

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

HELD IN QUINCY ON AUGUST 19, 2025

ROLL CALL

The meeting was called to order at 9:01 a.m. by Chairperson Kevin Goss. Commissioner Dwight Ceresola, Commissioner Jeff Engel (arrived at 9:11 a.m.), 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 July 11, 2025 through August 14, 2025. There were no questions or comments regarding the claims presented. Goss requested a motion from the Board for the approval of claims.

Commissioner Hall motioned for approval of the claims for the period of July 11, 2025, through August 14, 2025. Commissioner Ceresola seconded the motion. No opposition. Approved.

PCCDC General \$151,116.68 (Checks #65700 - 65832, Checks #101191 - 101255)

USDA Operations \$22,110.22 (Checks #5970 - 6001)

PCCDC General \$375,330.46 (Direct Deposits #1034446 -1034680)

APPROVAL OF MINUTES

Chairperson Goss inquired if the Board wanted to discuss the Minutes as of the July 15, 2025, Regular Meeting. There was no discussion from the Board.

Commissioner Ceresola motioned for approval of the Minutes as of July 15, 2025. Commissioner Hall 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.

Commissioner Hall announced that this week and next week there will be Town Hall meetings to get feedback from the community regarding the Strategic Plan. Look online for the locations and times.

Hall also reported that she spoke with a local non PCCDC tenant who had a special accommodations concern. Hall contacted Executive Director Ramsey who was able to provide helpful information and guidance for how this tenant could approach their site management. Hall thanked Ramsey for her assistance.

RESOLUTIONS

There were no Resolutions to be presented to the Board.

DEPARTMENTAL MATTERS

A. PCCDC Budget Performance Update as of June 2025

Finance Director Michelle Majeski presented the budget overview as of June 2025. These figures include the year-end adjustments. PCCDC's unaudited financials are due to HUD on August 31, 2025. While PCCDC's financials are ready to be sent, the Finance team is working with HUD on a technical issue on their website to be able to submit the documents.

As promised, Majeski included Revenue/Expense reports for every fund PCCDC had in fiscal year 2025. All of the CSD programs are at a zero dollar profit/loss.

LIHEAP had its Annual On-Site Monitoring last month, which is conducted by a third-party company called CONSOL. It consisted of fifteen (15) inspections of LIHEAP jobs on site,

and two (2) file reviews. The review results were great with only two minor corrections one of which was corrected at the time notation and the other shortly after.

The housing programs overages lie in areas of maintenance expense or utilities versus administrative or general. The money is going to items that are unavoidable or back to the program for all housing programs.

The USDA budget looks a little different than the Revenue/Expense reports because the budgets are based upon a USDA budget form 3560-7. They are taking into account that USDA has reserves so they separate the expenses out of the reserve account versus the operating account where PCCDC combines the two accounts to look at the whole picture.

Valley Heights had a great performance this year with their financials with a profit of \$48,000 recovering from some equity from last year.

Wildwood Village has a notable loss. The overages in the budget are 116 percent in utilities and 142 percent overspent in taxes and insurance, which is an insurance bill that increased 38 percent from last fiscal year that the Finance team did not expect.

PCCDC's restricted net position for direct HAP funds went from a negative \$7,000 last year fiscal year to \$20,000 this fiscal year, which is great progress in direct HAP expense versus income.

Lastly, on the Pine Meadows budget the Debt Payments is 209 percent over budget. Administration recently became aware that there is a 337,000 deferred USDA loan on the books, and there was no actual procedure to set aside cash for when that loan is due in full in 2042. This has been remedied and is being properly reported as to accurately report cash flow.

Commissioner McGowan inquired as to PCCDC having the cash to set aside to pay off the debt in 2042.

Majeski stated there is a debt due of 337,000 plus interest that is due in full in 2042. While that amount is on the Balance Sheet showing it is due, there was no actual internal procedure to set aside cash to pay it back when it is due. PCCDC now has that procedure and it is accurately being reflected as a set aside instead of showing PCCDC has this cash for operating expenses when it does not. Finance is taking interest into account. Each year Finance re-amortizes to see how much is due versus how much is in the account versus how many months is left to make that payment into a separate account. The payment is almost \$1,800 per month.

