



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, November 18, 2025

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:03 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

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

County Counsel Plett 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 (if needed).
- 2) Conference with Labor Negotiator Andrew Plett: United Public Employees of California (UPEC).
- 3) Employee performance evaluation: Fair Manager.

CLOSED SESSION

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

Closed session was held from 9:04 a.m. - 9:56 a.m.

Personnel/Risk Analyst Regina Schaap was present from 9:04 a.m. - 9:56 a.m.
Deputy CAO Samantha McMullen was present from 9:04 a.m. - 9:56 a.m.
Deputy Clerk of the Board Yderraga was absent from 9:52 a.m. - 9:56 a.m.

RECESS: 9:56 a.m. - 9:58 a.m.

9:58 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 Plett announced the following closed session items:

- 3) Employee performance evaluation: Fair Manager.

Employee evaluation was held.

County Counsel Plett stated the remainder of closed session would be continued to the end of the meeting.

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

Gabe Williams: 1) Discussed the cancellation of the gunsmith program at Lassen Community College and the creation of the new Lassen Gunsmithing Action Committee.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Bridges: 1) Attended the Uptown Halloween event; 2) attended the California State Association of Counties (CSAC) meeting; 3) attended the Behavioral Health Advisory Board (BHAB) meeting; 4) was unable to attend the Veteran's Day Parade; 5) attended a FIRST5 meeting; 6) attended a Big Valley Groundwater Advisory Committee (BVAC) meeting; 7) thanked Supervisor Neely for attending the Planning and Service Area - Area Agency on Aging (PSA 2 AAA) meeting in his absence.

Supervisor Scanlan: 1) attended a Planning Commission meeting; 2) attended a conference with the Fair Manager; 3) will be attending the Honey Lake Valley Recreation Authority pool meeting today.

Supervisor Ingram: 1) Attended a Ravendale food distribution event; 2) attended a Lassen County Transit Committee (LCTC) meeting; 3) attended a Lassen Transit Service Agency (LTSA) meeting; 4) thanked the Salvation Army for feeding Lassen County and District 4; 5) will be distributing food in District 5 next month; 6) announced the Salvation Army has begun the bell ringing events and they wanted to do a battle with the elected officials again; 7) thanked Director of Public Health Natalie Ruegger for gathering food for residents in need; 9) will be attending a Sierra Alliance meeting.

Supervisor Albaugh: 1) Thanked the residents of Lassen County for voting in the November 4, 2025, special election; 2) announced the Big Valley School hosted the Veterans Day program and thanked Sheriff/Coroner John McGarva for attending; 3) announced the Cattlemen and CattleWomen hosted the annual Veterans luncheon; 4) attended a BVAC meeting; 5) attended a Rural Advocacy Institute (RAI) meeting; 6) attended a Rural County Representatives of California (RCRC) Executive meeting; 7) announced the California Department of Fish and Wildlife were in Big Valley collaring wolves and did not notify the residents; 8) announced today was his first board meeting to switch from paper packets to online packets.

Supervisor Neely: 1) Attended LTSA; 2) attended LCTC; 3) attended PSA 2 AAA; 4) adjourned the meeting in memory of Janelle Wemple.

PUBLIC HEARINGS

PLANNING AND BUILDING SERVICES

SUBJECT: Public hearing in accordance with Government Code Section 65856 to consider a proposed ordinance amending Section 18.64.050 (Area requirement) of Chapter 18.64 O-S Open Space District of the Lassen County Code. The proposed change will remove a provision, which implies that legal parcels cannot be conveyed. The proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant CEQA Guidelines Subsection 15061(b)(3).

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: [C1](#)

Director of Planning and Building Services Gaylon Norwood informed the board this item was a simple ordinance and read the subject and action requested. The language adopted in 1984 states "open space parcels can not be sold" would be removed. Planning and Building Services had never prevented anyone from selling property.

The public hearing was open from 10:19 a.m. - 10:19 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

Director Norwood informed the board the procedure of zoning ordinances.

A motion was made by Supervisor Scanlan, seconded by Supervisor Ingram, that this Ordinance No. 2025-08 be adopted. The motion carried by the following vote:

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

MATTERS SET FOR TIME CERTAIN

RURAL COUNTY REPRESENTATIVES OF CALIFORNIA

SUBJECT: Report from Rural County Representatives of California (RCRC).

FISCAL IMPACT: None.

ACTION REQUESTED: Receive report.

