

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION
& HOUSING AUTHORITY
HELD IN QUINCY ON JULY 15, 2025**

ROLL CALL

The meeting was called to order at 9:00 a.m. by Chairperson Kevin Goss. Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Mimi Hall and Commissioner Tom McGowan were present.

Executive Director Cindy Ramsey, Finance Director Michelle Majeski, and Board Secretary Tricia Romandia were also present.

Quorum met.

ADDITIONS, CORRECTIONS OR DELETIONS TO OR FROM THE AGENDA

Chairperson Goss inquired if there were any additions, corrections or deletions to or from the Agenda.

Executive Director Cindy Ramsey indicated that there were no additions, corrections, or deletions to the agenda.

APPROVAL OF CLAIMS

Chairperson Goss inquired if there were any questions or comments regarding the claims that were presented for the period of June 13, 2025 through July 10, 2025. There were no questions or comments regarding the claims presented. Mr. Goss requested a motion from the Board for the approval of claims.

Commissioner Engel motioned for approval of the claims for the period of June 13, 2025, through July 10, 2025. Commissioner Ceresola seconded the motion. No opposition. Approved.

PCCDC General \$253,127.41 (Checks #65590 - 65699, Checks #101144 - 101190)

USDA Operations \$23,637.99 (Checks #5941 - 5969)

PCCDC General \$369,822.46 (Direct Deposits #1034210 - 1034445)

APPROVAL OF MINUTES

Chairperson Goss inquired if the Board wanted to discuss the Minutes as of the June 17, 2025, Regular Meeting. There was no discussion from the Board.

Commissioner Engel motioned for approval of the Minutes. Commissioner Ceresola seconded the motion. No opposition. Approved.

PUBLIC COMMENT

Chairperson Goss inquired if there were any public comments from anyone present, on the phone or attending by Zoom.

There were no public comments by anyone present, on the phone or attending by Zoom.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

Chairperson Goss inquired if the Board of Commissioners had any announcements or reports.

The Board had no announcements or reports.

RESOLUTIONS

- A. Authorizing the Execution of all Contracts with the California Department of Community Services & Development (CSD) **Resolution 2025-010**

Executive Director Cindy Ramsey presented Resolution 2025-010. This resolution is a revision of Resolution 2025-001, which was adopted in March 2025. With the staffing changes, the California Department of Community Services and Development (CSD) requested a revised resolution that specifically named the designated representatives authorized to complete the various contracts for the remainder of the year for the Low-Income Home Energy Assistance and Community Action Agency programs.

Chairperson Goss inquired if there were any comments or questions from anyone present, on the phone or by Zoom. There were not any comments or questions from anyone present, on the phone or by Zoom.

Commissioner McGowan motioned to approve Resolution 2025-010. Commissioner Engel seconded the motion.

Roll Call, Vote:

Ayes: Chairperson Goss, Commissioner McGowan, Commissioner Hall, Commissioner Engel, Commissioner Ceresola.

Noes: None.

Absent: None.

Vote: Motion passed by unanimous roll call vote.

DEPARTMENTAL MATTERS

A. PCCDC Budget Performance Update as of May 2025

Finance Director Michelle Majeski presented the budget overview as of May 2025. She stated that the attachments presented were to show a deeper understanding of fiscal improvements, changes and fiscal performance. The CSD programs were one of the first areas of the agency that the finance team reformed because they had the largest losses even though they are designed as fully reimbursable programs. With all of the additions and improvements made, Ms. Majeski was happy to report that all of the CSD programs are operating at a zero dollar profit/loss. All of the expenses are 100 percent fully reimbursed including overhead

PCCDC received CSD close-out letters for the 2024 LIHEAP and 2023 ESLIHEAP contracts, confirming 100 percent contract spend out with 100 percent allowable amounts. This is good news because reaching 100 percent of contracts and meeting benchmarks allows for more money in future contracts. By meeting the benchmark for the 2024 LIHEAP contract, PCCDC was awarded an additional \$163,457 to the 2025 LIHEAP contract. Between the two closed contracts, PCCDC was able to weatherize and provide emergency heating and cooling appliances to 44 homes as well as provide 406 homes with utility assistance in Plumas and Sierra counties.

Commissioner Hall reflected on the very large multi-year losses in the CSD contracts even though there was 100% reimbursement eligibility. She inquired how the Agency filled the hole. Ms. Majeski informed Commissioner Hall that previously the Agency had to use the General Fund. The contracts are designed to be money in and money out including operating expenses, vacation and sick time for the crew members. Currently, every expense to the programs are being billed and reimbursed so we no longer have a general fund impact.

