



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

Tuesday, August 13, 2024

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:01 A.M. CALL TO ORDER

Present: Supervisors 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.

Supervisor Gallagher was absent by prearrangement.

Present: 4 - Aaron Albaugh, Gary Bridges, Tom Neely and Jason Ingram

Absent: 1 - Chris Gallagher

Excuse: 0

PUBLIC COMMENT

None.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session items:

- 1) Conference with Labor Negotiator Scott McLeran: Management and Professional Association.
- 2) Employee performance evaluation: County Administrative Officer.

CLOSED SESSION

Closed session was held from 9:02 a.m. - 10:01 a.m.

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

Supervisor Neely recused himself and was absent from 9:02 a.m. - 9:34 a.m.

Labor Negotiator Scott McLeran was present via teleconference from 9:02 a.m. - 9:33 a.m.

Deputy CAO Tony Shaw was present from 9:02 a.m. - 9:34 a.m.

Risk Analyst/Personnel Regina Schaap was present from 9:02 a.m. - 10:01 a.m.

Deputy Clerk of the Board Yderraga was absent from 9:15 a.m. - 9:18 a.m.; and 9:23 a.m. - 9:25 a.m.

RECESS: 10:01 a.m. - 10:07 a.m.

10:07 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 Labor Negotiator Scott McLeran: Management and Professional Association.

No reportable action.

- 2) 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 Ingram, that this Agenda be approved. The motion carried by the following vote:

Aye: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

PUBLIC COMMENTS

Director of Planning and Building Services Maury Anderson: Director Anderson stated he was representing the Department of Environmental Health and informed the board he had been contacted by Lahontan Water Board due to a harmful algae bloom at Eagle Lake between the Ronald McDonald Camp and the marina. A dog had become sick and died. There was testing done in the area and results were pending. Director Anderson stated he would return to board with the conclusion once tested was complete. Caution signs were posted in the area to warn swimmers and people with animals. Planning and Building Services was coordinating with the United States Forest Service (USFS) and the Lahontan Water Board.

Owner of ColWest Investments and Sierra Desert Properties Melanie

Westbrook: Ms. Westbrook presented a letter to the board pertaining to the Behavioral Health Bridge Housing (BHBH) contract and stated construction was

underway at this point.

Tim Micone: Discussed the Planning Commission.

John Parker: Discussed his neighborhood and the violations to the county code by the neighbors.

City of Susanville Economic Developer Tamara Spade: Informed the board the City of Susanville would be providing business workshops at the fire department at 6:00 p.m. to discuss budget and finance. A second workshop would be held in September pertaining to marketing. Additional information would be on the city's Facebook page.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Bridges: Met with James Hall regarding the Dine Around Town Program; 2) had a phone call with Planning and Service Area - Area Agency on Aging (PSA 2 AAA) to inform them of his discontent regarding the senior program; 3) was invited to Ranch Park regarding the thinning project and stated the county Trail Coordinator was doing a good job; 4) attended a Behavioral Health Advisory Board meeting.

Supervisor Neely: 1) Met with James Hall regarding the Dine Around Town Program with Supervisor Bridges; 2) attended the Lassen Transit Service Agency (LTSA) meeting; 3) attended a Lassen County Transportation Commission (LCTC) meeting; 4) attended a Lassen County Local Agency Formation Committee (LAFCo) meeting.

Supervisor Ingram: 1) Attended the National Law Enforcement Night with Supervisor Bridges; 2) attended Doyle Days and thanked Sheriff/Coroner John McGarva for his participation in the dunk tank; 3) completed the 8th annual Backpack Drive; 4) briefly discussed the South County Sports Sponsorship.

Supervisor Albaugh: 1) Adjourned in memory of LeRoy Roberts and Stanley Wiegand; 2) attended the transportation meetings; 3) attended the Rural Advocacy Institute (RAI) meeting.

PUBLIC HEARINGS

PLANNING AND BUILDING SERVICES

SUBJECT: Proposed Amendment of the Eagle Lake Area Plan adding camping provisions applicable to the Spaulding Eagle Lake Tract.

FISCAL IMPACT: Unknown.