Attachments: [RCRC 2025 Lassen County Strategic Plan Presentation](#)

Rural County Representatives of California (RCRC) Chief Executive Officer (CEO) Pat Blacklock introduced himself and gave a power point presentation. The presentation included RCRC's strategic plan, state and federal advocacy, state policy areas, federal policy areas, employee retention, Golden State Finance Committee, National Home Buyers Fund, Inc., Environmental Services Joint Powers Agency, and Rural Advancement Institute. Discussion was held.

RECOGNITION AWARDS FOR NOVEMBER

SUBJECT: Recognition awards for November.

FISCAL IMPACT: None.

ACTION REQUESTED: 10 Years: Trinity Leslie (Health and Social Services); and Gina Cauble (Health and Social Services).

Supervisor Neely recognized the following employees: 10 Years: Gina Cauble. Trinity Leslie was not present.

SPEAKERS: Director of Community Social Services Jayson Vial and Supervisor Neely.

Supervisor Albaugh was absent from 10:58 a.m. - 11:00 a.m.

DEPARTMENT REPORTS

SHERIFF'S DEPARTMENT

ADMINISTRATION

SUBJECT: Board Resolution for 2025-2026 Fiscal Year (FY) Financial Aid and Financial Aid agreement, Department of Alcoholic Beverage Control's ABC-OTS Grant Program through the National Highway Traffic Safety Administration.

FISCAL IMPACT: Potentially provide \$30,000 in revenue to the Lassen County Sheriff's Office for alcohol enforcement and education for the 2025-2026 FY.

ACTION REQUESTED: 1) Adopt resolution; and 2) approve Financial Aid Agreement to the Department of Alcoholic Beverage Control for program participation in the 2025-2026 FY; and 3) authorize the Sheriff to execute the agreement.

Attachments: [SO Attach](#)

Sheriff's Sergeant (Sgt.) Mike Loflin informed the board this item was a grant for \$30,000 to be used as supplemental funding to the Sheriff's Office for alcohol law enforcement. The grant is funded through the National Traffic Highway Safety Administration. Sgt. Loflin stated it was the Sheriff's Office responsibility to enforce alcohol law operations such as driving under the influence and drunk in public. Brief discussion was held pertaining to decoys. Sheriff/Coroner John McGarva stated Sgt. Loflin was the program supervisor and informed the board there was a typo in the first page of the resolution. The acronym OTC was used and it needed to read as OTS.

A motion was made by Supervisor Scanlan, seconded by Supervisor Bridges, that this Resolution No. 25-027 be adopted. The motion carried by the following vote:

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

BOARDS AND COMMISSIONS

ANNUAL COMMITTEE APPOINTMENTS

SUBJECT: Annual Committee Appointments for 2025-2026

FISCAL IMPACT: None

ACTION REQUESTED: Make appointments to the following Boards, Committees and Commissions:

1. Rural County Representatives of California (RCRC)

a. California Non-Profit Corporation

b. One regular (R) member of the Board of Supervisors. One alternate (A) member of the Board of Supervisors

CURRENT APPOINTMENT: Albaugh (R), Bridges (A)

2. Golden State Finance Authority (GSFA)

a. Government Code section 6500, Board of Directors

b. One regular member of the Board of Supervisors. One alternate member of the Board of Supervisors

CURRENT APPOINTMENT: Albaugh (R), Bridges (A)

3. Golden State Connect Authority (GSCA)

a. Government Code section 6500, Board of Directors

b. One regular member of the Board of Supervisors. One alternate member of the Board of Supervisors

CURRENT APPOINTMENT: Albaugh (R), Bridges (A)

4. Rural County Representatives of California (RCRC) Environmental

Services Joint Powers Agency (ESJPA)

a. Government Code section 6500, Joint Powers Agency.

b. One regular member of the Board of Supervisors. One alternate member of the Board of Supervisors, and one alternate member who is staff from Solid Waste.

CURRENT APPOINTMENT: Albaugh (R), Bridges (1st A), Director of Public Works Pete Heimbigner (2nd A)

Supervisors Albaugh and Bridges stated they would like to remain as members for all four (4) boards. Supervisor Neely said he would like to see members alternate every few years in the future. Brief discussion was held. Supervisor Neely appointed Supervisor Albaugh as the regular board member and Supervisor Bridges as the alternate board member to the following boards: Rural County Representatives of California (RCRC), Golden State Finance Authority (GSFA), Golden State Connect Authority (GSCA), and RCRC Environmental Services Joint Powers Agency (ESJPA).

**CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC)
APPOINTMENTS**

SUBJECT: Annual Committee Appointments for 2025-2026.