Commissioner Ceresola understood the programs were fully reimbursed, but he did not see the losses and what was paid back. He was glad that it is money in money out, but he would like to see more documentation.

Ms. Majeski reviewed the CSD program attachments with the Board showing the budget and contract year-to-dates at this point. The report did not have as much data as far as profit loss because there is a zero profit and loss with those programs.

Commissioner Hall inquired as to why the numbers were so low. Ms. Majeski explained the top right corner number was the percentage that we are through the contract. LIHEAP is a 26-month contract. Currently, we are 35 percent through the contract and 24 percent billed. These numbers reflect finishing out old additional contracts so some of operations were going to old contracts. Now we are focusing on the current contract.

Commissioner Hall inquired if at the end of the fiscal year even though it is a 26-month contract, does the Board receive a program by program percentage budget to make sure before the end of the grant that we are on target for revenues and expenditures.

Ms. Majeski stated she would provide a year-end revenue and expense report for each contract so it will break out where these expenses lie in these budget items at the next meeting. She would be happy to give the Board as many documents and as much detail as they wanted. She was very confident in the CSD programs at this time because every expense is able to be reimbursed. Plus, contracts are being fully spent out. In the past, the Agency had to reimburse funds because we spent 100 percent administrative funds, but only 80 percent of the contract. CSD will not allow that. It has to be even, and at this point, funds are not being returned nor are any funds being lost. She was proud of the progress. There have been many changes to the budget processes for CSD.

Commissioner McGowan recognized that staff has been very flexible to meet goals and balances. The Board recognizes that the finance team has been giving things up to bring things back into balance. He thanked Ms. Majeski on behalf of the Board.

In looking at the attached budget reports, Ms. Majeski wanted to note the following;

- The Finance Department has already made and continue to make improvements to our Chart of Accounts and procedures to better meet reporting requirements and provide as much detailed information as possible for fiscal monitoring and controls. A number of these improvements are:
 - Booking workman's comp expenses on a monthly basis, versus at a year-end schedule.
 - Including all overhead costs as one line item, which is in line with HUD's reporting, as well as lowering overhead expense across the board by charging expenses directly to appropriate programs.
 - Adding more general ledger numbers to breakdown contract costs so instead of just seeing a lump sum in contracts you will see landscapes and grounds, unit turnarounds and plumbing.
 - Changing the PILOT procedures so that reports aren't inaccurately portraying negative expense throughout the fiscal year.
 - Charging programs accordingly for administrative office space/rent.

Commissioner McGowan stated that this is something that has been overlooked in the past. Lumping everything into one category and not breaking it down does not tell us where the problems are.

Ms. Majeski agreed with Commissioner McGowan. She pointed out the different contract costs on the Revenues/Expense spreadsheet for Green Meadows and Sierra Meadows. She wanted to note some program specific information:

- As Cindy mentioned last month, the direct Housing Assistance Program (HAP) income for the Housing Choice Voucher (HCV) program is not enough to cover direct HAP expense. This has been an ongoing oversight that staff has been working to remedy. Recently, staff has had two meetings, one including HUD, regarding the HCV program and look forward to implementing administrative tools to better project and budget direct HAP costs. There are tools in place and HUD is aware of the shortfall. Staff and HUD are working together to remedy the shortfall.
- For Green Meadows Public Housing, Ms. Majeski wanted to note that this year there were some large unexpected expenses for legal fees and plumbing. The \$26,000 spent on plumbing have been band aids. She was happy to report that they went through the RFP process, and have selected a contractor for a complete waterline replacement. The work is expected to begin in the next month. Chairperson Goss was pleased to hear this news. It was a result of very bad plumbing from the start. Commissioner McGowan stated it is a project that should have been maintained all along, and is not a result of the Dixie Fire. There are a lot of situations around the county where it wasn't done right the first time, and now it has gotten to a point it needs to be done. Emergencies cost money.
- Ms. Majeski states that all three Chester properties will have an increase in landscaping and grounds contract costs because Ms. Ramsey was able to establish a contract for all three properties which allows maintenance more time to work on unit turnovers and work orders. This was desperately needed because maintenance is short staffed, and there are a lot of units to turnaround. Commissioner McGowan inquired to which contractor was doing the landscaping and grounds work. Ms. Majeski stated it is Premier.
- Valley Heights had a series of large contract costs last year and have done a great job of rebuilding the lost equity this year. They are at a \$50,000 profit as of May.
- Pine Meadows also had large unexpected legal fees this year.
- Overall, besides the intentional HCV loss, all housing programs are showing great fiscal performance improvement from last year.

