



# 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 23, 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. 24-021

\*Next Ordinance in line for adoption: No. 2024-03

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).

### 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.

### 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.

- 1                      10:00 a.m.: PUBLIC WORKS  
SUBJECT: Use of the Susanville Veterans Memorial Building by Lassen Union High School, in conjunction with the California Highway Patrol to implement the "Every 15 Minutes" community alcohol awareness program for teens.  
FISCAL IMPACT: The use fee requested for waiver is calculated to be \$170 for 12 hours of use.  
ACTION REQUESTED: 1) Consider waiving the use fee and cleaning/security deposit for use of the Susanville Veterans Memorial Building as part of the California Highway Patrol's "Every 15 Minutes" community alcohol awareness program for teens scheduled on May 15, 2024.

Attachments:      [PW Every 15 Mins Attach](#)

- 2                      10:15 a.m.: PROBATION  
SUBJECT: Proclamation for National Foster Care Month. The US Government and the State of CA designate the month of May as National Foster Care Month. The attached proclamation recognizes May as Foster Care Month in Lassen County.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Adopt Proclamation.

Attachments:      [Prob Attach 1](#)  
                             [Prob Attach 2](#)

10:25 a.m.: RECESS

### E. STUDY SESSION

**F. BOARDS AND COMMISSIONS**

- 1 LASSEN COUNTY WATERWORKS DISTRICT I  
SUBJECT: Vacancy on the Lassen County Waterworks District I.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Consider making appointment (Karli Dowell).

Attachments: [F1 Attach](#)

**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 BRIDGES  
SUBJECT: Request to designate: 1) \$500 to the Susanville Indian Rancheria POW WOW; 2) \$250 to the Lassen Family Services; 3) \$250 to Lassen Land Trails and Trust.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditure.
- 2 DISCRETIONARY FUNDS - SUPERVISOR GALLAGHER  
SUBJECT: Request to designate: 1) \$200 to the Westwood Little League.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditure.
- 3 DISCRETIONARY FUNDS - SUPERVISOR ALBAUGH  
SUBJECT: Request to designate: 1) \$500 to the Big Valley Recreation District.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditure.

**COUNTY ADMINISTRATIVE OFFICE**

- 4 PRISON TRIAL COSTS REIMBURSEMENT  
SUBJECT: Recap of High Desert State Prison Trials Cost Reimbursement Billing for the months of July 2023 through March 2024.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Receive and file.

Attachments: [Prison Trial Report](#)

**COUNTY CLERK-RECORDER**

- 5 LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF MARCH 26, 2024  
SUBJECT: Meeting Minutes of March 26, 2024.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [G5 Attach](#)

- 6 LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 9, 2024  
SUBJECT: Meeting Minutes of April 9, 2024.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [G6](#)

#### HEALTH AND SOCIAL SERVICES

- 7 BEHAVIORAL HEALTH AGREEMENT BETWEEN LASSEN COUNTY AND THE SAIL HOUSE, INC  
SUBJECT: Agreement between Lassen County and The Sail House, Inc. for a maximum amount of \$300,000 for the term of July 1, 2023, through June 30, 2025, to provide residential care facilities.  
FISCAL IMPACT: This agreement will be paid from Fund/Budget Unit No. 110-0751 and 110-0771.  
ACTION REQUESTED: 1) Approve the Agreement with The Sail House, Inc., and 2) authorize the County Administrative Officer to execute the Agreement.

Attachments: [G7-BOS BH The Sail House, Inc. 04.23.2024](#)

- 8 BEHAVIORAL HEALTH AGREEMENT BETWEEN LASSEN COUNTY AND WILLOW GLEN CARE CENTER  
SUBJECT: Agreement between Lassen County and Willow Glen Care Center for a maximum amount of \$200,000 for the term of July 1, 2023, through June 30, 2024, to provide residential care facilities.  
FISCAL IMPACT: This agreement will be paid from Fund/Budget Unit No. 110-0751 and 110-0771.  
ACTION REQUESTED: 1) Approve the Agreement with Willow Glen Care Center; and 2) authorize the County Administrative Officer to execute the Agreement.

