

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PLUMAS COUNTY COMMUNITY DEVELOPMENT COMMISSION
& HOUSING AUTHORITY
HELD IN QUINCY ON APRIL 21, 2026**

ROLL CALL

The meeting was called to order at 9:03 a.m. by Chairperson Mimi Hall. Tenant Commissioner Dorene Beam, Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Kevin Goss, Commissioner Tom McGowan, and Tenant Commissioner Jay Welch were present.

Absent: None.

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

Quorum met.

PLEDGE OF ALLEGIANCE

Commissioner McGowan led the Pledge of Allegiance.

ADDITIONS, CORRECTIONS OR DELETIONS TO OR FROM THE AGENDA

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

There were no additions, corrections or deletions to or from the Agenda.

APPROVAL OF CLAIMS

Chairperson Hall inquired if there were any questions or comments regarding the claims that were presented for the period of March 13, 2026, through April 16, 2026. There were no comments or questions from the Board.

Commissioner Engel motioned for approval of the claims for the period of March 13, 2026, through April 16, 2026. Commissioner Goss seconded the motion. No opposition. Approved.

PCCDC General \$285,291.02 (Checks #66621 - 66815, Checks #101587 – 101628)

USDA Operations \$74,800.46 (Checks #6223 - 6282)

PCCDC General \$346,540.11 (Direct Deposits #1036298 -1036516)

APPROVAL OF MINUTES

Chairperson Hall inquired if the Board wanted to discuss the Minutes as of the March 17, 2026, Regular Meeting. There was no discussion from the Board.

Commissioner Goss motioned for approval of the Minutes as of March 17, 2026. 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 were no public comments from anyone present, on the phone or attending by Zoom.

BOARD OF COMMISSIONERS ANNOUNCEMENTS OR REPORTS

Chairperson Hall asked each member of the Board of Commissioners if they had any announcements or reports.

Hall announced that, as part of the Strategic Planning process, a county-wide Community Engagement Survey has been distributed. The survey asks about the services being provided in the County, whether Plumas County is a good place to live, and what changes are needed. The information gathered will assist in prioritizing future work.

Hall reported there have already been over 225 respondents and stated she would love to quadruple that number by May 8, 2026, when the survey closes. The survey link is available on County website under County News Flashes.

In addition, community meetings are scheduled in every community that is facilitated by an outside facilitator that is neither a county employee nor an elected official. She encouraged everyone to attend.

Hall stated she would email the link and a flyer to Executive Director Ramsey. Hall encouraged that the survey be sent out to PCCDC staff and tenants, emphasizing the importance of hearing the tenants' voices, as they are often among those not reached. Hall added that the survey and meeting times will also be available on The Plumas Sun.

Ramsey stated she would print out the flyers and post them to all of the residents' doors.

RESOLUTIONS

A. Public Housing FYE 2027 Budget Resolution 2026-003

Executive Director Ramsey stated every year PCCDC creates a Public Housing operating budget, which requires Board review and approval. One of the documents presented had a full breakdown of revenue and expenditures, and the other document had a summary of specific categories. When creating this budget, as well as others, she included estimates of many line items based on current year usage and past year trends. She included estimates for the full tech plan updates and new computers that Finance Director Majeski mentioned last month. She increased snow removal, grounds contracts, insurance, and utility increases to account for inflation and additional services. This year PCCDC was able to contract with a pest control company to assist in pest control issues that the Public Housing and USDA properties have encountered, which were primarily wasps and ants. Lastly, Ramsey increased salaries for administrative and program staff to account for future salary revisions. The overall is a small profit that will increase the equity in the programs. The amounts chosen were realistic. Ramsey inquired if there were any questions.

Chairperson Hall inquired as to what special assessments were.

Ramsey explained special assessments could be a couple different things. It could be the Zeffert & Associates assessment, which is how PCCDC calculates the utility allowance that tenants receive. It could also be a special assessment for the balconies at Wildwood Village.

Majeski stated this year it included the Capital Needs Assessment (CAN) which was approximately \$15,000 and the mold assessment which was approximately \$12,000.

Hall inquired if there were any other questions from the commissioners. There were no other questions from the commissioners.

Hall inquired how Ramsey estimated increases for costs.

