

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

HELD IN QUINCY ON JANUARY 20, 2026

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 9:02), and Tenant Commissioner Dorene Beam were present.

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

Quorum met.

PLEDGE OF ALLEGIANCE

Tenant Commissioner Beam 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.

CHAIRPERSON & VICE CHAIRPERSON APPOINTMENTS

Chairperson Goss stated at the beginning of each year the Commission appoints a new Chairperson and Vice Chairperson.

Commissioner Engel motioned to appoint Commissioner Hall to serve a Chairperson and Commissioner Goss to serve as Vice Chairperson. Commissioner Ceresola seconded the motion. No opposition. Approved.

Chairperson Hall assumed the chair and presided over the remainder of the meeting.

APPROVAL OF CLAIMS

Chairperson Hall inquired if there were any questions or comments regarding the claims that were presented for the period of December 12, 2025 through January 15, 2026. There were no comments or questions from the Board. Hall requested a motion from the Board for the approval of claims.

Commissioner Engel motioned for approval of the claims for the period of December 12, 2025, through January 15, 2026. Commissioner Goss seconded the motion. No opposition. Approved.

PCCDC General \$174,518.80 (Checks #66266 - 66412, Checks #101460 - 101504)

USDA Operations \$45,597.70 (Checks #6120 - 6159)

PCCDC General \$363,645.81 (Direct Deposits #1035614 -1035844)

APPROVAL OF MINUTES

Chairperson Hall inquired if the Board wanted to discuss the Minutes as of the December 16, 2025, Regular Meeting. There was no discussion from the Board.

Commissioner Goss motioned for approval of the Minutes as of December 16, 2025. Commissioner Engel seconded the motion. No opposition. Approved.

PUBLIC COMMENT

Chairperson Hall 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 Hall 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 November 2025**

Finance Director Majeski reported that this budget update is as of November 2025; 41.7 percent into the fiscal year. Along with the Budget & Performance document, Balance Sheet reports were included for each fund. Majeski stated that the Revenue and Expense reports were included on multiple occasions and wanted to make sure that the other side of the financials were also being provided.

Majeski further reports that the Public Housing budget had a great performance this month with a total profit of about \$33,800. While this continues to reflect on reduced maintenance activities, there were some outlying occurrences that contributed to this profit. First, Sierra Meadows was awarded \$8,800 from the Lassen Plumas Sierra Community Action Agency (LPSCAA) for a specific unit turnaround. This unit was deemed a hazmat situation and through the associated Nonprofit, PCCDC was able to receive funding that covered half of the turnaround costs. A presentation was done at the LPSCAA Board meeting in December to show the unit in its beautiful turned around and ready for tenancy status. Thank you to LPSCAA!

Additionally, PCCDC did not receive the Indian Valley Community Services District (IVCSD) November water and sewer bill for Green Meadows in time to reflect in November financials, which is usually around \$6,000. PCCDC typically receives the bill within a reasonable amount of time, so the Agency is hoping this is a one-time problem. There are however unreconciled balances with IVCSD that Finance continues to attempt to reconcile.

Commissioner Goss inquired as to how the unit became a hazmat issue. Majeski explained that the tenant was deceased in the unit, and at the same time there was a plumbing backup, which deemed the situation unsafe for staff to enter the unit. A contractor was hired to clean up and remove materials before allowing staff to enter the unit.

Majeski went on to report that Pine Meadows had another minor loss for this month of \$435, but still with a year to date profit of about \$6,000 with depreciation. Contract costs are beginning to ramp up, as the Agency is having to contract out for maintenance services through a temp agency while the Agency continues to navigate the maintenance shortage.

Wildwood Village had another great performance month with a profit of about \$20,000 and a year to date profit of \$57,000. Much like Pine Meadows, soon there should be an increase in contract costs for maintenance activities.

Between the two USDA properties, operating cash went up about \$21,500 in November, which will continue to assist in the repayment to general fund. The amounts owed to general fund can be seen on the Balance Sheet reports as a negative cash figure.

With the blessing of CSD and USDA, PCCDC has been able to utilize the LIHEAP program at our Wildwood Village and Pine Meadows properties, which lessens the burden on operating funds for certain maintenance activities.

Valley Heights had an expensive month, with a loss of \$5,400. Much of this is due to the increase in their insurance premium as well as additional grounds work needed to meet insurance requirements.

The Housing Choice Voucher program continues to recapture its Restricted Net Position, going from \$31,000 in October to \$42,000 in November.

LIHEAP spending is right on track and the 2026 contract was added to the Budget & Performance document. The benchmark percentages were added to reference, as opposed to the contract percentages. The 2026 contract is for \$564,153, which is about \$164,000 less than 2025. This is not due to performance, as staff has consistently met each contract's benchmark for the last three years.

CAA and Discretionary spending will continue to increase as sub-grantees submit their reimbursement requests for the year and staff anticipates no issues spending out this contract by the end date.

Majeski inquired if there were any questions; there were none.

B. Legal Review Update

Executive Director Ramsey stated unfortunately, with holidays and other agency priorities, this item is continuing to be worked on. She was hopeful to have a draft procedure in the February meeting.

C. Salary Schedules & Job Descriptions

Executive Director Ramsey reported Salary Schedules have not been reviewed or discussed since November 2021. In that meeting, the Board approved a 5 percent COLA raise for all staff. While this did include a salary study, Ramsey did not see any data that indicated salaries themselves were adjusted to meet

industry standards or budget supporting data. PCCDC currently has 28 Job Titles, of which only 15 are being utilized.

With all of the high-priority tasks the Agency is working on, Ramsey would like to review each department individually, to analyze all aspects of each position: salaries, titles, job descriptions, budget allowances, and other aspects. Because the CSD programs are fully reimbursable, Ramsey would like to begin with those positions. PCCDC's Administrative Assistant has already began reaching out to other CSD agencies to gather information to reference.

