

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

ROLL CALL

The meeting was called to order at 9:02 a.m. by Chairperson Mimi Hall. Tenant Commissioner Dorene Beam, Commissioner Dwight Ceresola, Commissioner Jeff Engel, Commissioner Kevin Goss, and Commissioner Tom McGowan were present.

Absent: Tenant Commissioner Jay Welch.

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 June 12, 2026, through July 16, 2026. There were no comments or questions from the Board.

Commissioner Engel motioned for approval of the claims for the period of June 12, 2026, through July 16, 2026. Commissioner Goss seconded the motion. No opposition. Approved.

PCCDC General	\$388,893.20	(Checks #66979 – 67094, Checks #101729 – 101771)
USDA Operations	\$26,292.65	(Checks #6340 - 6374)
PCCDC General	\$335,646.54	(Direct Deposits #1036948 -1037158)

APPROVAL OF MINUTES

Chairperson Hall inquired if the Board wanted to discuss the Minutes as of the June 16, 2026, Regular Meeting. There was no discussion from the Board.

Commissioner Ceresola motioned for approval of the Minutes as of June 16, 2026. Commissioner Goss 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 McGowan reported that there was an issue with a tenant with their dog and another tenant complaining that Animal Control was not doing their job. Over a month's time, Animal Control cited the animal's owner twice. McGowan was pleased that the government was doing its job.

Hall stated she had received inquiries regarding the ending of the resident camping ordinance exception. She expressed appreciation for the information Keli Ward, County Case Manager/Coordinator, had provided from previous Board of Supervisors' meetings. Hall informed those in attendance that Plumas County Community Development Commission (PCCDC) has an open wait list for housing assistance in the area, and noted that was an option. She provided contact information for PCCDC and Keli Ward.

RESOLUTIONS — None**DEPARTMENTAL MATTERS****A. Budget Performance Update as of May 2026**

Finance Director Majeski reported that the budget update was as of May 2026, 92 percent through the fiscal year.

Majeski continued to report that Public Housing had an overall profit in May of approximately \$9,200, despite significant increases in computer and indirect expense line items, directly associated with the needed server and IT updates. As well as increased costs associated with direct tenant services and extraordinary maintenance costs totaling approximately \$9,100. Majeski was pleased to report that a new maintenance employee was hired for Public Housing, primarily Sierra Meadows. The agency would start to see reduced expenses in contracted maintenance costs as well as expenses associated with maintenance time and travel between sites.

Pine Meadows continued to report a deficit, with an approximate \$7,800 loss for May and an overall fiscal year-to-date loss of approximately \$22,300. While overall expenses remained in line with the approved budget, including \$7,200 in contracted unit turnaround costs and \$2,700 in IT updates for May, the primary driver of the deficit is income. At 92 percent through the fiscal year, overall income is at 83 percent. Cash continues to decrease, with a reduction of approximately \$3,400 for May and an overall negative cash amount of approximately \$44,500. Staff are doing a great job in keeping current year expenses within the budget as well as sustaining ongoing operations at limited staff capacity.

Wildwood Village continued to perform well in relation to its budget, with a month profit of approximately \$3,000, despite a significant amount of contracted maintenance costs totaling about \$16,000 and about \$3,300 in the needed server and IT updates. Cash increased by approximately \$12,000, bringing the approximate overall operating cash total to negative \$119,200. Majeski was pleased to report that the agency was able to hire a new maintenance employee for Wildwood Village. The agency will start to see the shift in expense from contracted maintenance costs to maintenance salaries and benefits.

Valley Heights reported a month profit of approximately \$9,600, bringing the overall fiscal year profit to approximately \$14,300. There were continued minimal maintenance expenses for the month and site management continued to effectively balance low available cash with operations and occupancy.

