

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

HELD IN QUINCY ON OCTOBER 21, 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 (arrived at 9:06 a.m.) were present.

Executive Director Cindy Ramsey, Finance Director Michelle Majeski, Housing Director Susan Merriman, Proposed Tenant Commissioner Brittany Baily, 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 Ramsey requested to add the National Community Action Foundation Letter of Support for the Community Action Agency, Low Income Home Energy Assistance Program, and Weatherization programs to Congress as Item I.

Goss inquired if it met the criteria of not being able wait until the next regularly scheduled board meeting. Ramsey stated it did meet the criteria. The email was received yesterday and the letter is due on Friday. Goss requested a motion.

Commissioner Engel motioned to add the National Community Action Foundation Letter of Support for the Community Action Agency, Low Income Home Energy Assistance Program, and Weatherization programs to Congress as Item I. Commissioner Hall seconded the motion. No opposition. Approved.

APPROVAL OF CLAIMS

Chairperson Goss inquired if there were any questions or comments regarding the claims that were presented for the period of September 12, 2025 through October 16, 2025. There were no comments or questions from the Board. Goss requested a motion from the Board for the approval of claims.

Commissioner Engel motioned for approval of the claims for the period of September 12, 2025, through October 16, 2025. Commissioner Hall seconded the motion. No opposition. Approved.

PCCDC General \$227,256.51 (Checks #65937 - 66119, Checks #101305 - 101351)

USDA Operations \$43,985.76 (Checks #6034 - 6076)

PCCDC General \$376,516.84 (Direct Deposits #1034913 -1035147)

APPROVAL OF MINUTES

Chairperson Goss inquired if the Board wanted to discuss the Minutes as of the September 16, 2025, Regular Meeting. There was no discussion from the Board.

Commissioner Engel motioned for approval of the Minutes as of September 16, 2025. 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.

Housing Director Merriman stated there has been a lot of discussion lately regarding the challenges with our Public Housing program and deferred maintenance projects.

It was very important to her that the Board understood that even though there are challenges at Public Housing, there have been a lot of improvements that have taken place at the USDA properties; Wildwood Village and Pine Meadows.

Merriman stated when she was promoted to the Housing Director eleven (11) years ago, she was allowed to spearhead all of the Capital Needs improvements for these properties.

Using the Capital Needs Assessment, Merriman has followed it as a road-map to make sure these properties have had the Capital Needs projects completed such as:

For Pine Meadows:

- 2016 – Complete ADA work on the ADA unit
- 2017 – New roof
- 2018 – Exterior paint and siding
- 2024 – Parking lot crack, seal and re-stripe
- 2024 – New concrete

For Wildwood Village:

- 2012 – Entire building brought up to current ADA standards
- 2016 – Seal and slurry
- 2017, 2018, and 2019 – repainted the building, siding repairs, and crack and seal on all of the sidewalks.

Although there are challenges at our Public Housing properties, Merriman wanted to remind the Board of what has been completed at the USDA properties that continue to make these properties good, safe and a welcoming environment for the residents. Staff will continue to make improvements on Public Housing, and continue to work with the Capital Needs Assessment for the USDA properties. Merriman wanted the Board to have this information since there has been such a focus on Public Housing.

Commissioner McGowan apologized for being late and inquired if the mold issue was discussed regarding the property on Melissa Avenue. Executive Director Ramsey stated a presentation will be done next month regarding this issue. McGowan stated he had quite a few inquiries and complaints. Goss stated this was Public Comment and are now moving on to Board of Commissioners Announcements or Reports. McGowan could talk about it during then. Goss inquired if there were any other public comments from anyone present or on Zoom. There were no other public comments by anyone present or on Zoom.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

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

Goss inquired if Commissioner McGowan wanted to continue discussing the mold issue. McGowan stated it has come up quite a few times. He was aware that Executive Director Ramsey had addressed it in the past. Housing Director Merriman stated that PCCDC had an extensive resident meeting two weeks ago with residents at Green Meadows and Sierra Meadows addressing this issue and the steps that are being implemented to address it. McGowan stated it seems like it is a recurring problem. He recognized the challenges financially, but it seems like the mold has gotten into many units even though it has been dry and capsulated. It still seems to be a problem. Ramsey inquired if it was specific to one tenant. McGowan stated it seems to be more than one tenant. Goss stated this issue can get agendaized for the next month. Goss had been receiving updates from the Agency and Code Enforcement. He preferred to put in on the agenda and take a deep dive into it then.

RESOLUTIONS—None.

