

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

HELD IN QUINCY ON MAY 13, 2025

ROLL CALL

The meeting was called to order at 9:01 AM. Chairperson Kevin Goss, Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Mimi Hall and Commissioner Tom McGowan were present.

Executive Director Roger Diefendorf, Finance Director Cindy Ramsey, Housing Director Susan Merriman, Finance and Management Analyst Michelle Majeski, 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 Roger Diefendorf stated there were no additions, corrections or deletions to the agenda.

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 April 11, 2025, through May 8, 2025. Commissioner Ceresola seconded the motion. No opposition. Approved.

PCCDC General \$173,493.74 (Checks #65356 - 65512, Checks #101054 -101098)

USDA Operations \$29,990.62 (Checks #5878 - 5915)

PCCDC General \$372,867.84 (Direct Deposits #1033731 - 1033971)

APPROVAL OF MINUTES

The Minutes as of the April 15, 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, on the phone or attending by Zoom.

There were no public comments by 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.

The Board of Commissioners had no announcements or reports.

RESOLUTIONS

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

Housing Director Susan Merriman, via phone, 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. The 5-Year Plan was posted on March 21, 2025, and the Public Hearing was held on May 12, 2025. PCCDC did take into consideration comments, suggestions and concerns that were received. PCCDC has set some new goals and objectives:

- PCCDC continues to optimize current and future resources by conserving contingencies throughout all 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 all 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.

Chairperson Goss inquired if there were any comments or questions from anyone present, on the phone or by Zoom.

Commissioner Hall was pleased to see that staff corrected a mishap for the sake of transparency, following the law and making sure the Commission was in good standing.

Ms. Hall motioned to approve Resolution 2025-003. Commissioner Engel second the motion.

Roll Call, Vote:

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

Noes: None.

Absent: None.

Vote: Motion passed by unanimous roll call vote.

B. PHA Annual Plan for the Housing Choice Voucher and Public Housing Programs
Resolution 2025-007

Housing Director Susan Merriman, reported, via phone, that this was an update on the Annual Plan that has been in place for the current fiscal year. This was reporting from the previous 5-Year Plan goals. The Annual Plan was posted on March 21, 2025, and the Public Hearing was held on May 12, 2025. PCCDC did take into consideration comments, suggestions and concerns that were received. The update from the Annual Plan are as follows:

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

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

PCCDC is making progress to reduce Public Housing vacancies. Maintenance and staff have been working hard as a team to accomplish this goal.

PCCDC is exploring repositioning options for Public Housing. It seems to be a good option moving forward for the Agency and clientele.

Communications have begun again with the solar company about starting the solar project that was supposed have been completed at the Public Housing properties this year.

PCCDC's ongoing goal is to promote and develop affordable housing for all programs to continue to provide quality affordable housing to eligible households, and to administer these programs in accordance to all applicable equal housing and their housing requirements. PCCDC strives to improve customer service in all programs. This is done by providing on-going staff trainings and customer satisfaction surveys.

Chairperson Goss inquired if there were any comments or questions from anyone present, on the phone or by Zoom. There were no comments or questions from anyone present, on the phone or by Zoom.

Commissioner Ceresola motioned to approve Resolution 2025-007. Commissioner Engel second the motion.

Roll Call, Vote:

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

Noes: None.

Absent: None.

Vote: Motion passed by unanimous roll call vote.

DEPARTMENTAL MATTERS

B. PCCDC Budget Performance Update as of March 2025

Finance Director Cindy Ramsey, presented the budget overview as of March 2025. The programs are reported as currently stable, mostly due to the allocation method that was changed last year, which has been the most significant improvement on the budgets overall. The close-out packages for the 2024 Lassen Plumas Sierra Community Action Agency and 2024 Low-Income Home Energy Program have been submitted timely to CSD. As improvements and changes take place, they will be presented as soon as they are available.

Chairperson Goss inquired if there were any comments or questions from anyone present, on the phone or by Zoom.

Commissioner Hall inquired how Ms. Ramsey compensated for the line items that were over 100 percent over budget. Ms. Ramsey stated this is an overall budget and not

necessarily line items. She seeks to keep each line in target with what Finance is trying to accomplish, but as long as the overall budget is within the correct percentage it is okay. Finance and Management Analyst Michelle Majeski stated the Finance team does project for increases, but the actuals will not be known until budgets are approved.

C. Public Housing Dixie Fire Refrigerators

Finance and Management Analyst Michelle Majeski reported that PCCDC has 42 refrigerators 33 of which are hazmat from tenant units from the Dixie Fire that are being stored in two containers at \$125.00 per container per month. PCCDC has discussed and attempted several solutions to dispose of the refrigerators without success. PCCDC does not have the capacity to dispose of the refrigerators. She presented a list of environmental companies, and requested the Board's guidance. The Board discussed different funding options and directed Ms. Majeski to contact three of the entities to get quotes and Ms. Ramsey to look into possibly amending the PCCDC budget. Commissioner Hall offered to discuss options with Auditor Martee Nieman. This item is to be placed on the June Board of Commissioners agenda.

