

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

HELD IN QUINCY ON FEBRUARY 17, 2026

ROLL CALL

The meeting was called to order at 9:08 a.m. by Vice Chairperson Kevin Goss. Commissioner Dwight Ceresola, Commissioner Jeff Engel, Chairperson Mimi Hall (arrived at 9:17 a.m.), and Commissioner Tom McGowan were present.

Absent: Tenant Commissioner Dorene Beam

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

Quorum met.

PLEDGE OF ALLEGIANCE

Vice Chairperson Goss led the Pledge of Allegiance.

ADDITIONS, CORRECTIONS OR DELETIONS TO OR FROM THE AGENDA

Vice Chairperson Goss inquired if there were any additions, corrections or deletions to or from the Agenda.

Executive Director Ramsey stated there two minor corrections to the Agenda:

- 1) Move Agenda Item C after Agenda Item G, and,
- 2) Ramsey would be presenting Agenda Items H, I, and J.

APPROVAL OF CLAIMS

Vice Chairperson Goss inquired if there were any questions or comments regarding the claims that were presented for the period of January 16, 2026 through February 12, 2026. 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 January 16, 2026, through February 12, 2026. Commissioner Ceresola seconded the motion. No opposition. Approved.

PCCDC General \$220,548.62 (Checks #66413 - 66507, Checks #101505 - 101545)

USDA Operations \$42,574.78 (Checks #6160 - 6187)

PCCDC General \$360,376.62 (Direct Deposits #1035845 -1036073)

APPROVAL OF MINUTES

Vice Chairperson Goss inquired if the Board wanted to discuss the Minutes as of the January 20, 2026, Regular Meeting. There was no discussion from the Board.

Commissioner Engel motioned for approval of the Minutes as of January 20, 2026. Commissioner Ceresola seconded the motion. No opposition. Approved.

PUBLIC COMMENT

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

There were no public comments from anyone present, on the phone or attending by Zoom.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

Vice Chairperson Goss inquired if the Board of Commissioners had any announcements or reports.

There were no announcements or reports from the Commission.

RESOLUTIONS – None.

DEPARTMENTAL MATTERS

A. Budget Performance Update as of December 2025

Finance Director Majeski noted that the budget update was for December 2025; half way into the fiscal year.

Majeski reported that the Public Housing budget continued its good performance with a December profit of about \$33,000 and a year to date profit of \$76,000. While this does continue to reflect reduced day to day maintenance activities, it is also assisting with rebuilding cash to apply towards large capital needs items, both currently, like the Green Meadows Waterline Project, but also for future needs planned out via the Repositioning process. PCCDC was able to secure a maintenance worker for Sierra Meadows through the temp agency and were excited that unit turnover work could resume.

As previously anticipated and reported, PCCDC is starting to see an increase in contracted maintenance service expenses for the USDA properties. Additionally, a small increase in expenses for December was due to the all unit inspections and preventative maintenance performed. Lastly, PCCDC continues to see increased unit turnaround costs at USDA properties due to longtime tenants vacating.

Pine Meadows had a \$1,600 loss with depreciation for December and cash reduced by \$5,200. Wildwood Village had a \$603 profit with depreciation for December and cash increased by \$1,900. Both properties were performing great in relation to their budget.

Valley Heights had another loss in December of \$2,100 with a year to date loss of \$11,300. As noted in the Budget Performance report, the areas of overage continue to be maintenance and insurance related.

The Housing Choice Voucher (HCV) program had a \$15,000 loss in December, but had a fiscal year to date profit of \$117,400. Overall fiscal year to date Housing Assistance Payment (HAP) expenses were in line with overall HAP funding, so PCCDC is seeing the desired results of revised voucher management. Furthermore, PCCDC recently was finally able to identify the root cause of ongoing discrepancies between finance numbers and the Voucher Management System (VMS) reporting. It was determined that the longstanding procedure used to record HCV HAP payments did not comply with HUD reporting requirements nor was the data accurately booked per Generally Accepted Accounting Principles (GAAP). Majeski was working on a new procedure, which involved a lot of new steps and considerations. This is another unforeseen task that will require a significant investment of time to implement correctly. HCV staff has been extremely helpful in assisting Finance with understanding the program

software in order to correct the procedure. Majeski gave a big thank you to HCV staff.

The Low Income Home Energy Assistance Program (LIHEAP) had an incredible month for December, with \$32,600 spent on direct Weatherization and Energy Crisis Intervention Program (ECIP) services to clients, as well as just over \$23,000 in utility assistance payments made. For a program with such limited staffing, the level of dedication and effort demonstrated by the staff has been truly commendable, and Majeski was very proud of their work.

Lassen Plumas Sierra Community Action Agency (LPSCAA) and Discretionary spending was right on track and Finance anticipated being able to close out before the contract end date of April 30 2026. Many sub-grantee invoices were received and paid in January, so those numbers would shoot up next month.

Majeski inquired if there were any questions.