B. Public Housing Dixie Fire Refrigerators

Finance Director Michelle Majeski reported that the Agency was able to get a couple different quotes for the removal of the 42 hazmat refrigerators that were left from the Dixie Fire evacuation at the public housing sites. The Administrative team has chosen the most advantageous quote, and Majeski was happy to report the service was scheduled for September 9, 2025. This will also mean that PCCDC will be able to remove the storage units that house the refrigerators, and the monthly rent that goes with it. As requested by the Board in June, Majeski connected with the Director of the Plumas County Environmental Health Department to see if there might be any funds available to assist. The Director stated he would be happy to help, but he is not authorized to spend operating funds on a project like this. It would be up to the Board of Supervisors that would dictate this transaction. Majeski would like to get on an upcoming Board of Supervisors agenda if the Board of Commissioners knows that this expense falls in line with any Dixie Fire Funds available. Commissioner Hall stated that Majeski get in contact with the Plumas County Auditor because their budget comes from Realignment, Public Health, and the General Fund. Their budget has been submitted. All the budgets have been entered, and she believed the Plumas County Auditor was about to post the budget. If all of this has happened, it will be a change to the final budget on September 30th. She suggested Majeski contact both departments, and to talk with other groups that have received non-county funds for recovery such as the Dixie Fire Collaborative or grant programs.

Chairperson Goss inquired as to the quote. Majeski stated it is \$250 per refrigerator. There are 42 refrigerators so the total is \$10,500.

C. 2024-2025 Plumas County Civil Grand Jury Report and Management Response Letter

Executive Director Cindy Ramsey presented Attachment VIII.C1, the 2024-2025 Plumas County Civil Grand Jury report (PCCGJ), and Attachment VIII.C2 the response letter that Ramsey prepared to the Board of Commissioners in response to the PCCGJ report. The letter provides a brief background of Agency's interaction with the Grand Jury as well as detailed responses to their findings and recommendations. Ramsey noted that she appreciated the commitment that members provided in the oversight of the County, but their report misrepresents management, the Sierra Meadows property, and the Commission. Because their report is made public she wanted to ensure that the public response from staff is also provided. In the last set of this process with the Grand Jury, the Board of Commissioners is to provide a written response to the Superior Court Judge. It needs to be specific to the Findings of F3, F5, F6, and F7. In addition to that response, Ramsey requested that a copy of her letter be submitted to the Judge to go along side of it because it provides all of the details in response to the report. She inquired if the Board would like her to read the letter out loud so it is heard by everyone present, and how the Board would like to handle the Board Response to the Judge. It is due 90 days from the date of the PCCGJ report, which would be September 23rd.

Commissioner Hall noted that this was already a public document, but she inquired if Ramsey had checked with either the Plumas County District Attorney's Office or the County

Counsel's Office about the content before attaching this as part of the report. Hall declared that she was not an expert regarding the Grand Jury, but during the Grand Jury process a couple of Grand Jury members came to her regarding due process and the law, and she informed them that they could not tell her anything, and she directed them to the Superior Court Judge and the District Attorney's Office. There are all these rules for Civil Grand Juries, everything is secret. Talking about interviews is not allowed. She did not want Ramsey to get in trouble in making that a part of her response. It may be fine since the report was out, but she was siding on the side of caution. Ramsey stated she had never had any experience with the Grand Jury. Hall inquired if Ramsey took an oath or swearing. Ramsey stated it was a casual conversation with two Grand Jury members, herself, site manager, and one of the maintenance employees. Everything else was done through email. The final exit conference was done with two Grand Jury members, herself, Finance Director, and Housing Director. Chairperson Goss directed Ramsey to run her letters through legal counsel. Hall stated that the State provides for the Superior Court Judge, County Counsel, and District Attorney to provide legal guidance and assistance for Civil Grand Juries because it is so complex. She wanted Ramsey to be sure because on the Board's side they will have to have a response too, and County Counsel is vetting for the Board.

Goss inquired how the Board would like to work on the response. He suggested two Board members work with staff to prepare the response so it could be approved at the September meeting. Hall inquired if Ramsey wanted the Board to go with the responses she drafted. Ramsey stated she wanted her letter to be attached to the Board's response because the report contained a lot of misinformation. Hall stated that was what the Board was finding in other areas. Goss wondered if Ramsey felt her letter was enough for the response. Ramsey felt her letter was sufficient for the response. There just needs to be something in addition to it that states that the Board of Commissioners has read and understands all of the concerns and agrees with what she recommended or stated. The response has to come from the Board, but it should support what Ramsey stated as the Executive Director. Hall stated she thought Ramsey's responses were great, but she would like to see part of the language in the narrative modified. Commissioner Ceresola stated to Ramsey that in the future before she responds to people she needs to make sure to have eyes on it. Ramsey stated she had not responded to the Judge. All she has done is created a document for the Board of Commissioners to understand the background and all findings that the Grand Jury produced. It was agreed to put this item on the PCCDC Board of Commissioners September 16th agenda.