Attachments: [G8-BOS BH Willow Glen Care Center 04.23.2024](#)

- 9** COMMUNITY SOCIAL SERVICES COPIER LEASE AGREEMENT  
BETWEEN LASSEN COUNTY AND LEAF CAPITAL FUNDING, LLC  
SUBJECT: Lease Agreement between County of Lassen and LEAF Capital  
Funding, LLC  
In the amount of \$53,131.68 for the term of May 2024 through June 2029 for  
four (4) replacement Kyocera 6054ci OMNIA copier machines through Forest  
Office Equipment.  
FISCAL IMPACT: This agreement will be paid from Fund/Budget Unit No.  
120-0852 and 120-0853.  
ACTION REQUESTED: 1) Approve the Lease Agreement with LEAF Capital  
Funding, LLC.; and 2) authorize the County Administrative Officer to execute  
the Agreement.

Attachments: [G9-BOS LEAF CSS 04.23.2024](#)

- 10** GRANTS & LOANS COPIER LEASE AGREEMENT BETWEEN LASSEN  
COUNTY AND LEAF CAPITAL FUNDING, LLC  
SUBJECT: Lease Agreement between County of Lassen and LEAF Capital  
Funding, LLC  
In the amount of \$13,282.92 for the term of May 2024 through June 2029 for  
replacement Kyocera 6054ci OMNIA copier machine through Forest Office  
Equipment.  
FISCAL IMPACT: This agreement will be paid from Fund/Budget Unit No.  
110-0721 and 120-0853.  
ACTION REQUESTED: 1) Approve the Lease Agreement with LEAF Capital  
Funding, LLC.; and 2) authorize the County Administrative Officer to execute  
the Agreement.

Attachments: [G10- BOS LEAF Grants & Loans 04.23.2024](#)

#### INFORMATION SERVICES

- 11** SOFTWARE RENEWAL  
SUBJECT: Renewal of IT Firewall Licensing with Cadence Team.  
FISCAL IMPACT: \$22,767.80 budgeted and appropriated in Fund/Budget  
Unit No. 104-0322  
ACTION REQUESTED: Approve purchase and authorize the County  
Administrative Officer to execute the purchase order.

Attachments: [Memo to BOS for PAN Renewal 2024](#)  
[Quote - PAN 850 HA2 2024-2025 Date Extension](#)

#### PUBLIC WORKS DEPARTMENT

- 12** VETERANS MEMORIAL BUILDING LONG TERM USE AND REDUCED FEE REQUEST  
SUBJECT: Long Term Use of Susanville Veterans Memorial Building by Scouts BSA and Reduced Fee Request.  
FISCAL IMPACT: Reduced use fee covers building's basic operational costs.  
ACTION REQUESTED: 1) Approve long term use of the Susanville Veterans Memorial Building by Scouts BSA at a reduce use of \$179 per year.

Attachments: [PW Scouts BSA Use Fee Attach](#)

- 13** LASSEN COUNTY TRANSPORTATION COMMISSION (LCTC)  
SUBJECT: Letter of Understanding between Lassen County and Lassen County Transportation Commission for a Caltrans Sustainable Communities Comprehensive Grant to augment the county's GIS Upgrade Project.  
FISCAL IMPACT: Funding for this project will come from Caltrans Sustainable Planning Grant. In kind staff time will be used for required match.  
ACTION REQUESTED: 1) Approve Letter of Understanding between Lassen County and LCTC; and 2) authorize the Director of Public Works to execute the letter.

Attachments: [PW LCTC-LTSA GIS](#)

#### BOARD OF SUPERVISORS

- 14** DISCRETIONARY FUNDS - SUPERVISOR NEELY  
SUBJECT: Request to designate: 1) \$1000 to the American Legion Post 162.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditure.

