

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

HELD IN QUINCY ON APRIL 15, 2025

ROLL CALL

The meeting was called to order at 9:11 AM. Chairperson Goss, Commissioner Dwight Ceresola (arrived at 9:26 a.m.), Commissioner Jeff Engel, Commissioner Mimi Hall and Commissioner McGowan (arrived at 9:46 a.m.) were present.

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

Public Attendance: Audit Manager from Harshwal & Company L.L.P. Poonam Sharma.

Quorum not met.

DEPARTMENTAL MATTERS

B. PCCDC Budget Performance Update as of February 2025

Finance Director, Cindy Ramsey, presented the budget overview as of February 2025. The Agency continues to create new budgets for Public Housing and USDA properties, and overviews of Section 8 and the CSD contracts. Finance has seen a significant improvement with PCCDC's profit and loss. Ms. Ramsey and PCCDC's Maintenance Lead spent several hours going through vacant units to triage the units for quick turnarounds. It is expected that several units will be available for occupancy in the next couple of months. She will be working with the Site Managers on the lease-up procedures for efficiency so PCCDC becomes compliant with the HUD Occupancy requirements.

Ms. Ramsey invited the Board to attend the PCCDC Office Staff Meeting at the Green Meadows Apartments Community Room in Greenville that is scheduled for Thursday, April 24, 2025, from 10:00 a.m. – 1:00 p.m.

The 2024 PCCDC Audit was submitted timely. The finance team successfully reduced the amount of journal entries from 50-60 in the past years to two. All of the departments have made significant procedural changes so submissions were accurate and timely.

C. Project Based Voucher Update “The Bluffs Project”

Executive Director Roger Diefendorf reported in December 2021, the Board authorized 100 Project Based Vouchers (PBV). Sixty of the PBV were to go to one project in Tehama County, and the other 40 PBV were to go to another project in Tehama County called “The Bluffs”. Both developers have applied for Low-Income Tax Credit from the Tax Credit Committee of the State Treasurer’s Office. The developer from The Bluffs project contacted Mr. Diefendorf to inform him that they did not receive the funding they had expected, but they could move forward with 26 units. Mr. Diefendorf approved the reduction in PBV, otherwise, the entire project would have failed. The project at The Bluffs is moving forward and will be breaking ground in the spring of 2026.

One of the problems PCCDC experienced when starting PBV was getting the regular 632 vouchers leased up. Currently, PCCDC has close to 100 percent of the regular vouchers leased up. PCCDC will be looking at some attrition down the road in regards to the regular vouchers. The positive side is PCCDC receives a portion of the developer’s fees over a five-year period in non-restricted funding.

Finance and Management Analyst Michelle Majeski stated that PCCDC has reached out to HUD to see if PCCDC could receive additional vouchers. Mr. Diefendorf stated historically HUD has been reluctant to increase vouchers.

D. 5-Year PHA Plan for Fiscal Year 2025-2029 Update

Executive Director Roger Diefendorf reported at the last Board meeting it was mentioned that the required comment period was not met when the 5-Year PHA Plan for Fiscal Year 2025-2029 was brought before the Board. Mr. Diefendorf requested to schedule the next PCCDC Board of Commissioners meeting on May 13, 2025, so PCCDC could get the Plan submitted to HUD. The Board agreed to the meeting date.

Finance Director Cindy Ramsey stated that staff has been looking at other tasks that are reoccurring to make sure that all procedures are being followed. Some timelines and schedules have been changed to accommodate the requirements.

E. CalAHA Conference

Executive Director Roger Diefendorf reported that CalAHA is a joint powers organization to promote affordable housing in California. There were several good and relevant presentations. One of the presentations was from Erick Oberddorfer who is the Director of Policy and Legislative Affairs from National Housing & Redevelopment Agency in Washington D.C. Mr. Oberddorfer stated that funding for 2026 is unknown for grant programs, but he was hopeful for the funding for the public housing RAD conversion. Mr. Diefendorf stated Congress is operating under a continuing resolution to the end of the federal fiscal year, and there will not be any significant changes to the PCCDC programs. The RAD conversion is what PCCDC has been presenting to the Board regarding repositioning for PCCDC.

Chairperson Goss paused the meeting at 9:25 a.m.

The meeting was called to order at 9:26 a.m. Chairperson Goss, Commissioner Dwight Ceresola, Commissioner Jeff Engel and Commissioner Mimi Hall were 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.

Commissioner Hall requested the Adjournment date to be corrected from April 15, 2025, to May 13, 2025.

APPROVAL OF CLAIMS

Chairperson Goss requested a motion for the approval of claims.

