioned that they will be reducing the HUD held reserves, which is a significant amount of PCCDC's reserves so PCCDC is intentionally over spending to use those reserves instead of lose the funds over the next couple months. Finance will analyze the program's equity, reserves, and other statistics to determine the next steps for the program.

LIHEAP and Lassen Plumas Sierra Community Action Agency (LPSCAA) continue to do well, and being reimbursed fully. The CAA Discretionary contract funds will be transferred to the non-profit for grant writing opportunities as approved by the CAA board. The LIHEAP programs and the regular CAA contract are fairly proportionate in projected percentages vs. actuals. Tricia mentioned last month that she had been in contact with the remaining subcontractors for the CAA contract and stated they are expected to submit their invoices this month. Once those are all received, Finance will complete the closeout package. While this data doesn't reflect it, occupancy at all sites is improving as of December. Lastly, the 2024 Fiscal Year-end audit is going well and is anticipated to be completed on time this year.

B. Possible Down Payment Assistance Program for Plumas Community Development Corporation

Executive Director Roger Diefendorf, stated that we have a nonprofit that is associated with this agency. The last year or two the community has been looking to this agency to rebuild in Greenville. Unfortunately the housing authority are not housing developers. We have been looking for ways to assist in this process. He has spoken with individuals about their down payment programs. We are potentially looking at a program for down payment assistance.

We would want to be targeting new housing in Greenville which is need to help rebuild the community and housing for workforce in Quincy and Chester. Months ago Clint Koble and Mr. Diefendorf prepared a presentation to the Dixie Fire Collaboration and the proposal was well received, we believe they are inclined to provide up to a half million dollars to get the program going. We were looking at over a 2 year period, over 200 thousand to get it going and 800 thousand for the down payment assistance.

Mr. Koble had made an informational sheet, one of the things that they are contemplating is funding from the county to bring them up to 1 million to start the program. If able to get program going, they will bring in another 2 mill on the beginning funding, stacking more finding, and that provides tax deductions for companies willing to help with the funding. Requesting discussion on the matter. During PGE meeting, set aside 2 mil for match out of PGE funds for grants etc. 500 thousand would be a good fit for a program like this. Deemed appropriate. Chairperson Hagwood agrees it would be a good fit for the communities in the burn scare area. Mr. Diefendorf hopes to target Greenville, but not exclude other

communities. Chairperson Hagwood stated in figures provided, there is a return in taxes, school revenue, property tax etc. and would be a good investment.

Ms. Lucero mentioned that on the viewpoint program, landing page, it would be great to show a relocation package and assistance for anyone coming from out of the area. More broad distribution. Mr. Koble welcomes the commissions involvement in this, reflects on Mr. Diefendorf statements. Will be a local effort, local contractors, CDC's. Ms. Lucero stated it could help up to 16 families on the original 800 thousand budget. Mentioning multiple job opportunities needing housing for new employees. Chairperson Hagwood suggests this needs to be presented to the Board of Supervisors for discussion and possible action. Ms. Lucero states it would be good to bring it up, and that she believes a CAL Home would have been helpful, and will be in the future if able to be supported. Agendized. No questions, comments, concerns.

C. Cal CAPA Update/Visit

Executive Director, Roger Diefendorf, stated Cal CAPA is a support organization for community action. There are community action agencies throughout state approx. 75-100. They were visited by a Cal CAPA agent in Sept, and wanting to see what we are needing assistance with and offering to do some training with the board. We were presented with a placard celebrating CAA month and it was signed by the governor. We will be handing this in our lobby and appreciate receiving the plaque. We cover 3 counties Lassen, Plumas and Sierra, and trying to elevate people out of poverty. Wishes we had more programs and funding to be able to do more than put a band aid on the issues, but appreciate the recognition. No questions, comments, concerns.

D. Executive Director Recruitment from within the Agency

Executive Director Roger Diefendorf stated that he has prepared a memorandum for his retirement. Suggesting that 2025 would be a good time for him to retire from the agency after serving 10 years. He explains that PPCDC is always underfunded, explaining that the capital and operating funds ideally would both be used for day to day agency needs, and mentioned that Butte County gave 1 year to give time to find another director.

Due to funding uncertainties, it would seem appropriate at this point, rather than going outside agency to find director that we stay inside the company allowing for ability to divide up some functions that the Executive Director handled to help revive financial strain on the company. He stated this succession plan would be best for the company. Chairperson Hagwood agrees that Mr. Diefendorf understands his agency best, and would be inclined to follow his recommendation based on his experience and knowledge. Chairperson Hagwood reminds that Mr. Diefendorf would be the one who decides the time and manner in which he retires. It will not be a decision by others, and only himself and that he may be approaching to that decision on his own. Based on his tenure he and his experience he is inclined to endorse his thoughts and opinions on what the future holds.

Commissioner Ceresola asks Mr. Diefendorf about the legal services for the agency and clarifies that he currently helps PCCDC with that position along with his executive duties. Commissioner Ceresola asked if Mr. Diefendorf will train someone to take over, but not for the legal information or help. Chairperson Hagwood suggests that Mr. Diefendorf make himself available for legal services in the future, and adds that this could be something that

could be agendized in the future that way the commissioners could take action, the documents today were more like a presentation and discussion. This could be formalized in a future commissioner meeting. Mr. Diefendorf states that it was his intention for the current to be a motion. Chairperson Hagwood asks for a motion on the matter. They clarified Mr. Diefendorf is just establishing a plan to move forward with. Commissioner Ceresola or McGowan (unsure) confirmed, and seconded the motion. Commissioner Goss seconded and requested more detail on how it will work out. None opposed.

PROJECTS/PROGRAMS

There were no projects or programs to be presented to the Board.

CLOSED SESSION

ITEMS TO BE DISCUSSED

A.

ADJOURNMENT

Chairperson Hagwood inquired if there were any further comments from the public or anyone attending by Zoom. There were no comments. The Board adjourns the December 17, 2024 meeting.



Kevin Goss, Chairperson

Attest:



Karen Jewilly for
Tricia Romandia, Board Secretary