

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

HELD IN QUINCY ON SEPTEMBER 16, 2025

ROLL CALL

The meeting was called to order at 9:00 a.m. by Chairperson Kevin Goss. Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Mimi Hall and Commissioner Tom McGowan (arrived at 9:11 a.m.) were present.

Executive Director Cindy Ramsey, Finance Director 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 Cindy Ramsey indicated that there were no additions, corrections, or deletions to the agenda.

Ramsey introduced James Scott from the Department of Community Services and Development who was in Quincy to conduct an On-Site Monitoring Visit of the Lassen Plumas Sierra Community Action Agency.

APPROVAL OF CLAIMS

Chairperson Goss inquired if there were any questions or comments regarding the claims that were presented for the period of August 15, 2025 through September 11, 2025. Goss requested a motion from the Board for the approval of claims.

Commissioner Engel motioned for approval of the claims for the period of August 15, 2025, through September 11, 2025. Commissioner Ceresola seconded the motion. No opposition. Approved.

PCCDC General \$163,555.13 (Checks #65833 - 65936, Checks #101256 - 101304)

USDA Operations \$29,115.32 (Checks #6002 - 6033)

PCCDC General \$374,431.46 (Direct Deposits #1034681 -1034912)

APPROVAL OF MINUTES

Chairperson Goss inquired if the Board wanted to discuss the Minutes as of the August 19, 2025, Regular Meeting. There was no discussion from the Board.

Commissioner Ceresola motioned for approval of the Minutes as of August 19, 2025. Commissioner Engel 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.

Goss indicated that communications and meetings had taken place regarding the Public Housing mold issue and inquired about the status. Executive Director Ramsey stated it was part of one of the agenda items, and there were no definitive answers.

RESOLUTIONS

A. Green Meadows Apartments Easement Access to PG&E Resolution 2025-011

Executive Director Cindy Ramsey stated that approximately one year ago the Agency was contacted by PG&E regarding obtaining easement access of the main campus of Green Meadows Apartments and the Wolf Creek Apartments in Greenville. The previous Executive Director provided initial approval, and the work commenced and was completed. This is the final step that should have been completed to move forward, but Ramsey was not aware of this until recently. Unfortunately, the initial documents PG&E provided for this had incorrect titling of the parcels and the Agency, so there were multiple back and fourths between the Agency and the PG&E consultant. As the deeds state, this agreement is to allow PG&E to install electrical boxes throughout the areas necessary on the two properties. It also allows them to maintain the boxes and surrounding areas as necessary. The documents have been corrected; however, they requested a resolution be attached to the document for full transparency and authorization.

Chairperson Goss inquired if payment had been made. Ramsey stated a small payment will be made, and it will go toward the program.

Goss inquired if there were any comments or questions from anyone present, on the phone or by Zoom. There were not any comments or questions from anyone present, on the phone or by Zoom.

Commissioner Hall motioned to approve Resolution 2025-011. Commissioner Ceresola seconded the motion.

Roll Call, Vote:

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

Noes: None.

Absent: Commissioner McGowan

Vote: Motion passed by unanimous roll call vote.

B. Administrative Plan – Housing Choice Voucher (Section 8) Chapter 17 Update
Resolution 2025-012

Executive Director Cindy Ramsey stated the Administrative Plan for the Housing Choice Voucher (HCV) program is up to date with the exception of Chapter 17. This chapter references the Project Based Vouchers as part of the HCV program.

The Board approved the initial chapter addition to the Administrative Plan in 2021; however, due to not administering any project based vouchers, the chapter remained unchanged since then. This allowed staff and admin to review each of the policies to make sure they correlate to the existing programs so there are not differences, and to make sure they fit our communities' needs. Since the Agency has two projects that are expected to officially sign the Agreement to enter into a Housing Assistance Payment, known as the AHAP, this update is necessary. The Agency uses a program through Nan McKay that provides all of the HUD required updates and provides recommendations for the Agency discretionary policies. The Agency published the public notice to Plumas Sun and the notice ran from July 28, 2025 through September 10, 2025. The public hearing was held on September 10, 2025. There were no comments received and there was no attendance at the public hearing. Ramsey drafted a memo regarding the key areas that were updated. There were several sections that were new from the previous 2021 version. Most of it was content location that used to live in section two that is now in section four, and additional clarifying language. There were a handful of PCCDC policies that were revised to change wording such as "may" to "may not," or vice versa for clarification purposes and to not restrict the Agency in the future.

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

Commissioner Ceresola inquired if legal reviewed the document. Ramsey stated legal did not review the document because the Agency uses the Nan McKay template. It has all of the legal

that is required within it for the HUD sections, and the policies that PCCDC does have control over the recommendations from Nan McKay are used to make changes.