DEPARTMENTAL MATTERS

A. Revised Tenant Commissioners Procedures

Executive Director Ramsey stated in July 2025 the Board approved the current Tenant Commissioners Procedures. However, once staff began implementing the procedures, it was discovered that a small error had been made - the applicant for the Board of Commissioners Tenant Seat was set to be interviewed in closed session, when it should be conducted in open session. For formality, Ramsey made the change and requested approval.

Chairperson Goss inquired if the Board had any comments or questions.

Commissioner McGowan motioned to approve the revised Tenant Commissioners Procedures. Commissioner Ceresola seconded the motion. No opposition. Approved.

B. Tenant Commissioner Interview – Brittany Baily

Executive Director Ramsey introduced Brittany Baily to the Board. Baily is the Site Manager for the Valley Heights Apartments in Quincy, CA. She had submitted her letter of interest and completed the questionnaire per the procedures. Ramsey deferred to the Board for the interview.

Commissioner Hall inquired why Baily wanted to be a part of the Commission and once on it, what did she hope to learn or accomplish. Baily stated ideally she wanted to participate on the Commission because it would allow a lot of the residents that Valley Heights houses to be more heard in the sense of her representation. While in Quincy, there is a large population that does not have transportation or who has difficulty getting transportation, and she would be able to represent those ideas and ideals through her presence. She wanted to learn more about the Commission and how it works so she could better serve her community both in Quincy and at Valley Heights. Hall expressed strong approval and appreciation for Baily holding a dual role. Hall stated that the prior manager who was there many years ago and was there for a very long time was so helpful when she worked at Public Health. Having a person that understood what the needs were and understood what the tenants needed was really nice. Hall thanked her for her interest. Chairperson Goss thanked Baily. It has been a long time since they had a Tenant Commissioner. He was excited because as a Commission it helps having those Tenant Commissioners on the Board to discuss different perspectives. Goss inquired if there were any other comments. Commissioner McGowan thought Baily was a good choice. She is well spoken, which is key in communicating between the Board and the tenants. He thanked her for applying.

Goss motioned for Baily to serve as a Tenant Commissioner on the Board of Commissioners. McGowan seconded the motion. No opposition. Approved. The Board welcomed Baily.

C. Budget Performance Update as of August 2025

Finance Director Majeski reported this budget update is as of the second month into the new fiscal year, August 2025. Majeski did include the Revenue and Expense Reports for all of the funds because she wanted the Board to see the line items that she referred to. Overall, housing budgets are performing great with normal operational expenses. It is the incidental, special circumstance expenses that are continuing to create the loss in Public Housing.

For August, Public Housing had a loss of about \$12,000. If not for the following incidentals, it would have been an \$8,300 profit: \$1,800 in legal, \$10,500 in special assessments, which is the mold assessment, \$3,500 in tenant relocation costs, with more to come in September, and \$4,500 from a Green Meadows irrigation leak. The Green Meadows irrigation system is another backlogged capital needs item for Public Housing that continues to cost the Agency in both funds and staffing capacity. After continued efforts by our PH Maintenance Lead, the Agency had to contract out to get the leak repaired and has submitted a leak forgiveness form through IVCS which, fingers crossed, may result in a reimbursement of up to seventy-five (75) percent. Finance is trying to recapture some of that money, but it is another system that is broken.

The continued loss at Valley Heights is due to large maintenance staffing costs through a temp agency as well as larger maintenance based contracted services.

USDA properties continue to perform well in relation to their budgets, which supports the repayment of continued outstanding balances to the General Fund. However, this is a double-edged situation, as a portion of the profit reflects reduced maintenance activities resulting from staffing challenges.

The 2025 LIHEAP contract has been extended by CSD to December 31, 2026. This is in response to the uncertainty of the 2026 LIHEAP funding. This extension is intended to enable service providers the best possible opportunity to fully expend their contract while also sustaining services over time. PCCDC already requested a cash advance on the contract back in February, which has become a yearly practice to avoid negative cash in the program with fiscal year end reporting. CSD offers advances and Finance thinks it is better to have the cash up front.

The Discretionary portion of the CAA contract was released in late August, so that budget has been added to the update. The amount proportioned to LPSCAA is \$26,000, with a majority of the funds, seventy-three (73) percent, passing through to our 2025 sub-grantees.

Majeski inquired if there were any questions. Chairperson Goss too inquired if the Board had any questions. There were no questions or comments from the Board.

D. Bylaws Update

Executive Director Ramsey stated earlier this month Commissioner Goss and Commissioner Hall met with Ramsey, Housing Director Merriman and Finance Director Majeski to go through the draft revision that Ramsey created for the Bylaws, and they made a handful of additional changes. Ramsey is submitting the draft as well as a handful of other questions to the legal team to ensure that everything is per regulations and has everything that is necessary. Once the legal team provides any feedback or necessary changes, Ramsey will email it to the Board as well as post it as part of the forty-five (45) day public comment period. That way the Agency will have community input. Assuming everything goes well with all of those steps, the Agency would be looking at final approval at the December meeting. Ramsey stated the Bylaws are now more in line with industry standards.

