

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION  
& HOUSING AUTHORITY  
HELD IN QUINCY ON NOVEMBER 18, 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, Commissioner Tom McGowan (arrived at 9:07 a.m.), and Tenant Commissioner Brittany Baily were present.

Executive Director Cindy Ramsey, Finance Director Michelle Majeski, Proposed Tenant Commissioner Dorene Beam, and Board Secretary Tricia Romandia were also present.

Quorum met.

**PLEDGE OF ALLEGIANCE**

Chairperson Goss led the Pledge of Allegiance.

**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 Ramsey stated there were no additions, corrections or deletions to or from the agenda.

**APPROVAL OF CLAIMS**

Chairperson Goss inquired if there were any questions or comments regarding the claims that were presented for the period of October 17, 2025 through November 13, 2025. There were no comments or questions from the Board. Goss requested a motion from the Board for the approval of claims.

Commissioner Engel inquired as to how much waterline Jason Ackley was replacing. Executive Director Ramsey stated 34 units at Green Meadows. Finance Director Majeski stated there are more payments to come. It is a large

contract that had to be registered with the California Department of Industrial Relations (DIR).

Commissioner Engel motioned for approval of the claims for the period of October 17, 2025, through November 13, 2025. Commissioner Ceresola seconded the motion. No opposition. Approved.

PCCDC General \$83,715.45 (Checks #67120 - 66159, Checks #101352 - 101398)

USDA Operations \$11,825.98 (Checks #6077 - 6091)

PCCDC General \$371,954.54 (Direct Deposits #1035148 -1035379)

**APPROVAL OF MINUTES**

Chairperson Goss inquired if the Board wanted to discuss the Minutes as of the October 21, 2025, Regular Meeting. There was no discussion from the Board.

Commissioner Engel motioned for approval of the Minutes as of October 21, 2025. 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 was no public comment from 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 did not have any announcements or reports.

**RESOLUTIONS—None.**

**DEPARTMENTAL MATTERS****A. Tenant Commissioner Interview**

Executive Director Ramsey introduced Dorene Beam to the Board of Commissioners. Ramsey stated she had a conversation with Beam and felt she would add a unique perspective to the Board of Commissioners. She referred to Beam's Letter of Interest and her completed questionnaire in the Board packet and deferred to the Board for the interview.

Chairperson Goss welcomed Beam. Goss inquired as to what the Board thought. He had read her letter and questionnaire and thought she would be an amazing addition to the Board. Commissioner Hall was pleased that Beam was interested in serving and giving her time to contribute to the organization and housing. It has been a long time since the Board had Tenant Commissioners regularly. Hall wanted to thank staff, Beam and the current Tenant Commissioner for being willing to serve because it really makes the Board do their job better.

Commissioner Engel appreciated her wanting to serve. Goss asked Beam if she had any questions and if she knew what she was getting into. Beam stated after speaking with the ladies in the office she had a pretty good idea. She is a Section 8 recipient. She owns her own business. It is about supporting the community and helping the community, which she does through her business to help families. Beam thought she could give positive and negative input into the program to help improve it. She has questions about it. Goss told her not to hesitate to ask any of the board or staff member's questions. They are always there to help.

Commissioner Hall motioned to approve Beam as Tenant Commissioner. Commissioner Goss seconded the motion. No opposition. Approved.

Goss welcomed her, and invited her to sit with the Board.

**B. Budget Performance Update as of September 2025**

Finance Director Majeski reported this this budget update is as of September 2025, one quarter into the fiscal year.

Public Housing was able to recapture a good amount of lost equity this month, moving from a fiscal year-to-date loss of \$26,000 in August to \$14,000 in September. This is even with the \$9,250 expense from the removal of the "hazmat" refrigerators.

Valley Heights was also able to recapture a large amount of lost equity this month, moving from a fiscal year-to-date loss of \$13,700 in August to \$6,700 in September. Much like public housing, administrative expenses are low while maintenance expenses, including salaries (employee and temp agency) and contracted maintenance are high.

The USDA programs continue to perform well in relation to their budgets. Pine Meadows had a very minor loss this month due to much needed increased maintenance activities; a loss of \$600 and Wildwood Village had a profit of \$4,700, including depreciation. This puts the overall USDA year-to-date profit at about \$36,000 with depreciation, with any surplus cash being used against the balance owed to the General Fund.