Commissioner Hall inquired as to why PCCDC did not have legal counsel. Ramsey stated that PCCDC does have a legal counsel representative and the contract was signed in July through Best Best and Krieger (BBK) out of Sacramento. They are not on staff so anything that has to be reviewed there would have an invoice associated with it. Historically, the Agency has used templates such as Nan McKay that already has the legal review completed. The only changes PCCDC makes are in the policies that are at the discretion of the housing authority. Hall stated it is something to think about because it is an extra layer of assurance to protect the Commission from liability.

Commissioner McGowan arrives 9:11 a.m.

Commissioner Engel stated he was under the impression that Roger Diefendorf was still available. Ramsey stated it is the same as if I reached out to BBK. He is not a staff member, so he would be given the document to review. The Agency would be charged by the hour, depending on how long it takes him to complete the review. Hall inquired how often does the Agency have contractual review or does Nan McKay have counsel or if there could be an agreement for outside counsel services. Ramsey did not believe Nan McKay offered such services. They are more administrative. They create the Administrative Plan templates, the Admissions and Continued Occupancy Plan for Public Housing (ACOP), and they have other modules and such for training. They are more of a training and administrative template type, but they do have their internal review of all the legal because it has to contain all of the HUD requirements, such as the Code of Federal Regulations. The Administrative Plan and the ACOP for Public Housing are both supposed to be updated once a year, but sometimes there is an exception like this where things have not been updated in a while. She offered to look into County Counsel for review or annually ask BBK for final approval. Hall stated it is not on the agenda so we could have a discussion at another time. Ramsey stated she would add this as an agenda item for the October meeting. Goss inquired if there were any other comments or questions. He thought the update was fine, and did not think it should be held up. Hall was not inclined hold up the update either, she was thinking of protecting the Commission for the future.

Hall motioned to approve Resolution 2025-012. Ceresola seconded the motion.

Roll Call, Vote:

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

Noes: None.

Absent: None

Vote: Motion passed by unanimous roll call vote.

DEPARTMENTAL MATTERS

A. PCCDC Budget Performance Update as of July 2025

Finance Director Michelle Majeski stated this budget update is as of the first month into the new fiscal year.

Majeski noted that HUD was able to create a “work around” with their online site technical issue, so we were able to submit our 6/30/25 fiscal year end unaudited financials on September 11, 2025. While HUD has stated no Public Housing Authority would be receiving any penalty points due to the technical issue causing late submission, this submission date is also within the deadline grace period. We have contacted our auditors to get the ball rolling for the Fiscal Year End 25 (FYE25) audit, which will start in October to get another audited submission in on time.

For the July 2025 budget data, Majeski noted the following:

The Public Housing loss of \$14,450 directly correlates to the Capital Needs Assessment expense of \$14,980. A little more of an expense than the loss. Staff expected this expense to hit the books in FYE25, but either way, was a much needed expense to gain understanding of what condition our properties are in. This is also a requirement in the Repositioning process. As far as normal operations go, expenses are right in line with the budget.

Valley Heights has a loss of \$5,744. This is due to increased maintenance payroll costs and subsequent payroll taxes.

The USDA programs have done great in their first month of the new fiscal year, with an overall profit of \$10,727. The USDA programs continue to having a running balance owed to General Fund, so any cash profits the programs have will go towards paying off that liability.

The Housing Choice Voucher program has no HUD Held Reserves; however, the Restricted Net Position continues to increase, further correcting the shortfall designation placed on the program earlier this year.

For the CSD programs, Majeski noted the following:

LIHEAP is currently a little under expensed, but will be a larger than average amount of jobs to bill for August, so we should see this number even out next month. LIHEAP services also tend to increase as the weather gets colder.

For CAA, all expenses are pretty much on track besides the subcontractor line item. We continue to remind sub-grantees to submit for reimbursement and have a Board meeting later this month where we can continue to push the spending down of obligated funds.

Also in CAA news, CSD just released funds for the Discretionary side of the contract, \$26,000. This will also be addressed at the upcoming CAA Board meeting and you will see that budget in the August report.

Majeski inquired if there were any questions, and what type of information the Board would like to see in the future. Chairperson Goss thought the reports covered everything, and if one of the Board members wanted additional detail they could contact you to make their request. Majeski stated once or twice she would like to submit the Revenue/Expense reports so the Board could see the breakdown of the costs of where these numbers are coming from. She did not feel that amount of detail was necessary at every meeting, but suggested mid-year and end-year. Commissioner Hall stated it is helpful to see trends where you are year-to-date, and understand what is sticking out and to get an explanation as to why. Commissioner McGowan was especially interested in seeing the losses and getting explanations.