ACTION REQUESTED: 1) Receive recommendation from the Planning Commission; and 2) conduct a public hearing as required by Government Code Section 65355; and 3) adopt a resolution adopting the Amendment.

Attachments: [C1](#)

Director of Planning and Building Services Maury Anderson informed the board this item was a proposed amendment to the Eagle Lake Area Plan adding a camping provision and the action requested was to whether or not adopt the resolution for an amendment. Director Anderson reminded the board this item was presented to the board on November 23, 2023, discussing camping by

necessity on public property. Additional discussion was held pertaining to septic, wells, homes and the amendment. Supervisor Albaugh asked if there were other areas to be considered to rezone that was appropriate to camping that could be combined with this item. Director Anderson stated this amendment was specific to Spalding. Supervisor Neely agreed with the changes and commended Director Anderson for his efforts.

The Public Hearing was open from 10:26 a.m. - 10:29 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: Tim Micone, Amy Hagan.

SPEAKERS INDIFFERENT: None.

A motion was made by Supervisor Bridges, seconded by Supervisor Neely, that this Resolution No. 24-040 be adopted. The motion carried by the following vote:

Aye: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

PLANNING AND BUILDING SERVICES

SUBJECT: Public hearing in accordance with Government Code Section 65856 to consider a proposed ordinance amending Title 18 to add Chapter 18.85 (Camping on Private Property Outside Designated Campgrounds Combining District), amend Section 18.08.020 (Combining Districts-Established-Designated) and adopt a rezone ordinance to rezone the Spaulding Eagle Lake Tract, as said Tract is shown on the map filed in Book 1, Pages 50-52, of the Official Records of Lassen County, California, into the Combining District being created.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive report from staff and recommendation of approval from the Planning Commission; and 2) Conduct a public hearing; and 3) introduce and adopt, by title only, the proposed ordinance.

Attachments: [C2](#)

Director of Planning and Building Services Maury Anderson read the Subject and Action Requested for this item and stated the recommendation was to introduce and adopt the proposed ordinance. Director Anderson stated the operating ordinance would be for camping itself. It would amend the General Plan to be consistent and what would describe how to camp at Spalding, camping time frames, toilet requirements, use permits, and public nuisances. Supervisor Ingram asked about violations to the ordinance. Director Anderson stated violations would be considered a misdemeanor by Code Enforcement or the Sheriff's Office. Additional discussion was held pertaining to sewers, holding tanks and rest rooms.

The Public Hearing was open from 10:38 a.m. - 10:39 a.m.

SPEAKERS IN FAVOR: Thomas Traphagan.

SPEAKERS IN OPPOSITION: None.

SPEAKERS INDIFFERENT: Bob McGarva.

A motion was made by Supervisor Bridges, seconded by Supervisor Ingram, that this Ordinance No. 2024-09 be adopted. The motion carried by the following vote:

Aye: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

MATTERS SET FOR TIME CERTAIN

PLANNING AND BUILDING SERVICES

SUBJECT: Make a determination in accordance with County Code Section 18.122.040 as to whether a commercial kitchen, egg cleaning facility and incidental retail sales are allowed on Assessor Parcel Number 119-370-048, 720-800 Capezzoli Lane, Standish, CA, 96128.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive report; and 2) determine whether the use is allowed and whether a use permit is required.

Attachments: [D1](#)

Director of Planning and Building Services Maury Anderson read the subject of the item and stated the purpose of this item was to propose use in a zoning district and to determine if a use permit was required. The Planning Director encountered issues subject to the zoning district as it did not speak to roadside stands from premises. If it were an Agricultural Processing Products Plant a use permit should be required. There was no definition in the county's zoning on what an Agricultural Processing Products Plant was. Director Anderson stated his opinion of a roadside stand was not a permanent structure. An Agricultural Processing Products Plant was somewhere in between a permanent structure and a roadside stand. A use permit should be required. Supervisor Albaugh asked about language clarification. Director Anderson stated his intent was to update zoning districts and to define the definition of roadside, commercial, and the agriculture products process, with assistance from the board. Discussion was held on the process of operations for agricultural products processing. County Counsel Uhrhammer reminded the board this item was solely to determine if this item fell within use by right or if a use permit would be required. That was the only question and answer pertaining to this item. Director Anderson stated his recommendation would be the requirement of a use permit. Additional discussion was held regarding use permits and fees.