FISCAL IMPACT: None

ACTION REQUESTED: Make appointments to the following Board:
California State Association of Counties (CSAC)

a. California Non-Profit Corporation

b. Shall not be less than one Supervisor for each member county.

CURRENT APPOINTMENT: Bridges (R), Neely (A)

Supervisor Bridges stated he would like to remain on this board. Supervisor Albaugh made nominated Supervisor Bridges as the regular board member, Supervisor Neely as the 1st alternate, and Supervisor Scanlan as the 2nd alternate. Supervisor Neely requested a roll call vote.

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

Aye: 4 - Scanlan, Bridges, Albaugh and Ingram

Nay: 1 - Neely

INFORMATION/CONSENT CALENDAR

Approval of the Consent Agenda

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

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

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF
OCTOBER 28, 2025

SUBJECT: Meeting Minutes of October 28, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

These Minutes were approved on the Consent Agenda.

COUNTY ADMINISTRATIVE OFFICE

PRISON TRIAL COSTS REIMBURSEMENT PROGRAM

SUBJECT: Recap of CCC Prison and High Desert State Prison Trials Cost
Reimbursement Billing for the months of July through October 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

Attachments: [Prison Trial Cost](#)

This Report was received and filed on the Consent Agenda.

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for October, 2025.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Personnel Report](#)

This Report was received and filed on the Consent Agenda.

PUBLIC WORKS DEPARTMENT

MEMORANDUM OF UNDERSTANDING WITH MODOC COUNTY AND
LASSEN COUNTY

SUBJECT: Memorandum of Understanding with Modoc County for cost
sharing on the Bieber-Lookout Road Project.

FISCAL IMPACT: Funding is available within the current 2025/2026 Fiscal
Year Road Fund/Budget Unit No. 122-1222

ACTION REQUESTED: Approve entering into a Memorandum of
Understanding with Modoc County for cost sharing on the Bieber-Lookout
Road Project.

Attachments: [PW Attach](#)

This Action Item was approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

- a) Notice for the Lassen National Forest review and comment on the Draft Environmental Assessment for the Dixie Postfire Restoration and Recovery Project.
- b) Planning and Service Area Agency on Aging Advisory (PSA2 AAA) Advisory Council Meeting Agenda, October 31, 2025.
- c) Fair Advisory Board Meeting Agenda for Tuesday, October 29, 2025.
- d) Lassen County Planning Commission Meeting Agenda for October 7, 2025.
- e) Lassen Transit Service Agency Meeting Agenda for November 10, 2025.
- f) Lassen County Behavioral Health Advisory Board meeting agenda for November 10, 2025.
- g) Big Valley Groundwater Basin Advisory Committee (BVAC) Meeting Notice for November 17, 2025.
- h) Lassen County Board of Supervisor Letter to Pacific Gas & electric regarding Mt. Lassen Power.
- i) Lassen County Board of Supervisor Letter to California Department of Fish and Wildlife regarding Lassen County Fish and game Commission's disappointment with the California Department of Fish and Wildlife (CDFW).
- j) Big Valley Groundwater Basin Advisory Committee (BVAC) Regular Agenda for November 17, 2025.
- k) Plumas County Community Development Commission board of Commissioners Regular Meeting Agenda for November 18, 2025.
- l) Planning and Service Area Agency on Aging Advisory (PSA2 AAA) Executive Board Meeting Agenda, November 17, 2025.

Attachments: [G5](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS - CONTINUED

FAIR

ADOPTION OF RESOLUTION ESTABLISHING NEGOTIATION AND PURCHASING AUTHORITY FOR ENTERTAINMENT FOR THE 2026 FAIR
SUBJECT: Adoption of resolution of the Board of Supervisors, County of Lassen, State of California, establishing negotiation and purchasing authority for the Lassen County fair Manager for entertainment expenses for the 2026 fair.

FISCAL IMPACT: Adoption of the resolution allows for the Fair Manager to negotiate and enter into entertainment contracts above the authorized contracting limit for department heads and County Administrative Officer. Though contract payments would be made in the 2026-2027 fiscal year, contract(s) must be executed during the 2025-2026 fiscal year. The total authorized amount in the resolution (\$135,000) is below the approved budget line item for Fair Entertainment in the 2025-2026 fiscal year budget.

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

staff.

Attachments: [Fair Attach](#)

Fair Manager Bill Payer informed the board this item was a resolution to allow the Fair Manager to negotiate entertainment contracts for the 2026 County Fair. The resolution allowed the Fair Manager to negotiate above \$50,000 without the County Administrative Officer's approval. Consensus of the board was to amend the resolution to require a second signature by the County Administrative Officer. Brief discussion was held.