Commissioner Engel motioned for approval of the claims for the period of March 14, 2025, through April 10, 2025. Commissioner Hall seconded the motion. No opposition. Approved.

PCCDC General \$147,861.78 (Checks #65250 - 65355, Checks #101008 -101053)

USDA Operations \$39,187.40 (Checks #5846 - 5877)

PCCDC General \$370,841.84 (Direct Deposits #1033491 - 1033730)

APPROVAL OF MINUTES

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

PUBLIC COMMENT

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

There were no public comments by anyone present or attending by Zoom.

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 Appointment of the Executive Director of the Plumas County Community Development Commission **Resolution 2025-004**

Executive Director Roger Diefendorf was pleased to present Resolution 2025-004 that established Cindy Ramsey as the Executive Director of the Plumas County Community Development Commission effective July 1, 2025, upon the retirement of Roger Diefendorf effective June 30, 2025.

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 Engel motioned to approve Resolution 2025-004. Commissioner Hall second the motion.

The Board congratulated Ms. Ramsey.

Roll Call, Vote:

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

Noes: None.

Absent: Commissioner McGowan.

Vote: Motion passed by unanimous roll call vote.

B. PH FYE 2026 Budget **Resolution 2025-005**

Finance Director Cindy Ramsey presented the Public Housing budget to the Board. She explained that HUD considers Sierra Meadows and Green Meadows as one property, but the Agency assesses them individually. There is a significant difference in the budget from what was presented last year. Ms. Ramsey proposed an increase for utilities by three percent, an increase for audit and insurance by eight percent, an increase for materials and contract costs by 15 percent, an increase of 33.5 hours per week for maintenance for a total of 100 hours per week, an increase of 9.25 hours per week for admin and support and an increase of eight hours per week for site managers for a total of 60 hours per week. The increases are to assist in efficiency with turnovers, timely submissions, program health and increased occupancy. The projected profit is \$83,396 before depreciation and \$58,137 after depreciation.

Commissioner Hall inquired about the large reduction in other admin expense. Ms. Ramsey explained it is overhead. The allocation tables were changed to reflect what is accurately happening, and some of the other admin changes were office expenses. The Agency has changed vendors and operations to save on costs.

Commissioner Hall motioned to approve Resolution 2025-005. Commissioner Ceresola second the motion.

Roll Call, Vote:

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

Noes: None.

Absent: Commissioner McGowan.

Vote: Motion passed by unanimous roll call vote.

C. Resolution of the Board of Commissioners of Plumas County Community Development Commission to Cure and Correct a Potential Brown Act Violation Regarding the March 18, 2025, Board of Commissioners Meeting **Resolution 2025-006**

Executive Director Roger Diefendorf explained on March 18, 2025, the Board of Commissioners of Plumas County Community Development Commission held its regular board meeting with a public audience and several participants by Zoom. The Board of Commissioners adopted by Resolution the Public Housing Authority Annual Plan. It was brought to our attention that two agenda items relating to the Plumas County Community Development Commission Public Housing Authority Annual Plan and Five year Plan had not been posted for public comment 45 days prior to presentation to the Board. Resolution 2025-006 rescinds Resolution 2025-002 adopting the PHA Annual Plan until the forty-five day comment period has taken place.

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

Commissioner Hall stated she approves the Resolution, but the Brown Act and the 45-day public comment period are two different things.

Commissioner Engel motioned to approve Resolution 2025-006. Chairperson Goss second the motion.

Roll Call, Vote:

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

Noes: None.

Absent: Commissioner McGowan.

Vote: Motion passed by unanimous roll call vote.

DEPARTMENTAL MATTERS

A. 2024 Audit Presentation Report, Harshwal & Company LLP

Auditor Manager, Poonam Sharma, of Harshwal & Company LLP Certified Public Accountants presented the June 30, 2024 audit report remotely.

The audit report had one finding: Internal Controls over Payroll – Timesheet Approval – Significant Deficiency. PCCDC has a review and approval process in place for all employees, except for executive staff. PCCDC Management has plans for updating the procedure to include all staff timesheets be approved.

9:45 Commissioner McGowan arrives.

Chairperson Hall motioned to approve the 2024 PCCDC Audit as presented. Chairperson Goss second the motion. No opposition. Approved.

PROJECTS/PROGRAMS

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

ADJOURNMENT

The Board adjourns the April 15, 2025 meeting at 9:52 a.m. The next meeting is scheduled on Tuesday May 13, 2025 at 9:00 a.m.


Kevin Goss, Chairperson

Attest:


Tricia Romandia, Board Secretary