D. Housing Choice Voucher (HCV) Program Update and Information

Executive Director Cindy Ramsey, reminded the Board that the Agency was going to highlight a program periodically so that the Board can have a more in depth overview of that program. This month's program is the Housing Choice Voucher (HCV) Section 8 program. Administrative and program staff have taken the time to truly understand the components of the program, and are implementing additional internal controls, monitoring, and monthly meetings. The Administrative Plan, which is the guidebook of how to do everything for Section 8 is up to date thanks to the Housing Director Susan Merriman.

However, Chapter 17 regarding the Project Based Vouchers has been revised with the assistance of program staff. This revision is available on PCCDC's website, and public comments are open until September 10, 2025. This is also the date of the Public Hearing. The notice was posted to the Plumas Sun on July 28, 2025, to comply with the 45-day Public Hearing requirements.

Unfortunately, in more recent news, the Agency was notified and confirmed of being in shortfall for calendar year of 2025. In the past, there has been a big push of vouchers leased rather than a balance of the number of vouchers in conjunction with the total amount of Housing Assistance Payments (HAP) awarded by HUD. This shortfall is only in regards to the HAP revenue versus HAP expenses, and has nothing to do with administrative costs such as salaries and overhead. So the intentional losses the Agency saw last fiscal year is not part of this. That was part of the Administrative side. The Agency has 637 vouchers allocated with five of them being only for veterans, and 25 available for the Family Unification Program. It will only receive \$4,797,192 in revenue for calendar year 2025. The Agency needs to balance those numbers because the voucher receives more than the average voucher per month to equate to that dollar amount, and that is where you fall into that shortfall. The average should be about \$628 per voucher. There are a handful of voucher holders that are receiving \$1,200 so that is taking up close to twice the average amount. We will need to have less vouchers to place them at that dollar amount to balance.

Now that the Agency is classified under this shortfall status, there were immediate changes that were required and imposed upon the program. The Agency cannot issue any new vouchers, with the exception of VASH. Ramsey noted that the HCV Supervisor had noticed this over leasing of vouchers issued in the spring of this year and had already taken steps to stop leasing temporarily. However, the over expenditure of the HAP funds had been occurring for multiple years. The Agency needed to apply for a shortfall grant, which was already completed earlier this month. Another noteworthy item is that the Agency cannot enter into any AHAP agreements. This is in respect to the Project Based Vouchers. Those are on hold at the moment. Ramsey has sent out emails and she spoke with one of the developers regarding this issue. They are aware of this issue, and that the Agency is trying to mitigate it. There is a whole list of items that can be viewed in PIH Notice 2025-13.

In addition, the Admin Policy requires the waitlist be closed if the estimated time is greater than two years. Program staff sent letters to applicants, updated software, and updated the website to reflect this. They also have a draft template for any applications that may trickle in now that the waitlist has been closed so that way the letter can be sent back with their application letting them know. The applicant can monitor PCCDC's website for when PCCDC reopens the waitlist. Commissioner Hall inquired to how many people were on the waitlist that was closed. Ramsey stated that anyone who was on the waitlist is still on the waitlist. Once PCCDC starts pulling vouchers, applicants will be pulled from the existing waitlist. Currently, no one is being added to the waitlist. As Ramsey mentioned earlier, staff was already working together to mitigate this issue before HUD stepped in, so hopes are high that the program can remove this shortfall status quickly and not negatively impact the developers or other community members.

Lastly, the HCV supervisor is working on submitting the Section 8 Management Assessment Program (SEMAP) for fiscal year 2025 and typically receives the results in the fall. On a nice note, the program received High Performance scores the last two years in a row.

E. Agency Overview

Finance Director Michelle Majeski stated this agenda item is intended to provide a candid overview of our agency's current state and the significant challenges we are facing. All the items we are going to go over directly tie into each other and are important to hear as a whole, so we are asking for questions to be held until the end. We want to provide full transparency and welcome any questions and discussions.