B. 2024-2025 Plumas County Civil Grand Jury Report Update

Executive Director Cindy Ramsey stated after reaching out to County Counsel per the Board's request last month, she was informed that the report that she received was part of a report that was not officially published as part of the official grand jury report and, therefore, no response was required. It is unfortunate that Plumas Sun had posted that original report, and it is out in the community, but as far as the Commission is concerned there is no response.

Commissioner Hall suggested to contact Plumas Sun because going back to when Ramsey brought this Grand Jury Report to the Commission, she was borderline horrified when she read it. Some of the content and descriptions were supposed to be completely confidential and not revealed at all. It is important for us to remember that just because an entity holds a position of power we need to make sure they are following the rules, and as it turns out that this is not an official Grand Jury Report that has to be vetted through the attorneys and the Superior Court Judge. She was baffled at how it got published. A lot of people do not know the rules so she appreciated Ramsey reaching out to counsel getting the official feedback that this is not official report of the grand jury.

Hall stated the grand jury did not follow protocol. McGowan stated there were other subjects that should have been in the report that were quashed that have not been reported on, but this one was. Information out the grand jury is on both sides of the equation. Stuff that should have been in the report was not, stuff that should not have been in the report was. Hall stated the only thing that should have been in the report is something that was vetted through the official grand jury process, and approved by the Superior Court Judge, and if it was not it should not be in there. The Board agreed. Finance Director Michelle Majeski inquired if it would be advantageous for the Agency to ask the Plumas Sun to reissue a statement saying this is inaccurate. The report they attached is a PDF of all the reports that include a whole bunch of

reports that should have never been there. It does not match what is on the County website. Could they reissue a statement stating they published the wrong report? Hall stated it would be better to contact the Plumas Sun given the fact check. Even contact Counsel or the Superior Courts that understand the facts so they can decide how they want to correct that. McGowan suggested to contact the judge. Chairperson Goss stated they should be able to walk it back one way or another. Hall stated it was not put out in the official world by any official.

Ramsey stated unfortunately, she was approached that weekend by a person who asked many questions about the report because they saw it in the Plumas Sun so it is out there in the public. While she was able to be diplomatic and explain that it was not an official report, it just seems that misinformation is already out there, and that the fact that we are not going to respond because it is not an official report means there is nothing showing the other side of it. She would be happy to reach out to County Counsel and ask for advice on how to approach Plumas Sun or how we can get something out there stating that this was not an official report. This would be helpful to the Agency.

Hall stated there is a lot of liability in that report in terms of these protected conversations. Again, they did not go through the proper process. Maybe we can talk about the best way to do that and at least provide the facts for Plumas Sun to make the correction. The public needs to be made clear, and maybe County Counsel may say no we do not need to say a thing, but at least this Commission can think about it. She thought it was good for Ramsey to respond with a factual statement that you reached out to County Counsel etc. and because it is not an official report PCCDC is not providing a response.

9:25 a.m. meeting took a break due to no sound on Zoom. The Zoom was stopped and restarted in order to resume the sound. The meeting resumed at 9:28 a.m.

C. Bylaws Revision

Executive Director Cindy Ramsey stated after last month's meeting, she reviewed the ever-growing list of items that need to be addressed throughout the Agency. When looking at everything, it boiled down to having accurate, consistent, and effective policies and procedures.

So while, Ramsey and staff will continue to tackle all of the backlogged items, she intends on emphasizing the revision and creation of policies and procedures to make all of the other items easier because experience has shown that the Agency is not sustainable without having the policies to refer to and hold the programs, clients, and staff accountable.

Back in June of this year, she provided the Board with a copy of the current Bylaws. They do not contain a date of when they were adopted, but from what Ramsey can tell, it would have been close to when the Agency was created and they have not been updated since.

Ramsey did some research of how to revise the Bylaws as well as what other Housing Authority's Bylaws contain. She had two that she would like to use as a template or reference in the revisions; however that is just part of the process. She had a step-by-step guide of how to revise the Bylaws:

- Review Existing Bylaws
- Form a Bylaws Committee (include board members & legal counsel)
- Draft the Proposed Amendments
- Have Legal Review
- Discuss at a Board Meeting
- Public Notice and Comment (while this may not be a requirement, it does ensure community input and transparency)
- Formal Vote at a Board Meeting
- Signatures, File and Distribute

If we follow those steps, which was Ramsey's recommendation, the timeline would be something like:

- One or two Board members meet with the Executive Committee between now and the October board meeting
- Then, in the October meeting, discuss with all board members, make adjustments if necessary.
- Hold a public hearing. Ramsey suggested using the HUD comment period of 45 days (consistent with other HUD comment periods, but the Board could choose a different timeframe).
- December Board Meeting would be the final, formal vote and obtain the signatures.

