



# Lassen County

## Meeting Minutes Board of Supervisors

### *LASSEN COUNTY SUPERVISORS:*

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

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Tuesday, June 17, 2025

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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### 9:33 A.M. OPENING CEREMONIES

Present: Supervisors Scanlan, Bridges, Neely, Albaugh and Ingram. Also present: Deputy County Administrative Officer (CAO) Samantha McMullen, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Michele Yderraga.

CAO Maury Anderson was absent by prearrangement.

**Present:** 5 - Mike Scanlan, Gary Bridges, Tom Neely, Aaron Albaugh and Jason Ingram

**Excuse:** 0

### Pledge of Allegiance and Invocation

After the flag salute, invocation was offered by Supervisor Neely.

### ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

Supervisor Neely announced closed session was not held.

### AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Supervisor Bridges requested to pull Item# D2 - Susanville Police Officer's Association of the K9 Program from the agenda.

**A motion was made by Supervisor Bridges, seconded by Supervisor Scanlan, that this Agenda be approved as amended. The motion carried by the following vote:**

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

### PUBLIC COMMENTS

Julie Threet: Discussed the dangers of the Covid-19 Vaccine.

Ronald Owens, Jr.: Discussed the dangers of the Covid-19 Vaccine.

Debbie Valenta: Discussed cannabis grows in Ravendale.

Denise Bera: Discussed Board of Supervisors support for the community pool.

Laurel Jackson: Discussed Board of Supervisors support for the community

pool.

#### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Ingram: 1) Apologized for his absence at the June 10, 2025, board meeting as he attended the Change of Command event; 2) attended the Blue Star Moms Bingo event; 3) had a green waste cleanup in Doyle and was planning additional cleanups throughout his district; 4) was a guest speaker at several graduations; 5) will be giving an opening ceremony speech at the Susanville Indian Rancheria (SIR) POW-WOW; 6) attended a Lassen County Republican Assembly (LCRA) meeting; 7) hosted an event for Sheriff Chad Bianco; 8) will be attending an air pollution meeting; 9) reminded everyone the Blue Grass Festival and the SIR POW-WOW event would be held the weekend of June 20, 2025.

Supervisor Albaugh: 1) Attended a Big Valley Advisory Groundwater Committee (BVAC) meeting; 2) stated the next Board of Supervisors meeting would be held in Bieber; 3) Rural County Representatives of California (RCRC) would be visiting Modoc County; 4) announced he would be having an oyster cookoff with Board of Supervisor Rex Bohn from Humboldt County.

Supervisor Scanlan: 1) Attended the Spalding Neighborhood Watch meeting; 2) attempted to attend a Spalding Community Services District (CSD) meeting, however it was cancelled due to a lack of quorum. Met with the Chairman and board member to discuss current issues; 3) attended the Senior Information Fair; 4) will be attending the air pollution meeting; 5) will be attending a pool meeting.

Supervisor Bridges: 1) Attended the Lassen Family Services Senior Health Fair; 2) attended the Alumni Picnic at Lassen High School; 3) stated he had a great Father's Day; 4) attended a Planning and Service Area - Area Agency on Aging (PSA 2 AAA) Executive Board meeting; 5) attended a BVAC meeting; 6) thanked Supervisor Albaugh for chairing the BVAC board.

Supervisor Neely: 1) Attended the Senior Rally on Friday; 2) attended a PSA 2 AAA meeting; 3) will be attending an air pollution meeting; 4) will be attending a pool meeting; 5) stated the Fire Safe Council meeting would be held on June 18, 2025, at 5:30 p.m.; 6) asked if anyone would like to volunteer for the Senior Nutrition Program and stated they were going to need additional help to get the program going.

#### MATTERS SET FOR TIME CERTAIN

RECOGNITION AWARD FOR JUNE 2025

SUBJECT: Recognition Award for June 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Present Recognition Award to: 25 Years: Regina Schaap (Personnel/Risk Analyst).

Supervisor Neely recognized the following employee: 25 Years: Regina Schaap.

SPEAKERS: Deputy CAO McMullen, Supervisor Albaugh, Supervisor

Bridges, Deputy Clerk of the Board Yderraga, Personnel Assistant Belinda Honea, Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas, Supervisor Neely.

SUSANVILLE POLICE OFFICER'S ASSOCIATION OF THE K9 PROGRAM

SUBJECT: Presentation on the K9 Program by Officers Mai and Tassone.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive presentation.

Attachments: [D2](#)

This item was pulled from the agenda.

COMMUNITY SOCIAL SERVICES - ADULT SERVICES DIVISION

SUBJECT: Proclamation: World Elder Abuse Awareness Month - June 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt Proclamation.

