



# Lassen County

## Meeting Agenda

### Board of Supervisors

*LASSEN COUNTY SUPERVISORS:*

*DISTRICT 1 - CHRIS GALLAGHER; DISTRICT 2 - DAVID TEETER - VICE CHAIRMAN; DISTRICT 3 - JEFF HEMPHILL - CHAIRMAN; DISTRICT 4 - AARON ALBAUGH; DISTRICT 5 - TOM HAMMOND*

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Tuesday, April 16, 2019

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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### 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. 19-019

\*Next Ordinance in line for adoption: No. 2019-03

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).

2) Employee performance evaluation: County Administrative Officer.

### 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                    10:05 a.m.: PLANNING AND BUILDING SERVICES  
SUBJECT: Public Hearing: to consider the extension for 22 months and 15 days of urgency Ordinance Number 2019-02, a moratorium on the cultivation of industrial hemp.  
FISCAL IMPACT: Unknown.  
ACTION REQUESTED: 1) Conduct a public hearing; and 2) introduce, waive the reading of, and adopt an ordinance extending the moratorium (4/5 vote required); and/or 3) provide direction to staff.

Attachments:        [PBS HEMP Urgency Ord Ext. 4-16-19 pckt](#)

**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** SUPERVISOR ALBAUGH  
SUBJECT: Request to designate \$500 to the Junior Fishing Derby.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditure.

## AUDITOR'S OFFICE

- 2** FUND CASH BALANCES  
SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of March 31, 2019.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [LASSEN COUNTY FUND BALANCES 3-31-2019](#)

## COUNTY CLERK-RECORDER

- 3** MINUTES  
SUBJECT: Meeting minutes of April 9, 2019.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

## PUBLIC WORKS DEPARTMENT

- 4** GRAZING LEASE  
SUBJECT: Confirm grazing lease with Jesse Midgley for use of Susanville Ranch Park for spring 2019 grazing.  
FISCAL IMPACT: Anticipated revenue to the Natural Resources Budget, Fund 141 of \$750.00.  
ACTION REQUESTED: 1) Confirm 2019 spring grazing lease with Jesse Midgley for use of Susanville Ranch Park in the amount of \$12.50 per AUM; and 2) authorize CAO to sign.

Attachments: [PW Grazing Lease Attach](#)

- 5** ROAD MILEAGE  
SUBJECT: Resolution Certifying County Maintained Road Mileage for 2018.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Adopt Resolution.

Attachments: [PW Mileage Attach](#)

## SHERIFF'S DEPARTMENT

- 6** BOATING AND WATERWAYS  
SUBJECT: Resolution for 2019/20 Fiscal Year (FY) application for financial aid, State of California Department of Parks and Recreations, Division of Boating and Waterways.  
FISCAL IMPACT: Potentially provide of \$45,640.14 to the Lassen County Sheriff's Office for Boating Patrol Services for 2019/20 FY.  
ACTION REQUESTED: Adopt Resolution required by Boating and Waterways for Financial Aid for the 2019/20 FY previously approved on March 12, 2019, by the Lassen County Board of Supervisors.

Attachments: [SO Boating and Waterways Attach](#)

- 7** GRANT  
SUBJECT: Resolution regarding Byrne/JAG grant.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Adopt a Resolution granting the CAO authority to sign the application, the grant agreement and any amendments thereof.

Attachments: [SO Attach](#)

#### TREASURER/TAX COLLECTOR

- 8** PORTFOLIO  
SUBJECT: Treasurer's Investment Report for March 31, 2019.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [LASSEN COUNTY PORTFOLIO 3-31-2019](#)

## H. DEPARTMENT REPORTS

#### COUNTY CLERK-RECORDER

- 1** REGISTRAR OF VOTERS  
SUBJECT: Consolidation of Stones Bengard Community Services District to Even-year Elections.  
FISCAL IMPACT: No impact to the General Fund, district will reimburse all cost.  
ACTION REQUESTED: Approve Stones Bengard Community Services District (SBCSD) Resolution No. 19-01 requesting board members to be elected during even-numbered years, to coincide with the November General Elections, in accordance with Elections Code 10404.2 and the Government Codes 61042 and 61008(b).

Attachments: [Elec Consolidateion Even Yrs](#)

[SBCSD Res 19-01](#)

[Codes](#)

[SBCSD History](#)

## COUNTY COUNSEL

- 2** POLICY ON FEDERALLY PROTECTED TAX INFORMATION  
SUBJECT: Authorize implementation of draft policy # 19-01 regarding employees who have access to federally protected tax information (FTI).  
FISCAL IMPACT: Unknown.  
ACTION REQUESTED: 1. Receive staff report; and 2. Approve draft policy 19-01; and 3. Approve changes to identified job descriptions; and 4. Approve creation of 2 new job descriptions (Housing Program Coordinator and Housing Grants Specialist); and/or 5. Provide direction to staff.