Ramsey stated she looked at multiple years. Depending on what line item you are looking at. If it was something small like office supplies, Ramsey took a rolling three to five year average, and looked at what type of changes were implemented to go into that category. She increased utilities five to ten percent because that is the average. Ramsey worked with the contractors regarding the snow removal to include PCCDC's needs. The amounts came from direct knowledge of what is to entail in a section or averages over years

Hall thanked Ramsey for not taking the 'one size fits all' approach. This will reduce surprises or being over budget.

Commissioner Goss motioned to approve Resolution 2026-003. Commissioner McGowan seconded the motion.

Roll Call, Vote:

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

Noes: None.

Absent: None.

Vote: Motion passed by unanimous roll call vote.

DEPARTMENTAL MATTERS

A. Tenant Commissioner Interview – Jay Welch

Executive Director Ramsey introduced Jay Welch. She informed the Board that Welch has been a resident at Wildwood Village for approximately ten years, and had expressed an interest in serving on the Board. Ramsey stated she had met him a few times over the past few years, and felt his insight would be beneficial to the PCCDC Board of Commissioners. She directed the Board to Welch's Letter of Interest included in the Board packet.

Chairperson Hall asked Welch to tell the Board a little about himself.

Welch reiterated that he was a resident of Wildwood Village, and he was there to be a voice for his friends and neighbors who could not make it to the meeting. He has a lot of elderly and disabled friends. He looked forward to working with the Board and seeing what could be accomplished.

Hall loved that someone who lives at the facility who knows their needs and communication representation is willing to step up. Hall inquired if the Board had any further questions. The Board thanked him for wanting to serve.

Commissioner Goss motioned to approve Welch as Tenant Commissioner. Commissioner McGowan seconded the motion. No opposition. Approved.

Hall made a brief comment that the Brown Act has changed for certain boards and commissions where you can hold a meeting and do business with remote participation as long as certain criteria is met.

McGowan inquired if one could Zoom the meeting and still have a vote. Hall stated yes, if the right criteria are met.

Ramsey stated she had contacted PCCDC's legal team to get clarification so that policy and procedures could be created.

B. Budget Performance Update as of February 2026

Finance Director Majeski stated this budget update was as of February 2026. Overall, Public Housing had a small profit of approximately \$2,000 for February. This is a culmination of a \$13,800 profit for Green Meadows and an \$11,800 loss for Sierra Meadows. A large contributor to these figures is a focus on unit turnarounds at Sierra Meadows, with over \$14,000 spent in February alone on unit turnover contract costs. While the overall budget looks really good, some of the detailed areas of high budget variance are: Legal expenses, training expenses, direct tenant services and special assessments are over budget while maintenance salaries and benefits and administrative operating and overhead are under budget. Additionally, Public Housing Capital Fund (CF) allocations for the 26/27 fiscal year have been released. The amount awarded to PCCDC is \$407,958, an increase of \$9,020 from current fiscal year.

Pine Meadows showed a year to date loss of \$8,700 with depreciation and a year to date reduction in already negative cash of \$17,700. While overall expenses are in line with the budget, the reduction in rent and USDA rental assistance due to ongoing vacancies continues to have an impact on projected income.

Wildwood Village (WWV) continues its excellent performance in relation to its budget. It shows a year to date profit of \$53,800 with depreciation and a year to date increase in cash of \$30,400. Total cash for WWV as of 2/28/26 is negative 118,900.

Some other large factors in USDA financials are: 1) budgets prior to FYE25 were not being developed correctly. The rents for these properties were not increased when justified and expenses were not accurately analyzed or projected. 2) expenses covered by General Fund were not accurately tracked or paid until FYE24, resulting in a backlog of large debt.

Valley Heights reported a month profit of \$5,700, bringing the year to date loss up to \$5,700 with depreciation. Projected revenue is spot on, but insurance and maintenance costs continue to be the significantly over budget.

The Housing Choice Voucher program had a month profit of \$26,200 and a year-to-date profit of \$180,700. The Unrestricted Net Position had a very minimal change from January to February, showing that the administrative budget has reached a balance of income versus expense. This indicates that the large profit is on the Restricted Net Position side, which is program Housing Assistance Payments, demonstrating the continued need to balance voucher numbers against income.

The 2025 LIHEAP contract remains on track to meet the June 30, 2026, benchmark of ninety nine percent spent out. With previously discussed limited staff capacity, the Weatherization Supervisor is utilizing the assistance of local

contractors for activities previously done in house, like old appliance removal/disposal and window installment. Majeski acknowledged the ingenuity of the program supervisor for utilizing such services. For this contract alone, the HEAP Coordinator has been able to process a total of \$247,055 worth of utility assistance payments across Plumas and Sierra Counties.