Commissioner McGowan inquired as to where or why the long-term tenants moved out.

Majeski stated tenants moved in with significant others, purchased homes, left the state and one tenant had unfortunately passed away.

Executive Director Ramsey wanted to highlight a broader operational challenge that is affecting staff's ability to stay on top of previously established timelines and goals. Over the past year, PCCDC's administrative staff has been consistently hit with a high volume of unplanned or non-routine tasks; many of them time-sensitive and compliance-driven.

These unexpected responsibilities often arise with little notice, and while staff strives to meet the requirements, they inevitably pull staff away from scheduled work such as policy updates, occupancy initiatives, and long-term planning.

Ramsey emphasized that this isn't a matter of staff performance; it is a capacity issue. When administrative employees are juggling urgent, unanticipated tasks, it becomes difficult to maintain the level of proactive work that is needed to strengthen operations. Ramsey wanted the Board to be aware that the volume of reactive work has had a real impact on staff's ability to move forward on strategic goals at the pace desired.

Ramsey wanted the Board to keep this context in mind as they considered the upcoming initiatives, including the PHAS recovery plan, occupancy strategies, and the nonprofit agreements. Staff is committed to progress, but are also balancing a workload that has grown significantly in ways that were not predictable.

Chairperson Hall arrived and assumed facilitation of the remainder of the meeting.

B. FYE24 Public Housing Assessment System (PHAS) Score

Executive Director Ramsey stated PCCDC received the 2024 PHAS score from HUD. Previously PCCDC had a designated status of "Troubled." With this new, improved score, PCCDC has been designated as "Substandard Management." This is based on a management score of 10 out of 25 and an overall PHAS score of 75 out of 100 for the fiscal year ending June 30, 2024. As noted in the Score Report, the primary driver of the Substandard designation was the occupancy rate, which received 0 of 5 points under the Capital Fund indicator. PCCDC's Occupancy Rate was listed as 82.29 percent. Typically, HUD would like the occupancy at 96 percent, however, 98 percent is ideal. While several areas show progress, this continues to be an area of opportunity.

HUD Director Rodriguez's letter outlined several recommended areas for evaluation, including waiting list processes, tenant selection, unit turnaround times, and continued occupancy practices.

In past discussions with HUD representatives, they also recommended the possibility of utilizing a third party management company. Currently, PCCDC manages the properties. During those conversations, staff believed they would be able to meet the occupancy expectations, however, as mentioned earlier, staffing and other obstacles have proven otherwise.

Ramsey inquired if the Board would like her to inquire further into the third-party management options, she would do some research and provide the Board with her findings at the March meeting. However, HUD had requested that PCCDC submit a proposed recovery plan within 30 days of receiving the letter, and had noted that PHAs must have deficient performance areas corrected within 90 days.

Ramsey stated it would not be realistic for PCCDC to increase occupancy percentages from 82 percent to 96 percent within the 90 days and therefore suggested a realistic timeline based on the direction of the Board.

After discussion, the Board directed Ramsey do an inquiry of the third-party management company that works with Valley Heights, as well as other similar firms and local realtors, and to draft a Plan of Direction to HUD for the Chairperson to review prior to submission to HUD.

D. CSGB Annual Report

Executive Director Ramsey reported every year, the Agency is tasked with compiling data from all of PCCDC's administered programs such as Section 8,

LIHEAP, Public Housing, and USDA programs, as well as sub-contractors from the Community Action Agency. This is all compiled into a report that is submitted to CSD the first week of February.

For many years, this data has been difficult to obtain and aggregated together in a timely manner and has subsequently been a finding in the CSBG Community Action Annual Report due to late submission. Ramsey was pleased to inform the Board that this year the report was submitted on time. This was due to staff and Ramsey devoting a significant amount of time to developing improved procedures, spreadsheets to aggregate the data, training and reaching out to sub-contractors to receive the data timely. In addition, PCCDC was informed by our CSBG Representative that PCCDC was the first Agency to utilize the new special comment section in the Annual Report.

Ramsey inquired if there were any questions or comments; there were none.

E. Repositioning Update and Refresher

Executive Director Ramsey presented the Board with a Repositioning Update and Refresher presentation to ensure that the Board remained fully informed and aligned as PCCDC moves forward with Repositioning. The presentation slides are attached at the end of these minutes.

Commissioner McGowan stated that the plan was well thought out and comprehensive. He noted that one of the key aspects that stood out to him was the strong protections in place for current residents. He further commented that the plan not only safeguards residents moving forward, but also meaningfully addresses the deferred maintenance that has accumulated over the years, ensuring the long-term sustainability and improvement of the properties.

Finance Director Majeski stated a consultant had been identified through the procurement process that would provide expertise during the complicated process.

