



# Lassen County

## Meeting Agenda

### Board of Supervisors

*LASSEN COUNTY SUPERVISORS:*

*DISTRICT 1 - CHRIS GALLAGHER - VICE CHAIRMAN; DISTRICT 2 - GARY BRIDGES; DISTRICT 3 - TOM NEELY; DISTRICT 4 - AARON ALBAUGH - CHAIRMAN; DISTRICT 5 - JASON INGRAM*

Tuesday, April 9, 2024

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

### ADDRESSING THE BOARD

\*Any person desiring to address the Board shall first secure permission of the presiding officer.

\*Speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular Agenda item. Cards are available on the table by the door and shall be completed and presented to the Clerk in advance of speaking.

\*Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the Public at the time provided in the Agenda under Public Comment. The Board limits testimony on those items to three minutes per person and no more than three individuals shall address the same subject.

\*As required by Govt. Code Section 54957.5, any public record distributed to the Board of Supervisors less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the office of the Clerk of the Board, 220 S. Lassen St., Suite 5, Susanville CA 96130. Public records distributed during the meeting will be available for public inspection at the meeting if prepared by the County. If the public record is prepared by any other party and distributed at the meeting, it will be made available for public inspection following the meeting at the office of the Clerk of the Board.

\* Parties with a disability as provided by the Americans with Disabilities Act who require special accommodations or aides in order to participate in the public meeting should make the request to the County Clerk of the Board's Office three full business days prior to the meeting at (530) 251-8217 or [lcclerk@co.lassen.ca.us](mailto:lcclerk@co.lassen.ca.us).

\*Next Resolution in line for adoption: No. 24-019

\*Next Ordinance in line for adoption: No. 2024-02

THE BOARD OF SUPERVISORS MAY RECESS AT 11:45 AM AND RECONVENE AT 1:30 PM.

THE BOARD MAY HOLD CLOSED SESSION AS THE AGENDA SCHEDULE PERMITS.

### A. 9:00 A.M. CALL TO ORDER

1. PUBLIC COMMENT (Suggested for addressing items to be considered under Closed Session)

2. CLOSED SESSION

### ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

1) Conference with Legal Counsel: Significant exposure to Litigation Pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (if needed).

2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: 1) Timothy McDowell v County of Lassen; United States District Court Case No. 2:23-CV-01007-DJC-DMC.

- 3) Liability Claim; - Claimant: John Duke, Agency claimed against: Lassen County.
- 6) Conference with Labor Negotiator Richard Egan: Management and Professional Association.

## **B. 9:30 A.M. OPENING CEREMONIES**

### **Pledge of Allegiance and Invocation**

- 1. ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION
- 2. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS
- 3. PUBLIC COMMENTS
- 4. UNAGENDIZED REPORTS BY BOARD MEMBERS (Immediately following public comment and no later than 10:00 a.m.)

## **C. PUBLIC HEARINGS**

These matters are scheduled at the time stated, and will be heard by the Board as close to the time stated as possible.

- 1                      10:15 a.m.: PLANNING AND BUILDING SERVICES  
SUBJECT: Public hearing to consider adoption of the revised Big Valley Groundwater Sustainability Plan (GSP) per requirements of the Sustainable Groundwater Management Act (SGMA).  
FISCAL IMPACT: Unknown cost to implement the GSP.  
ACTION REQUESTED: 1) Receive report; and 2) conduct a public hearing; and 3) adopt a resolution approving the revised Big Valley Groundwater Sustainability Plan (GSP) and authorizing Planning staff to submit said GSP to the California Department of Water Resources (DWR) by the April 23, 2024, deadline.

Attachments:        [Big Valley GSP Revision Packet BOS4-9-24](#)  
                              [BoS Resolution, revised GSP](#)

## **D. MATTERS SET FOR TIME CERTAIN**

These matters have been set at the time stated to accommodate the participants, and will be heard by the Board as close to the time stated as possible.