Commissioner Hall liked the transparency because if for some reason someone was hit by a bus, anyone stepping in will understand what is driving costs and where we are with revenues. This is very helpful. Ms. Majeski stated Finance was thinking of having different presentations each month showcasing different fiscal items to be as transparent as possible, and to keep the Board informed as much as possible.

Commissioner McGowan stated it is important for the general public to understand. These are big problems that we are overcoming and the steps we are taking. It also encourages people to get more involved to help. The more information the better.

Chairperson Goss inquired if there were any comments or questions from anyone present, on the phone or by Zoom.

There were no comments or questions from anyone present, on the phone or by Zoom.

B. CSD Audit Transmittal Report FYE 2024

Executive Director Cindy Ramsey reported that after each annual audit CSD conducts their own review of the audit to compare their records of revenues and expenditures of all CSD programs to our numbers. The report is based on the fiscal year-end 2024 and included 11 CSD contracts in total. The report's conclusion is that there were no findings or corrective actions required. This marks the second year with no findings from CSD's audit review. This is the report that would show if the Agency had to return any funds or if there were any discrepancies in numbers.

C. Tenant Commissioners Procedures

Executive Director Cindy Ramsey reported that staff has developed a procedure specific to how a Tenant Commissioner is selected. Having a written, board approved procedure will provide consistency and compliance necessary for staff and interested tenants. The draft procedure included language from the ordinance that created the Commission as a requirement as well as the procedures for staff and the Board. A questionnaire would be completed along with a Letter of Interest for consideration.

Ms. Ramsey spoke with an alternative attorney for the Agency to find out if a site manager from a Commission owned property that is managed by a third party could serve as a Tenant Commissioner. She was informed that the site manager could apply and be selected as a Tenant Commissioner. However, if any decisions had to be made specific to that site, they would have to recuse themselves. Ms. Ramsey informed the Board that she has interested parties, but the travel has been an issue. At the moment, she has two individuals that are local and would be able to come to the regular meetings.

Chairperson Goss inquired if there were any questions regarding the procedure. There were no comments or questions from anyone present, on the phone, or by Zoom.

Commissioner Hall thanked Ms. Ramsey for creating the procedures and motioned for approval. Commissioner Engel seconded the motion. No opposition. Approved.

D. General Assistance, Legal Advice, and Hearings & Appeals

Executive Director Cindy Ramsey, stated it had been mentioned in previous meetings that the Commission needed to have agreements and contracts in place for various assistance. Ms. Ramsey has signed three (3) agreements with the previous Executive Director Mr. Diefendorf for general assistance, legal advice and hearings and appeals. In addition, she has entered into an agreement with Best, Best and Krieger Law for general counsel and special counsel. Lastly, the Commission continues to maintain a relationship with local attorney, Mr. Simonetti as counsel regarding tenants and evictions.

Commissioner Hall inquired about the fees for the attorney contracts. Ms. Ramsey stated there is no retainer required unless we need one for an eviction. It is pay as needed.

Chairperson Goss inquired if there were any questions regarding the procedure.

Ms. Hall stated that contracts for the Board of Supervisors become public record and are a part of the weekly packet. She inquired if the procedure was different for the Commission. Ms. Ramsey stated that she could create a procedure to include the contracts in the agenda packets. It was agreed to attach the contracts to the minutes. See attached.

E. CSBG/LPSCAA Monitoring

Executive Director Cindy Ramsey stated a few weeks ago the Commission was notified of a monitoring of the Community Services Block Grant, which provides the funding of the Community Action Agency program for Lassen, Plumas and Sierra counties. This is a routine monitoring of the program, and includes an electronic review, an in person file review as well as an in person site review of the sub-grantees. Staff has submitted several of the electronic file reviews. The CSD representative will be here on September 16th and 17th. He will begin his visit on the 16th by attending the PCCDC Board of Commissioner's meeting. Once he completes his review, he will draft a letter outlining his observations. This letter will be available for the Board's review at the October meeting. Lastly, Ms. Ramsey stated if any of the board members wanted to meet with the CSD representative to let her know and she would arrange a meeting.

PROJECTS/PROGRAMS

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

ADJOURNMENT

The Board adjourns July 15, 2025 meeting at 9:23 a.m. The next meeting is scheduled on Tuesday August 19, 2025 at 9:00 a.m.


Kevin Goss, Chairperson

Attest:


Tricia Romandia, Board Secretary