

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

**HELD IN QUINCY ON MARCH 17, 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, and Commissioner Tom McGowan were present.

Absent: None.

Executive Director Cindy Ramsey, Finance Director Michelle Majeski, Housing Choice Voucher (Section 8) Supervisor Heidi Belnap, and Board Secretary Tricia Romandia were also present.

Quorum met.

**PLEDGE OF ALLEGIANCE**

Heidi Belnap 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 February 13, 2026, through March 12, 2026. There were no comments or questions from the Board.

Commissioner Engel motioned for approval of the claims for the period of February 13, 2026, through March 12, 2026. Commissioner Goss seconded the motion. Commissioner Beam abstained. No opposition. Approved.

PCCDC General \$185,380.51 (Checks #66508 - 66620, Checks #101546 - 101586)

USDA Operations \$42,091.54 (Checks #6189 - 6222)

PCCDC General \$353,896.11 (Direct Deposits #1036074 -1036297)

## APPROVAL OF MINUTES

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

Commissioner Goss motioned for approval of the Minutes as of February 17, 2026. Commissioner Ceresola seconded the motion. Commissioner Beam abstained. 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 inquired if the Board of Commissioners had any announcements or reports.

Commissioner McGowan stated that it was determined at a meeting that the Low-to-Moderate Income (LMI) indicator used as a qualifier should be raised from 80 percent to 120 percent so working individuals qualify for assistance.

## RESOLUTIONS

### A. Administrative Plan – Housing Choice Voucher (Section 8) Update **Resolution 2026-001**

Executive Director Ramsey presented the Administrative Plan for the Housing Choice Voucher (HCV) program. The Plan represents the policy and procedures of the HCV (Section 8) program. The only proposed revision at this time is specific to Chapter 8, Part Two, Subsection F, which addresses inspection results and re-inspections for units under the Housing Assistance Payment

(HAP) contract. This update allows the Agency to accept owner certification and self-certification for the correction of moderate and severe deficiencies only under specific conditions that include no history of owner noncompliance and deficiencies that are not life threatening. This is not applicable to Project Based Vouchers, initial inspections or life safety systems such as smoke alarms.

This subsection was reviewed by legal counsel. Counsel did not have any concerns for this subsection. The entire Administrative Plan will be going through a comprehensive update with Nan McKay's recommended revisions that were released earlier this month. The Agency's legal department will be reviewing the entire document for compliance, which should be ready for the Board's consideration in May or June.

Chairperson Hall indicated that the meeting served as a public hearing for the update. The Agency had not received any public comment to date. The Agency's Resident Advisory Board raised issues of AI generated photos instead of actual photos. The supervisor who was in attendance clarified that the self-certification was for non-life threatening deficiencies. The inspectors use professional judgment and due diligence before accepting the self-certification, and the process does include safeguards such as the discretion to deny the self-certification.

Commissioner McGowan inquired if there was a penalty or legal consequence for purposely using AI in the self-assessment. Ramsey stated she was unaware of a legal consequence, but the Agency has the discretion to withhold HAP payments and also terminate the contract.

Hall inquired if there was any further discussion. There was no further discussion.

At 9:09 a.m. Hall opened the public hearing for comment by anyone from the public or anyone attending by Zoom. Finance Director Majeski stated that an official notice went out regarding the public hearing and the documents have been available for the last 45 days. There were no comments from the public or anyone attending by Zoom. At 9:10 a.m. Hall closed the public hearing.

Commissioner Goss motioned to approve Resolution 2026-01. Commissioner Engel 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.

**B. PHA Annual Plan for the Housing Choice Voucher and Public Housing Programs**  
**Resolution 2026-002**

Executive Director Ramsey presented the PHA Annual Plan for the Housing Choice Voucher (HCV) and Public Housing Programs. This is the annual update to the 5-Year PHA Plan, as required by HUD. The Annual Plan outlines policies, programs, operations, and strategies for meeting the housing needs of low-income households. The draft plan was made available for public review and posted at all required locations. This meeting also served as the public hearing for the Annual Plan. Key Components of the Annual Plan are:

Repositioning of Public Housing - This remains a major strategic initiative to ensure long-term sustainability of the housing portfolio.