SPEAKERS: Thomas Traphagan, Tim Micone, Andrea Traphagan, Roy Theils, Mike Scanlan, Katelyn Peterson, Christine DeForest.

Supervisor Ingram stated this project should be required to obtain a use permit. A motion was made by Supervisor Bridges. Supervisor Albaugh vacated as Chairman to second the motion. The motion was seconded by Supervisor Albaugh. Supervisor Albaugh resumed as Chairman.

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

Aye: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

PLUMAS NATIONAL FOREST SERVICE

SUBJECT: Presentation from Michael Rahe, Beckwourth District Ranger for the Plumas National Forest, to provide an update on post-fire restoration and general information regarding the Plumas National Forest.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive presentation.

District Ranger for the Beckwourth Ranger District Michael Rahe gave an extensive update pertaining to the Plumas National Forest that included staffing updates, Plumas Forest Supervisor Chris Carlton's temporary assignment, fire updates, prescribed burns, community and wildlife protection, and reforestation. Discussion was held.

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

Supervisor Ingram was absent from 11:31 a.m. - 11:32 a.m.

Supervisor Bridges was absent from 11:37 a.m. - 11:39 a.m.

INFORMATION/CONSENT CALENDAR

Supervisor Bridges requested to pull Item# G4 - Lassen County Fair Hidden Woods JMF Entertainment; Supervisor Albaugh requested to pull Item# G5 - Agreement Between California Department of Social Services and Lassen County; Supervisor Neely requested to pull Item# G8 - Lassen County Fair Hidden Woods - Kaleo, Item# G9 - Lassen County Fair Hidden Woods - Lit, and Item# G10 - Lassen County Fair Hidden Woods - The Fray.

Approval of the Consent Agenda

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

Aye: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

COUNTY ADMINISTRATIVE OFFICE

PRISON TRIAL COSTS REIMBURSEMENT

SUBJECT: Recap of High Desert State Prison Trials Cost Reimbursement Billing for the months of July 2023 through June 2024.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

Attachments: [Prison Trial Costs](#)

This Report was received and filed on the Consent Agenda.

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF JULY 23, 2024

SUBJECT: Meeting Minutes of July 23, 2024.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2024-07-23](#)

These Minutes were approved on the Consent Agenda.

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF JULY 30, 2024

SUBJECT: Meeting Minutes of July 30, 2024.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2024-07-30](#)

These Minutes were approved on the Consent Agenda.

HEALTH AND SOCIAL SERVICES

SERVICES SUPPORT ASSISTANT POSITION WITHIN COMMUNITY SOCIAL SERVICES

SUBJECT: The Community Social Services Department is requesting to fund a Services Support Assistant I/II/III position and un-fund an Administrative Support Specialist I/II/III position within the Welfare Administration Budget to support the Lassen Works Clerical Unit.

FISCAL IMPACT: No fiscal impact.

ACTION REQUESTED: 1) Un-fund one Administrative Support Specialist I/II/III position FTE; and 2) Fund one Services Support Assistant I/II/III position FTE; and/or 3) provide direction to staff.

Attachments: [G6-BOS CSS SSA Position - LW Clerical Unit 08.13.24](#)

This Action Item was approved on the Consent Agenda.

PUBLIC WORKS DEPARTMENT

BID REJECTION

SUBJECT: Rejection of bid received for the Janesville Grade Guardrail Replacement Project.

FISCAL IMPACT: None.

ACTION REQUESTED: Reject bid from Highway Specialty Company, Inc in the amount of \$1,107,337.50. The amount of this bid is above the engineer's estimate for the project, and exceeds the amount of funding budgeted for the project.

Attachments: [PW Janesville Grade Guardrail - Reject Bids - Attach](#)

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 August 12, 2024.
- b) Lassen County Planning Commission Regular Meeting Agenda for August 6, 2024.
- c) Lassen Local Agency Formation Commission (LAFCo) Regular Meeting agenda for August 12, 2024.