Our operations have been hampered by outdated or missing policies, procedures, and systems necessary to meet our mandates. While we are implementing internal controls to restore proper oversight, the backlog of issues—some many many years in the making—combined with current governmental challenges, has created a bottleneck. We are not just filling gaps; we are rebuilding core systems that have gone unmaintained and unassessed for far too long.

We have been looking for a means by which to replace our public housing roofs that are completely deteriorated. Shingles are flying off in the wind, there are large visible holes when looking through from the attic, fiberglass is showing in the shingles and there is more than 50% gravel loss. These roofs are anywhere from 5 to 14 years past their useful life; however the exact age is unclear due to inconsistent records. In June we found a HUD Emergency Capital Fund Grant. We immediately spoke with HUD representatives and through that process, it was brought up that a mold assessment should be done due to a large possibility of water intrusion. We quickly obtained an official mold assessor and we worked with them Aug 6th – 8th to do an assessment in one unit of each of our 36 public housing buildings. We received the lab reports this weekend and are working to aggregate the data. Unfortunately, initial analysis show signs of mold in most, if not all, attics. We are working closely with HUD and our hopes are high that we can get this grant to remedy this situation ASAP. Simultaneously, we are working with a Multifamily Energy Savings program that is willing to do new attic insulation at no cost to the program, but we can't move forward with that until roofs are replaced and mold is remediated. If we do not get this grant, we do not have the funds or capacity to remedy this situation timely and as a whole. Plan B would be a lot of fragmented and temporary Band-Aid solutions.

During inspections, it became clear that some tenants are creating conditions conducive to mold growth, along with other safety and lease compliance issues. Years of inconsistent enforcement and lack of proper lease adherence processes have led to significant unit damage. Not all damage can be attributed to the tenants though; as there are many records to show deferred capital needs concerns. This situation is further strained by our current maintenance department, with three of our five maintenance staff members on extended leave.

An upcoming goal for administration is to schedule meetings with site managers and maintenance to go over the lease and the procedures in place for adherence to the lease.

We are hoping that a revitalization of the methods and an in-depth understanding of the small and large pictures will assist our agency in re-establishing respectful interactions and tenancy from our clients as well as proper preventative and ongoing maintenance.

Executive Director Cindy Ramsey stated on top of the physical issues Majeski spoke about, there are at least a dozen policies that need to be created or revised. For example, Personnel Policies and Procedures are nearly a decade old and contain incorrect information; the current Bylaws are not specific enough to guide staff or the Board; Buy America, Build America (known as BABA) adherence was supposed to be implemented in 2022; the Agency still does not have a Disaster Preparedness Plan in place, despite having significant situations in recent years.

Management continues to work with the representatives assigned to guide the Agency through tasks; however, HUD has gone through a restructuring of their staffing which has complicated general operations and delayed their guidance when we do have questions or concerns.

The Agency knew that there would be some bumps in the road with the transition of upper management and prepared as much as possible. Even working with HUD's technical assistance team the Agency has multiple programs and authorizations that were not transferred to the proper staff. Finance cannot draw down funds to run these programs in certain cases, and causes funding delays, funding constraints, and other software issues. We are working through these matters as quickly as possible; but we cannot do it all. Ramsey tearfully asked for understanding and grace from the community and the Board. These are only a few issues. There are so many problems that need to be worked on, and it is going to take a lot of time to correct them. PCCDC's administration and staff remain committed to stabilizing and revitalizing the agency. We love and value this area, our community, and the services that are provided.

Ending on a high note, since it is emotional and there is a lot of work ahead of us. PCCDC is an amazing Agency and provides great services to the community. Staff has innovated goals that are discussed every day for the future, but right now, the focus must be on securing the agency's sustainability. Ramsey welcomed comments and guidance from the Board, but mainly was asking for grace and understanding.

Chairperson Goss thanked Ramsey for the update, and he stated he was aware of the situation, but not as deeply as he was now. He appreciated the tears and thanked her for bringing this to their attention. He spoke on behalf of the Board members that they definitely want to see the Agency succeed, and they are glad that she and Majeski are at the helm to get us there. He also stated that if they need anything they know where to find him.

Commissioner McGowan stated the Board understands the magnitude of what the Agency is facing. He inquired if Ramsey had spoken with Zack Gately because he is the Grant Manager. He might be able to assist the Agency find some money.

