

# DEPARTMENT of PUBLIC WORKS

County of Lassen



**PETE HEIMBIGNER**, Director  
Public Works/Road/Transportation

707 Nevada Street, Suite 4  
Susanville, CA 96130

☎ 530) 251-8288  
FAX: (530) 251-2675

June 13, 2025

G-5

TO: Board of Supervisors

FROM: Department of Public Works  
Agenda Date – June 24, 2025

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

RECOMMENDATION: That the Board of Supervisors approve revised job description for Landfill Maintenance Worker.

DISCUSSION: Previously at May 9, 2024 Board of Supervisors meeting the Board approved multiple revised job descriptions (board letter and minutes attached). The only change made to all the revised job descriptions was an increase of the range. All of these revised job descriptions had been approved in the FY 23/24 County and Solid Waste budgets and subsequently by LCGU/UPEC. At that time one additional position, Landfill Maintenance Worker (job description attached), was inadvertently left out of the May 9, 2024 Board letter.

The Landfill maintenance Worker position was also approved for a range change from a range 9 to 11. This current requested Board action is to finalize the revised job description. The LCGU/UPEC has been provided the revised job description and has not responded in within the review period which is a silent approval.

FINANCIAL IMPACT: Funding is available in the Solid Waste FY 24/25 budget for the position at range 11.

OTHER AGENCY INVOLVEMENT: Lassen Regional Solid Waste Management Authority.

DEPARTMENT APPROVAL: \_\_\_\_\_

REVIEWED FOR AGENDA: \_\_\_\_\_

# DEPARTMENT of PUBLIC WORKS

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March 29, 2024

G13

TO: Board of Supervisors

FROM: Department of Public Works  
Agenda Date - May 9, 2024

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

**RECOMMENDATION:** That the Board of Supervisors approve revised job descriptions for the following positions:

<u>Animal Shelter</u>	<u>Current Range</u>	<u>Re-Class</u>
Kennel Aide	UPEC 8	UPEC 12
Kennel Assistant	UPEC 9	UPEC 13
 <u>Buildings &amp; Grounds</u>		
Custodian	UPEC 9	UPEC 12
Senior Custodian	UPEC 11	UPEC 14
 <u>Solid Waste</u>		
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

**DISCUSSION:** The Department of Public Works is revising eight (8) job descriptions listed above. The range of all positions are being adjusted to a higher range to align with other County positions that are similar in knowledge, skills & abilities. These range changes were approved on September 26, 2023 in the County and Lassen Regional Solid Waste Management Authority FY 23/24 budgets.

The General Unit/United Public Employees of California (LCGU/UPEC) has approved the revised range changes.

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

**OTHER AGENCY INVOLVEMENT:**

**DEPARTMENT APPROVAL:** \_\_\_\_\_

**REVIEWED FOR AGENDA:** \_\_\_\_\_



# Lassen County

## Meeting Minutes

### 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*

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Tuesday, April 9, 2024

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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

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

**Present:** 5 - Chris Gallagher, Aaron Albaugh, Gary Bridges, Tom Neely and Jason Ingram

**Excuse:** 0

#### PUBLIC COMMENT

None.

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

- 1) 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.
- 2) Liability Claim; - Claimant: John Duke, Agency claimed against: Lassen County.
- 3) Conference with Labor Negotiator Richard Egan: Management and Professional Association.

#### CLOSED SESSION

Closed session was held from 9:02 a.m. - 9:45 a.m

Present: Supervisors Gallagher, Bridges, Neely, Albaugh, and Ingram. Also present: CAO Egan, County Counsel Uhrhammer, and Deputy Clerk of the Board Yderraga

Director of Public Works was present from 9:02 a.m. - 9:08 a.m.

Public Works Road Supervisor Jeff Nelson was present from 9:02 a.m. - 9:08 a.m.

Personnel/Risk Analyst Regina Schaap was present from 9:02 a.m. - 9:45 a.m.

Deputy CAO Tony Shaw was present from 9:02 a.m. - 9:45 a.m.