The Housing Choice Voucher program budget is also showing a great performance for the beginning of the fiscal year. The restricted net position shows very little change from August to September, indicating the correct utilization between direct Housing Assistance Payment (HAP) income versus direct HAP expense and overall equity increasing, showing plenty of funds for administrative activities. U.S. Department of Housing and Urban Development (HUD) has more recently been processing many funding reconciliations, which has also resulted in additional funds paid to the Agency.

Unfortunately, occupancy levels are on the decline due to a variety of factors. This is besides Valley Heights, who consistently maintains a high occupancy level. Much of the progress achieved over the summer has been offset by tenant move-outs, a few necessary evictions, and the unfortunate passing of several residents.

Lastly, Majeski wanted to share that earlier this month, the Agency successfully mobilized a comprehensive inspection of all 96 Public Housing units. This initiative incorporated on-the-spot Preventative Maintenance activities and included PCCDC's newly developed NSPIRE Self-Inspection procedure. As part of this effort, detailed data was collected on each unit, including individual roof and attic conditions, to help prioritize temporary roof repairs while PCCDC awaits HUD's communication regarding the Emergency Capital Fund grant.

The inspection process generated a substantial amount of data, which is now being aggregated and analyzed to guide maintenance planning and resource allocation. Equally important, this effort has marked the beginning of rebuilding the Agency's rapport with the Public Housing tenants through greater visibility and responsiveness.

This large-scale effort was made possible through collaboration across multiple departments, with staff from Public Housing, Housing Choice Voucher, Low Income Home Energy Assistance Program, and administration all contributing to its success. These ongoing inspections and assessments have proven highly valuable and necessary in identifying program gaps and needs, enabling us to develop more supportive, proactive, and effective operational and administrative procedures moving forward. This really was a highlight of this month that the Agency was able to make this happen. Majeski inquired if there were any questions or comments.

Commissioner Hall expressed her appreciation for these efforts. There is no better way, aside from identifying and prioritizing what needs to be addressed, to understand what folks who are living in your units are experiencing than getting out there and seeing people and talking to them. Majeski stated they are getting to know nicknames and pet's names. It is a much needed and enjoyable experience.

Chairperson Goss introduced Tenant Commissioner Beam to McGowan.

#### C. Public Housing Mold / Roof Update

Executive Director Ramsey prepared an update to the mold and roof situation within Public Housing. As a reminder, Public Housing consists of Green Meadows and Sierra Meadows Apartments.

The memo provided to the Board contains the timeline and main activities that staff and administration have taken so far. As Finance Director Majeski mentioned in her finance update, the assessments that occurred earlier this month are providing staff and admin with the information necessary to prioritize the issues, with an emphasis on mold or roofing concerns.

Ramsey noted the levels of mold in the actual living spaces of the units were much less in units that had clean environments; units that do not have a lot of clutter or housekeeping issues. Those levels were very low or actually lower than the base line exterior levels. PCCDC did take exterior levels as the baseline. Units with clutter and housekeeping issues had elevated levels. The data showed no correlation between attic levels and living space levels. If the attic had any elevated levels and they had a clean living space, they were not being affected. That is why the big assessment PCCDC did earlier was so important because it let us know which tenants to help with housekeeping issues and in decluttering their living space.

Now that the government is open again, PCCDC is hopeful that HUD will review the grant application. Yesterday, staff was in contact with a HUD representative

who mentioned there would likely be a delay in processing the application. Staff will continue to stay in contact with HUD regarding the progress of the application.

Ramsey was proud of the actions, transparency, and progress staff and administration has been able to do for this task. We have made quite a bit of progress in making sure each of these units is safe and healthy for our tenants. Ramsey inquired if there were any questions or comments.

Commissioner Engel stated he knew mold was an issue and can be remediated, but wondered if the building was structurally okay. Ramsey stated most of the roofs were okay. Staff made sure every unit was checked in the attic for any sunlight so that way staff would know which units would need band aid fixes until approval of the grant for the actual replacement of the roof. This is part of the aggregating of data that Majeski mentioned. We needed to identify those roofs so that way we can reach out to a couple of contractors to get those individual units at least temporarily fixed. Otherwise, the rafters were in decent condition. It was just the roofing material itself.