10:25 a.m.: RECESS

## **E. STUDY SESSION**

## **F. BOARDS AND COMMISSIONS**

**G. INFORMATION/CONSENT CALENDAR**

These matters are routine in nature and usually approved by a single vote. Prior to action of the Board, the public will be given the opportunity to comment on any consent item

**BOARD OF SUPERVISORS**

- 1** DISCRETIONARY FUNDS - SUPERVISOR INGRAM  
SUBJECT: Request to designate: 1) \$476.10 to C&S Waste for the Leavitt Lake Cleanup .  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditure.

**Attachments:** [240409 Ingram-C&S Waste Invoice- Discretionary Funds](#)

**AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR**

- 2** FUND CASH BALANCES  
SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of February, 2024.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

**Attachments:** [Feb Fund Cash Balance](#)

- 3** FUND CASH BALANCES  
SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of January, 2024.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

**Attachments:** [Jan Fund Cash Balances](#)

- 4** PORTFOLIO  
SUBJECT: Treasurer's Investment Report for January, 2024.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

**Attachments:** [Jan Portfolio](#)

- 5** PORTFOLIO  
SUBJECT: Treasurer's Investment Report for February, 2024.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

**Attachments:** [Feb Portfolio](#)

**COUNTY ADMINISTRATIVE OFFICE**

- 6 PERSONNEL REPORT  
SUBJECT: Personnel Movement Report for September 2023, through March 2024. FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [Personnel Report](#)

#### COUNTY CLERK-RECORDER

- 7 LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF FEBRUARY 27, 2024  
SUBJECT: Meeting Minutes of February 27, 2024.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

- 8 LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF MARCH 12, 2024.

This item was removed from the agenda.

#### HEALTH AND SOCIAL SERVICES

- 9 JOB CLASSIFICATION CORRECTION  
SUBJECT: Correction to Job Classification - Services Support Assistant I/II/III within the Lassen WORKS division of the Health and Social Services Agency.  
FISCAL IMPACT: Funding for this classification is included in Fund/Budget Unit No. 120-0852.  
ACTION REQUESTED: 1) Approve correction to classification for the budget funded position of Services Support Assistant I/II/III.

Attachments: [G9 - CSS Job Classification Correction 04.09.24](#)

- 10 PUBLIC HEALTH PURCHASE ORDER WITH ALL TRAFFIC SOLUTIONS, INC  
SUBJECT: Purchase Request with All Traffic Solutions, Inc. in the amount of \$57,500.46 to purchase Four Instalert 24 Portable Messaging Sign Display Base Units, Solar Panels, Batteries, Mounting Brackets, Carrying Cases and Software for Lassen County.  
FISCAL IMPACT: There is no impact to County General Funds. Public Health received Grant Award # COVID19-19ELC77 through the COVID-19 ELC Enhancing Detection Expansion Funding.  
ACTION REQUESTED: 1) Approve purchase; and 2) authorize the County Administrative Officer to execute the Purchase Order.

Attachments: [G10 - PH All Traffic Solutions 04.09.24](#)

## PUBLIC WORKS DEPARTMENT

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## AGREEMENT WITH ECORP CONSULTING

SUBJECT: Agreement with ECORP Consulting, Inc. for Environmental Services Related A21 Dixie Fire Damage Repair.

FISCAL IMPACT: Funding is available in Road Fund/Budget Unit No. 122-1221 which will be reimbursed by Caltrans.

ACTION REQUESTED: 1) Approve agreement with ECORP Consulting, Inc. to perform environmental services related to A21 Dixie Fire damage repair in the amount of \$51,850; and 2) authorize the Director of Public Works to execute the agreement.

Attachments:[PW Ecorp](#)

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## GRAZING LEASE

SUBJECT: Grazing lease with Shayne Hecox for use of Susanville Ranch Park for spring 2024 grazing.

FISCAL IMPACT: Anticipated revenue to the Natural Resources Budget, Fund 141 of \$610.

ACTION REQUESTED: That the Board approve 2024 spring grazing lease with Shayne Hecox for use of Susanville Ranch Park in the amount of \$10.00 per AUM and authorize the Director of Public Works to execute.

Attachments:[PW Grazing Attach](#)

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## REVISED JOB DESCRIPTION

SUBJECT: Revised Job Description within Public Works Department for General Unit/United Public Employees of California (LCGU/UPEC).