Project-Based Vouchers (PBV) - The Agency continues implementation of PBV awards approved in 2021 for Palm Villas and The Bluffs. However, based on recent notices from HUD, they are advising agencies to not enter into agreements for new Project-Based Voucher developments. The Agency will not pursue new vouchers until HUD releases the requirement.

Emergency Capital Fund Grant – Public Housing Roofs – when the Annual Plan was prepared, this application was still under review. However, as of Friday, the Agency had received preliminary approval and are working to submit the final documents. Afterwards, the funds will become available for administrative use and staff will begin procurement procedures.

The Resident Advisory Board met last week to review the Annual Plan after the proposed change. While there were no formal comments, members asked several clarifying questions about the Repositioning process. Staff assured the members that there would be dedicated resident meetings specifically for Repositioning, and that they would receive clear communication and opportunities for input as the process moved forward.

No public comments have been received to date.

At 9:13 a.m. Chairperson Hall opened the public hearing for anyone from the public or anyone on Zoom. There were no comments from the public or anyone on Zoom. At 9:14 a.m. Hall closed the public hearing.

Hall presented Resolution 2026-002 for further discussion by the Commissioners.

Commissioner McGowan inquired as to what it would take to change the qualifying parameters in relation to Low-to-Moderate Income because it would help in a lot of areas. Ramsey informed the Board that HUD sets the guidelines. McGowan inquired if there could be any pushback, ability to comment, or advocate for a higher percentage. Ramsey stated she would contact the Agency's HUD representative for clarification.

Hall appreciated the work that was done to change the status that helped in a whole bunch of ways. It makes a material difference for the people who are benefiting from our programs and housing services. It is huge for the stability and the longevity of our program, and that is something we can change. Hall thanked staff.

**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. Budget Performance Update as of January 2026

Finance Director Majeski stated this budget update was as of January 2026.

Majeski reported that Public Housing had a profit of \$24,100 for January. Green Meadows operating cash reduced by \$11,000 and Sierra Meadows operating cash increased by \$21,500. Majeski reminded the Board that the profit/loss figure did not include capital assets or other balance sheet activities. The Green Meadows Waterline project was currently being booked as a prepaid expense and would be designated as a fixed asset and depreciated accordingly once the project was complete. While HUD viewed both locations as one program with shared cash, PCCDC has separate financials for the two locations to more accurately reflect program operations. Finance may need to make a withdrawal

from the Green Meadows CD or LAIF savings to avoid ongoing negative cash for that specific location, which was already a discussion point with the Executive Team when the project was approved.

Pine Meadows had a large loss of \$9,800 with depreciation and cash continues to reduce, with another reduction of \$5,200 for January. A majority of this loss can be contributed to the high unit turnaround expenses, most of them contracted and reduced rent and USDA rental assistance due to vacancies.

Wildwood Village remained on track with its budget, reporting a \$690 profit after depreciation for January. Cash decreased by approximately \$5,000 during the month. The property experienced reduced income from tenant rents and USDA rental assistance due to vacancies; however, with expenses remaining well controlled, the overall financial position remained stable. The year to date profit with depreciation was \$58,000.

Valley Heights reported a minimal loss in January, with the year to date loss at about \$11,400 with depreciation. There were minimal maintenance expenses for the month and operating cash reduced by \$5,250. Additionally, the management company, FPI Management, had recently been acquired by Asset Living. Similar to PCCDC's Public Housing program, the property continues to face challenges related to ongoing fiscal year operating losses and a backlog of capital improvement needs. Despite these constraints, management was working to balance rebuilding cash reserves while utilizing available funds for operating needs as necessary due to limited cash.

The Housing Choice Voucher (HCV) program continued to reflect monthly profits, with a month profit of \$36,300 and a year to date profit of \$154,600. This profit was reflective of both the administrative and Housing Assistance Payment (HAP) side, with a year to date increase in Unrestricted Net Position (UNP) or the administrative side of \$132,600 and a year to date increase in Restricted Net Position (RNP), or the HAP side, of \$22,000. Majeski was currently working with PCCDC's auditor to review and refine the Agency's payroll distribution procedures to ensure staff was maximizing the utilization of available funding sources. Majeski was happy to report that she was able to work with the Agency's accounting software to create a template for importing the 650+ monthly HAP invoices into the system so that they reflect correctly for HUD reporting. Majeski continues to work on refining that procedure as well as creating an offsetting payment procedure to minimize manual reformatting of data and cumbersome manual processes. Majeski thanked HCV staff for their assistance in this endeavor.

