

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION
& HOUSING AUTHORITY
HELD IN QUINCY ON MARCH 18, 2025**

ROLL CALL

The meeting is called to order at 9:00 AM. Chairperson Goss, Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Mimi Hall and Commissioner McGowan were present.

Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Housing Director Susan Merriman, and Board Secretary Tricia Romandia, were also present.

Public Attendance: Daniel Kearns a resident from Taylorsville, CA and Patrick DaSilva Telles Special Assignment Attorney from Legal Services of Northern California.

ADDITIONS OR DELETIONS FROM THE AGENDA

None

APPROVAL OF CLAIMS

Claims for the period of February 11, 2025, through March 13, 2025. Commissioner Engel motioned for approval of the claims. Commissioner Hall seconded the motion. No opposition. Approved.

PCCDC General \$145,274.77 (Checks #65147-65249, Checks #100962 -101007)

USDA Operations \$32,991.50 (Checks #5819 - 5845)

PCCDC General \$362,766.84 (Direct Deposits #1033250 - 1033490)

APPROVAL OF MINUTES

The Minutes as of the February 18, 2025, Regular Meeting were presented to the Board for approval. Commissioner Engel motioned for approval of the Minutes. Chairperson Goss seconded the motion. No opposition. Approved.

Commissioner Ceresola absent.

PUBLIC COMMENT

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

Daniel Kearns from Taylorsville, California was present and offered a moment of prayer. No one on Zoom had any public comments.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

Chairperson Goss inquired if the Board of Commissioners had any announcements or reports. There were no announcements or reports.

RESOLUTIONS

A. Authorizing the Execution of all Contracts with the California Department of Community Services & Development (CSD) **Resolution 2025-001**

Finance Director, Cindy Ramsey, presented Resolution 2025-001 to the Board requesting the authorization for Executive Director, Roger Diefendorf, and Finance Director, Cindy Ramsey, to enter into all State of California Community Services and Development contracts, agreements, memoranda of understanding and other arrangements that advance the mission of PCCDC, which is to serve those with low income or designated service areas.

Chairperson Goss inquired if there were any comments from anyone present or attending by Zoom. There were no comments from anyone present or by Zoom.

Commissioner Hall motioned to approve Resolution 2025-001. Commissioner Engel second the motion.

Roll Call, Vote:

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

Noes: None.

Absent: Commissioner Ceresola.

Vote: Motion passed by unanimous roll call vote.

B. PHA Annual Plan for the Housing Choice Voucher and Public Housing Programs
Resolution 2025-002

Housing Director, Susan Merriman, reported via phone that each year Public Housing Authorities, who operate Public Housing and Housing Choice Voucher Programs must submit an “Annual Plan”. This is an update on the goals and objectives that have been set forth in the Housing Authority’s 5-Year Plan.

Ms. Merriman was pleased to report that the Section 8 Management Assessment Program (SEMAP) continues to maintain a High Performer status.

PCCDC continues to strive to increase the Public Housing status. PCCDC received a score of 91% from NSPIRE.

PCCDC continues to reduce Public Housing vacancies. Maintenance and staff continues to work diligently to complete turnarounds and PCCDC will continue to try to secure services.

PCCDC is exploring Public Housing repositioning options.

The solar project that was supposed to be completed at the Public Housing properties this year has not been completed. The company that PCCDC contracted with was unable to fulfill the contract. It is an ongoing goal, and PCCDC continues to secure services from another company.

The Plan has a variety of HUD required documents, which Mr. Diefendorf has executed and signed, and are part of the Plan. Resolution 2025-002 requires approval of the Board and the signature of the Chairperson of the Commission.

Commissioner Hall gave the Maintenance Team and staff kudos for all of the organization and teamwork it took to receive such a high score from NSPIRE.

Commissioner Engel motioned to approve Resolution 2025-002. Commissioner McGowan second the motion.

Roll Call, Vote:

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

Noes: None.

Abstain: None.

Absent: Commissioner Ceresola.

Vote: Motion passed by unanimous vote.

C. PHA 5-Year Plan for the Housing Choice Voucher and Public Housing Programs
Resolution 2025-003

Ms. Merriman presented the PHA 5-Year Plan for the Housing Choice Voucher and Public Housing Programs, which takes effect on July 1, 2025, through July 1, 2029. PCCDC has set some new goals and objectives.

