

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

HELD IN QUINCY, CALIFORNIA ON APRIL 16, 2024

ROLL CALL

The meeting is called to order at 9:00 AM. Chairperson Hagwood, Commissioner Ceresola, Commissioner Goss, Commissioner Engel and Commissioner McGowan were present. Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Housing Director Susan Merriman and Board Secretary Tricia Elliott were also present.

ADDITIONS OR DELETIONS FROM THE AGENDA

There were no additions or deletions from the Agenda.

APPROVAL OF CLAIMS

Claims for the period of February 16, 2024, through April 11, 2024, are presented for approval. Commissioner Goss motioned for approval. Commissioner Engel second the motion. Approved.

PCCDC General \$313,977.44 (Checks #63724 - 63962, Checks #100371 - 100470)

USDA Operations \$83,741.19 (Checks #5435 - 5495)

PCCDC General \$641,155.50 (Direct Deposits #1030689 - 1031147)

APPROVAL OF MINUTES

The PCCDC Minutes from the meeting of February 20, 2024, were presented to the Board for approval. Commissioner Goss motioned for approval. Commissioner Engel second the motion. Approved.

PUBLIC COMMENT

Jennifer Langston, Chief Code Enforcement Officer, for Plumas County reported the Code Enforcement Department (ECD) received four (4) complaints in the month of January 2024, from various tenants that live at 416 Melissa Avenue, Chester, CA. Some of the complaints alleged mold, heating elements not working in their ovens, inadequate heat, furnaces not working and defective smoke alarms. During ECD's investigation, it was discovered that there is a Site Manager for each of the PCCDC properties. ECD was unaware of this, and has changed their protocol for all tenants and landlords to address the Site Manager first in writing

to fix the problem. Most of these complaints were not brought up to the Site Manager, and the issues were already in the middle of getting fixed. Some of the apartments were waiting on parts. In other cases, the tenants were misusing appliances. For example, some tenants were attempting to heat their apartment with their oven.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

There were no announcements or reports from the Board of Commissioners.

RESOLUTIONS

PHA FY2025 Operating Budget Resolution 2024-002; discussion and possible action. **Roll Call, Vote.**

Finance Director, Cindy Ramsey, presented Resolution 2024-002 to the Board requesting approval for the PHA FY2025 Operating Budget, which consists of two properties: Green Meadows and Sierra Meadows. When submitting financials and budgets to HUD, they combine both properties. The budget worksheet that Ms. Ramsey presented to the Board had projections that were based on the actuals as of February. The Proposed Budget takes the actuals and Finance's internal knowledge of specific situations and allocations, and the Budget Spills gives each site an individual budget based on the Proposed Budget. Throughout the last year, Finance has developed and implemented new allocations that better represent each expense category. Finance also confirmed the HUD Capital Fund and Operating Fund Subsidies for the upcoming year.

Commissioner Goss motioned to approve Resolution 2024-001. Commissioner Engel second the motion.

Roll Call

Ayes: Commissioner Ceresola, Chairperson Hagwood, Commissioner Engel and Commissioner Goss

Noes: None

Abstain: None

Absent: Commissioner McGowan

Vote: Motion passed by unanimous roll call vote.

PHA Annual Plan for the Housing Choice Voucher and Public Housing Programs **Resolution 2024-003**; discussion, and possible action. **Roll Call, Vote.**

Housing Director, Susan Merriman, reported each year Public Housing Authorities (referenced in many documents as the “PHA”), who run Public Housing and Housing Choice Voucher Programs must submit an “Annual Plan” prior to the beginning of each fiscal year. The Plan must report on the goals set-forth in the Housing Authority’s “5-Year Plan”.

Ms. Merriman was pleased to report that the Housing Choice Voucher Program regained their “High Performer Status” for fiscal year ending June 30, 2023.

The Public Housing properties were inspected last month, and awaiting the outcome of that inspection.

We are excited with the plans for solar at our two Public Housing properties. A bonus of the solar installation will be new roofs for most of our units that will be covered by the solar company.

The Housing Choice Voucher Program continues to move forward with the Project Based Voucher plans, which we anticipate to provide more housing opportunities in 2025 or 2026.

In coming new fiscal year, PCCDC will continue to strive to professionally assist our clients by providing affordable housing options and administer these programs in accordance to all applicable equal opportunity and fair housing requirements.

As part of this Plan HUD Form 50077-CRT-SM, which is Resolution # 2024-003, it requires the signature of the PHA Executive Director and the Board Chairman.

Chairperson Hagwood inquired if there was any public comment regarding Resolution 2024-003 by anyone present or by Zoom. There were no public comments.

Commissioner Goss motioned to approve Resolution 2024-003. Commissioner Engel second the motion.

Roll Call

Ayes: Commissioner Ceresola, Chairperson Hagwood, Commissioner Engel and Commissioner Goss

Noes: None

Abstain: None

Absent: Commissioner McGowan.

Vote: Motion passed by unanimous roll call vote.

DEPARTMENTAL MATTERS

A. Amendment to the Administrative Plan for Housing Choice Voucher (Section 8) Program

Housing Director, Susan Merriman, presented the amendments to the Administrative Plan that was previously emailed to the Board. There was one hard copy of the Administrative Plan present.

Commissioner Goss motioned to approve the amendments to the Administrative Plan for Housing Choice Voucher (Section 8) program. Commissioner Engel second the motion.

Roll Call

Ayes: Commissioner Ceresola, Chairperson Hagwood, Commissioner Engel and Commissioner Goss

Noes: None

Abstain: None

Absent: Commissioner McGowan.