RECESS:9:45 a.m. - 9:49 a.m.

## 9:49 A.M. OPENING CEREMONIES

### Pledge of Allegiance and Invocation

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

### ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session items:

1) 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.

No reportable action.

2) Liability Claim; - Claimant: John Duke, Agency claimed against: Lassen County.

No reportable action.

3) Conference with Labor Negotiator Richard Egan: Management and Professional Association.

No reportable action.

### AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

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

### PUBLIC COMMENTS

Amelia Luna: Announced the Susanville Indian Rancheria (SIR) POW WOW would be held June 21 - June 23, 2024.

### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Gallagher: 1) Attended a Hip Camp meeting; 2) attended a Little Hoover Commission meeting; 3) attended a Local Agency Formation Committee (LAFCo) meeting.

Supervisor Bridges: 1) Attended a Cultural Competency meeting; 2) attended a hearing on California Homeowners Insurance.

Supervisor Neely: 1) Discussed homeowners insurance; 2) attended the Blue Star Moms Bingo event; 3) attended the City of Susanville's swearing in ceremony; 4) attended a LAFCo meeting; 5) announced the Farm Bureau was going to have a golf tournament on May 18, 2024; 6) requested to donate \$250



for the SIR POW WOW from discretionary funds.

Supervisor Ingram: 1) Addressed the Lassen County Association of Realtor's regarding the fire climate. Invited the realtor's to speak; 2) attended the Blue Star Moms Bingo event; 3) attended a Sierra Alliance meeting. Tom Hammond was in Washington; 4) attended an Emergency Medical Services (EMS) meeting; 5) discussed the Career Workshop at the high school. Thanked all vendors who attended; 6) announced the Lassen Community College Rodeo was this weekend; 7) requested to donate \$300 to the SIR POW WOW from discretionary funds.

Supervisor Albaugh: 1) Requested to donate \$500 to the SIR POW WOW and stated it was a great organization; 2) attended a Williamson Act Adhoc meeting presented by Rural County Representatives of California (RCRC).

## INFORMATION/CONSENT CALENDAR

Supervisor Ingram requested to pull Item# G5 - Portfolio. Supervisor Albaugh requested to pull Item# G7 - Lassen County Board of Supervisors Meeting Minutes of February 27, 2024, and Item# G11 - Agreement with ECORP Consulting.

## Approval of the Consent Agenda

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

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

## BOARD OF SUPERVISORS

### 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](#)

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

## AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR

### 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](#)

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

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](#)

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

PORTFOLIO

SUBJECT: Treasurer's Investment Report for January, 2024.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Jan Portfolio](#)

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

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for September 2023, through March 2024. FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Personnel Report](#)

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

COUNTY CLERK-RECORDER

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

This item was removed from the agenda.

HEALTH AND SOCIAL SERVICES

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](#)

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

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](#)

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

**PUBLIC WORKS DEPARTMENT****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](#)

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

**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 & 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 UPEC14  
Sr. Land Fill Equipment Operator UPEC 15 UPEC 16

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

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

#### SHERIFF'S DEPARTMENT

##### 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](#)

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

#### DEPARTMENT REPORTS

##### AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR

##### PORTFOLIO

SUBJECT: Treasurer's Investment Report for February, 2024.

FISCAL IMPACT: None.

ACTION: Receive and file.

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

Supervisor Ingram asked how the Treasurer/Tax Collector decided where to invest money. CAO Egan stated the Treasurer invests on many factors. The cash flow forecast is necessary to maintain availability for expenditures and when needed, will vest out in longer terms. The Government Code restricts what the Treasurer can invest into. CAO Egan also stated terms cannot exceed five years in maturity. Investment discretionary was up to the Treasurer.

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

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

##### COUNTY CLERK-RECORDER

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](#)

Supervisor Albaugh stated he spoke to Deputy Clerk of the Board Yderraga and said names were transposed on page seven. Deputy Clerk of the Board Yderraga stated the roll call vote was transposed and she had corrected it.