Commissioner Hall stated that grants are great, but they are not ongoing. They are one time and they take a lot of time and energy to secure, maintain, and report on. She apologized that this is the situation where past leadership has ignored requirements,

regulations, rules to the point of where we are looking at such a massive deficit and lack of compliance that people who need housing in Plumas County are not going to get it. It is the Board's job to pay attention. Not just to support the Commission, but pay attention in every facet. As Majeski was talking about the roofs, she went onto California Financing Authority to see if there were low or no interest loans for infrastructure for public entities. She could not stand the fact that they are such a small team, and they were left with probably a decade or more of negative things that have put this Commission and the services that it oversees and provides in this kind of position. She wanted to commend their courage. Hall had been in their seat before, and there was a little voice inside her that said, "I am going to lose my job, because this is so bad. She stated that this was not going to happen as long as she was on the Board.

Hall stated she has worn many hats in her lifetime that have to do with securing public financing. She learned a longtime ago grants are nice, but they are more for a more evolved stable organization that has the capacity to manage them. She was willing to help and put them in touch with folks to help. There may be some RCRC programs for a member of the county. There may be way for the County to secure a no interest loan. She reiterated that the Board is here for the Agency. It was a good lesson for Hall sitting on Boards, and sitting on this Commission that we have to dig in deep. The first chance she had after becoming a member of the Board was to come on site to have the Agency show her what was going on and Ramsey did. She felt so bad for the staff and also so proud of everyone for turning the ship around. She understood the tears because it is a big deal. We are here to serve our community and the folks who do not have the opportunities that many others have to keep a roof over their heads. She was happy to meet with staff.

Hall requested a chart be created for transparency sake with a list, a table of all of the programs, another column of the big issue, what the dollar amount is, who is at risk, and who suffers because of it. Ramsey stated there is already a list. They call it the spreadsheet of All of the Things. It is all of the things that are being worked on, projects that need to be done, things that we do not understand yet, and policies that need to be updated or created. Hall stated to use it as a starting point so we know as the Commissioners.

Hall states that the Agency is going to come to a place where it cannot do all of the things on the list, and an immense amount of guilt will be felt because it cannot get it all accomplished. People might suffer, and the Agency might need the Board's backing to say these are the top 3-5 things that the Agency does not have the time or energy to accomplish, and that is bad, but have to let that go. That is where the Board will have to take responsibility and let the public know, and figure out how to help the people left behind. She did not want them to feel they have to do it alone. The Commission should take the responsibility that is what they are sitting there for.

McGowan inquired if the spreadsheet had a column of what are the consequences if does not get done. Ramsey stated she would be happy to add that column. McGowan stated it would help prioritize. Focus on the things that can get done. It is a different way of looking at a big pile of problems. Majeski stated that sometimes we think something is less of a

priority, and then realize we need to reference that document to move forward in this area, but that document is outdated. While it does not seem like there are consequences it touches on what we are doing over here. It is multi-faceted.

Ramsey reiterated that the Agency will keep working on it and she wanted to make sure that everyone is aware, and again ask for the grace and understanding. McGowan also stated the Board is here to help in any way they can to discuss priorities and ideas that are helpful.

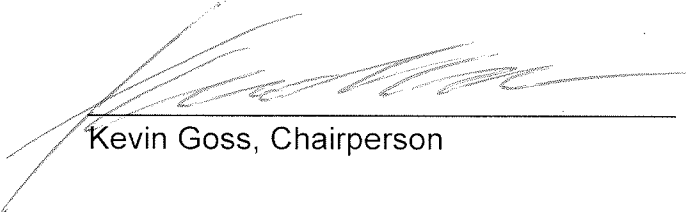
Hall inquired as to how much of a network of colleagues that the Agency can tap into. Ramsey stated there are other entities and housing authorities that run similar programs. We do discuss certain things, but a lot of our programs are developed on our locality so what works for Oakland will not work in Plumas County. We do use a lot of our resources. Hall meant another Executive Director or senior staff that has been through similar situations. She encouraged Ramsey to not be shy.

PROJECTS/PROGRAMS

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

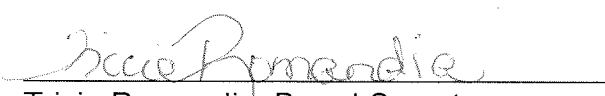
ADJOURNMENT

The Board adjourns August 19, 2025 meeting at 9:46 a.m. The next meeting is scheduled on Tuesday September 16, 2025 at 9:00 a.m.



Kevin Goss, Chairperson

Attest:



Tricia Romandia, Board Secretary