In addition, the Agency has a resource that assists with many Human Resource functions, including sample job descriptions, salary studies for some positions, and handbooks. Ramsey will be utilizing these resources for consistency. Her goal is to have all current positions reviewed in the next six months.

Chairperson Hall inquired if these are similar to other public positions where there are steps. Ramsey stated each position has a salary range and the starting rate is dependent on the person's experience. According to the Personnel Policies there is a five percent increase depending on the person's longevity. This information will be provided at her presentations.

Hall also inquired as to what staffing is paid out of the reimbursable CSD funds. Ramsey stated the LPSCAA Coordinator, LIHEAP Coordinator, two Weatherization staff, and three Administrative / Finance, which is four direct and three indirect positions.

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

D. Public Housing Mold and Roof Update

Executive Director Ramsey reported in November she provided the Board with a Memo that outlined the activities that had taken place regarding any mold and roof issues. In December Ramsey reviewed Public Housing as a whole so that the Board was better educated of the whole picture.

For January, Ramsey wanted to re-address the mold and roof concerns. Staff and Ramsey met with other County departments. The first meeting was in December and included members from Code Enforcement, Environmental Health, PCCDC staff, and Commissioner Goss. The second meeting was earlier in January and included a member from Environmental Health, PCCDC staff, and a local health care physician. In addition to those meetings, multiple conversations with each department was had individually. These meetings provided reassurance that the Agency was taking the necessary steps to ensure the safety of its residences. It was mentioned that PCCDC had gone above and beyond what was considered reasonable.

Maintenance staff reviewed every submission of any building defect forms and has taken the necessary steps for repairs. In one case, a transfer was necessary due to excessive leak repairs, not mold levels.

Lastly, the emergency grant that was applied for in September is listed as “under review”. Finance Director Majeski and Ramsey met with HUD representatives last week to review the original application. There were two minor changes and the application was re-submitted. The representatives commended the application itself and mentioned that they don’t always see applications that are put together so well.

HUD representatives stated that there is a possibility that they will need to shut down at the end of the month, if budgets are not approved. If this does happen, the application process will be delayed. If not, the review process is typically about 45 days.

The next step is to provide an update to the tenants. Ramsey will be drafting an update and sending it to the meeting participants for review before providing it to the tenants.

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

E. Section 8 Management Assessment Program (SEMAP) Certification

Executive Director Ramsey stated there is an annual overview shortly after the fiscal year end in June, where the HCV department coordinates with the Housing Director to complete an internal audit of the client files. The Housing Director will choose a sample of both new voucher holders and previously existing voucher holders. The results of this internal audit are shared with the HCV team as well as HUD.

In addition to the client file audit, the team also audits each other’s Housing Quality Standards inspections. Then, the HCV supervisor compiles additional reports and submits all of the information to HUD, via the web portal. Once HUD has reviewed, they issue the Agency’s final score.

As noted in the letter, the score is calculated from 15 indicators, or categories. Not all of them are pertinent to PCCDC.

The fiscal year-end 2025 score was 96 percent. This resulted in another year with as a “high performer” designation. 2023 and 2024 both received a score of 92 percent. The 4 percent increase for 2025 was in the Indicator 3 category: Determination of Adjusted Income.

Ramsey was incredibly proud of the team for consistently maintaining and improving not only this annual task, but also the program as a whole. There have

been several obstacles that staff have overcome this last year and she was deeply appreciative of the hard work and commitment.

The Commission as a whole congratulated Section 8. Chairperson Hall stated people talk a lot about public sector accountability and the PCCDC team is amazing at being transparent and tracking things for the Federal government and the State, as well as tracking for outside that reporting. Hall thanked the PCCDC staff.

Commissioner McGowan stated it goes along with the statement that you have been doing so much for so long with nothing that now we expect you to do it all with nothing. You are doing well.

Hall stated McGowan is kidding. Given the fact that there have been no salary increases and the cost of living and everything has gone up since 2021 the County employees were in a similar position and on that side of things we made steps to improve things so that people can keep up with comparable wages. Hall is looking forward the presentation so people can continue to work with high morale and want to do good stuff, which you all do. Thank you.

F. California Department of Community Services & Development (CSD)
Contracts Resolution Reminder and Update

Executive Ramsey stated over the last several years, a resolution has been brought to the Board to designate the Executive Director and Finance Director as the authorized employees for signing CSD contracts throughout the year.

After reviewing the most recent resolution, there is no expiration date. It is not an annual requirement of CSD. Therefore, it a standing resolution unless staff changes or CSD revises their requirements. The agency will not have to bring this to the Board each year.

Commissioner McGowan inquired hypothetically if something were to happen to Ramsey who would be responsible for getting that authorization reestablished. Ramsey stated if for some reason she left, it would fall onto Finance Director Majeski. If for some reason both of them left, it would fall onto the Board. The Commission would have to contact CSD.

Chairperson Hall stated a new resolutions would be created. She confirmed that the Resolution states position and name.

Lastly, Ramsey informed the Board that the Agency did finally receive the 2026 contracts for the LIHEAP and LPSCAA programs. Ramsey reiterated that the LIHEAP contract was about 22 percent less than the previous year. This will likely result in less clients being assisted or less assistance per client. LPSCAA was only minimally reduced so subcontractors will not be affected.

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

PROJECTS/PROGRAMS-None

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

ADJOURNMENT

The Board adjourns the January 20, 2026 meeting at 9:22 a.m. The next meeting is scheduled on Tuesday, February 17, 2026 at 9:00 a.m.


Mimi Hall, Chairperson

Attest:


Tricia Romandia, Board Secretary