**A motion was made by Supervisor Bridges, seconded by Supervisor Gallagher, that these Minutes be approved as amended. The motion carried by the following vote:**

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

#### PUBLIC WORKS DEPARTMENT

##### 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](#)

Supervisor Albaugh asked where County Road A21 was located. Director of Public Works Pete Heimbigner stated the road was located between US Highway 36 and US Highway 44. Director Heimbigner stated the shoulders of the road and guard rails were damaged from the fires. Public Works applied for a grant with Caltrans for the repairs, All funding will be reimbursed by Caltrans. Brief discussion was held. Supervisor Neely complimented the Public Works Department on the Janesville Cemetery.

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

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

#### PUBLIC HEARINGS

##### 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](#)

Director of Planning and Building Services Maury Anderson stated this Public Hearing was to adopt the Big Valley Groundwater Sustainability Plan (GSP) and read the subject of the item. Director Anderson stated there were three deficiencies that had been addressed and revised. Director Anderson introduced West Yost Senior Engineer Garrett Rapp and thanked Mr. Rapp for addressing the California Department of Water Resources (DWR) regarding the GSP. Mr. Rapp gave an extensive report of the updates and a power point presentation.

The board recessed as the Board of Supervisors and convened as the Big Valley Groundwater Sustainability Agency (GSA).

Mr. Rapp stated he had met continuously with the State of California, the GSA, and adhoc committees. Mr. Rapp also discussed the back ground, revision objectives, deficiencies, summary of GSP updates, project and management actions, and the revision process.

The Public Hearing was open from 10:50 a.m. - 10:51 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

Supervisor Albaugh asked if Lassen County's GSP plan had to match Modoc County. Deputy Director of Planning and Building Services Gaylon Norwood stated there was wording in the resolution that would allow for small edits.

The board recessed as the Big Valley GSA and reconvened as the Board of Supervisors.

**A motion was made by Supervisor Gallagher, seconded by Supervisor Bridges, that this Resolution No. 24-019 be adopted. The motion carried by the following vote:**

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

## DEPARTMENT REPORTS - CONTINUED

### SHERIFF'S DEPARTMENT

**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](#)

Sheriff/Coroner John McGarva informed the board this item was pertaining to restructuring positions at the Sheriff's Office and had recently met with Administration. Sheriff McGarva gave a brief history of the Executive Assistant to the Sheriff position and gave reasoning as to why it was in the best interest to create a Fiscal Manager position. Sheriff McGarva discussed Range, Bargaining Units, creating an Accountant Technician to assist the Fiscal Manager, and informed the board Personnel had approved the job classifications. The Executive Assistant position would be unfunded. Sheriff McGarva stated he had spoken to the prior Executive Assistant to the Sheriff, and stated she would be willing to assist in training. Brief discussion was held.

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

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

COUNTY CLERK-RECORDER

**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](#)

Assistant Clerk-Recorder Sarah Howe stated the item presented was the official results for the March 5, 2024 Presidential Primary Election. All results had been reported to the state and was completely certified. Supervisor Bridges thanked the office for the time, effort, and level of commitment that was put into the election. Assistant Clerk-Recorder Howe stated how beneficial it was to the Elections Office to have additional help from other county departments and acknowledged Administration, Public Works, the Sheriff's Office, and Supervisor



Ingram for taking on the duty of running the polling location at the Doyle Senior Center. Supervisor Albaugh asked about cost recovery for special elections. Assistant Clerk-Recorder Howe stated the Elections Office had recently received money from seven special districts for the November 2022 election and was currently in the process of billing the City of Susanville for the March 5, 2024 election. Supervisors Neely and Ingram thanked the department for all of their hard work.

