



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

Tuesday, December 9, 2025

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:00 A.M. CALL TO ORDER

Present: Supervisors Scanlan, Bridges, Neely, Albaugh, and Ingram. Also present: County Administrative Officer (CAO) Maury Anderson, County Counsel Andrew Plett, and Deputy Clerk of the Board Michele Yderraga.

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

Excuse: 0

PUBLIC COMMENT

None.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

County Counsel Plett announced the following closed session items:

- 1) Conference with Legal Counsel: Anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 case.
- 2) Conference with Labor Negotiator Andrew Plett: a) Lassen County Peace Officers Association (LCPOA); and b) United Public Employees of California (UPEC);
- 3) Employee performance evaluation: Director of Child Support Services.
- 4) Liability Claim; - Claimant: David Fennel, Agency claimed against: County of Lassen.

CLOSED SESSION

Closed session was held from 9:01 a.m. - 9:45 a.m.

Present: Supervisors Scanlan, Bridges, Neely, Albaugh, and Ingram. Also present: CAO Anderson, County Counsel Plett, and Deputy Clerk of the Board Yderraga.

Director of Child Support Services Elizabeth Krier was present from: 9:01 a.m. - 9:22 a.m.

Personnel/Risk Analyst Regina Schaap was present from 9:01 a.m. - 9:45 a.m.

Deputy CAO Samantha McMullen was present from 9:03 a.m. - 9:45 a.m.
Sheriff/Coroner John McGarva was present from 9:33 a.m. - 9:44 a.m.

RECESS: 9:45 a.m. - 9:51 a.m.

9:51 A.M. OPENING CEREMONIES

Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Scanlan.

1. ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

County Counsel Plett announced the following closed session items:

1) Conference with Legal Counsel: Anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 case.

No reportable action.

2) Conference with Labor Negotiator Andrew Plett: a) Lassen County Peace Officers Association (LCPOA); and b) United Public Employees of California (UPEC).

This item would be continued to the end of open session.

3) Employee performance evaluation: Director of Child Support Services.

Employee evaluation was held.

4) Liability Claim; - Claimant: David Fennel, Agency claimed against: County of Lassen.

The Board of Supervisors voted unanimously to reject the claim.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

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

PUBLIC COMMENTS

Kelsey Siemer: Honey Lake Valley Resource Conservation District Manager stated the 2024-2025 Annual Report was prepared and presented copies to the board.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Ingram: 1) Stated he hoped everyone had a good Thanksgiving; 2) attended the Doyle Tree Lighting event; 3) served 45 families in the Ravendale give away; 4) announced there would be a food distribution in Milford on December 11, 2025; 5) announced there would be a food

distribution in Doyle; 6) will be participating in the Salvation Army dollar for dollar ringing of the bell; 7) reminded everyone today was the last day to pay property taxes; 8) stated December 13, 2025, would be the Janesville Side-by-Side light parade and craft fair from 3:00 p.m. - 6:00 p.m..

Supervisor Albaugh: 1) Announced basketball season was beginning, urged everyone to support the local teams and to come down to watch Sheriff/Coroner John McGarva referee; 2) will be attending a Rural County Representatives of California (RCRC) meeting; 3) stated he hoped everyone had a good Thanksgiving; 4) announced wintertime driving was approaching and for everyone to pay attention to the roads; 5) attended a Fish and Game Commission meeting; 6) announced California Department of Fish and Wildlife (CDFW) Director Charlton Bonham was retiring from the CDFW and assuming a position at The Nature Conservancy; 7) will be attending a meeting with the California's Natural Resources Secretary Wade Crowfoot, CDFW Director Charlton Bonham, environmental groups, and several other counties to discuss the wolves. Thanked Supervisor Neely for allowing him to attend.

Supervisor Bridges: 1) Attended a Cultural Competency meeting; 2) attended a California State Association of Counties (CSAC) meeting. Discussed monthly property tax payment program; 3) attended a Nortec Executive Board meeting; 4) attended a Behavioral Health Advisory Board meeting.

Supervisor Scanlan: 1) Attended a Honey Lake Valley Recreation Authority (HLVRA) pool meeting; 2) attended a Fair Advisory Board meeting; 3) attended a Fish and Game Commission meeting; 4) attended a Team Challenge graduation ceremony; 5) attended a Westwood Community Services District meeting; 6) met with the President of the Lake Forest Fire Protection District board; 7) attended a Local Agency Formation Commission (LAFCo) meeting; 8) announced the Westwood Chamber of Commerce Chowder Cookoff event would take place on December 17, 2025.

Supervisor Neely: 1) Stated he hoped everyone had a good Thanksgiving; 2) attended a Fish and Game Commission meeting; 3) attended a LAFCo meeting; 4) attended a pool meeting; 5) encouraged everyone to attend the Blue Star Mom's Wreath's Around America event on December 13, 2025. The ceremony would take place at the Diamond Crest Cemetery at noon.