FISCAL IMPACT: Funding is available within the respective budget units for all positions.

ACTION REQUESTED: 1) Approve revised job descriptions for the following positions:

Animal Shelter	Current Range	Re-Class
Kennel Aid	UPEC 9	UPEC 12
Kennel Assistant	UPEC 9	UPEC 13

## Building &amp; Grounds

Custodian	UPEC 9	UPEC 12
Senior Custodian	UPEC 11	UPEC 14

## Solid Waste

Gate Keeper	UPEC 8	UPEC 11
Spotter	UPEC 11	UPEC 12
Land fill Equipment Operator	UPEC 13	UPEC 14
Sr. Land Fill Equipment Operator	UPEC 15	UPEC 16

Attachments: [PW Revised Job Descriptions Attach](#)

## SHERIFF'S DEPARTMENT

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## LASSEN COUNTY JAIL LIVE SCAN EQUIPMENT

SUBJECT: Emergency purchase for Livescan equipment for the jail from Data Works Plus.

FISCAL IMPACT: Funding available for this purchase in the Fiscal Year 2023-2024 budget from Fund/Budget Unit No. 130-0525 for the total cost of \$29,793.85.

ACTION REQUESTED: 1) Approve emergency purchase from Data Works Plus, 2) authorize the County Administrative Officer to execute, and/or 3) provide direction to staff.

Attachments: [scanned doc](#)

**H. DEPARTMENT REPORTS**

## COUNTY CLERK-RECORDER

- 1** CERTIFICATION OF ELECTIONS  
SUBJECT: Certified Statement of Votes cast for the March 5, 2024, California Presidential Primary Election.  
FISCAL IMPACT: Unknown.  
ACTION REQUESTED: Receive report and file.

Attachments: [MAR 5 2024 BOS Certification Packet](#)

## BOARD OF SUPERVISORS

- 2** LETTER TO CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE - ASH CREEK AND WILLOW CREEK WILDLIFE AREAS  
SUBJECT: Approval of a letter to the California Department of Fish and Wildlife requesting habitat improvement efforts in the form of interim emergency haying and grazing activities at the Ash Creek and Willow Creek State Wildlife Areas in Lassen County.  
FISCAL IMPACT: Unknown.  
ACTION REQUESTED: 1) Approve letter; and 2) authorize the Chairman to execute.

Attachments: [240409 County of Lassen request to CDFW Ash Creek and Willow Creek](#)

- 3** LETTER TO STATE OF CALIFORNIA - GREATER SAGE GROUSE  
SUBJECT: Ratification of a letter of opposition sent by the County Administrative Officer to the California Fish and Game Commission, California Natural Resources Agency, and California Department of Fish and Wildlife regarding the listing of the Greater Sage Grouse as a candidate for listing under the California Endangered Species Act.  
FISCAL IMPACT: Unknown.  
ACTION REQUESTED: Ratify letter.

Attachments: [240409 County of Lassen Greater Sage Grouse BOS](#)

- 4** FUND 118 FISH AND GAME  
SUBJECT: Approve reallocation of funds from General Fund to Fund 118 Fish and Game to reimburse an expenditure paid from Fund 118 Budget Unit 1181 Lassen Grizzly Clay Breakers in Fiscal Year 2021-2022.  
FISCAL IMPACT: \$500 from the General Fund.  
ACTION REQUESTED: Approve reallocation of funds from General Fund to Fund 118 Fish and Game.

Attachments: [240328 Fund 118 Fish and Game Board Memo](#)

- 5 HISTORIC COURTHOUSE  
SUBJECT: Discussion and possible direction to staff regarding naming various conference rooms in the Historic Courthouse.  
FISCAL IMPACT: Nominal costs of signage is included in project costs.  
ACTION REQUESTED: Provide direction to staff.