- PCCDC continues to optimize current and future resources by conserving contingencies throughout our programs, improve functionality and effectiveness of administration. Management provides periodic reviews and internal controls to increase operation promptness.
- PCCDC wants to promote all aspects of housing within our communities served, and increase training opportunities for all resources available.
- PCCDC will continue to maintain the High Performer status, and to continue to expand the voucher programs to include Project Based Vouchers by working with local developers.
- PCCDC wants to and will increase the Public Housing score to either a standard or a high performer score, to enhance overall functions, satisfaction and quality of living for the Public Housing properties and their tenants.
- PCCDC will continue to explore the aspects of repositioning and increase the active occupancy statistics to at least 96 percent.

9:13 a.m. Commissioner Ceresola arrives.

The PHA 5-Year Plan has a variety of required documents, which Mr. Diefendorf has executed. Ms. Merriman thanked Cindy Ramsey for her assistance in preparing the Goals and Objections of the PHA 5-Year Plan. Resolution 2025-003 requires approval of the Board and the signature of the Chairperson of the Commission.

Chairperson Goss inquired if there were any comments or questions from anyone present or appearing by Zoom.

Patrick DaSilva Telles, Special Assignment Attorney, from Legal Services of Northern California via Zoom stated he wrote and emailed a letter late the night before. The Board did not have a copy of the letter. Mr. Telles raised an issue that PCCDC appears to be holding a public hearing on the PHA 5-Year Plan and Annual Plan without the required 45-day public comment period according to Code of Federal Regulations Section 903.17.

General Counsel for PCCDC, Roger Diefendorf, was present. He was uncertain if the Housing Authority had been entirely following the procedure.

Ms. Merriman stated the 5-Year Plan had been posted on the PCCDC website and had a Public Housing Tenant Meetings and the Plan had been presented at those meetings.

Commissioner Hall inquired if General Counsel or Ms. Merriman were aware of the Public Hearing requirement for the Commission.

Ms. Merriman stated the Plan had been the posted to fulfill the requirement(s). After discussion, it was decided that the requirement(s) needed to be researched and make sure that the requirement(s) be fulfilled.

Daniel Kearns restated to General Counsel, Roger Diefendorf, to the fact that PCCDC was aware of the requirement and not following it. Diefendorf acknowledged the Agency had been lax in following the procedure. Mr. Kearns stated that the policies and procedures are in place to protect the sovereignty and rights of individuals which these institutions serve. It is of the utmost importance to follow these rules so we can continue to provide these services.

Chairperson Goss tabled Resolutions 2025-002 and Resolution 2025-003 for PCCDC to research the requirement(s) and be sure a public hearing is posted and procedures were followed.

DEPARTMENTAL MATTERS

A. PCCDC Budget Performance Update as of January 2025

Finance Director, Cindy Ramsey, presented the budget overview as of January 2025. Pine Meadows and Valley heights continue to maintain small profits. The Finance Department closed out the 2024 Operating Contract for Green Meadows and Sierra Meadows, which gave PCCDC a buffer for upcoming repairs. Wildwood Village's losses were due to additional staff hours for cleaning and turnarounds. PCCDC has been working with a HUD Representative to designate five additional units as "off line", which brings the off line units to a total of 11 units for Public Housing. This designation eliminates these units from the scoring and funding process so the outcome will be a higher score and possibly more funding. Section 8 has 631 of the 637 vouchers leased. The CSD programs are doing well and are being fully reimbursed. Finance has received the draft report from the auditors for the audit that is due at the end of the month. The audit will be submitted timely and a presentation of the audit to the Board should be in April.

B. Board of Commissioners Appointment to the Lassen-Plumas-Sierra Community Action Agency (LPSCAA)

Executive Director, Roger Diefendorf, requested the Board of Commissioners to appoint a Board member to fill the LPSCAA Plumas County Public Seat. After discussion, Mimi Hall offered to fill the Seat.

Chairperson Goss motioned for Commissioner Hall to fill the LPSCAA Plumas County Public Seat. Commissioner Engel second the motion. No opposition. Approved.

PROJECTS/PROGRAMS

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

CLOSED SESSION


ANNOUNCE ITEMS TO BE DISCUSSED

A. Personnel: Public Employee Interview Finance Director, Cindy Ramsey

Chairperson Goss stated that the Board met in closed session with Ms. Cindy Ramsey regarding an interview for the PCCDC Executive Director position. The Plumas County Community Development Commission voted and extended the contract to Ms. Ramsey.

ADJOURNMENT

The Board adjourns the March 12, 2025 meeting at 9:55 a.m. The next meeting will take place on Tuesday April 15, 2025.



Kevin Goss, Chairperson

Attest:



Tricia Romandia, Board Secretary