Chairperson Hall stated she was aware that a lot of work has gone into Repositioning. She remarked that when she first joined the Commission, she was uncertain how the Agency would reach this point given the circumstances at that time. She noted that a significant amount of work has been completed not only in preparation for Repositioning, but also across the Agency's various departments and structural processes to address the foundational steps necessary to make Repositioning possible. It is great for the future sustainability of the services that this Commission provides. Hall thanked staff for all of the work done on this, and thanked Ramsey for the refresher. If the Commission had to prioritize the top three things they had to do, this is up there.

Hall inquired if there were any questions or comments; there were none.

F. Public Housing Flat Rent Changes

Executive Director Ramsey provided the Board with a brief update regarding PCCDC's annual review of Public Housing flat rents. Each year, HUD requires Public Housing Authorities (PHAs) to evaluate and update flat rents to ensure they remain compliant with federal guidelines and reflect current market conditions.

As part of this process, PCCDC's Housing Director and Site Managers conducted meetings with tenants to gather utility costs for each bedroom-size apartment. They then utilized Zeffert Consulting to complete the annual utility allowance analysis. The updated utility allowance schedules have been incorporated into PCCDC's flat rent calculations, and the revised flat rents meet HUD's requirements for the upcoming year. These updates will be implemented with the next rent cycle, and residents received the required notices in accordance with HUD regulations.

The flat rate amounts only affect tenants who choose that method for calculating their rent amount. Tenants can choose either the flat rent method or the income-based rent (capped at 30%). The flat rate method is intended for higher-income households who might otherwise pay more than market rent under the income-based method. The utility allowances are a deduction when calculating the total tenant payment.

Chairperson Hall requested to address the remaining actions items on the agenda first due to remaining time. Agenda item G was moved to the end.

C. Plumas Community Development Corporation (PCDC) Update

Executive Ramsey stated over the past several months, staff and both Boards have continued working through the structural and operational alignment between the Commission and the nonprofit. After multiple meetings, discussions, and detailed reviews with legal counsel, the Memorandum of Understanding (MOU) and both Financial Agreements have now been fully revised, vetted, and approved by the attorneys representing both entities. This ensures that the documents accurately reflect each organization's responsibilities, financial safeguards, and long-term expectations.

Additionally, the nonprofit's Board has been engaged in broader viability and mission-alignment discussions. These conversations have focused on evaluating whether the nonprofit's original purpose remains relevant, whether it can continue to operate sustainably, and how it can best support the Commission's housing goals moving forward.

The nonprofit Board is assessing both financial capacity and community need to ensure that any future activities are feasible and aligned with current conditions. With the groundwork completed, PCCDC was prepared to review the finalized MOU and financial agreements with the Commission. The most notable change was that the Commission would no longer be donating time; invoices would be submitted and paid accordingly.

Ramsey requested to move onto Agenda Item H for any questions on the document.

H. Plumas Community Development Corporation (PCDC) Memorandum of Understanding

Chairperson Hall stated she had no questions, but she appreciated that PCCDC was no longer providing public funds to a nonprofit organization. She inquired if the Board had any discussion; there were none. Hall requested a motion.

Commissioner Goss motioned for approval of the PCDC Memorandum of Understanding. Commissioner Ceresola seconded the motion. No opposition. Approved.

I. Plumas Community Development Corporation (PCDC) Down Payment Assistance Program Development Financial Agreement

Executive Director Ramsey presented the Down Payment Assistance Program Development Financial Agreement for approval.

Commissioner Ceresola motioned for approval of the Down Payment Assistance Program Development Financial Agreement. Commissioner Goss seconded the motion. No opposition. Approved.

J. Plumas Community Development Corporation (PCDC) Non-Program Specific Financial Agreement

Executive Director Ramsey presented the PCDC Non-Program Specific Financial Agreement for approval.

Commissioner Goss motioned for approval of the PCDC Non-Program Specific Financial Agreement. Commissioner McGowan seconded the motion. No opposition. Approved.

G. Palm Villas Development Update

Executive Director Ramsey provided a brief update regarding one of the Project-Based Voucher (PBV) developments the Board approved in 2021.

Ramsey was pleased to report that the developer had executed the Agreement to Enter into a Housing Assistance Payments Contract (AHAP) for the 60-unit property located in Tehama County. This marked an important milestone in moving the project forward toward construction and eventual lease-up. Execution of the AHAP confirmed that all required pre-development steps had been completed and allowed the project to proceed under the terms of the PBV award previously authorized by the Board.

Ramsey would continue to keep the Board updated as the project advances through the remaining stages of development.

Commissioner Engel had the impression that this project was to generate money for PCCDC. Ramsey informed him and the Board that this was a misconception. Developer fees only occurred if PCCDC was a managing partner, which PCCDC is not a managing partner in either of the projects.

PROJECTS/PROGRAMS-None

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

ADJOURNMENT

The Board adjourns the February 17, 2026 meeting at 9:53 a.m. The next meeting is scheduled on Tuesday, March 17, 2026 at 9:00 a.m.



Mimi Hall, Chairperson

Attest:



Tricia Romandia, Board Secretary