The Housing Choice Voucher (HCV) program had a profit of approximately \$4,800 for May and showed an overall fiscal year profit of approximately

\$205,000. The Restricted Net Position increased and the Unrestricted Net Position decreased from last month, showing the correct utilization of administrative funds as well as the Housing Assistance Payment (HAP) set-aside for upcoming Project Based Voucher commitments. We have reached out to U.S. Department of Housing and Urban Development (HUD) regarding the ongoing shortfall status, as financials indicate that the HCV program is no longer in shortfall.

California Department of Community Services and Development (CSD) program expenses remained on track and fully reimbursed. Staff had received word from CSD that the Office of Community Services (OCS) had released the fourth quarter Community Services Block Grant (CSBG) funding, so staff should see a contract amendment soon for the remainder of the Community Action Agency allocation as well as the Discretionary allocation.

While the 2025 Low-Income Home Energy Assistance Program (LIHEAP) contract is on track as of May to reach the 99 percent expenditure benchmark by June, current June billing projections indicated that the agency may not fully utilize the Weatherization budget to meet this target. If the June benchmark is not achieved, the 2028 contract allocation would be reduced by the difference between the year-to-date billed amount and the required benchmark. Staff is making every effort to meet the expenditure target; however, should a shortfall occur, the resulting reduction to the 2028 contract is projected to be minimal. Staff anticipated no problems with full contract spend out by the contract end date of December 31, 2026.

For May, the LIHEAP team was able spend a total of \$12,333.74 on direct home Weatherization and Energy Crisis activities and \$8,710 in direct utility assistance payments.

Additionally, Majeski was pleased to share that PCCDC's insurance premium was released for the upcoming fiscal year and was approximately \$20,000 less than the current fiscal year.

Lastly, Majeski was happy to report that the Public Housing Roof Replacement work officially started on July 20, 2026 in Chester. The agency was thrilled to be working with RRA Builders to address this critical capital needs project to ensure safe and healthy housing and property conditions. Majeski was working with PCCDC's auditor on how exactly the grant and expense will be reflected on the books, but as a capital asset, PCCDC will most likely need to book the full income and then depreciate the expense, which means the Board will see a large superficial profit in fiscal year-end 2027.

Majeski inquired if there were any questions.

Commissioner McGowan inquired if staff was able to get more efficient and spend more would CSD increase the LIHEAP budget. Majeski explained that utilization is a factor in contract allocation.

Chairperson Hall requested a multi-year trend analysis of year-end financials. She noted that when she first joined the Commission, the Agency was emerging from a particularly challenging financial and operational period. She emphasized the value of illustrating how recent operational improvements and adherence to funding requirements have positively impacted the Agency, both to reinforce the importance of transparency and to ensure the Commission remains vigilant in avoiding a return to similar challenges in the future.

Majeski stated that, in lieu of presenting a standard Expenditure Report, she would provide an overview of the Agency's historical financial performance across each program. She noted her enthusiasm for sharing this information with the Commission.

B. Disaster Readiness and Operations Plan

Finance Director Majeski presented the draft Disaster Readiness and Operations Plan for Board consideration and approval. She explained that the Plan had been a long time in development and addresses a critical operational need for the Agency.

In preparation of the Plan, staff coordinated with local law enforcement and the County Office of Emergency Services (OES), with the later providing an informal review and feedback. The Plan had also been reviewed and revised by legal counsel to ensure compliance and clarity. Creation and implementation of this Plan's activities had been a collaborative effort across multiple departments of the Agency, with staff working to establish procedures, identify resources, and assemble necessary preparedness materials. This Plan would strengthen the Agency's ability to effectively respond to and operate during emergency situations. Majeski clarified that the Plan was for staff and visitors only. All properties are independent living and therefor tenants are responsible for their own disaster response.

Chairperson Hall shared that she served as the County's first Bioterrorism Preparedness Coordinator when the program was established in 2006 in response to the events of September 11. At that time, agencies were required to develop Continuity of Operations Plans (COOP) in coordination with key government partners, including the Plumas County Community Development Commission. She noted that PCCDC was the only partner agency that fully engaged in the process, as many others were reluctant to dedicate time to the effort.