LIHEAP had a slower month in January after the big push in December in regards to Weatherization and ECIP jobs. Utility Assistance spending remained strong and consistent. For the 2025 contract, expenditures so far were right in line with the benchmark period, with 76% spent at 75% through the contract

benchmark period. While performance is right on track, Majeski wanted the Board to note that the program was currently operating at reduced capacity due to temporary staffing limitations, which impacted the Agency's ability to process and complete jobs at the typical pace. Staff continues to work on solutions and hope to regain momentum in order to expend the contract at 99% by the benchmark period or risk reducing future funding.

Chairperson Hall inquired if there was a loss in staff or ongoing vacancies. Majeski stated that it was due to limited staffing capacities. It is a small program and due to human resources considerations, it is best to keep the details minimal, but the program was running at 30 percent.

Majeski further reported that the 2025 CAA and Discretionary funding was just about spent out, with the final sub-grantee invoices being processed in February. We will see both these contracts fully spent out once February billing is processed. You may notice a couple line items are over 100% spent. CSD allows for up to 110% spending in each line item, so as not to have to adjust the budget for minor overages.

For 2026 contracts, it was typical to see very little spent in new CSD contracts until previous contracts were completely expended.

Majeski additionally reported that with the guidance and approval of PCCDC's auditors, PCCDC had back-billed the nonprofit for all applicable time not originally designated separate from Agency time. All programs had received a proportional credit in indirect expenses in January, which was where the staff time/expense was originally booked. As the amount was deemed immaterial per the auditors, this back-billing was made effective for this fiscal year.

Furthermore, earlier this month Executive Director Ramsey and Majeski met with VistaNet, the company that provides PCCDC IT services. Similar to other operational areas within the agency, PCCDC's technology infrastructure had not undergone a comprehensive review in over five years. During this meeting, VistaNet identified ten priority items that needed to be addressed by the end of 2026 due to Microsoft discontinuing support for its 2016 software products. The estimated cost for these updates was approximately \$28,000, not including the replacement of the server. Staff was advised that servers typically have a lifespan of five to seven years, and the current server was now seven years old. The estimated cost for a new server is approximately \$13,000. The Agency is looking at \$41,000 for the technology updates that are needed by the end of the year. Administration will be evaluating options to incorporate these expenses into upcoming budgets and developing a plan to implement the necessary upgrades within the required timeframe.

Majeski was proud to report, that for the second year in a row, there was only one corrective journal entry from PCCDC's fiscal year end June 30, 2025 audit.

This is a strong indicator that the revised financial controls and procedures were working effectively and that Finance is maintaining a high level of accuracy and oversight in the accounting processes.

Lastly, Majeski was incredibly excited to share that last Friday PCCDC was awarded the HUD Capital Fund Emergency Grant to address the failing roofs and attic remediation needed for PCCDC's Public Housing units. The total award was \$2,345,991. HUD congratulated PCCDC for securing an outstanding resource for the community. Administration will be working to get required documentation to HUD right away and then once the final go ahead is given, staff will start the Procurement process.

Majeski inquired if there were any questions.

Commissioner McGowan inquired whether the vacancies were tied into the 80 percent Low Median Income restriction and how to achieve full occupancy, noting that increased occupancy would benefit the organization through additional revenue and improved capacity for staffing and repairs.

Majeski stated that the vacancies were a symptom of outdated policies and procedures, creating a domino effect that limits the Agency's ability to operate at best-practice capacity. Majeski noted that the issue was not necessarily a monetary constraint, but rather the foundational policies by which the Agency operates that hinders efficient unit turnaround.

Commissioner Ceresola inquired as to the individual responsible for Human Resources for the Agency.

Hall replied Ramsey was responsible for Human Resources. Hall further explained that part of the reason PCCDC is understaffed is there was an Executive Director who retired and because of the financial position left, PCCDC promoted from within and did not backfill the internal promotion. There is a huge financial situation to fix, which Ramsey and Majeski have been doing a great job at addressing. If PCCDC was not in this position, PCCDC would have one more Ramsey and maybe some other folks, which would make a huge difference.

Hall shared she was amazed at the amount of progress that the organization had made in the year she has been on the Commission. Hall thought the organization would get to this point in two or three years, so she recognized that staff must be working at the highest capacity to get the organization to a substandard status. She was pleased of the progress from troubled to substandard status.