## BOARD OF SUPERVISORS

### 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](#)

Deputy CAO Tony Shaw informed the board this item was a follow up letter to the California Department Fish and Wildlife (CDWF) Director Chuck Bonham pertaining to the last meeting with the board in July 2023. Deputy CAO Shaw stated a topic of discussion was the lack of grazing and wildlife. The CDFW staff prepared a letter sent to the board stating they did not have grazing plans for this year. Director of Cooperative Extension David Lile recommended a letter to be sent to CDFW Director Bonham addressing the issue. The previous letter sent to Mr. Bonham was not responded to. Supervisor Albaugh stated he visited Ash Creek and informed the board the side of the refuge that was CDFW was unkempt with overgrown foliage and a lack of animals. The opposite side of the refuge was a private ranch where all of the birds were. Supervisor Albaugh requested that to be addressed in the description of the letter and stated the letter needed to be sent with the photos that were taken. Brief discussion was held.

Supervisor Ingram made a motion to send the letter to Mr. Bonham along with the photos taken by Supervisor Albaugh.

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

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

### 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](#)

Deputy CAO Tony Shaw stated this item was a ratification to the letter received from the State Department of Fish and Game Commission pertaining to the permanent listing of the sage grouse. The letter was presented to the Chairman of the Lassen County Fish and Game Commission and was confirmed to send. Deputy CAO Shaw also stated Lassen County had been working on the sage grouse habitat since year 2013 with the Bureau of Land Management (BLM) and California Department of Fish and Wildlife (CDFW) were at fault for not allowing habitat improvement projects. The goal of this letter was to postpone CDFW action.

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

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

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](#)

Deputy CAO Tony Shaw stated a letter had been received from the California Department of Fish and Wildlife (CDFW) on the types of projects the Lassen County Fish and Game Commission could spend on, fines and fees collected, CDFW violations and their rules. The Lassen County Fish and Game Commission accepted a donation not in accordance with state law and the county would need to move funds from Fund 118 to comply. Corrections needed to be made in the Fish and Game Commission bylaws that allowed for this expenditure. Deputy CAO Shaw assured the board this would not happen in the future. Brief discussion held.

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

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

## 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](#)

CAO Egan reminded the board at the prior board meeting the completion of the courthouse remodel was approaching and there were five conference rooms. CAO Egan stated it may be more efficient if the rooms had recognizable names and asked for suggestions from the board. Supervisor rAlbaugh said he had two suggestions and recommended Senator Brian Dahle and Mr. Jim Chapman. Supervisor Gallagher suggested a Peter Lassen room. Supervisor Bridges suggested a Susan Roop room and the first tribal chief. CAO Egan confirmed the Board of Supervisors Chambers would be Sen. Brian Dahle, Closed Session room would be Jim Chapman, Main Conference Room on the second floor would be Susan Roop, the other Main Conference room to be called Peter Lassen, and the small conference room could be something with the Rancheria.

Supervisor Ingram was absent from 11:29 a.m. - 11:30 a.m.

## 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 Collector](#)

CAO Egan stated this ordinance came from direction of the Board of Supervisors and the results of the March 5, 2024 election for the Measure on the offices of Auditor/Controller and Treasurer/Tax Collector. The direction was to separate the offices to Auditor/Controller and Treasurer/Tax Collector at term end of the Treasurer/Tax Collector Nancy Cardenas and to allow the County Clerk to conduct the election for that election cycle. Brief discussion was held pertaining to the dates of the election. CAO Egan stated when this item came back for the second reading, the correct dates would be in the ordinance. County Counsel Uhrhammer stated the request was to introduce and waive the first reading.

A motion was made by Supervisor Neely, seconded by Supervisor Bridges, that this Action Item be introduced and waive the first reading. The motion carried by the following vote:

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

**Nay:** 1 - Gallagher

COUNTY ADMINISTRATIVE OFFICE

## CORRESPONDENCE

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

Attachments: CORR

## ADJOURNMENT

There being no further business, the meeting is adjourned at 11:37 a.m.