Engel stated what you have to worry about it is the plywood when you get down to the trusses. Ramsey stated there would likely be some plywood that would need to be replaced, but for the most part what was seen was positive. Majeski stated a lot of signs of moisture but no sign of degradation of the material itself. Ramsey stated we need to take action and the agency is working on finding ways to address this. Engel inquired if ventilation was assessed because if you get moisture in there and you have proper ventilation it will dry it out. Ramsey stated part of the assessment was looking at the vents and the roofs, and identifying which ones got smashed down by heavy snow loads over the years or other damage. Majeski stated ninety five percent of the ventilation was blocked from organic material from the fire or wasp nests or smashed from snow load. The roofs are just way past their useful life.

D. Legal Review Procedure / Plumas Community Development Corporation Financial Agreement and Memorandum of Understanding

Executive Director Ramsey stated after last month's review of minutes, the recording, and the notes that Ramsey took it became clear that she does not understand the expectation that the Board has when it comes to the review of documents so she wanted to go back to what they were discussing last month so she could have a better understanding.

Finance Director Majeski wanted to add some information for the record regarding last month's discussion around legal review. In trying to get the Nonprofit Memorandum of Understanding (MOU) and Non-Program Specific Finance Agreement documents approved by the Board, Ramsey and Majeski

were only trying to close the loop and have legal backup for the shared activities that have been going on between the Agency and the nonprofit since its creation in 2021. It was only after nearly a year of persistent requests from Ramsey and Majeski starting in 2024 that previous Executive Director Roger Diefendorf even began preparing those documents.

During that period Diefendorf held four concurrent roles - legal counsel for the Agency and the nonprofit, Executive Director of the Commission, and President of the nonprofit - without any meaningful review or challenge regarding the clear conflicts of interest or lack of separation of duties created by occupying all of these positions simultaneously. And even so, it was only through their insistence for some type of legal standing between the two organizations that an MOU and financial agreement were drafted. They did not dictate the functionality between the two organizations. In fact, they questioned the legality of shared staff time. They questioned moving forward with programs before an organizational foundation was laid. They were continuously told that we just did not understand the politics and that this is just how it works, "you figure it out as you go".

Majeski wanted to share her frustration that they are unable to rely on any prior administrative activities as a foundation for their current administrative operations. Their predecessors did not establish valid guidelines, provide adequate training, or implement effective administrative structures. On top of that, they are being tasked with addressing and correcting the extremely improper systems that were informally implemented by their predecessors but never formalized or brought into compliance with proper administrative or legal standards. Our ability to overcome these inherited challenges depends greatly on the Board's willingness to provide clear direction, consistent support, and active engagement.

Ramsey added regarding the Nonprofit Financial Agreement and MOU that were discussed last month we did do some research. Commissioner Hall did question whether the Commission could donate time. We wanted to research and find out what are the rules, and unfortunately it created a bigger problem because our funding sources would not allow that. Ramsey thanked Hall for bringing that to their attention. It uncovered a larger lapse of judgment from past. What they need is clear direction on how to make these two entities work. She was not sure how to come to a consensus on this, but unfortunately the Commission will not be able to move forward on the repositioning process for the public housing properties without the nonprofit or significantly deviate from the current plans that have been discussed in the past.

Much like what was done with the Bylaws, Ramsey would appreciate if a board member would sit down with her and possibly other staff members to create

proper legal review procedures, and then work with the nonprofit board to determine the next steps of how to fix this. Chairperson Goss inquired to what legal counsel had to say when they asked them all of these questions. Ramsey stated legal counsel said we were not doing things correctly. Goss inquired if legal counsel offered anything or were we going to use them in this process. Majeski stated the only way for it to be legal is for the nonprofit to pay the Agency for the staff time, but the nonprofit does not have a funding income. It has been set up to function without funds.

Commissioner Hall stated the proposal that came before the Board was proposing that the Commission as a public entity provide resources to the nonprofit. Hall thought that there would be a way if we sat down and figured out a way to make this work and to think more broadly about it. We had a Bylaws meeting to revisit the Bylaws and it was discovered this needed to be in the Bylaws. She thought they addressed conflict of interest, but now she wondered how detailed were they. Hall would be happy to sit on a committee to address this because it is bigger than the legal agreement between the foundation and the Board. It is something that we need. It is about documents that clearly state the structure, the relationships, and also state clear laws and statutes that govern what public entities can and cannot do in terms of their relationships with nonprofit foundation entities.