#### MISCELLANEOUS CORRESPONDENCE ITEMS

- 15** ACTION REQUESTED: Receive and file the following correspondence:  
a) Lassen County Fish and Game Commission Regular Meeting Agenda for April 18, 2024.

Attachments: [G15](#)

## H. DEPARTMENT REPORTS

#### BOARD OF SUPERVISORS

- 1** OFFICE OF AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR  
SUBJECT: Waive the second reading and adopt 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 4, 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 4, 2027 at noon.  
FISCAL IMPACT: Unknown.  
ACTION REQUESTED: 1) Waive the second reading and adopt the ordinance; and/or 2) provide direction to staff.

Attachments: [CORRECTED-240423 Ordinance-Repealing Consolidated Office of Auditor and](#)

#### AGRICULTURAL COMMISSIONER

- 2** INTEGRATED WILDLIFE DAMAGE MANAGEMENT WORK  
PLAN/FINANCIAL PLAN  
SUBJECT: Work and Financial Plan between Lassen County and United States Department of Agriculture and Plant Health Inspection Services - Wildlife Services pursuant to Cooperative Service Agreement No. 24-7306-0257-RA.  
FISCAL IMPACT: Approval of this work plan will require inclusion of this amount in the 2023/2024 Fiscal Year Budget as an appropriation from Fund/Budget Unit No. 100-0602.  
ACTION REQUESTED: 1) Approve work and financial plans for Wildlife Damage Management Services for Fiscal Year 2024-2025; and 2) authorize the County Administrative Officer to execute the agreement for services, not to exceed \$103,258.

Attachments: [Ag Predatory Attach](#)

#### HEALTH AND SOCIAL SERVICES

- 3** COMMUNITY SOCIAL SERVICES LEASE AGREEMENT BETWEEN LASSEN COUNTY AND KRAMER RANCH, LLC  
SUBJECT: Lease Agreement between Lassen County Health and Social Services and Kramer Ranch, LLC. for 1616 Chestnut Street for the term of April 1, 2023, through June 30, 2028, in the amount of \$864,000.  
FISCAL IMPACT: This agreement will be paid from Fund and Budget Unit No. 120-0852.  
ACTION REQUESTED: 1) Approve the Lease Agreement with Kramer Ranch, LLC., and 2) authorize the County Administrative Officer to execute the Agreement.

Attachments: [H3-BOS CSS Kramer Ranch Lease 04.23.2024](#)

- 4** COMMUNITY SOCIAL SERVICES CALWORKS SYSTEM IMPROVEMENT PLAN (CAL-SIP) REPORT  
SUBJECT: Community Social Services CalWORKs System Improvement Plan (Cal-SIP) Report.  
FISCAL IMPACT: No Fiscal Impact.  
ACTION REQUESTED: 1) Receive report; and 2) approve for Submittal to State; and 3) authorize the Chairman to execute the report.

**Attachments:** [H4-BOS-CSS Cal-SIP Report 04.23.2024](#)

#### BOARD OF SUPERVISORS

- 5** RESOLUTION REQUESTING THE DESIGNATION OF A COUNTY ROAD OFF HIGHWAY VEHICLE USE  
SUBJECT: Adoption of a resolution designating the “The Strand”, for lawful off-highway vehicle (OHV) travel, at Spalding, California, and authorizing related actions pursuant to the California Environmental Quality Act (CEQA) and prescribing rules and regulations for OHV travel.  
FISCAL IMPACT: Unknown.  
ACTION REQUESTED: 1) Adopt resolution; and 2) authorize the Director of Planning to file a Notice of Exemption pursuant to CEQA; and/or 3) provide direction to staff.

**Attachments:** [H5](#)

#### COUNTY ADMINISTRATIVE OFFICE

- 6** SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

#### I. CORRESPONDENCE

#### J. AGENDA ADDENDUM



**2024 PROPOSED MEETINGS:**

**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**