Hall asked the Commissioners to be aware of the incredible complexity that this small organization has to comply with that is on par with much larger organizations with more capacity. PCCDC is getting there and it takes a long time when you are working with HUD, with federal and state agencies, and with

people. In government speed, this is amazing, quick progress! Hall complimented Ramsey and Majeski for digging the Agency out of a deep hole. Hall emphasized that PCCDC was on the verge of losing Public Housing for our communities.

McGowan understood that updating policies and procedures take time and that PCCDC had the blessing of the Commission. He inquired if there were any other areas that the Board could help.

Ramsey stated a fair amount of occupancy is having staff to do the work. The Agency has been utilizing a temp agency for a few months that has assisted with improvements. As far as policies and procedures, that has to be tackled internally and it is a slow process. It has to be legally reviewed to make sure it is in compliance with all of PCCDC's funding agencies because they all have different rules, and PCCDC does not want to have procurement policies for each individual funding agency.

McGowan acknowledged the Agency was working towards long-term sustainability. He instructed Ramsey and Majeski to call a special meeting if necessary.

Ceresola requested to see a document of the positions that are open, the positions that are filled, and job descriptions of all the positions.

Hall stated it would be helpful to have a comparison from a year or two ago since budget constraints resulted in reduced staffing.

#### B. Plumas County Civil Grand Jury Report 2025 – Update

Executive Director Ramsey stated that in August 2025, she presented the Grand Jury Report and an accompanying memo to the Board of Commissioners. At that time, there was significant confusion regarding multiple versions of reports circulating. Based on that confusion, the Board believed the version received by staff was not an official Grand Jury report, and therefore chose not to issue an official response. Chairperson Hall recently confirmed that the report staff received is in fact the official Grand Jury Report. With that, next steps need to be taken to respond.

Hall stated, for further background, that the Board of Supervisors typically receives the full official Grand Jury Report so when the Clerk of the Board received the report in 2025, he posted what was provided. The report contained two items, and this report was not one of them. There were a number of different reports circulating.

Hall asked legal counsel for guidance on how to determine which report is official. She was advised that the official report is the one on file with the Superior Court. Hall visited the Superior Court, but a copy of the report could not be

located for some time. Hall inquired if the report had to be filed with the state courts, which it does.

Once Hall obtained a copy of the official report, she provided it to the Clerk of the Board for posting on the County website, while retaining the previous report to avoid confusion. The official report included PCCDC; therefore, Hall requested that Ramsey bring it forward so it could be formally submitted.

Ramsey stated the next step would be for the Board to create an official response to the Judge of the Superior Court. Ramsey inquired if the Board would like to include the memo she created back in August.

McGowan stated the Board is required by law to respond to published findings of the Grand Jury.

Hall directed Ramsey to create an official response for the Board to review and approve at the next regular scheduled Board meeting.

#### C. FYE24 Public Housing Assessment System (PHAS) Response Letter

Executive Director Ramsey reported at the February Board meeting, PCCDC received their Public Housing Assessment System Score (PHAS) along with a letter from HUD. The Board directed Ramsey to draft a formal response to HUD. Part of the Board direction was to send the drafted response to Chairperson Hall, which was done. The response had been officially submitted to HUD.

The letter outlined the Agency's corrective actions and provided for a more realistic timeline of 18 months for improvement, which Ramsey thought was realistic and achievable for PCCDC's current capacity. It primarily focused on increasing occupancy, completing necessary unit repairs, stabilizing staffing, and internal procedures so the Agency would have long-term success. Direct staff (site managers and maintenance lead) agreed with the timeline based on current conditions and capacity.

Staff continues to research third-party management companies (local realtors, property management firms, and general management companies). This information should be available and ready to report at the next regular Board meeting. Part of the process is evaluating whether outside management could support improved occupancy and operations. The next steps are to await HUD's response or any follow-up requests for clarification, and to continue implementing the corrective actions outlined in the letter.

Chairperson Hall noted that the 18 month timeline was helpful in outlining it point by point. The vacancies were due to extended medical leaves and units that are in extreme or severe condition. The Board provided direction for PCCDC to take a number of measures which the organization has been doing. It might be helpful

for the Board to look at the details of the issues that create situation and why there is an 18 month plan. Hall appreciated the step-by-step timeline month-by-month, and inquired whether it was helpful to Commissioner Ceresola.