MATTERS SET FOR TIME CERTAIN

CHARITABLE DONATIONS FROM LASSEN COUNTY IN PARTNERSHIP WITH PG&E

SUBJECT: Present charitable donations to Lassen Family Services Court Appointed Special Advocates, in the amount of \$1,500, and Holiday with A Hero, in the amount of \$1,000.

FISCAL IMPACT: No impact to the Lassen County General Fund. Funding available through PG&E grant funding. To be paid out of Fund 103.

ACTION REQUESTED: 1) Present donations; and/or 2) provide direction to staff.

Deputy CAO Samantha McMullen informed the board this item was a program partnering with PG&E for \$2,500, to help support local communities and read a statement. Deputy CAO McMullen presented checks on behalf of Lassen County and PG&E to the Court Appointed Special Advocate (CASA) and Holiday With A Hero representatives. Deputy CAO McMullen gave a brief overview of each program and stated they would be holding their events this weekend. Brief discussion was held.

SPEAKERS: Lassen Family Services Program Manager Jenny Hoffman and Lassen Family Services Executive Director Angela Reed.

DEPARTMENT REPORTS

FAIR

LASSEN COUNTY FAIR BUILDING REDUCED FEE REQUEST
SUBJECT: Lassen County Fair Building reduced fee request by Lassen Youth Wrestling Association.

FISCAL IMPACT: Potential reduced revenue.

ACTION REQUESTED: Request that the board consider selecting one of the following fee options: 1) Charge standard fee in the amount of \$200 per day (\$1,000 per week/\$16,000 per season); or 2) a reduced fee in the amount of \$20 per day (\$100 per week/\$1,600 per season), with availability to rent to other users with notice; or 3) waive all fees.

Attachments: [H2](#)

Fair Manager Bill Payer stated he was looking for direction from the board regarding a fee reduction or fee waiver for the use of the floral building at the Fair Ground for the Lassen Wrestling Association. Fair Manager Payer gave a brief overview of the fee schedule and stated Lassen Wrestling Association was in a dire need for use of the facility as their current location was no longer available. Discussion was held pertaining to length of use, county costs, damage responsibility, additional renters, and contracts. Discussion was held. Consensus and direction of the board was to create a contract with the terms to allow the Lassen Wrestling Association use of the facility for the remainder of the season and waiving the fee with a non-inclusive use provision. Brief discussion was held.

SPEAKERS: Gavin Dale, Gage Dale, Gwenneth Dale, Michael Drake, Kimberly McCovochuck, Mike Rigney, and Robert Laravee.

INFORMATION/CONSENT CALENDAR

Supervisor Albaugh asked to pull Item# G1 - Certification of Elections; Supervisor Neely requested to pull Item G2 - Lassen County Board of Supervisors Meeting Minutes of November 18, 2025.

Supervisor Albaugh made a motion to accept the remainder of the balance,

stated he was also requesting to pull Item# G4 - Treasurer's Investment Report for October 31, 2025, and made an amended motion to accept the balance of the Consent Calendar.

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

HEALTH AND SOCIAL SERVICES

LEASE AGREEMENT BETWEEN LASSEN COUNTY AND LEAF CAPITAL FUNDING, LLC

SUBJECT: Lease Agreement between Lassen County and LEAF Capital Funding, LLC

In the amount of \$16,191 for the term of December 2025 through March 2031 for a replacement Kyocera MA6001ci OMNIA copier machine through Forest Office Equipment.

FISCAL IMPACT: This agreement will be paid from the Fund/Budget Unit No. 110-0731.

ACTION REQUESTED: 1) Approve the Lease Agreement with LEAF Capital Funding, LLC.; and 2) authorize the County Administrative Officer or Designee to execute the Agreement.

Attachments: [G3- BOS PH LEAF Capital Funding, LLC. Forest Office 12.09.25](#)

This Action Item was approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

a) Lassen County Behavioral Health Advisory Board Meeting Agenda for December 8, 2025.

b) Lassen-Plumas-Sierra Community Action Agency Regular Board of Directors Meeting Agenda for December 4, 2025.

c) Lassen County Fair Regular Meeting of the Long Range Committee Meeting Agenda for November 24, 2025.

d) Lassen County Fish and Game Commission Regular Meeting Agenda for November 20, 2025.

e) Application for Alcoholic Beverage License - Herlong Market.

f) Lassen LAFCo Regular Meeting Agenda for December 8, 2025.

g) Notice of Fair Advisory Board Meeting for December, 9, 2025, at 5:30 p.m.

Attachments: [MISC CORR](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS - CONTINUED

COUNTY CLERK-RECORDER

CERTIFICATION OF ELECTIONS

SUBJECT: Certified Statement of Results for the November 4, 2025, Statewide Special Election.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive and file the Certified Statement of Results for the November 4, 2025, Statewide Special Election, as per Section 15372 of the California Elections Code; and 2) declare the results as per Election Code Section 15400.

Attachments: [Certified Stmt of Results November 4, 2025 Special Elec](#)

Supervisor Albaugh asked about the elections certification. Assistant County Clerk-Recorder Sarah Howe gave a detailed overview of the elections reporting and management system, precincts and mapping. Brief discussion was held.