Attachments: [MISC CORR](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS

FAIR

LASSEN COUNTY FAIR HIDDEN WOODS JMF ENTERTAINMENT

SUBJECT: Hidden Woods Agreement with JMF Entertainment for Production.

FISCAL IMPACT: \$63,096.59 total contract amount. Expenditure is included in budget requests for the 2024/2025 Fiscal Year.

ACTION REQUESTED: 1) Approve production agreement with JMF Entertainment for the Hidden Woods Music Festival; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [G4](#)

Supervisor Bridges asked what the county would be receiving for \$63,000. Fair Manager Kaitlyn Midgley stated that was the cost for the entire production and it was the same group used in the fair. This was to accommodate larger performers. Supervisor Albaugh asked what the budget was for this event and where funding was coming from. Fair Manger Midgley stated it was a \$350,000

budget and would be fine if the board wanted to cancel the event. CAO Egan stated discussion was held pertaining to the budget and asked Fair Manager Midgley if there were items not included in this amount. Fair Manager Midgley stated there were some outside smaller expenditures and had made back \$170,000 in ticket sales and sponsorships. Fair Manager Midgley said there were two contracts remaining and didn't want to give dollar amounts in a public forum without checking the exact amounts first. Additional discussion was held pertaining to security costs, passes given out, and the existing and proposed budget.

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: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

HEALTH AND SOCIAL SERVICES

AGREEMENT BETWEEN CALIFORNIA DEPARTMENT OF SOCIAL SERVICES AND LASSEN COUNTY

SUBJECT: Agreement #24-5053 between the California Department of Social Services (CDSS) and Lassen County Health and Social Services in the amount of Zero Dollars for the purpose of establishing the responsibilities of the CDSS and the County in the provision and receipt of Legal consultation and Legal representation in administrative action appeals associated with the Resource Family Approval (RFA) program in Lassen County for the term of July 1, 2024 through June 30, 2027.

FISCAL IMPACT: None. This is a Zero Dollar Agreement.

ACTION REQUESTED: 1) Approve Agreement #24-5053; and 2) authorize the County Administrative Officer to execute the Agreement.

Attachments: [G5- BOS CSS CDSS RFA Agreement #24-5053 08.13.24](#)

Director of Community Social Services Jayson Vial informed the board this item was a standard agreement with the California Department of Social Services (CDSS) and Lassen County to provide some level of legal service for appeals for resource families. Resource families foster youth and this gives the families the ability to work with CDSS to receive legal representation when needed regarding fostered youth. Director Vial stated these services would remedy issues for foster families and children to ensure they are receiving resources the state provides. Supervisor Albaugh asked if this would benefit the foster children. Director vial stated this would benefit the children and the families that had stepped forward to protect these children. This service was here to aid the families with any legal concerns. CDSS's mission is to ensure there were not any loop holes and gaps to make it easier on the foster families with foster children. Supervisor Albaugh stated this was a good contract from the state.

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: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

FAIR

LASSEN COUNTY FAIR HIDDEN WOODS - KALEO

SUBJECT: Hidden Woods Agreement with KALEO - Event Headliner.

FISCAL IMPACT: \$125,000 total contract amount. Expenditure is included in budget requests: for the 2024/2025 fiscal year.

ACTION REQUESTED: 1) Approve KALEO headliner agreement for the Hidden Woods Music Festival; and 2) authorize the CAO to execute the agreement.

Attachments: [G8](#)

Supervisor Neely asked if the fair had already spent \$62,000 for the Hidden Woods event. Fair Manager Kaitlyn Midgely stated yes, as the county had to pay 50% to secure the artist for the event and to have a fully executed contract. Certain conditions applied to receive the deposit back in the event of a cancellation. Supervisor Albaugh asked about the special provisions of the contract and why the contract started on page 7. Fair Manager Midgely stated most of the contracts had addendums which would be before the special provisions in the contract. County Counsel Uhrhammer stated the contracts started at page seven as there were provisions to the agreement and the contract started with the addendums. Supervisor Albaugh asked about the cross-outs on the contract and if the artists were accepting the cross-outs. Fair Manager Midgely stated the artists start out with personal requests and Fair Manager Midgely crossed out what the county would not provide. The artists were fine with the cross-outs. Fair Manager Midgely stated the county usually had an agreement with some trade the sponsors were willing to provide. Brief discussion was held.