Ceresola stated it was helpful, but it was something that needed researching. The people on medical leave is life, but is there backfill that we should be or could be doing. He requested a staffing report to assist in any decision making.

Hall inquired if there were any further questions. There were no further questions.

## PROJECTS/PROGRAMS-None

### A. Public Housing Repositioning (Standing Item)

Executive Director Ramsey reported PCCDC had officially selected Praxis as the consultant for the Public Housing Repositioning effort. Praxis is a recognized expert in HUD repositioning strategies, including RAD/Section 18 blends, and brought extensive experience working with small PHAs. They were affordable compared to other companies staff had contacted. Their scope would include: technical guidance on RAD/Section 18 applications, financial modeling, resident engagement requirements, and coordination with HUD throughout the process

This marked the formal start of the Repositioning project. It was decided to have this as a standing item on PCCDC Board agendas. This ensures consistent transparency and Board oversight throughout the multi-phase process. PCCDC's current task was to continue working with Praxis to schedule resident meetings. Staff had ideas on how to best reach the majority of PCCDC's residents. Staff would focus on explaining the repositioning process, resident protections, and next steps.

Chairperson Hall inquired as to how long the Repositioning process would take to be completed. This will assist in looking at the profit and loss for projects that the Board manages versus vouchers.

Ramsey stated in theory the process is supposed to take three to five years. PCCDC started this process in 2019. Ideas were considered and the Agency worked with different consultants. Over the last year, Ramsey and Majeski have been pushing it because of the benefits to the Agency. Due to the size of PCCDC, Ramsey estimated 18 months to two years for completion.

Hall inquired if there were any further discussion for the Repositioning update. There were no further discussions.

## B. Public Housing Energy Savings Program

Executive Director Ramsey reported that approximately a year ago she applied for a Multifamily Energy Savings Program, which is a grant funded through PG&E and a couple other vendors. It provides energy-efficiency upgrades at no cost to tenants and a minimal cost to the agency. PG&E completed its initial property assessments in the spring, identifying eligible energy-saving measures across Green Meadows and Sierra Meadows. Sierra Meadows already received several in-unit upgrades of lighting improvements and outlet covers. PG&E is scheduled to begin work at Green Meadows early this summer. The planned measures focus on: energy-efficient lighting, outlet insulation, refrigerator replacements, and common-area lighting. PG&E requires tenants to be present for in-unit measures, so staff will assist in scheduling the appointments to ensure more households receive the benefits.

### **INFORMATIONAL ITEM: HUD PROPOSED RULE ON MIXED-STATUS HOUSEHOLDS – CALIFORNIA ASSOCIATION OF HOUSING AUTHORITIES (CAHA) REQUEST FOR PHA COMMENTS**

Executive Director Ramsey reported that HUD has a proposed rule titled “Verification of Eligible Status”. This rule would eliminate the prorated assistance and effectively disallow mix-status families from participating in any of the HUD-assisted housing programs. A mixed-status household is a family where at least one member is ineligible for the federal housing assistance even though other members, typically children, are U.S. citizens or eligible immigrants.

The California Association of Housing Authorities (CAHA) is strongly opposing the rule and has submitted the attached comment letter and are requesting that individual PHAs also submit comments through the federal rulemaking portal to strengthen the administrative record. PCCDC does not typically serve mixed-status households, so PCCDC would not experience a direct operational impact if the rule were finalized. However, many other California PHAs, particularly in larger urban areas, would be significantly affected. CAHA’s analysis indicates that thousands of children and families, including many U.S. citizen minors, could face displacement or homelessness.

Ramsey felt it was important for the Board to be aware of the proposed rule and CAHA’s request for comments. At the same time, Ramsey recognized that this is a highly sensitive and potentially controversial topic. Her intent was not to place the Board in a position requiring debate or have staff do anything unless directed by the Board. CAHA provided a template if the Board chose to direct a comment/letter.

The Board directed Ramsey to draft a letter and send to Chairperson Hall for review before sending.

**ADJOURNMENT**

The Board adjourned the March 17, 2026 meeting at 9:53 a.m. The next meeting is scheduled on Tuesday, April 21, 2026 at 9:00 a.m.



Mimi Hall, Chairperson

Attest:



Tricia Romandia, Board Secretary