**Attachments:**

[CoCo Master LetterHead 4.16.19 BOS Staff Report](#)  
[Lassen IRS Background Investigation Requirements - Access to Federal Tax In Background Investigation Questionnaire Lassen](#)  
[FAQs Re IRS Pub 1075 Policy-Final 1.1.19](#)  
[5. Revised Deputy Public Conservator Guardian Administrator 02.19](#)  
[6. Revised Director of Child Support Services 02.19](#)  
[7. Revised Director of Community Social Services 02.19](#)  
[8. Revised Director of Health and Social Services 02.19](#)  
[9. Revised Program Manager 02.19](#)  
[10. Revised Public Administrator Public Guardian 02.19](#)  
[11. Revised Senior Account Clerk 02.19](#)  
[12. Revised Senior Administrative Clerk 02.19](#)  
[13. Revised Account Clerk 02.19](#)  
[14. Revised Administrative Assistant 02.19](#)  
[15. Revised Administrative Clerk 02.19](#)  
[16. Revised Analyst 02.19](#)  
[17. Revised Housing Program Coordinator 02.19](#)  
[18. Revised Housing Grants Specialist 02.19](#)

## PUBLIC WORKS DEPARTMENT

- 3** COURTHOUSE ANNEX  
SUBJECT: Courthouse Annex - Equity Buy Out of Judicial Council of California.  
FISCAL IMPACT: The buyback will occur over a five (5) year period in the amount of \$50,000 per year for a total of \$250,000. Funding is available in Fund 119 Accumulated Capital Outlay for the first payment.  
ACTION REQUESTED: 1) Approve entering into an Equity Rights Purchase Agreement with the Judicial Council of California; and 2) execute the supplementary Revocable, Exclusive License for Real Property.

**Attachments:**

[PW Courthouse Annex Attach](#)

- 4                    HERLONG THEATER  
SUBJECT: Disposition of Herlong Theater (Building 2071).  
FISCAL IMPACT: Unknown.  
ACTION REQUESTED: Discuss possible options for re-use of Herlong Theater and provide direction to staff.

Attachments:        [PW Herlong Theater Attach](#)

COUNTY ADMINISTRATIVE OFFICE

- 5                    RESOLUTION  
SUBJECT: Salary and Benefits for Department Heads (elected and appointed), and confidential employees.  
FISCAL IMPACT: Undetermined.  
ACTION REQUESTED: 1) Receive staff report; and 2) approve Resolution restating salary and benefits for Department Heads (appointed and elected), and confidential employees; and/or 3) provide direction to staff.

Attachments:        [DH, EL, Conf Reso](#)  
[Historic Docs](#)

- 6                    SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

**I. CORRESPONDENCE**

**J. AGENDA ADDENDUM**

**2019 PROPOSED MEETINGS:**

**April 23, 2019 – 9:00 a.m. – Board Meeting**  
**April 30, 2019 – No Board Meeting**  
**May 7, 2019 – 9:00 a.m. – Board Meeting**  
**May 14, 2019 – 9:00 a.m. – Board Meeting**  
**May 21, 2019 – 9:00 a.m. – Board Meeting**  
**May 28, 2019 – No Board Meeting**  
**June 4, 2019 – No Board Meeting**  
**June 11, 2019 – 9:00 a.m. – Board Meeting**  
**June 15, 2019 – 9:00 a.m. – Board Meeting**  
**June 25, 2019 – 9:00 a.m. – Board Meeting**  
**July 2, 2019 – No Board Meeting**  
**July 9, 2019 – 9:00 a.m. – Board Meeting**  
**July 16, 2019 – 9:00 a.m. – Board Meeting**  
**July 23, 2019 – 9:00 a.m. – Board Meeting**  
**August 6, 2019 – No Board Meeting**  
**August 13, 2019 – 9:00 a.m. – Board Meeting**  
**August 20, 2019 – 9:00 a.m. – Board Meeting**  
**August 27, 2019 – 9:00 a.m. – Board Meeting**  
**September 3, 2019 – No Board Meeting**  
**September 10, 2019 – 9:00 a.m. – Board Meeting**  
**September 17, 2019 – 9:00 a.m. – Board Meeting**  
**September 24, 2019 – 9:00 a.m. – Board Meeting**  
**October 1, 2019 – No Board Meeting**  
**October 8, 2019 – 9:00 a.m. – Board Meeting**  
**October 15, 2019 – 9:00 a.m. – Board Meeting**  
**October 22, 2019 – 9:00 a.m. – Board Meeting**  
**October 29, 2019 – No Board Meeting**  
**November 5, 2019 – No Board Meeting**  
**November 12, 2019 – 9:00 a.m. – Board Meeting**  
**November 19, 2019 – 9:00 a.m. – Board Meeting**  
**November 26, 2019 – 9:00 a.m. – Board Meeting**  
**December 3, 2019 – No Board Meeting**  
**December 10, 2019 – 9:00 a.m. – Board Meeting**  
**December 17, 2019 – 9:00 a.m. – Board Meeting**  
**December 24, 2019 – Holiday – No Board Meeting**

**ADJOURNMENT**