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

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

ATTEST:

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

COUNTY OF LASSEN  
JOB DESCRIPTION

<b>CLASS TITLE:</b>	Landfill Maintenance Worker	<b>CLASS CODE</b>	SW07
<b>DEPARTMENT:</b>	Solid Waste	<b>UNIT</b>	LCGU
<b>REPORTS TO:</b>	Various	<b>FLSA STATUS</b>	NON-EXEMPT
<b>BOARD APPROVAL</b>	December 12, 2000/Revised 6/2008, Revised 11/27/12, 1/1/2020	<b>RANGE</b>	<del>9</del> 11

**JOB SUMMARY**

To provide general laborer, maintenance, and cleanup duties under direct supervision of staff

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Must be willing to work at the Bass Hill Landfill, Westwood Landfill, the Herlong Transfer Station and other sites as needed throughout Lassen County

Pick up litter

Custodial and housekeeping duties

Outdoor maintenance, yard work and gardening

May run errands; go for equipment and supplies (this would require a valid drivers license)

May provide help to a more skilled laborer (i.e. plumber, carpenter)

Flag person duties

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience**

This is basic level laborer, although a minimum of work experience is preferred, none is required

**Licenses and Certifications**

Valid driver's license may be required in some positions.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Basic Safety Principles

**Ability to:**

Ability to work cooperatively with other employees.

Ability to stand for long periods of time.

Ability to communicate well with the public

Read and understand simple instructions

Hear and speak basic English sufficient to understand supervisor's instructions

Ability to use power tools- such as a pressure washer

**Physical Demands and Working Conditions:**



COUNTY OF LASSEN  
JOB DESCRIPTION

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed outdoors in hot or cold weather under dusty, noisy conditions. There is occasional exposure to fumes, odors, dusts, gasses and chemicals (such as solvents), and to allergy causing agents (such as grasses and insect bites). Equipment that is used on the job presents an exposure to moving and/or vibrating machinery with occasional mechanical and electrical hazard and possible abrasion and confusion.

Hearing adequate to hear under both quiet and noisy conditions with the ability to distinguish from which direction a sound is coming. Finger dexterity and arm-hand steadiness adequate to operate hand tools and machinery. Coordination and balance to climb onto tall equipment and to walk on uneven surfaces and steep inclines. Must have ability to move limbs quickly such as to bend, stretch, and reach such as to clear shrubbery or move rocks and discarded items. Must be able to twist in a seat from both sides to view behind equipment for backing purposes to avoid collisions. Must have muscle strength to lift, push, pull and carry heavy objects and the truck strength and stamina for repeated lifting or shoveling. Lifting requirements range from 50-75 pounds.

# LASSEN COUNTY 2023-2024 BUDGET

## Allocated Positions

DEPT. NO.	DEPARTMENT NAME POSITION TITLES	FTE	SALARY RANGE	BARG. UNIT
	Asst. Director of Child Support Services	1.00	27	MM
	Staff Services Analyst I/II	1.00	20/22	MM
	Sr Child Support Services Officer III	3.00	18	UPEC
	Office Assistant III/ Sr. Admin Clerk	1.00	18	UPEC
	<b>TOTALS</b>	<b>7.00</b>		
	<b>FUND 528 TOTALS</b>	<b>7.00</b>		

### 585 SOLID WASTE

#### 024-1 SOLID WASTE

Assistant PW Direct for SW	0.40	34	MM
Deputy Director of Public Works	0.40	26**	MM
Administrative Assistant	0.00	20	MM
Landfill Foreman	1.00	20	MM
Account Technician I/II	0.00	15/17	UPEC
Senior Account Clerk	1.00	11	UPEC
Senior Landfill Equipment Operator	1.00	16	UPEC
Landfill Equipment Operator	1.00	14	UPEC
Landfill Spotter	1.60	12	UPEC
Landfill Maintenance	1.00	11	UPEC
Gate Keeper	5.00	11	UPEC
<b>TOTALS</b>	<b>12.40</b>		
<b>FUND 585 TOTALS</b>	<b>12.40</b>		

<b>TOTAL COUNTY EMPLOYEES</b>	<b>447.490</b>
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\* Positions with an asterisk are eligible for a 10% premium for education or license