



Lassen County

G1

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, August 12, 2025

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:07 A.M. CALL TO ORDER

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

County Counsel Amanda Uhrhammer was absent by prearrangement.

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 McLeran announced the following closed session items:

- 1) Conference with Legal Counsel: Significant exposure to Litigation Pursuant to Subdivision (d)(2) of Government Code Section 54956.9.
- 2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: Opioid litigation. 2 cases. 1) Sackler Settlement: In Re: National Prescription Opiate Litigation, Case No. 1:17-md-02804-DAP, pending in the U.S. District Court for the Northern District of Ohio; and 2) Purdue Bankruptcy: In re: Purdue Pharma L.P., et al, Case No. 19-23649, pending in the United States Bankruptcy Court, Southern District of New York.
- 3) Employee performance evaluation: County Administrative Officer.

CLOSED SESSION

Closed session was held from 9:08 a.m. - 10:09 a.m.

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

RECESS: 10:09 a.m. - 10:14 a.m.

10:14 A.M. OPENING CEREMONIES

Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Scanlan.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

County Counsel McLeran announced the following closed session items:

1) Conference with Legal Counsel: Significant exposure to Litigation Pursuant to Subdivision (d)(2) of Government Code Section 54956.9.

No reportable action.

2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: Opioid litigation. 2 cases. 1) Sackler Settlement: In Re: National Prescription Opiate Litigation, Case No. 1:17-md-02804-DAP, pending in the U.S. District Court for the Northern District of Ohio; and 2) Purdue Bankruptcy: In re: Purdue Pharma L.P., et al, Case No. 19-23649, pending in the United States Bankruptcy Court, Southern District of New York.

No reportable action.

3) Employee performance evaluation: County Administrative Officer.

No reportable action.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

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

PUBLIC COMMENTS

Assistant County Clerk-Recorder Sarah Howe: Informed the board of a possible special election for November 2025.

Amelia Luna: Acknowledged the Supervisors participation in the Susanville Indian Rancheria's annual POW WOW.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Ingram: 1) Attended a Lassen Transit Service Agency (LTSA) meeting; 2) attended a Lassen County Transportation Commission (LCTC) meeting; 3) attended the Doyle Days event; 4) was working with the Doyle seniors; 5) announced Congressman Doug LaMalfa would be in Lassen County on August 14, 2025; 6) announced the Courage Triathlon would be held the

weekend of August 16, 2025, in Lake Almanor.

Supervisor Albaugh: 1) Will be attending a Rural County Representatives of California (RCRC) meeting; 2) attended transportation meetings; 3) attended a Big Valley Groundwater Advisory Committee (BVAC) meeting; 4) attended a Big Valley Cattleman's meeting; 5) will be meeting with the California Wolf Project group.

Supervisor Scanlan: Attended a Local Agency Formation Commission (LAFCo) meeting; 2) celebrated his 46th wedding anniversary.

Supervisor Bridges: 1) Attended a luncheon with the Probation Department; 2) attended a California State Association of Counties (CSAC) meeting; 3) will be attending a retirement party for Craig Hemphill and Cheryl Lauritsen on Saturday, August 16, 2025.

Supervisor Neely: 1) Attended a Planning and Service Area - Area Agency on Aging (PSA 2 AAA) meeting; 2) attended the Board of Supervisors agenda meeting; 3) attended an LTSA meeting; 4) attended an LCTC meeting; 5) attended a LAFCo meeting; 6) attended a Behavioral Health Advisory Board (BHAB) meeting; 7) announced Congressman Doug LaMalfa would be having a town hall meeting at Jensen Hall on Thursday, August 14, 2025; 8) announced the Lassen Community College would be celebrating their 100 year anniversary on August 16, 2025; 9) congratulated Craig Hemphill and Cheryl Lauritsen on their retirement and stated their retirement party would be held this weekend at Jensen Hall; 10) will be attending his grandson's 2nd birthday party in Roseville.

MATTERS SET FOR TIME CERTAIN

LASSEN NATIONAL FOREST SERVICE

SUBJECT: Presentation from Rick Hopson, Forest Supervisor for the Lassen National Forest, to provide an update on recent NEPA Decisions, Fredonyer Trail and Hat Creek-Westwood PG&E Powerline Clearance projects and current status of Dixie Post Fire Restoration and Recovery, Upper Butte Creek, West Lassen Headwaters, and the Pike's Point Low Water Boat Launch projects.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive presentation.

Lassen National Forest Supervisor Rick Hopson gave a detailed presentation on current planning projects with the Lassen National Forest. Mr. Hopson discussed the Fredonyer Butte Trail Project, trail construction, Hat Creek/Westwood PG&E power line clearance project, West Lassen Head Waters project, Upper View Creek project, reforestation, fuels and noxious weed treatments, meadow restoration, aquatic restoration, road maintenance, timber sales, boat launch projects, and forest signage. CAO Anderson acknowledged Mr. Hopson for his efforts and accomplishments pertaining to the Lassen National Forest. Discussion was held.

SPEAKERS: Liz Norton from Lassen Land and Trails Trust.