The 2025 CAA contract was completely spent out, the close-out package was submitted to CSD on April 7, 2026, and accepted the same day.

Majeski continues to report that there was more information to come on the Nonprofit later, but Majeski wanted to notify the Board that due to the Nonprofit being set up without a funding source, the Commission's General Fund will need to cover between \$13,000 to \$15,000 worth of expenses for FYE26 for administrative oversight. This is a large hit to the General Fund, which has already had to cover hundreds of thousands of program dollars over the last decade due to inaccurate billing in the CSD programs and other budget oversights.

Lastly, for the second year in a row, Finance was able to submit our FYE25 audit by the deadline of March 31, 2026. While checking the system last week, the audit had been officially accepted and approved by HUD. Majeski inquired if the Board had any questions.

Commissioner McGowan acknowledged the significant progress that has been made. He noted that Ramsey and Majeski were faced with what he described as a situation of deferred maintenance, involving numerous items that needed to be brought up to current standards. He recognized this as an overwhelming task and commended both Ramsey and Majeski for the substantial progress they have achieved. Commissioner McGowan expressed his appreciation and shared that their efforts give him confidence that they will reach their desired position in the near future.

Majeski stated the Invitation For Bid (IFB) for the Public Housing Roofs was released. It was a four-week open bid. It was released in The Plumas Sun, contractors were emailed directly, and it went on a state-wide forum platform for all contractors. It was the hope to start the work in June. This would be a huge step in advancing PCCDC's properties.

Hall noted that Ramsey and Majeski made an effort to reach out to local contractors. She had received an email from them asking to get in contact with Facility Service. It is not just the numbers, but making a really good effort to make sure that local folks had an opportunity to bid.

Majeski stated that Plumas Rural Services also had a contractor list that she utilized.

C. Agency Staffing and Public Housing Occupancy Overview

Executive Director Ramsey stated this report provided an overview of current staffing levels, job descriptions, and vacancies across PCCDC departments, along with an update on Public Housing occupancy. The purpose was to give the Board a picture of operational capacity, workload distribution, and areas where restructuring or updates may be needed.

Attachment C1 outlined which positions have current job descriptions, which were outdated, and which roles were duplicative or unfilled. Nearly all of the positions contain outdated descriptions. Many were from the early to mid-2000s. A few positions do not have a description at all. Several positions were duplicative as far as responsibilities.

Multiple tasks/positions were being covered by other staff, such as the Operations Manager was primarily being handled between the Housing Director and Executive Director. There was a lot of overlapping. This gave Ramsey a starting point of how to restructure the Agency in a manner that makes sense and align with what was actually happening.

Specific to the job descriptions, it was Ramsey's intention to bring to the Board a full revised job descriptions and salary schedules to match. This provides information about PCCDC's staffing situations.

Commissioner McGowan appreciated that Ramsey was addressing this issue. It was obvious that it had not been addressed in some time. It was once again deferred maintenance of managing the Agency, and in order to be fair to everybody those have to be kept current as well. He realized that they were a low priority, and that is why Ramsey has a list that looks like it does. He thanked Ramsey and Majeski for working on this issue.

Chairperson Hall requested that Ramsey bring a previous organization chart and an updated organization chart so the Board can see why things are not right anymore and see the new staffing. It helps the Board understand who does what and where they are assigned to.

Ramsey noted that organization chart records are already maintained, as it is required yearly for the audit.

Finance Director Majeski stated the Public Housing Occupancy Overview chart, which was directly affected by staffing, provides valuable information in understanding the Public Housing occupancy numbers over the last two years plus. The chart included vacancy and move out figures by quarter for both Green Meadows and Sierra Meadows as well as corresponding administrative actions or events that influence those figures.

Majeski provided the Board an overview of the chart. She explained that during the first quarter of 2024, Green Meadows had eight vacancies. In the following quarter, there were zero move-outs and seven vacancies, indicating one lease up. Majeski stated there has been a constant shift between lease-ups and move-outs. While unit turnarounds and lease-ups are occurring, PCCDC has been unable to catch up with move-outs. Move-outs are due to multiple reasons such as tenants moving, evictions, and tenants passing away.

The chart provided a clear overview of both the progress made and the ongoing challenges PCCDC faces with occupancy levels. Units have been turned over and leased, and staff have made consistent efforts in both areas; however, they have been unable to keep pace with the volume of move-outs.

