

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

HELD IN QUINCY ON MAY 19, 2026

ROLL CALL

The meeting was called to order at 9:00 a.m. by Chairperson Mimi Hall. Tenant Commissioner Dorene Beam, Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Kevin Goss, Commissioner Tom McGowan (arrived at 9:04 a.m.), and Tenant Commissioner Jay Welch were present.

Absent: None.

Executive Director Cindy Ramsey, Finance Director Michelle Majeski, Audit Manager Poonam Sharma from Harshwal & Company L.L.P., and Board Secretary Tricia Romandia were also present.

Quorum met.

PLEDGE OF ALLEGIANCE

Executive Director Ramsey 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 April 17, 2026, through May 14, 2026. There were no comments or questions from the Board.

Commissioner Engel motioned for approval of the claims for the period of April 17, 2026, through May 14, 2026. Commissioner Goss seconded the motion. No opposition. Approved.

PCCDC General \$140,368.92 (Checks #66816 – 66883, Checks #101629 – 101690)

USDA Operations \$20,417.76 (Checks #6283 - 6306)

PCCDC General \$344,328.11 (Direct Deposits #1036517 -1036734)

APPROVAL OF MINUTES

Chairperson Hall inquired if the Board wanted to discuss the Minutes as of the April 21, 2026, Regular Meeting. There was no discussion from the Board.

Commissioner Goss motioned for approval of the Minutes as of April 21, 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.

Commissioner Goss reported fire-resilient grant opportunities may be available for the Greenville area to support low-to-moderate income homes. Goss intends to schedule a meeting with PCCDC.

Goss further informed PCCDC and the Board that, following the Dixie Fire, an Emergency Ordinance was enacted allowing residents to place and reside in recreational vehicles on their property. This Ordinance is set to expire on June 30, 2026, after which a period of soft enforcement will occur for approximately three to four months. Goss noted that certain properties located within Opportunity Zones do not permit camping. Residents outside of these zones may continue to reside in recreational vehicles under the Ordinance, which allows occupancy on private property for up to four months. It is anticipated that, following the expiration of the four-month period, approximately 20 to 30 families from Greenville will be in varying stages of seeking permanent housing. Currently, there is a recognized lack of available rental units and low-to-

moderate-income housing. Goss noted that many of these individuals are unlikely to proactively seek assistance or attend public meetings.

Hall stated part of the plan is for some county departments to do outreach. Hall wanted PCCDC to be aware of this issue in case the Agency is contacted.

Commissioner McGowan stated the Lake Almanor area has approximately the same amount of families that are in the same situation as Greenville. Housing is not available and what is available is expensive.

RESOLUTIONS

A. A Resolution Authorizing the Plumas County Community Development Commission (PCCDC) Executive Director to Execute Any and All Documents Necessary to Prepare and Submit a Rental Assistance Demonstration (RAD) Program Application to HUD for the Repositioning of Public Housing at Green Meadows and Sierra Meadows Resolution 2026-004

Executive Director Ramsey stated that this Resolution is the next step of Public Housing Repositioning. PCCDC held the required meetings with tenants and provided them with all required documentation. Ramsey explained that Public Housing Repositioning is the proactive approach to preserving Plumas County's low-income housing portfolio. The 96 units that are in the Public Housing model would be converted into the Project Based Voucher program. In addition, staff provided a recap of the meetings to each of the tenants in case they were not able to attend, and all notices and information are available on the PCCDC website.

If approved, Ramsey would submit the application to HUD this week, await approval, and once approved, move onto the next step. Ramsey inquired if the Board had any questions regarding the application. The Board did not have any questions.

Commissioner Goss motioned to approve Resolution 2026-004. Commissioner Ceresola seconded the motion. No opposition. Approved.

Roll Call, Vote:

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

Noes: None.

Absent: None.

Vote: Motion passed by unanimous roll call vote.

DEPARTMENTAL MATTERS

A. Fiscal Year End 2025 Audit Presentation Report, Harshwal & Company LLP

Executive Director Ramsey introduced Audit Manager, Poonam Sharma, of Harshwal & Company LLP. Sharma presented the Fiscal Year End 2025 Audit report and presentation.

The audit report had no findings for the Financial Statements and one finding on Internal Controls over Major Programs: Housing Quality Standards (HQS) Enforcement – Significant Deficiency. The finding included: 1) 4/10 sampled HQS inspections were not completed within required timelines, 2) 2 units had deficiencies not corrected within HUD's 30-day requirement, and 3) HAP payments were not abated despite unresolved deficiencies.

PCCDC has implemented automated tracking alerts for inspections, corrections, and abatements. In addition, PCCDC will enhance HQS compliance and documentation training. Full implementation shall take place by June 30, 2026.

Ramsey stated PCCDC was pleased with the auditors and that they were very helpful.

Finance Director Majeski noted the finding from last year regarding Timecard Controls had been removed.

Commissioner Goss motioned to approve the Fiscal Year End 2025 Audit. Commissioner Engel seconded the motion. No opposition. Approved.

Chairperson Hall stated everything continues to get better and better in terms of controls and assurances. She thanked staff for working diligently to continue improving PCCDC as an organization.

B. Budget Performance Update as of March 2026

Finance Director Majeski stated this budget update was as of March 2026, which was 75 percent of the fiscal year.

Public Housing had an overall profit in March of approximately \$21,600 and a year-to-date profit of \$124,369 with depreciation. Areas of budget overage continued to be legal services, direct tenant services, special assessments, contract costs and training expenses. While areas under budget were salaries

and benefits for both administration and maintenance, utilities as a whole, and general administrative expenses.