Chairperson Goss inquired if the Board had any questions. There were no questions or comments from the Board.

E. Legal Review Procedure

Executive Director Ramsey stated last month there was a question or concern regarding legal review and the procedures around it were mentioned. The Board requested that it be put on as an agenda item. Ramsey did some research and learned quite a bit. In last month's meeting, the Nan McKay templates for the Administrative Plan and the Admissions and Continued Occupancy Plan (ACOP) for Public Housing were discussed. While they do contain all of the HUD regulations and the general legal requirements, it is recommended that they get reviewed by a legal team. Ramsey ensured that that will happen moving forward. As this agenda item was requested by the Board, she inquired if there were any other requirements that they wanted her to meet.

Chairperson Goss inquired if the Board had any questions or comments. Commissioner Hall appreciated that Ramsey researched the legal review of the Nan McKay templates, giving the Board the extra coverage of having some legal eyes before the Board signs and submits.

F. Plumas Community Development Corporation (PCDC) Memorandum of Understanding

Executive Director Ramsey stated that this Memorandum of Understanding is setting the framework of collaboration between the Commission and the nonprofit since both share similar goals and ideas. This document has been brought to the nonprofit several times and many revisions were completed. In the most recent meeting at the beginning of the month, the team had the final approval from the nonprofit and now need to receive the approval of the Board.

Chairperson Goss inquired if there were any comments or questions from the Board. Goss stated that Item G is the Plumas Community Development Corporation Non-Program Specific Financial Agreement. He requested to discuss both items at the same time.

Ramsey stated the Financial Agreement also has been revised several times during the nonprofit meetings and is also ready for final approval. This is more specific to the financial relationship between the nonprofit and the Commission because essentially staff is being shared between the two. It is Secretary Romandia, Finance Director Majeski, and herself as staff. Because staff is doing work for both sides, PCDC and PCCDC wanted to have a financial agreement in place so that way it shows that no funds are being exchanged for the non-program specific ideas. However, if there is a program that the nonprofit will be running in the future, there will be separate financial agreement that would state what kind of funds would be transferred, specific hours, etc. Commissioner Hall inquired if the contributions were unreimbursed or is it just time assigned to the nonprofit. Ramsey stated staff does not spend a lot of time on the nonprofit. It is bank reconciliations, small deposits, and a couple checks that get paid. It is a very small amount of time. It is the shared relationship and shared goals. It is done as part of the regular day.

Hall inquired if Ramsey spoke with counsel regarding this because the Commission is public entity it could be that providing time, resources, paper, or anything to a nonprofit is a gift of public funds. The County runs into this issue. We cannot provide public resources at no cost. There is probably a way to resolve it such a nominal agreement. She did not see any members from the public present concerned about it, but we need to be careful when committing resources of time, money, paper, office supplies, or banking to a nonprofit entity. She was unsure of how to handle it financially. Commissioner McGowan thought it was a great point because he was thinking the opposite to just document the work that is being done, but nobody owes anything. He understood Hall's point of it being construed as public funds, and we should look at that carefully. Goss stated since there are no time constraints on this he suggested to table this so Ramsey could run this issue by legal.

Finance Director Majeski stated Roger Diefendorf is part of the nonprofit and he reviewed these documents. Commissioner Ceresola stated he does not work for the Board of Commissioners. Majeski stated he works for the nonprofit. Majeski inquired if he is reviewing it legally for one side it does not make it substantial as a document. Hall explained it is like the Energy folks coming into the Board of Supervisors and telling them it is totally fine contract with us and give us 10 million dollars. That is why there are two sides. Majeski stated Diefendorf would give the Commission legal advice. Hall stated Diefendorf cannot represent both parties on different sides of an agreement. Ceresola stated to start having Counsel review these. The County legal has to have their look at this because they need to be comfortable in what it says to defend us if we go that route. Majeski requested clarification on whether PCCDC can contract through Diefendorf and BBK or does anything the Board will be approving have to go through County Council. Ceresola stated if you contract out it can't be with a guy that has already wrote the document for another agency. Hall stated for example let's this our hat off and pretend we are the Board of Supervisors. When any agreement comes to the Board of Supervisors, some other person maybe the other side's lawyer might have developed the agreement, but every single thing we approve says, "approved as to form" meaning like legality and legal content by County Counsel. She did not know if County Counsel works for the Commission because PCCDC is not County. Goss inquired as to who is the PCCDC's counsel. Ramsey stated it is either BBK or Diefendorf, whomever can help her the fastest

depending on the situation. What her understanding was is Diefendorf can review these documents as the nonprofit, but PCCDC would need a second opinion to represent the Commission. It could be BBK or County Counsel. Because it is two different entities we would want two different legal reviews. Majeski verified that it does not have to be County Counsel. It was verified. McGowan suggested to run it by Joshua Brechtel, and he might give direction without actually doing the work. Hall stated it is expensive so maybe we could think through how to handle this. Maybe it is a small agreement with the County just for contract review. She was thinking for a public entity procedural point of view it is not good for the Commission to approve a legal document without someone representing the Commission. Goss stated Item F and Item G will be tabled until next month.