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: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

LASSEN COUNTY FAIR HIDDEN WOODS - LIT

SUBJECT: Hidden Woods Agreement with Lit- Event Headliner.

FISCAL IMPACT: \$35,000 total contract amount. Expenditure is included in budget requests: for the 24/25 fiscal year.

ACTION REQUESTED: 1) Approve Lit agreement for the Hidden Woods Music

Festival; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [G9 Lit Agreement](#)

Fair Manager Midgley stated this artist was with the same agency as The Fray. It exceeded CAO Egan's limit with one agency in a single fiscal year. Cross-outs on the contract were addressed. Brief discussion was held regarding the contract execution date of June 4, 2024. Supervisor Neely said all of his questions pertaining to expenditures were answered.

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: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

LASSEN COUNTY FAIR HIDDEN WOODS - THE FRAY
SUBJECT: Hidden Woods Agreement with The Fray - Event Headliner.
FISCAL IMPACT: \$85,000 total contract amount. Expenditure is included in budget requests: for the 2024/2025 fiscal year.
ACTION REQUESTED: 1) Approve The Fray headliner agreement for the Hidden Woods Music Festival; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [G10 The Fray Agreement](#)

Supervisor Albaugh asked if there was a buyout for catering. Fair Manager Midgley stated a dollar amount would be given to the county for additional requests. The county asked the artist to give a set dollar amount and they would purchase their own meals. This was a standard procedure and was also the same procedure included in the fair agreements. Supervisor Neely stated the artists requested dollar amount was reasonable and allowed the artists to contribute back to the community by purchasing meals at local restaurants.

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: 4 - Albaugh, Bridges, Neely and Ingram

Absent: 1 - Gallagher

TREASURER/TAX COLLECTOR'S OFFICE

CLIFTON LARSON AND ALLEN LLP CONTRACT
SUBJECT: Approval of the contract with Clifton Larson and Allen LLP (CLA) for the 2024, 2025, and 2026 fiscal years.
FISCAL IMPACT: \$530,150 over three fiscal years, which will be budgeted out of Fund/Budget Unit No. 100-0101 Non-Departmental Expense.

ACTION REQUESTED: 1) Approve the proposed contract with CLA in the amount of \$165,800 for fiscal year 2024, \$176,610 for fiscal year 2025, and \$187,740 for fiscal year 2026; and 2) authorize the County Auditor Controller, Treasurer/Tax Collector to execute the proposed agreements.

Attachments: [TTC Attach](#)

Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas informed the board this item was a contract for the outside auditors for 2023-2026 fiscal years audit. Auditor/Controller Cardenas reminded the board this item had been previously discussed at prior board meetings and sent out a Request for Proposal (RFP). Larson and Allen LLP was the only bidder. This company worked with a lot of other rural counties such as Modoc, Tehama, Sierra, and Butte. Auditor/Controller Cardenas stated she was asking for an approval in order to initiate the audit. Supervisor Albaugh asked if the cost was similar to the prior firm who did the county's audit. Auditor/Controller Cardenas stated the cost went up substantially. Supervisor Albaugh asked if Lassen County had worked with this firm before. Auditor/Controller Cardenas said this firm was approved by the board to perform the 2022-2023 fiscal year emergency audit and the firm was very easy to work with. Auditor/Controller Cardenas stated she was expecting the 2023 audit to be completed by August with the next audit to begin by September or October. The expectation for the 2023-2024 fiscal year audit was to be done and caught up by February 2025. Brief discussion was held.

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan handed out his Letter of Retirement and stated he was announcing to the board his intention to retire at the end of December 2024. CAO Egan said he wanted to give the Board of Supervisors enough notice to able to assist in recruitment and transition to the next executive. Supervisor Albaugh stated the board was in full support of CAO Egan's decision and said with regret they would accept the Letter of Retirement.

ADJOURNMENT

There being no further business, the meeting is adjourned at 12:26 p.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board

