

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION  
& HOUSING AUTHORITY  
HELD IN QUINCY ON DECEMBER 16, 2025**

**ROLL CALL**

The meeting was called to order at 9:01 a.m. by Chairperson Kevin Goss. Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Mimi Hall, and Tenant Commissioner Dorene Beam were present.

Absent: Commissioner Tom McGowan

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

Quorum met.

**PLEDGE OF ALLEGIANCE**

Executive Director Ramsey led the Pledge of Allegiance.

**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 stated there were no additions, corrections or deletions to or from 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 November 14, 2025 through December 11, 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 November 14, 2025, through December 11, 2025. Commissioner Ceresola seconded the motion. No opposition. Approved.

PCCDC General     \$408,135.46 (Checks #66160 - 666265, Checks #101399 - 101459)

USDA Operations     \$31,747.39 (Checks #6092 - 6119)

PCCDC General     \$372,652.92 (Direct Deposits #1035380 -1035613)

## **APPROVAL OF MINUTES**

Chairperson Goss inquired if the Board wanted to discuss the Minutes as of the November 18, 2025, Regular Meeting. There was no discussion from the Board.

Commissioner Engel motioned for approval of the Minutes as of November 18, 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.

There was no public comment from 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.

Executive Director Ramsey informed the Board that Tenant Commissioner Bailey purchased a home, therefore cannot serve as a Tenant Commissioner. Staff will post the opening as soon as possible. In addition, Bailey is actively looking for a replacement.

## **RESOLUTIONS – None.**

## DEPARTMENTAL MATTERS

### A. Budget Performance Update as of October 2025

Finance Director Majeski reported that this budget update is as of October 2025.

Majeski further reports that the Public Housing budget had a good month, with a total profit of about \$24,000. This includes a large amount of funds, \$6,700, spent on direct tenant services to address the roof and mold issue, but also reflects a reduction in normal maintenance activities including turnarounds, due to the ongoing strain of staffing challenges and outside the normal scope of operational maintenance activities. A total of \$6,476.56 was expended for tenant relocation costs so far this fiscal year. Also, the Finance Department was able to submit for the Indian Valley Community Services District (IVCSD) leak forgiveness reimbursement discussed in the October meeting and were given a \$3,731.92 credit.

However, despite the program's good budget performance, Public Housing cash is on the decline. The executive team had decided in February of this year to earmark \$311,000 for the Green Meadows Waterline Replacement project, after spending tens of thousands of dollars on band aid fixes over the last few years. Extensive research was done on if the program could handle the earmark and with several factors considered, the project was approved by the group and a contractor secured via the Invitation for Bid procurement process. Factors considered included:

- 1) The allowance of shared cash between the two public housing programs, which U.S. Department of Housing and Urban Development (HUD) considers the same Assessment Management Project or AMP,
- 2) The process by which to draw on CD and LAIF savings and those amounts,
- 3) The scoring factor on public housing cash set forth by HUD reporting and,
- 4) The sustained profit from the fiscal year at that time and follow fiscal year budget projections.

Unfortunately, this earmark was approved shortly before the degraded status of the public housing roofs and associated damage was really known. The agency has had to expend a considerable amount of unplanned funds towards this issue, which is having a large impact on already reduced cash.

Pine Meadows had a high expense month with a loss of \$2,300 due to increased maintenance expenses by fill-in staff from the Low-Income Home Energy Assistance Program (LIHEAP) team. Thank you to Rodney Cottle and Dillon

Cottle for their assistance. Pine Meadows is still very much on track though, with an overall year to date profit of \$6,400 with depreciation.

Wildwood Village continues to maintain a great performance in relation to its budget, with a profit of \$9,900 in October and year to date profit of \$37,600 with depreciation. Expenses are very closely aligned with the budget, with all categories remaining within a few percentage points of the projected amounts for this point in the fiscal year.

Also for USDA programs, Majeski was happy to report that similar to Public Housing, staff was able to mobilize a NPSIRE Self-Inspection and perform Fall Preventative maintenance on all 70 units earlier this month. Thank you to the additional departments that assisted in this endeavor, including HCV and LIHEAP.

Valley Heights continues to perform well, with their overall year to date loss dropping from \$6,700 in September to \$3,800 in October. Unfortunately, Valley Heights was required to obtain new property and liability insurance, which is greatly increased from previous and projected amounts.

The HCV program financials continues to benefit from the shortfall corrective measures implemented earlier this year. The steady, incremental increase in our Restricted Net Position or RNP demonstrates that our Housing Assistance Payment (HAP) income and HAP expenses are now appropriately aligned and proportioned.