Hall expressed her appreciation for the current Plan, noting that while earlier efforts were driven by a specific national crisis, they underscored the broader importance of continuity planning for all types of disasters. She was pleased to see PCCDC actively collaborating with the Sheriff's Office and the Office of Emergency Services (OES). She also expressed hope that a future countywide exercise could include a wider range of partners, including those not traditionally involved, as it would provide valuable experience for PCCDC staff in understanding the Incident Command System and coordinating effectively with other agencies during a disaster.

Majeski stated a document was provided to the Sheriff's Office that detailed PCCDC's properties, how many units, and staff's contact information. It was an overview of PCCDC in case they needed any information about the Agency.

Hall inquired if there were any questions or comments for staff regarding the Plan. Commissioner Goss thought it was excellent.

Commissioner Goss motioned to approve the Disaster Readiness and Operations Plan. Commissioner Engel seconded the motion. No opposition. Approved.

C. VASH Award Letter

Executive Director Ramsey reported that last September, she applied to receive additional Veterans Affairs Supportive Housing vouchers, also known as VASH vouchers. These vouchers were in a special category of the Housing Choice Voucher program and required a referral from Veterans Affairs (VA). PCCDC partners with the VA Medical Center in Reno to receive the mandatory referrals. HUD has awarded PCCDC with an additional six (6) HUD-VASH vouchers. PCCDC already had five (5) VASH vouchers so now there's a total of eleven (11). No changes to internal processes are required at this time; implementation remains consistent with existing HUD-VASH procedures. Staff was looking forward to having these vouchers leased up as soon as possible.

Chairperson Hall inquired if PCCDC had utilized the previous vouchers. Ramsey stated all five vouchers were currently leased up.

Hall inquired if PCCDC anticipated utilizing the additional six (6) vouchers. Ramsey stated that part of the process when she applied was she had to get a letter from the VA Medical Center stating that there was a need.

Hall was pleased and inquired if the Board had any additional questions or comments. The Board had no further questions or comments.

D. Lassen Plumas Sierra Community Action Agency (LPSCAA) Update

Executive Director Ramsey reminded the Board that the Lassen Plumas Sierra Community Action Agency (LPSCAA) operates under the umbrella of the Plumas County Community Development Commission, with the Board of Commissioners serving as the governing entity for all fiscal and administrative oversight.

In addition, LPSCAA also maintained its own Advisory Board, which meets quarterly and provides program-level guidance, community input, and recommendations related to CSBG funding priorities across Lassen, Plumas, and Sierra counties.

The Request for Proposal (RFP) for CSBG 2027 funding has now been publicly advertised throughout all three counties as well as on the PCCDC website and sent directly to current sub-grantees. This outreach is intended to increase visibility and encourage new applicants, particularly smaller or emerging community organizations that may not have applied in previous cycles. Ramsey encouraged anyone eligible were welcome to apply. The information was located on the PCCDC website.

The LPSCAA Community Needs Survey (CNA) had been circulated, which helps inform PCCDC of future funding priorities. Ramsey gave the Commissioners a CNA flyer and encouraged them to post the flyer, take the survey, and share the survey within their networks.

Staff recently conducted an on-site monitoring visit at Lassen Family Services in Susanville, one of PCCDC's current CSBG sub-grantees. The visit included a review of program activities, documentation, and compliance with CSBG requirements, and provided an opportunity to discuss service delivery needs and upcoming challenges.

Lastly, CSD is currently conducting its annual desk review. Once that is complete, Ramsey would provide the Board with their final report.

Ramsey stated the Request for Proposal applications were due by September 11, 2026. The allocations are made by the LPSCAA Advisory Board in December, and they get posted to the PCCDC website.

Hall inquired if the Board had any questions or comments. The Board had no questions or comments.

E. Housing Update

Executive Director Ramsey provided a housing update, noting that PCCDC's housing portfolio had several ongoing projects across its various programs.