Attachments: [D3](#)

Director of Community Social Services Jayson Vial and Lassen County Adult Services Program Manager Tina Kennemore presented a proclamation recognizing June 2025 as World Elder Abuse Awareness Month. Director Vial gave a brief overview of resources for adults and children. Director Vial and Program Manager Kennemore informed the board they had flyers, business cards and lanyards to hang in public areas. Director Vial said if anyone suspected elder abuse they could report it to: 530-251-8158. Brief discussion was held.

**A motion was made by Supervisor Ingram, seconded by Supervisor Bridges, that this Proclamation be adopted. The motion carried by the following vote:**

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

## INFORMATION/CONSENT CALENDAR

Supervisor Albaugh requested to pull Item# G7 - Road Base For Off Highway Vehicle (OHV) Grant Project; Supervisor Ingram requested to pull Item# G9 - Delegation of Authority for further discussion.

## Approval of the Consent Agenda

**A motion was made by Supervisor Albaugh, seconded by Supervisor Bridges, to approve the Consent Agenda as amended. The motion carried by the following vote:**

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

## BOARD OF SUPERVISORS

DISCRETIONARY FUNDS - SUPERVISOR SCANLAN

SUBJECT: Request to designate: 1) \$500 to the Westwood Little League;

2) \$500 to the Lassen Grizzly Swim Team.

FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.

ACTION REQUESTED: Approve expenditures.

**This Action Item was approved on the Consent Agenda.**

DISCRETIONARY FUNDS - SUPERVISOR BRIDGES

SUBJECT: Request to designate: \$850 to the City of Susanville Police Department for the purchase of a law enforcement K9.

FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.

ACTION REQUESTED: Approve expenditure.

**This Action Item was approved on the Consent Agenda.**

DISCRETIONARY FUNDS - SUPERVISOR ALBAUGH

SUBJECT: Request to designate: \$2,750 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 expenditures.

**This Action Item was approved on the Consent Agenda.**

#### COUNTY ADMINISTRATIVE OFFICE

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for April, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

**Attachments:** [Personnel Report April](#)

**This Report was received and filed on the Consent Agenda.**

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for May, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

**Attachments:** [Personnel Report May](#)

**This Report was received and filed on the Consent Agenda.**

#### COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF JUNE 10, 2025

SUBJECT: Meeting Minutes of June 10, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

**Attachments:** [DRAFT MINS](#)

**These Minutes were approved on the Consent Agenda.**

**PUBLIC WORKS DEPARTMENT**

**FINANCIAL ASSURANCE FOR WESTSIDE PIT**

SUBJECT: Resolution establishing Pledge of Revenue for Financial Assurance on the Westside Pit, CA Mine ID# 91-18-0043, in the amount of \$90,502.48

FISCAL IMPACT: A Pledge of Revenue from the Road Fund/Budget Unit No. 122-1221 for financial assurance for the reclamation plan on the Westside Pit in the amount of \$90,502.48.

ACTION REQUESTED: Adopt Resolution.

**Attachments:** [PW West Side Pit Financial Assurance Attach](#)

**This Resolution No. 25-016 was adopted on the Consent Agenda.**

**MISCELLANEOUS CORRESPONDENCE ITEMS**

ACTION REQUESTED: Receive and file the following correspondence:

- a) Lassen County Fair Advisory Board Meeting Agenda for June 10, 2025.
- b) Big Valley Groundwater Basin Advisory Committee (BVAC) Meeting Agenda for June 16, 2025.
- c) Public Meeting Notice of the Big Valley Groundwater Basin Advisory Committee (BVAC) for June 16, 2025.
- d) Lassen County Fish and Game Commission Regular Meeting Minutes for June 19, 2025.

**Attachments:** [MISC CORR](#)

**These Reports were received and filed on the Consent Agenda.**

**DEPARTMENT REPORTS**

**PUBLIC WORKS DEPARTMENT**

**ROAD BASE FOR OFF HIGHWAY VEHICLE (OHV) GRANT PROJECT**

SUBJECT: Award Road Base for OHV Grant Project / Hat Creek Construction, Inc.

FISCAL IMPACT: Funding is available in the Road Operating Budget, Fund/Budget Unit No. 122-1221.

ACTION REQUESTED: Award road base (Caltrans Class 2 Aggregate (3/4") or NDOT Type 1 Class A or NDOT Type 1 Class B) to Hat Creek Construction, Inc. to the lowest bidder meeting specifications in the amount of \$171,250.00 plus an additional contingency of 20% (\$34,250) for a total not to exceed amount of \$205,500.

**Attachments:** [PW OHV Road Base Attach](#)

Director of Public Works Pete Heimbigner stated this item was for gravel on Hackstaff Road. The Off Highway Vehicle (OHV) grant funded this project.