G. Plumas Community Development Corporation (PCDC) Non-Program Specific Financial Agreement

See Item F.

H. Lassen Plumas Sierra Community Action Agency (LPSCAA) Monitoring Report Update

Executive Director Ramsey stated last month PCCDC had the Department of Community Services and Development (CSD) representative James Scott visit our office as well as two Lassen Plumas Sierra Community Action Agency (LPSCAA) subcontractors. This was after many electronic submissions of our expenditures and case files. Ramsey was happy to report nearly everything reviewed was in compliance. There were two findings and one observation in the report:

Finding One) was the long-term board vacancy, which the LPSCAA Board has been aware of and working on. It is believed this long-term vacancy will be filled at the December meeting, which will fulfill that requirement.

Finding Two) was the untimely submission of the Annual Report, which the LPSCAA Board is aware of. Staff and Ramsey are developing spreadsheets and other methods to assist in combining the data necessary to make that submission more efficient and timely.

Observation One) was the untimely contract execution and deliverables submission. This is when CSD sends out the contract there is a list of items that they want to see before they award it. Unfortunately, in the past those deadlines have not been met. Current administration and staff have been working together to ensure those submissions are done on time.

There is a written response that is due to CSD December 31, 2025. Ramsey plans on submitting that draft to the LPSCAA Board at the December 5, 2025, meeting to allow time for any comments from that Board. Chairperson Goss stated good job and inquired if there were any questions or comments from the Board. There were no questions or comments from the Board.

I. National Community Action Foundation Letter of Support for Community Action Agency, Low-Income Home Energy Assistance Program, and Weatherization Programs to Congress Request

Executive Director Ramsey reported yesterday an email was received from National Community Action Foundation (NCAF). They are requesting letters of support for Community Action Agencies (CAA), Low-Income Home Energy Assistance Programs (LIHEAP), and Weatherization programs.

PCCDC's current contracts with these three (3) programs are over one million dollars (\$1,000,000), which is a significant portion of the Commissions revenues. It also supports four (4) direct employees, plus a portion of the Finance Department, and a portion of Ramsey's time for support in reporting, monitoring, and the other components that go along with administering a program. These programs support hundreds of community members within Plumas, Lassen, and Sierra counties. NCAF is requesting that these letters be sent by this Friday, which is not a whole lot of time but Ramsey was confident that she could get a letter drafted that day so she could send it to the legal team for review prior to officially sending it to Congress. She wanted to ensure that there is a voice for these clients. These programs support hundreds of people within the counties, and she wanted to make sure Congress understands what the risks are if these programs were to end. Before she drafted the letter Ramsey wanted the permission of the Board. If the Board was not inclined for her to send the letter, she understood, but this is a significant part of the Commission, staff, and community needs. She would appreciate the opportunity to share PCCDC's voice with Congress.

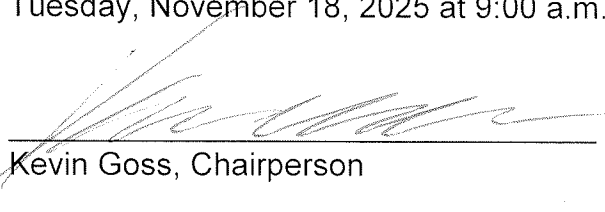
Chairperson Goss inquired to any comments or questions from the Board. Commissioner Hall stated that it is totally appropriate to voice how this would impact us programmatically, service wise, community wise, and the people that benefit locally from these programs. Hall motioned to approve Ramsey drafting and sending the letter of support regarding the Community Action Agency, Low-Income Home Energy Assistance Program, and Weatherization Programs to Congress. Commissioner Engel seconded the motion. No opposition. Approved.

PROJECTS/PROGRAMS

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

ADJOURNMENT

The Board adjourns October 21, 2025 meeting at 9:29 a.m. The next meeting is scheduled on Tuesday, November 18, 2025 at 9:00 a.m.



Kevin Goss, Chairperson

Attest:



Tricia Romandia, Board Secretary