Majeski then provided a brief overview of the notes that correspond with each quarters:

When Ramsey and Majeski got involved with unit vacancies, which was prior to their current positions, it was determined that out of the eighteen vacancies at that time, nine had been abandoned and were still full of belongings. They were packed full and in rough shape from the Dixie Fire.

Research was done and it was determined that these units qualified for a "Natural Disaster" off-line status, which made it so those vacancies did not count against PCCDC's occupancy scores. Work began to get those units under the off-line status. Subsequently, in the 2024 second quarter, all of the units were changed to the off-line status for Green Meadows.

Ramsey developed a detailed, week-by-week unit turnaround and lease-up plan for maintenance and site managers. She created the plan by reviewing each unit with maintenance staff to assess the scope of work and estimated timelines. The plan provided clear guidance for staff and was updated regularly as needed.

Hall commented that the plan demonstrates the difference between simply directing staff to improve turnaround numbers and providing the leadership needed to achieve those results.

Grand Jury Board Response Letter

Executive Director Ramsey reported that, as requested at the previous meeting, a draft of the Grand Jury Board Response Letter had been provided to Chairperson Hall for review. This letter represents the Board's formal response to the 2024–2025 Plumas County Civil Grand Jury Report, "Is There Room for One More?" The response clarified prior confusion about whether the document was an official report, acknowledged findings and outlined steps already taken. Staff and Ramsey had already addressed many concerns that the Grand Jury shared such as the Resident Advisory Board, which PCCDC had already utilized and will

continue to utilize. Grievance procedures have been posted on all of the property community boards, even though tenants receive the procedure in their lease up packet, and a Capital Needs Assessment has been completed to continue to improve properties.

Chairperson Hall inquired if the Board had any suggested changes before Ramsey mailed the letter.

Commissioner McGowan stated he loved the response and the quick action PCCDC staff have taken to address all of those suggestions.

D. Plumas Community Development Corporation Community Memorandum

Executive Director Ramsey presented the Plumas Community Development Corporation memorandum that had been provided to the community. The memorandum was shared at the Housing Council meeting the previous month and informs the community of the Board's decision to dissolve Plumas Community Development Corporation, the nonprofit affiliate formed in 2021.

The memo summarized the governance, compliance, and structural issues identified during administrative review, including lack of funding, incomplete foundational documentation, and operational risks.

Dissolution was recommended as the most responsible action to ensure compliance and allow PCCDC staff to focus on core housing operations.

This item is informational and confirms the Nonprofit Board's prior action.

Commissioner McGowan stated it is increasing efficiencies and eliminating redundancies and making your jobs easier. He loved it.

Chairperson Hall stated that the item was for discussion only because the nonprofit Board had already completed the necessary steps and taken formal action. She noted that the decision was informed by the understanding that: 1) a nonprofit is not required for repositioning, and 2) there were concerns about the expectation of using public funds from the Commission to support nonprofit activities, which was not appropriate. Hall expressed appreciation that these issues had been resolved.

PROJECTS/PROGRAMS

A. Public Housing Repositioning (Standing Item)

Executive Director Ramsey reported administrative staff held initial tenant meetings last Friday, with back-to-back sessions alternating between Sierra Meadows and Green Meadows, so that each site had both a morning meeting and an afternoon/evening meeting. Morning meetings had higher attendance, but tenants who attended the evening sessions expressed appreciation for having an

option that accommodated work and school schedules. Across all meetings, tenants asked several clarification questions, and the overall tone was positive. Many residents expressed excitement that long overdue restorative and rehabilitation work was going to be planned out and followed through. Staff will continue to work with PCCDC's consultants, hold more meetings, and follow through with next steps.

Hall requested that Ramsey briefly explain Repositioning.

Ramsey explained that Repositioning is specific to Public Housing only, which is Sierra Meadows and Green Meadows. Repositioning is the pathway for moving from the Public Housing model to the Housing Choice Voucher/Section 8 model, and it gives PCCDC additional funding to address needs. There are a lot of administrative changes, but tenants have a lot of built in protections

CLOSED SESSION

A. Executive Director Evaluation – Cindy Ramsey

No action to report.

ADJOURNMENT

The Board adjourned the April 21, 2026 meeting at 9:54 a.m. The next meeting is scheduled on Tuesday, May 19, 2026 at 9:00 a.m.



Mimi Hall, Chairperson

Attest:



Tricia Romandia, Board Secretary