Director Heimbigner briefly discussed the Green Sticker Program and the location of where the gravel would be stock piled. Discussion was held.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Ingram, that this Action Item be approved. The motion carried by the following vote:**

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

#### TREASURER/TAX COLLECTOR

##### DELEGATION OF AUTHORITY

SUBJECT: Delegation of Authority.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt Resolution renewing the Delegation of Authority to Invest and Reinvest Funds of the County and funds of other depositors in the County Treasury.

Attachments: [G9](#)

Treasurer/Tax Collector Nancy Cardenas stated this was an annual item that the board had to approve so the county could reinvest funds that came from schools and special districts. Treasurer/Tax Collector Cardenas also informed the board she would be bringing back monthly reports for the investment and funds reports beginning in July. Brief discussion was held.

**A motion was made by Supervisor Ingram, seconded by Supervisor Scanlan, that this Resolution No. 25-016 adopted. The motion carried by the following vote:**

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

#### PUBLIC WORKS DEPARTMENT

##### PURCHASE OF PAINT STRIPING TRUCK

SUBJECT: Department of Public Works Purchase of Paint Striping Truck.

FISCAL IMPACT: Funding for the purchase is budgeted in the current Fiscal Year 2024-2025 Road Operating Budget, Fund/Budget Unit No. 122-1221.

ACTION REQUESTED: 1) Approve the purchase of a paint striping truck from EZ Liner through the Source Well cooperative purchasing agreement in the amount of \$799,917; and 2) authorize the County Administrative Officer to execute the Purchase Agreement.

Attachments: [PW Purchase Striping Truck Attach](#)

Director of Public Works Pete Heimbigner informed the board this item was to purchase a paint striping truck and gave a brief overview of the ordering process. Director Heimbigner discussed the specifications and warranty of the equipment. Discussion was held.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Bridges, that this Action Item be approved. The motion carried by the**

**following vote:**

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

## AUDITOR'S OFFICE

**TYLER ERP MIGRATION TO HOSTED SERVERS AND AMENDMENT TO ANNUAL COSTS**

**SUBJECT:** Consider approving purchase of additional Tyler services to migrate from County hosted servers to Tyler hosted servers including one-time implementation costs and reoccurring annual costs.

**FISCAL IMPACT:** One-time fees in the amount of \$5,290 and reoccurring costs of \$105,802 for the hosted servers and \$2,400 for advanced identity services to be funded by interest apportionment and budgeted for in Fund/Budget Unit No. 100-0071.

**ACTION REQUESTED:** 1) Approve purchase for Tyler ERP migration; and 2) approve purchase for advanced identity services; and 3) authorize the County Administrative Officer to execute the purchase of ERP migration; and 4) authorize the County Administrative Officer to execute purchase of advanced identity services; and/or 5) provide direction to staff.

**Attachments:** [H2](#)

Auditor/Controller Nancy Cardenas and Information Services Department (ISD) Technical Support Specialist ShiAnn Rule gave an extensive presentation pertaining to the Tyler ERP Migration to hosted servers and annual cost. Auditor Controller Cardenas discussed the program highlights and accessibility to external users. Technical Support Specialist Rule discussed Tyler hosted servers, updates, and security. Extensive discussion was held regarding the cost.

**A motion was made by Supervisor Bridges, seconded by Supervisor Scanlan, that this Action Item be approved. The motion carried by the following vote:**

**Aye:** 4 - Scanlan, Bridges, Albaugh and Ingram

**Nay:** 1 - Neely

## COUNTY ADMINISTRATIVE OFFICE

**ADOPTION OF RESOLUTION FOR THE RECOMMENDED BUDGET AND APPROVAL OF CAPITAL PROJECT EXPENDITURES**

**SUBJECT:** Resolution adopting the Recommended Budget and capital project expenditures for the fiscal year July 1, 2025 - June 30, 2026.

**FISCAL IMPACT:** Adoption of the recommended budget allows departments to continue operations prior to the adoption of the final budget.

**ACTION REQUESTED:** Adopt Resolution.

Attachments: [H3](#)

Deputy CAO McMullen informed the board this was a standard item brought to the board yearly prior to the end of the fiscal year to roll the current 2024/2025 budget into the next fiscal year to continue business until the 2025/2026 fiscal year budget was finalized. Deputy CAO McMullen stated if the board did not approve the item all submitted claims and payroll could not be paid. Deputy CAO McMullen also stated she was hopeful to have a finalized fiscal year 2025/2026 budget in August. Discussion was held.

**A motion was made by Supervisor Bridges, seconded by Supervisor Albaugh, that this Resolution No. 25-017 be adopted. The motion carried by the following vote:**

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

Deputy CAO McMullen: No report out.

## ADJOURNMENT

There being no further business, the meeting is adjourned at 11:14 a.m. in memory of Andrew Louis Williams.

\_\_\_\_\_  
Chairman of the Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Michele Yderraga, Deputy Clerk of the Board