LIHEAP spending is on track to reach the 99% benchmark by 6/30/26. While the contract was extended until 12/31/26, CSD has benchmark dates where agencies are strongly encouraged to be at 99% spent out, which affects future funding. With this extension, there are two categories an agency can fall into:

1) Agencies that meet the 99% expenditures requirements by 6/30/26 will be considered "Category A" agencies and,

2) Agencies that do not meet the requirement will be considered "Category C" agencies. Agencies that fall into "Category C" will have their initial 2027 LIHEAP allocation offset by the balance remaining on their 2025 LIHEAP contract as of 6/30/26.

"Category A" agencies will receive their full allocation for the 2027 LIHEAP contract, and a percentage of any redistributed funds from "Category C" agencies.

Community Action Agency (CAA) and Discretionary spending is a little low, but that is typical for this time of year. The agency typically sees an influx of subcontractor submissions and payments in November and December, while

Discretionary funding allocations were just finalized at the September board meeting. The agency does not anticipate any issues with spending out this contract.

Lastly, the Finance Department is proud to report that the Fiscal Year End 06/30/2025 unaudited financials were approved by HUD the beginning of this month, with no required corrective actions. The audit is already underway, with a majority of requested items already submitted to the auditors.

#### B. Legal Review Update

Executive Director Ramsey stated as requested in last month's meeting, she met with staff, Commissioner Goss and Commissioner Hall to further create legal review procedures and policies. While the bulk of that conversation revolved around the relationship between the nonprofit and the Agency, next steps were developed which included Finance Director Majeski and Ramsey meeting with the attorney that had been assisting with the nonprofit. In this meeting, it was uncovered that the attorney was actually contracted through PCCDC, and not the nonprofit. The attorney prepared a letter that is terminating the original contract with the Agency so that a new contract can be created with the nonprofit. The letter also goes over acknowledging potential conflict of interests, though unlikely, in the future due to this change in representation.

Ramsey did not receive the letter in time to include it as an attachment. She inquired if the Board wanted to review the letter or have her sign it. After discussion, the Board directed Ramsey to sign the letter.

Commissioner Hall thanked Ramsey for clearing up this matter.

Ramsey will draft the policies and procedures for legal review expectations and will be scheduling another meeting with Commissioner Goss, Commissioner Hall, and staff for edits, before sending to legal counsel.

#### C. HUD Lead the Way Training and Board Governance

Executive Director Ramsey reported she recently attended a virtual training on Board governance to better understand the roles and responsibilities of the Board versus Executive Director. One of the key takeaways of that training was ensuring the Board is properly trained in both governance and program specific knowledge. They highly recommended the "HUD Lead the Way" Training.

With the appointment of the new Tenant Commissioners along with the vast amount of tasks and challenges the Agency is facing, staff thought it would be best to provide all Commissioners with the basic training that HUD provides.

The training is specific to Commissioners, however, anyone can take it and it is a free resource. Many staff members have reviewed multiple sections of the training.

Ramsey noted that while the primary funding source for the Agency is HUD, please keep in mind USDA and CSD programs can benefit from this same type of governance.

Ramsey played two videos for the Board. The first video was a broad overview of the training, and the second video was one of the first videos of the training.

Ramsey provided a handout that goes over the curriculum as well as instructions for completing the course. Ramsey offered assistance to anyone who had questions or needed assistance with the course. She was also developing a quick reference sheet for the Board which will have program specific information, and will email it to the Board as soon as possible.

#### D. Public Housing Update

Executive Director Ramsey reported that staff was notified that the 2025 Capital Fund Emergency Grant for repairing roofs and mold remediation was already expensed to other applicants. PCCDC's application is on a waitlist until they receive 2026 funding. Staff remain hopeful that it will be reviewed and approved quickly.

In the meantime, staff and Ramsey are working with local Plumas County departments to ensure safety measures are being taken. In addition, temporary repairs to roofs are being planned.

Staff is working on contracting with a consultant to assist with the Public Housing Repositioning process. With the vast amount of capital needs, repairs, and renovations that are needed, staff will be going back to the drawing board to develop an appropriate plan for these properties.

Staffing is an ongoing issue. The Agency has contracted with a temp agency to provide maintenance assistance. In addition, with multiple maintenance staff on leave, PCCDC is only able to hire temporary extra help per Personnel Policies for six (6) months. Staff will be posting advertisements for this later this week.

The data from the NSPIRE self-assessments have provided multiple work orders for each property. The one maintenance employee has been amazing at keeping up with as much as possible, however, the additional staff from the temp agency as well as hiring extra help is much needed to for the work orders and unit turnarounds.

## PROJECTS/PROGRAMS

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

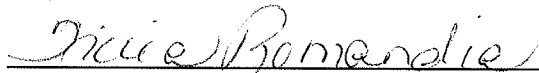
## ADJOURNMENT

The Board adjourns the December 16, 2025 meeting at 9:24 a.m. The next meeting is scheduled on Tuesday, January 20, 2026 at 9:00 a.m.



Mimi Hall, Chairperson

Attest:



Tricia Romandia, Board Secretary