Chairperson Goss thought this was a good plan, and inquired if there were any comments. Commissioner Hall loved the plan, and liked that it included Board members so they have some knowledge and participation in the process. She hoped that this will happen not for just Bylaws, but for other things so that it is not just staff doing it alone and reporting to the Commission once a month. This is how we got in this situation. She thought the timeline was great. She did not know if it is part of Bylaws or something different, but it could be in the Bylaws of how often we need to revisit them. We can talk about that in the Bylaws Committee, but she was fully supportive of this. It is overdue, and it is a nice process that is inclusive and transparent to the public. Ramsey pointed out the templates that she wanted to reference do include how often to review. They are very specific, which is what the Board and Agency needs. Hall and Goss volunteered to be on the Bylaws Committee. Ramsey stated she would email information regarding the first Committee meeting, the templates, and the current Bylaws. Hall thanked Ramsey.

D. Capital Fund Emergency Grant Application

Executive Director Cindy Ramsey stated she was excited to share that she and Finance Director Michelle Majeski were able to submit for the HUD Capital Fund Emergency Grant on September 8th.

The total amount requested was \$2,365,641.22. In the grant application, they accounted for the Public Housing program to contribute \$107,529.15 in administrative overhead towards the project, for a total estimated cost of \$2,473,170.37.

This grant is to address complete roof replacement for 35 public housing buildings as well as any possible mold remediation needed due to inadequate roofing for such an extended period of time. Our hopes are high that with the continued communication and transparency with HUD, the application will be approved. The HUD acting director did mention that it could be a few months before we are notified of an approval or denial.

The Finance department has also opened a dialogue with the Housing Programs Director of RCAC – Rural Community Assistance Corporation, to see what other opportunities might be available to the Agency in this challenging time. The Agency is looking into different avenues, contacting multiple consultants, and speaking with anyone that could aide in some assistance.

Chairperson Goss stated he was pleased that this is moving forward and attempting to remediate this and put new roofs on these places so there is no further damage.

Commissioner Hall inquired if the administrative overhead was a cap formula. Ramsey stated it was based on staff time and overhead to administer the grant. There are many formulas in the spreadsheet that was used to create the budget. She offered to email it. Hall did not feel that was necessary. She felt the Finance team was maximizing what they can get. Majeski stated the grant liked matches too so they wanted to make sure it is something the program can support staff time, paper, technology, insurance, and all of the things the agency does already to operate.

E. Top 10 Food Distributor

Executive Director Cindy Ramsey stated earlier this year, the Lassen Plumas Sierra Community Action Agency (LPSCAA) program was notified that it was one of the top 10 food distributors in California based on the Community Services and Development Annual Report.

This program is a pass-through program, meaning the funds the Agency receives primarily go to other local programs in the three counties. Of the eighteen (18) sub-grantees last year, seven (7) report in the food distribution category.

CSD and the other top distributors met electronically to discuss what attributed to the successes. Some of LPSCAA's sub-grantees were on this call to share their knowledge. We also discussed the methodology in how each of them measure their food distribution and reporting aspects of the Annual Report so that way the reporting guidelines can be updated with consistent procedures. Some entities were reporting by a person, some by boxes of food, and some by bags of food. One person may have picked up one box of food and fed five people, and so that is not necessarily an accurate measure. What Ramsey gathered was that they were attempting to make it consistent across the board of how everyone measures.

She stated it was a wonderful opportunity to take part in the collaboration of the further development of the Annual Report.

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

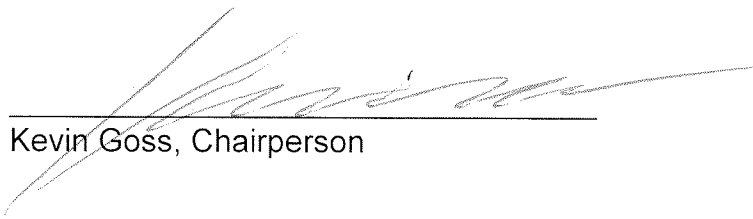
There were not any comments or questions from anyone present, on the phone or by Zoom.

PROJECTS/PROGRAMS

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

ADJOURNMENT

The Board adjourns September 16, 2025 meeting at 9:39 a.m. The next meeting is scheduled on Tuesday, October 21, 2025 at 9:00 a.m.



Kevin Goss, Chairperson

Attest:



Tricia Romandia, Board Secretary