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

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

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF NOVEMBER 18, 2025

SUBJECT: Meeting Minutes of November 18, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

Supervisor Neely stated there was an error on Supervisor Scanlan's Unagendized Report. The Minutes reflected Supervisor Scanlan attended the Big Valley Recreation District pool meeting. The Minutes needed to reflect Supervisor Scanlan attended the Honey Lake Valley Recreation Authority pool meeting.

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

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

TREASURER/TAX COLLECTOR

TREASURER'S INVESTMENT REPORT FOR OCTOBER 31, 2025

SUBJECT: Treasurer's Investment Report for October 31, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

Attachments: [TTC Investment Report](#)

Supervisor Albaugh asked about rates and cashing investments out early to reinvest. Treasurer/Tax Collector Taya Short stated it was not in the county's best interest to withdraw funds prior to maturity due to early withdrawal penalties. Treasurer/Tax Collector Short gave a brief overview of the county's investing options and investment rates. Additional discussion was held.

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

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

BOARD OF SUPERVISORS

NORCAL EMERGENCY MEDICAL SERVICES (EMS) JOINT POWERS AUTHORITY (JPA)

SUBJECT: Amendment to the Joint Powers Authority Agreement with NorCal EMS; Resolution Authorizing Background Checks for Emergency Medical Technicians.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve the amendment to the Joint Powers Authority Agreement with NorCal EMS; 2) adopt the resolution authorizing the conduct of background checks for Emergency Medical Technicians; and 3) authorize the Chairman to execute the agreement.

Attachments: [251209 Nor-Cal EMS JPA Amendment and Resolution 001](#)

County Counsel Plett informed the board this item was a Joint Powers Authority (JPA) with Norcal Emergency Medical Services (EMS) and gave a brief overview of the organization. County Counsel Plett stated this item was an amendment to the previous agreement reinstating Norcal EMS back into a non-profit organization status. After entering into a JPA, the state and federal government required background investigations on all Emergency Medical Technicians. The background investigation was being delayed by the state and federal government therefore forcing Norcal EMS to return to the non-profit status to continue medical services and remain in compliance while waiting for approval. The amendment reinstates the non-profit organization status.

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 - Scanlan, Bridges, Neely, Albaugh and Ingram

HEALTH & SOCIAL SERVICES

CHANGE IN PUBLIC HEALTH ALLOCATED POSITIONS FOR FISCAL YEAR 2025/2026

SUBJECT: Lassen County Public Health Department is requesting to un-fund a vacant Program Manager position and fund an Administrative Manager position within Fund/Budget Unit No. 110-0731.

FISCAL IMPACT: This will be a cost savings to the Public Health Fund/Budget Unit No. 110-0731.

ACTION REQUESTED: 1) Un-Fund 1 Vacant Full Time Employee (FTE) Program Manager position with Public Health; and 2) fund an additional 1 FTE Administrative Manager position with Public Health.

Health and Social Services Assistant Director/Personnel Coordinator Danielle Sanchez stated this item was for a change in an allocation of positions for the Public Health Department to unfund a Program Manager and add an additional Administrative Manager within that budget. This would be a cost savings of approximately \$17,000. Personnel Coordinator Sanchez gave a brief overview of the purpose of the change. Public Health Director Natalie Ruegger discussed the job function of an Administrative Manager. Brief discussion was held.

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

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

TREASURER/TAX COLLECTOR'S OFFICE

TAX SALE

SUBJECT: Resolution approving the sale of tax defaulted property at public auction and sealed auction May 2026.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt resolution.

Attachments: [TTC Tax Sale](#)

Treasurer/Tax Collector Taya Short stated this item was a resolution for approval of the tax sale for 2025. The tax sale was set to be scheduled for May 15, 2026. Treasurer/Tax Collector Short said she would be having public and sealed bids this year. Currently there were 49 parcels open for public bids and 31 sealed bids. The last day to pay property taxes would be December 10, 2025. Treasurer/Tax Collector Short explained the difference between public and sealed bids. Additional discussion was held.

A motion was made by Supervisor Bridges, seconded by Supervisor Ingram, that this Resolution No. 25-029 be adopted. The motion carried by the following vote:

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

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Anderson stated he did not have a report out and the board would be resuming closed session.

RECESS: 11:26 a.m. - 11:31 a.m.

CLOSED SESSION

Closed session was held from 11:31 a.m. - 12:53 p.m.

Present: Supervisors Scanlan, Bridges, Neely, Albaugh, and Ingram. Also present: CAO Anderson, County Counsel Plett, and Deputy Clerk of the Board Yderraga.

Deputy CAO Samantha McMullen was present from 11:31 a.m. - 12:53 p.m. Personnel/Risk Analyst Regina Schaap was present from 11:31 a.m. - 12:53 p.m.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

County Counsel Plett announced the following closed session item:

2) Conference with Labor Negotiator Andrew Plett: a) Lassen County Peace Officers Association (LCPOA); and b) United Public Employees of California (UPEC);

Direction was provided to the Labor Negotiator.

ADJOURNMENT

There being no further business, the meeting is adjourned at 12:53 p.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board