Vote: Motion passed by unanimous roll call vote.

B. PCCDC Budget Overview through February 2024

Finance Director Cindy Ramsey, presented the PCCDC Budget Overview through February 2024.

The Public Housing and USDA properties continue to focus on occupancy to increase revenues. A large amount of time, efforts and funds were spent on preparing for the NSPIRE inspection that occurred in the beginning of March. The Public Housing data does not include the final insurance payment received in March.

Section 8 remains consistent and stable.

LIHEAP has been focusing on spending the remaining 2023 contract. The Weatherization side of the contract has already been spent out. SLIHEAP is also already spent out and will be closing next month. The other two LIHEAP programs do not close until the summer of 2025.

The 2023 CAA and 2023 CAA Discretionary contracts were extended until next month. The discretionary is spent out and the regular contract is nearly spent out. There is a CAA board

meeting on Thursday to discuss the 2023 budgets amongst other topics. 2024 CAA just began in January 2024; there has not been much activity in it as of February.

9:20 a.m. Commissioner Tom McGowan arrives.

C. Budget Summaries for Pine Meadows, Wildwood Village and Public Housing

Finance Director, Cindy Ramsey, presented the Budget Summaries attachment, which is a condensed version of the USDA and Public Housing Budgets. The USDA Budgets were submitted on time with all required documents and notices to tenants. They were reviewed and approved.

D. Low Income Heating and Energy Program (LIHEAP) Presentation

Finance Director, Cindy Ramsey, wanted to highlight PCCDC's Low Income Heating and Energy Program (LIHEAP). The program consists of six (6) employees, plus Executive Director, Roger Diefendorf, and Ms. Ramsey as administrators. Tricia Elliott is the Program Manager, Michelle Majeski is the Billing Coordinator, Rodney Cottle is the Weatherization Lead, Dillon Cottle and Chad Day are the Weatherization crew members and Nikki Hansen is the LIHEAP Coordinator and Weatherization intake and outreach.

After previous management retired, the entire program shifted to ensure procedures were being followed and funds were being utilized efficiently and consistently. The team has been meeting regularly to discuss any issues and celebrate successes.

To quantify what the budget overview shows, Ms. Majeski pulled a report that shows how many households the current programs have been able to assist as of February 2024.

Weatherization

- ECIP 2024 LIHEAP – 4
 - 2023 LIHEAP WX – 23
 - 2024 LIHEAP WX – 9
- Total Households - 36**

LIHEAP

- 2023 LIHEAP – 257
 - 2023 ESLIHEAP – 60
 - 2023 SLIHEAP – 18
 - 2024 LIHEAP – 10
- Total Households – 345**

Ms. Ramsey shared some kind words that clients have shared:

- “Nikki was absolutely amazing. She was so nice, so professional and made me feel comfortable.
- Nikki “Thank you for your kindness and concern and care.”
- Rodney “He goes out of his way to make sure all work is completed and on time and correctly installed.”
- Team “Everyone involved were friendly and professional and cleaned up once completed.
- “Dillon and Chad were very kind and respectful throughout the time they were here. They worked hard to complete everything in a timely manner.”
- “Rodney and his team were great in all ways.”

E. U.S. Department of Housing and Urban Development (HUD) NSPIRE Inspection

Executive Director, Roger Diefendorf, reported HUD does inspections of HUD properties every one to three years. The new NSPIRE program is in effect and has new protocols. There was an inspection in March. The inspectors are contract inspectors. The inspector assigned to PCCDC had some erroneous ideas about how things should be. The inspector decided that all of the carbon monoxide detectors were all in the wrong place. He wanted the carbon monoxide detectors to be placed on the ceiling above the wall heaters, which is an incorrect position. All of the carbon monoxide detectors are to be placed in the hallway between the heater and the bedrooms. This issue will have to be resolved with an appeal. Other than this incident, the inspection went well. The provisional score is above 90. Once all of the information is entered and reviewed by the HUD Real Estate Assessment Center (REAC), we will receive a final score.

F. California Affordable Housing Authority (AHA) Conference

Executive Director, Roger Diefendorf, reported that he and Cindy Ramsey attended the Cal AHA conference. In attendance were Executive Directors and Finance Directors from housing authorities. Ms. Ramsey came away with good information regarding the property we do not manage, Valley Heights, and Diefendorf spoke with a gentleman from Seattle who administers the TRIO program, which is a rent to own program. If there are enough people interested, they may be able to find a lender that will build the new houses then under the TRIO program individuals could get into housing. Diefendorf is very interested in pursuing this opportunity for the Greenville area.

PROJECTS/PROGRAMS

A. Lassen-Plumas-Sierra Community Action Agency (LPSCAA) Contracts/Organizational Standards/CSD Annual Report Training/Annual Report

Community Action Agency Coordinator, Tricia Elliott, reported the 2024 Lassen-Plumas-Sierra Community Action Agency contracts have been distributed to the subgrantees and they have been signed and returned.

The Organizational Standards have been submitted and the Agency received a 96% score. The only reason the score was not 100% was due to the late audit, which has been submitted.

Mr. Diefendorf and Ms. Elliott attended a CSD Annual Report Conference in Sacramento. The information received for the conference was beneficial in the preparation of the 2023 Annual Report, which has also been submitted and received a 100% score.

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 at 9:37 AM. Claims were reviewed at 8:45 AM.



Greg Hagwood, Chairperson

Attest:



Tricia Elliott, Board Secretary