Attachments: [240328 Historic Courthouse Conference Rooms Packet](#)

- 6 OFFICE OF AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR  
SUBJECT: Introducing and waive first reading of an ordinance repealing Ordinance No. 2023-03 consolidating the office of the auditor/controller/treasurer/tax collector with an effective date that is consistent with the expiration of the term of the incumbent on January 6, 2027 at noon, and calling for an election during the 2026 election cycle for the voters of Lassen County to elect independent office of Auditor/Controller and independent office of Treasure/Tax Collector, each to assume office in January 6, 2027 at noon.  
FISCAL IMPACT: Unknown.  
ACTION REQUESTED: 1) Introduce and waive the first reading; and/or 2) provide direction to staff.

Attachments: [240409 Ordinance-Repealing Consolidated Office of Auditor and Treasurer Tax](#)

#### SHERIFF'S DEPARTMENT

- 7 FISCAL MANAGER AND ACCOUNT TECHNICIAN  
SUBJECT: Approval to unfund the position of Executive Assistant to the Sheriff and create and fund the positions of Fiscal Manager and Account Technician.  
FISCAL IMPACT: Minimal impact to the FY 23-24 budget as the position of Executive Assistant to the Sheriff as it stands is now vacant resulting in salary savings. Funding available in the current year budget for both positions.  
ACTION REQUESTED: 1) Unfund the position of Executive Assistant to the Sheriff; 2) approve the creation of Sheriff's Fiscal Manager and fund the position; 3) approve the creation of the Account Technician and fund the position; 4) approve the increase of 1.0 FTE for the Account Technician; and/or 5) provide direction staff.

Attachments: [240409 Sheriff Fiscal Manager Acct Tech Job Descriptions](#)

#### COUNTY ADMINISTRATIVE OFFICE

### I. CORRESPONDENCE

- 1 ACTION REQUESTED: Receive and file the following correspondence:  
a. Honey Lake Valley Resource Conservation District

Attachments: [CORR](#)



**J. AGENDA ADDENDUM****2024 PROPOSED MEETINGS:**

**April 16, 2024 – 9:00 a.m. – Board Meeting**

**April 23, 2024 – 9:00 a.m. – Board Meeting**

**May 7, 2024 – No Board Meeting**

**May 14, 2024 – 9:00 a.m. – Board Meeting**

**May 21, 2024 – 9:00 a.m. – Board Meeting**

**May 28, 2024 – 9:00 a.m. – Board Meeting**

**June 4, 2024 – No Board Meeting**

**June 11, 2024 – 9:00 a.m. – Board Meeting**

**June 28, 2024 – 9:00 a.m. – Board Meeting**

**June 25, 2024 – 9:00 a.m. – Board Meeting**

**July 2, 2024 – No Board Meeting**

**July 9, 2024 – 9:00 a.m. – Board Meeting**

**July 16, 2024 – 9:00 a.m. – Board Meeting**

**July 23, 2024 – 9:00 a.m. – Board Meeting**

**August 6, 2024 – No Board Meeting**

**August 13, 2024 – 9:00 a.m. – Board Meeting**

**August 20, 2024 – 9:00 a.m. – Board Meeting**

**August 27, 2024 – 9:00 a.m. – Board Meeting**

**September 3, 2024 – No Board Meeting**

**September 10, 2024 – 9:00 a.m. – Board Meeting**

**September 17, 2024 – 9:00 a.m. – Board Meeting**

**September 24, 2024 – 9:00 a.m. – Board Meeting**

**October 1, 2024 – No Board Meeting**

**October 8, 2024 – 9:00 a.m. – Board Meeting**

**October 15, 2024 – 9:00 a.m. – Board Meeting**

**October 22, 2024 – 9:00 a.m. – Board Meeting**

**November 5, 2024 – No Board Meeting**

**November 12, 2024 – 9:00 a.m. – Board Meeting**

**November 19, 2024 – 9:00 a.m. – Board Meeting**

**November 26, 2024 – 9:00 a.m. – Board Meeting**

**December 3, 2024 – No Board Meeting**

**December 10, 2024 – 9:00 a.m. – Board Meeting**

**December 17, 2024 – 9:00 a.m. – Board Meeting**

**December 24, 2024 – 9:00 a.m. – Board Meeting**

**ADJOURNMENT**