D. HUD Recovery Agreement

Finance Director Cindy Ramsey reminded the Board that the Agency entered into an Agreement with HUD approximately a year ago in response to the low score on the Public Housing assessment and the Public Housing Assessment System (PHAS) score in 2022. Generally, HUD issues a PHAS score shortly after the submission of the annual audit. PCCDC was behind in the submission of the audit, and HUD was behind in issuing a PHAS score. The Agreement listed areas where the Agency needed improvement, and the requirements to satisfy the Agreement. Staff has worked diligently with the HUD representative during their remote assessment, and has made efforts towards the goals in the Agreement. As reported previously, PCCDC has submitted the outstanding annual audits, and has submitted the 2024 fiscal year-end audit on time. This was one of HUD's primary concerns. Three other areas still need addressing. 1) A PHAS score. PCCDC has not had another PHAS score since 2022, but the 2023 NSPIRE score was 91 out of 100. This is a good indicator that this item will be satisfied once PCCDC is assessed. 2) A Board approved Repositioning Plan by the end of June 2025. This issue has been brought before this Board for several years. A Capital Needs Assessment is scheduled for next week, which is the first step in developing the financial plan and subsequent applications. PCCDC is focusing on the Repositioning Plan, but it will not be ready for Board approval by the anticipated date in June. PCCDC will continue working on the Plan. 3) Occupancy to be up to 96 percent by June. Staff was able to get several units into an off-line status, which helps the occupancy percentage. It is not a long-term solution, but it is a method to assist with the percentage goal. This allows us to build the capacity and the ability to get the units completed for occupancy. At the Spring Staff Meeting, Ms. Ramsey presented a plan to staff with goals and timelines to complete and lease 11 units by June. At this time, we are on target to accomplish this goal. Staff is committed to completing the remaining items within the Agreement, and are actively making procedural changes to avoid future issues. Ms. Ramsey had spoken with the HUD representative, and informed her that the

Board had directed PCCDC to continue working toward the Agreement goals. The representative was pleased with the progress.

Ms. Ramsey inquired if the Board was still directing staff to continue towards the repositioning process and there were no objections from the Board.

Commissioner Engel stated the Repositioning is the only thing that will keep PCCDC solvent.

Executive Director Roger Diefendorf stated PCCDC has been discussing and presenting Repositioning to the Board for the past three years. It is the direction that HUD wants housing authorities to pursue. The reason HUD wants this accomplished is because the two funds that supply public housing are diminishing. If housing authorities reposition, then they are looking at a different funding mechanism for the properties. The Capital Needs Assessment will determine what the needs are for the properties in order to move forward.

Finance and Management Analyst Michelle Majeski stated the reason for the delays were PCCDC received multiple preliminary assessments to help understand the repositioning process, but HUD does not accept preliminary assessments. In order to submit the application HUD wants an official Capital Needs Assessment to create an actual financial status.

Chairperson Goss thanked PCCDC for the invitation to the Spring Staff meeting in Greenville. He enjoyed it.

Chairperson Goss inquired if there were any comments or questions from anyone present, on the phone or by Zoom. There were no comments or questions from anyone present, on the phone or by Zoom.

E. Brown Act Update

Executive Director Roger Diefendorf recalled the need to add two Tenant Commissioners to the Board. Travel to get to the meetings has been an issue for the low-income tenants. During COVID, remote appearances were accepted. Mr. Diefendorf researched the Brown Act regarding remote appearances. AB2449, which was effective January 1, 2025, provides that members of the legislative body for local agencies can participate remotely for board meetings with limitations. The current limitations are much more restrictive. Board members may participate remotely for two reasons for just cause which is defined in the following circumstances:

First Reason:

- Child care or caregiving of a child, parent, grandparent, grandchild or other family members.
- Contagious illness that prevents a member from attending in person.
- A need related to physical or mental disability.

- Travel while on business of the legislative body.

Second Reason:

- Physical or family medical emergency that prevents a member from attending in person.

Aside from the two requirements, there is also a requirement of the number of times a board member can appear remotely, and it is dependent on how many times that particular Board meets. The idea of Tenant Commissioners appearing remotely on a regular basis is not a possibility. PCCDC does not have the capacity to provide transportation. Tenants from Valley Heights or Section 8 could possibly serve.

Commissioner McGowan agreed that it would be a challenge for a person coming from Chester. It is up to a two hour commute. Mr. McGowan suggested if the person were a veteran, the Veteran Services might provide transportation. Also, when advertising for the Tenant Commissioner inquire if they have reservations or challenges.

Finance and Management Analyst Michelle Majeski stated fliers have been hung at PCCDC's property sites. Property Managers have also done some outreach with the tenants, and there are a couple of interested people.


Commissioner Hall suggested going to the different tenant meetings to promote the position.

PROJECTS/PROGRAMS

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

ADJOURNMENT

The Board adjourns the April 15, 2025 meeting at 9:35 a.m. The next meeting is scheduled on Tuesday June 17, 2025 at 9:00 a.m.

 FOR KEVIN GOSS
Kevin Goss, Chairperson

Attest:


Tricia Romandia, Board Secretary