Housing Choice Voucher Program

Ramsey reported that voucher utilization and expenses remained consistent with Housing Assistance Payment (HAP) and administrative funding received from HUD. Small monthly profits have strategically continued to rebuild the previous losses from prior over-spending. Although the agency had not yet received the official notification that it was no longer in shortfall status, staff anticipated receiving the notice during HUDs typical July or August notification period. An internal audit of multiple files revealed that there were no significant discrepancies. All files were found to be well organized, which made the audit process smooth.

Project Based Vouchers

Ramsey reported that staff continued working with Palm Villas to develop the preferences, referral process, waitlist process, and other requirements. A dedicated page on PCCDC's website will house this information once developed. Preliminary work also continued on the second development that was awarded. Aside from the two developments currently awarded, no additional project based voucher projects can be considered until HUD releases new guidance.

Public Housing – Sierra Meadows and Green Meadows

Public Housing operations remained stable. Ramsey reported that a new maintenance employee had been hired at Sierra Meadows, reducing reliance on contracted maintenance expenses. A seasonal maintenance employee had also been hired for grounds maintenance at Green Meadows after staff was unable to secure a landscaping contract for the Greenville property. Ramsey stated the employee is doing great work and appreciated his assistance.

Ramsey announced that the roof project had officially begun, and stated that staff and contractors were working as efficiently as possible to minimize the disruptions to tenants.

Current occupancy was 71 of the 96 units, with 25 vacancies. As discussed last month, all but one of the vacancies were HUD approved while the roofing and other modernization projects were being completed. During the month, one unit at Sierra Meadows was leased, and one HUD- approved move-out occurred. Staff was working to lease the vacant unit.

USDA – Pine Meadows and Wildwood Village

At Pine Meadows, Ramsey reported that staff continued the day-to-day operations despite reduced staffing capacity and lower-than-budgeted income levels. Occupancy stood at 13 out of 16 units, one unit expected to lease shortly, one undergoing contractor repairs, and one in the standard unit turnover process.

Wildwood Village also continued to perform well operationally. The addition of a dedicated maintenance employee was expected to reduce contracted maintenance costs. This was expected to support long-term budget stability while improving response times for work orders and unit preparation.

Ramsey reported that during a USDA inspection conducted in May, the property received no life safety findings. That was a huge accomplishment and proved staff remained vigilant and were making sound decisions in the operations of the property. Occupancy for Wildwood Village was 51 out of 53 units, with both vacancies resulting from June move-outs. One unit was ready for lease before August 1, and the second unit was expected to be ready by September 1.

Ramsey acknowledged that past financial decisions continued to negatively impact the cash flow status of the USDA properties; however, staff continued working to develop additional methods to encourage self-sufficiency and strengthen the long-term financial status.

Across all programs, department meetings are being scheduled monthly to prioritize defensible documentation, timely notices, and adherence to federal and state regulatory requirements.

The Board expressed its appreciation for the update and thanked PCCDC's staff for their work at all of the locations.

PROJECTS/PROGRAMS

A. Public Housing Repositioning (Standing Item)

Executive Director Ramsey stated staff continued to wait for HUD to complete their processing of the Repositioning application. PCCDC's consultant recently checked in with their HUD contact, who indicated that although applications are generally processed within approximately 45 days, recent trends show timelines extending closer to 60 days. Based on that guidance, Ramsey planned to follow up after the 60-day mark if any notice or request for additional information had not been received.

There were no new actions required from staff until PCCDC received HUD's approval.

ADJOURNMENT

The Board adjourned the July 21, 2026, meeting at 9:33 a.m. The next meeting is scheduled on Tuesday, August 18, 2026, at 9:00 a.m.

A handwritten signature in black ink, appearing to read 'Mimi Hall', written over a horizontal line.

Mimi Hall, Chairperson

Attest:

A handwritten signature in black ink, appearing to read 'Tricia Romandia', written over a horizontal line.

Tricia Romandia, Board Secretary