RECESS: 11:02 a.m. - 11:07 a.m.

INFORMATION/CONSENT CALENDAR

Supervisor Scanlan requested to pull Item# G1 - Prison Trial Costs Reimbursement; Supervisor Albaugh requested to pull Item# G4 - Chief Fiscal Supervisor / Fiscal Supervisor Job Description, and Item# G5 - Health and Social Services Agency Director Job Description.

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

PRISON TRIAL COSTS REIMBURSEMENT

SUBJECT: Recap of High Desert State Prison Trials Cost Reimbursement Billing for the months of July 2024 through July, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

Attachments: [Prison Trial Costs July](#)

This Report was received and filed on the Consent Agenda.

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF JULY 22, 2025

SUBJECT: Meeting Minutes of July 22, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

These Minutes were approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence.

- a) Lassen County Planning Commission Meeting Agenda for August, 2025.
- b) City of Susanville Public Works Department Natural Gas Division Notice of Natural Gas Safety Pamphlet.
- c) Lassen Local Agency Formation Commission (LAFCo) Regular Meeting agenda for August 11, 2025.
- d) Planning and Service Area Agency on Aging Advisory (PSA2 AAA) Executive Board Meeting agenda for August 6, 2025.
- e) Application for Alcoholic Beverage License(s) - Kishor, Surinder / Leavitt Lake Market.
- f) Lassen Transit Service Agency (LTSA) Meeting Agenda for August 11,

2025.

Attachments: [MISC CORR](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS

COUNTY ADMINISTRATIVE OFFICE

PRISON TRIAL COSTS REIMBURSEMENT

SUBJECT: Recap of High Desert State Prison Trials Cost Reimbursement

Billing for the months of July 2024 through June, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

Attachments: [Prison Trial Cost June](#)

Supervisor Scanlan asked why there was a difference in cost from the District Attorney (DA) and Public Defender. Deputy CAO Samantha McMullen said her assumption was the DA spent more time with local cases as where the Public Defender primarily focused on prison/inmate criminal cases which could be the difference in cost.

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

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

HEALTH AND SOCIAL SERVICES

CHIEF FISCAL SUPERVISOR / FISCAL SUPERVISOR JOB DESCRIPTION

SUBJECT: Job description approval for Chief Fiscal Supervisor / Fiscal Supervisor within Health and Social Services Agency to include positions allocated within the Public Health, Behavioral health and Community Social Services Departments. Positions are already allocated within the respective budgets and the job description changes are necessary for recruitment purposes through CalHR/MERIT Systems.

FISCAL IMPACT: Funds are budgeted within Public Health Fund/Budget Unit No. 110-0731 - General Administrative Funding, Behavioral Health Fund/Budget Unit No. 110-0751 - General Administrative Funding, Community Social Services Fund/Budget Unit No. 120-0852 - General Administrative Funding, to support these positions.

ACTION REQUESTED: 1) Approve the Chief Fiscal Supervisor / Fiscal Supervisor Job Description.

Attachments: [G4-BOS HSS Fiscal Supervisor Job Description 08.12.2025](#)

Supervisor Albaugh asked why there were two job titles for one job description.

Health and Social Services (HSS) Personnel Coordinator Danielle Sanchez stated HSS had to recruit on two different platforms. One platform was for the county and the other was for the Merit System. The Merit System had specific job qualifications the county had to match. These job qualifications were approved by the state. The Merit System job title was slightly different than the county's job title however the qualifications remained the same. Personnel Coordinator Sanchez discussed current staffing and internal promotions. 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

HEALTH AND SOCIAL SERVICES AGENCY DIRECTOR JOB DESCRIPTION

SUBJECT: Revised job description approval for Health and Social Services Agency Director.

FISCAL IMPACT: The Health and Social Services Fund/Budget Unit No. 110-0721 may receive interfund and intrafund transfers from the following budgets - Public Health Fund and Budget Unit No. 110-0731 - General Administrative Funding, Tobacco Fund/Budget Unit No. 115-0733 - General Administrative Funding, Behavioral Health Fund/Budget Unit No. 110-0751 - General Administrative Funding, Alcohol and Drug Fund/Budget Unit No. 110-0771 - General Administrative Funding, Wraparound Fund/Budget Unit No. 110-0754 - General Administrative Funding, Community Social Services Fund/Budget Unit No. 120-0852 - General Administrative Funding, to support this position.

ACTION REQUESTED: 1) Approve the revised Health and Social Services Agency Director Job Description.

Attachments: [G5 - HSS Agency Director Job Description 08.12.2025](#)

Health and Social Services (HSS) Personnel Coordinator Danielle Sanchez informed the board this item was previously approved for a revision in the job description in December 2022, and to increase the salary range to a Range 38 based on education. The HSS Director position is currently vacant and the request was to decrease the range back to the original Range 36. Personnel Coordinator Sanchez also stated there was additional verbiage added to the job description relating to federal tax information. Supervisor Albaugh asked if the department was returning to the prior hierarchy. CAO Anderson stated he was still evaluating the paradigm, however for budget purposes the hierarchy would remain the same. Additional discussion was held pertaining to the HSS budget, revenue sources, and recruitment.