Hall is familiar with this but she is not a lawyer. One of the things to do when we sit together and meet is line out the goals of what does the foundation do and what does it want to do in support of the Community Development Commission, and what are the things that we need to partner on legally as an organization and have a clean list to give to outside counsel, and ask them what is the best way to achieve this. One of the first things we need is a MOU on how we operate, but what has put this Commission at a huge disadvantage is to have the same person serve as the Executive Director of this Commission and the legal counsel for this Commission.

Hall appreciates and is proud of this group for doing their best to understand what their responsibility is to the people that we serve with these public funds that we are fiduciary of, and how do we go about it in a way that is clear and transparent. Hall stated she would be happy to be a part of that and she invited another commissioner to join her. She thought it is really important, and it is something at least for the agreement part that we have to get to right away.

Majeski stated simultaneously we have to find funding for the nonprofit for it to run and be able to use the staff time to then dictate these MOUs. It feels like the cards continue to stack against us and we only have so much manpower.

Hall inquired to what the plan was for the nonprofit. She has never heard of a nonprofit starting without a funding plan. Ramsey stated it was created when she was first hired. She did not know the first steps that were taken. Majeski added that it states to assist low-income households. Hall stated when the committee meets it can be discussed. What are the resources that are needed? How can we get them? Can we have a relationship with other entities nonprofit or public? What does that look like? Because she thinks there is a way to get there. It may include fundraising, and looking for some seed money, while we do this and she would be happy to help with that as well.

Commissioner Ceresola stated there has to be some other agencies in their growth that have had similar trouble; talking to them could give some direction.

Hall wondered why the foundation was needed for the repositioning. Majeski stated you essentially sell the public housing properties to the nonprofit and manage it as an Agency. It is HUD's solution for public housing not working out. It changes the whole funding stream. It changes rules around regulations. The nonprofit is essential to the plan that the Agency has for repositioning via disposition of assets. Hall inquired if it has to be that nonprofit or could it be an existing nonprofit that could play that role. Ramsey stated it could, but then you would have less control of what happens with it. Majeski stated with it staying within the Agency, we ensure that it remains low-income housing. Hall stated the way one ensures that is through the Statement of Purpose when you file with the Secretary of State for creating your nonprofit organization so maybe it does serve its purpose, but we can look at that at the committee meeting.

Chairperson Goss stated Hall has raised her hand, and since nobody else will be agreed to meet as well.

Majeski stated it is important to note that the Agency is running out of manpower. We are a small agency and we continue to find large projects that need immediate attention. She wanted it noted that the Agency is running out of capacity. Goss stated he fully understood.

Hall stated she is happy to meet ASAP. She felt if they put their brains together and looked at the resources that they have in the community they could come up with at least the first next step really soon. You guys have gone above and beyond to turn the work of the Community Development Commission around, and make sure that we are stable and have a strong foundation. She recognizes that and that it is a ton of work.

Commissioner McGowan stated now that the Board has a makeup of seven, three Board members could attend the meeting. He invited one of the Tenant

Commissioners to join the committee meeting because he felt it would be helpful from that perspective. Tenant Commissioner Baily stated she would be happy to join.

Goss stated to put this on the next agenda to provide an update.

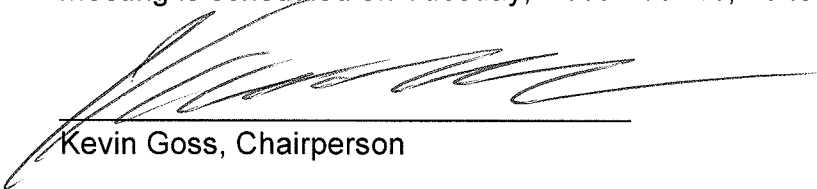
Hall added that the Board of Supervisors meeting today has an agenda item on if and how county counsel could provide legal services to other entities. The agenda item is specific for special districts, but she would like to request that the CDC be added.

### PROJECTS/PROGRAMS

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

### ADJOURNMENT

The Board adjourns the November 18, 2025 meeting at 9:27 a.m. The next meeting is scheduled on Tuesday, December 16, 2025 at 9:00 a.m.



Kevin Goss, Chairperson

Attest:



Tricia Romandia, Board Secretary