Pine Meadows continued to experience financial challenges, with a monthly loss of approximately \$4,900 and a year-to-date loss with depreciation of \$13,600. Operating cash continued to decline, with a reduction of approximately \$5,800 in March, resulting in a cumulative negative operating cash position of approximately \$35,000. While the program is performing well in relation to budgeted expenses, reduced revenue in the current fiscal year, combined with prior year budget assumptions, is impacting overall financial performance.

Wildwood Village continued to perform well in relation to budgeted expenses. While the property had a loss of approximately \$11,500 for March, mainly due to a large amount of contracted expenses, overall the program showed a year to date profit with depreciation of \$42,362. However, operating cash decreased by approximately \$6,400 this month, resulting in a cumulative negative operating cash position of approximately \$125,300. Much like Pine Meadows, reduced revenue in the current fiscal year, combined with prior year budget assumptions, is impacting overall financial performance.

Valley Heights reported a month profit of approximately \$2,200 bringing the total year-to-date loss with depreciation to \$3,468. The management team continued to demonstrate strong operational leadership by effectively maintaining day-to-day operations despite ongoing constraints in available operating cash.

The Housing Choice Voucher program had a loss of approximately \$5,800 for March, bringing the year-to-date profit with depreciation to \$170,372. This loss could be attributed to the one time computer expense needed to import HAP invoices into the accounting system and approximately \$5,500 in legal fees to review the changes to the Administrative Plan.

The California Department of Community Services and Development (CSD) program expenses remained on track and fully reimbursed. Majeski reported that the primary work truck for the Low Income Home Energy Assistance Program (LIHEAP) experienced a transmission failure last month and is no longer operable. Staff was currently evaluating replacement options in accordance with program requirements, while also identifying key criteria to ensure an appropriate and cost-effective replacement. PCCDC has a second work truck, so work has not halted.

Majeski noted that the Invitation for Bid for the Sierra Meadows and Green Meadows Roof Replacement project closed last Friday, with the public bid opening conducted immediately thereafter. Upon review of the bids received, Majeski identified a significant anomaly: the apparent low bid was approximately a half a million dollars lower than the next lowest bid and well below the agency's cost estimates. This discrepancy raised concerns regarding the accuracy and

completeness of the bid and required further review to determine responsiveness and responsibility in accordance with procurement requirements. Addressing this issue presents a considerable administrative challenge, as capacity is already strained, but it also delays critical project progress under strict grant and seasonal timelines. As this project is funded through an emergency grant intended to address critical health and safety needs for residents, staff need to quickly identify appropriate next steps to ensure compliance with procurement standards while also considering the immediate need for the work.

Majeski inquired if the Board had any questions.

Chairperson Hall inquired as to what the specific procurement standards were, and if PCCDC was required to go with the lowest bid.

Majeski noted that PCCDC is not required to accept the lowest bid if it is determined to have a lack of understanding of the scope of work or that significant components of the work have been omitted from the bid. The Procurement Handbook will be reviewed to ensure all criteria are properly considered.

Majeski further explained that this issue has created a delay, preventing the project from being awarded and work from commencing as planned this summer, with the potential to push the timeline into the following year. Majeski emphasized the importance of identifying a prompt resolution that complies with all applicable standards and regulations while respecting the urgency of the work. Majeski noted that resolving this matter is currently her highest priority.

McGowan inquired if it was possible to work with the contractor to make them aware that they omitted several items from their bid and withdraw it so PCCDC could move forward with the next lowest bid.

Majeski stated she did not know if the contractor omitted anything. The first step is to contact the contractor to confirm that the bid was accurate per the scope of work in the Invitation for Bid. If they say yes, then staff can move forward with determining responsibility of that bid.

McGowan remarked that the contractors now have access to the other bids because it is open to the public. Majeski confirmed the names and amounts of the bids are public information.

Commissioner Engel inquired about the amount of the next highest bid. Majeski replied 2,378,000 with the lowest bid around 1,800,000.

C. Pine Meadows and Wildwood Village Budget Overview

Executive Director Ramsey stated that this overview was for transparency purposes. The USDA budgets did not require Board approval; however, she wanted to inform the Board on how the figures were developed. Ramsey explained the budget summaries were formatted similar to the Public Housing budget. Both programs have a reserve account to fund capital needs projects. She stated the budgets account for any known increases including utilities, contract costs, and IT and computer upgrades being implemented this year. Both programs also include reasonable rent increases. Ramsey explained tenants are not affected by the increases because rents are income-based, with tenants paying only a certain percentage of their income while USDA pays the remaining balance. The intent is for the small profits generated to help offset the negative cash balances often reported in the Budget Performance Update.

PCCDC's representative would be reviewing the budgets this week so final approval could be completed within the deadline, allowing tenants the required notice. Ramsey inquired if the Board had any questions. There were no questions from the Board.

PROJECTS/PROGRAMS

A. Public Housing Repositioning (Standing Item)

Executive Director Ramsey confirmed this item was already reported on earlier in the meeting and that staff will continue to coordinate to complete the internal administrative tasks.

CLOSED SESSION

A. Executive Director Evaluation – Cindy Ramsey

No action to report. The matter is to be placed on the June agenda.


ADJOURNMENT

The Board adjourned the May 19, 2026 meeting at 9:43 a.m. The next meeting is scheduled on Tuesday, June 16, 2026 at 9:00 a.m.



Mimi Hall, Chairperson

Attest:



Tricia Romandia, Board Secretary