A motion was made by Supervisor Scanlan, 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

COUNTY ADMINISTRATIVE OFFICE

APPOINTMENT OF AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES

SUBJECT: Approve the appointment of Mr. Gary Fensler to the position of Agricultural Commissioner/Sealer of Weights and Measures for the term of four (4) years ending August 12, 2029, at Step B, Range 33, of the Appointed Department Head salary schedule.

FISCAL IMPACT: The currently budgeted base annual salary is \$135,503 (Range 33, Step G), allocated to Fund/Budget Unit No. 100-0601. The appointee is offered a base annual salary of \$106,818 (Range 33, Step B) resulting in a general fund savings. There will be additional salary savings from the appointee's vacant position during the recruitment period.

ACTION REQUESTED: 1) Approve the appointment; and 2) authorize the Chairman or his designee to execute the Payroll Action Form; and/or 2) provide direction to staff.

Attachments: [250812 Agenda Memo-Ag Cmsr-Final](#)

CAO Anderson informed the board this item was to approve the appointment of Gary Fensler as the Agricultural Commissioner / Sealer of Weights and Measures to a four year term expiring in August 2029. CAO Anderson discussed the pay range and recommended the board to make the appointment. Supervisor Albaugh gave a brief overview of Mr. Fensler's background.

SPEAKERS: Supervising Agricultural Biologist Gary Fensler.

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

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

INFORMATION SERVICES

ANNUAL DELL PC PURCHASE

SUBJECT: Annual Dell PC Purchase

FISCAL IMPACT: This purchase is budgeted for in Fund/Budget Unit No. 104322 ISD Department, not to exceed \$200,000 from Dell Technologies.

ACTION REQUESTED: 1) Approve purchase; and 2) authorize the County Administrative Officer to execute the purchase; and/or 3) provide direction to staff.

Attachments: [Annual PC Purchase dell H2](#)

Information Services Department (ISD) Technical Support Specialist Travis Stading informed the board this item was the annual computer purchase from

Dell and quotes were provided in the board packet. The recommendation was to purchase the first half of the computers now and the remainder after budget approval. Specialist Stading gave a brief overview of the purchase and discussed the migration from Windows 10 to Windows 11. Specialist Stading informed the board he would be out of the office for twelve weeks and a new technician had been hired to assist in his absence.

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

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

PLANNING AND BUILDING SERVICES

SMARTGOV LICENSING

SUBJECT: Contract between Lassen County and Granicus to provide SmartGov licensing for a three-year period of October 1, 2025, through September 30, 2028, with a not to exceed amount of \$57,14.77.

FISCAL IMPACT: The first annual fee has been budgeted in the 2025/2026 Fiscal Year budgets for Planning, Building, Surveyor and Environmental health. The accounts the fee is budgeted in are 100681-302800, 100682-302800, 100331-302800, and 1730732-302800.

ACTION REQUESTED: 1) Receive report; and 2) authorize the Chairman to execute the contract.

Attachments: [Granicus Contract Packet](#)

Planning and Building Services Director Gaylon Norwood stated this item was the licensing contract with SmartGov that provided the online permit tracking and issuance portal. Director Norwood said the contract was with Granicus and he had been pleased with the services provided. The program also provided GIS capabilities. Brief discussion was held pertaining to cost.

A motion was made by Supervisor Bridges, 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

COUNTY ADMINISTRATIVE OFFICE

RESOLUTION REVISING, ADOPTING AND PROVIDING TO CALPERS PUBLICLY AVAILABLE PAY SCHEDULES (PAPS)

SUBJECT: Resolution revising, adopting and providing to CalPERS Publicly Available Pay Schedules (PAPS) for: 1) Appointed Department Heads-Confidential-Elected; 2) Deputy Sheriff Association; 3) Management and Professionals Association; 4) Peace Officer Management Association; 5) Peace Officer Supervisors Association; and 6) Road Workers Association which comply with compensation reporting requirements under

Public Employees Retirement Law (PERL) and California Code of Regulations section 570.5 (CCR570.5).

FISCAL IMPACT: There is no fiscal impact for this action. The PAPS have been updated to comply with compensation reporting requirements only. There is no change to the salary amounts.

ACTION REQUESTED: 1) Adopt resolution; and/or 2) provide direction to staff.

Attachments: [H4](#)

Personnel/Risk Analyst Regina Schaap informed the board this item had previously been presented to the board for a different bargaining unit and was being brought back to revise the pay schedules to comply with CalPers rules. The resolution would cover department heads, confidential staff, elected officials, the Management and Professionals Association, Peace Officers Association Management, Peace Officers Association Supervisors, and the Road Workers Association. This item would bring the bargaining units up to date for the current contracts. There would not be any changes to the salary table. Brief discussion was held.

A motion was made by Supervisor Albaugh, seconded by Supervisor Ingram, that this Resolution No. 25-019 be adopted. The motion carried by the following vote:

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

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

No report out.

ADJOURNMENT

There being no further business, the meeting is adjourned at 11:54 a.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board