A motion was made by Supervisor Albaugh, seconded by Supervisor Bridges, that this Resolution No. 25-026 be adopted as amended. The motion carried by the following vote:

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

HEALTH AND SOCIAL SERVICES

GRANT AGREEMENT #25-10599 WITH CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH)

SUBJECT: Grant Agreement #25-10599 with California Department of Public Health (CDPH) for the Disease Intervention Specialist (DIS) Workforce Development Grant for Fiscal Years 2025 through 2030 in the total amount of \$462,735.

FISCAL IMPACT: This is a Revenue Agreement for the Public Health Fund/Budget Unit No. 110-0731.

ACTION REQUESTED: 1) Approve the Grant Agreement #25-10599 with the California Department of Public Health (CDPH); and 2) authorize the County Administrative Officer to execute the grant documents.

Attachments: [H3- BOS PH CDPH Grant #25-10599 11.18.25](#)

Director of Public Health Natalie Ruegger informed the board this item was a grant from the California Department of Public Health (CDPH) for disease control and intervention. This was a five (5) year grant for a total amount of \$462,000 to ensure clinic operations for disease testing, monitoring, and clinic operation. Director Ruegger briefly discussed staffing, disease outbreaks and preventions.

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

RECESS: 11:45 a.m. - 11:49 a.m.

DEPARTMENT REPORTS - CONTINUED

PROBATION DEPARTMENT

MEMORANDUM OF UNDERSTANDING BETWEEN LASSEN COUNTY
AND SHASTA COUNTY

SUBJECT: Memorandum of Understanding (MOU) between Lassen County and Shasta County for detained juveniles in Juvenile Hall. The agreement has a daily rate of \$325 per day per youth, a daily rate of \$456 per day per youth for the Rivers Edge Academy and a daily rate of \$780 per day per youth for the Secure Track Facility Program.

FISCAL IMPACT: Regular Expenditure to Probation Fund/Budget Unit No. 145-0561. Contract not to exceed \$250,000 per fiscal year.

ACTION REQUESTED: 1) Approve; and 2) authorize the Chairman to execute the agreement.

Attachments: [PROB Shasta Attach](#)

Chief Probation Officer Jennifer Branning informed the board this item was a Memorandum of Understanding (MOU) with Shasta County pertaining to juvenile housing. Lassen County had used Shasta County in addition to four (4) other counties for juvenile placement. Chief Branning briefly discussed cost and said price did not increase with Shasta County. Additional discussion was held.

CAO Anderson was absent from 11:50 a.m. - 11:52 a.m.

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

BODY WORN CAMERA EQUIPMENT

SUBJECT: Request to purchase Body Worn Cameras from Axon Enterprise, Inc in an amount not to exceed \$551,384.03.

FISCAL IMPACT: The purchase will come from Fund/Budget Unit No 138-0551 Public Safety Equipment.

ACTION REQUESTED: 1) approve the purchase; and 2) authorize the Probation Department to purchase the requested Body Worn Cameras from Axon in an amount not to exceed \$551,384.03.

Attachments: [PROB Attach](#)

Chief Probation Officer Jennifer Branning informed the board this item was to purchase public safety equipment. Chief Branning discussed current and new safety equipment, safety mechanisms, and past contracts. Sheriff/Coroner John McGarva and Office of Emergency Services (OES) Chief Silas Rojas discussed equipment battery life and equipment repair. Additional discussion was held.

A motion was made by Supervisor Bridges, 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

VEHICLE PURCHASE

SUBJECT: Request to purchase three (3) Ford F-150 XLT 4X4 V6 Super Crew Trucks from Crown Motors LLC in an amount not to exceed \$146,088.

FISCAL IMPACT: The purchase will be split between Fund/Budget Unit No. 145-0561 (Probation) in the amount of \$48,696 and 138-0551 (Community Correction Partnership (CCP)) in the amount of \$97,392.

ACTION REQUESTED: 1) Approve the purchase; and 2) authorize the Probation Department to purchase the requested trucks from Crown Motors LLC in an amount not to exceed \$146,088.

Attachments: [PROB Ford Attach](#)

Chief Probation Officer Jennifer Branning informed the board this item was a request for approval to purchase three (3) Ford F150 trucks. Chief Branning discussed quotes received and said the vehicles would be purchased from Crown Motors out of Red Bluff. Additional discussion was held pertaining to vehicle features and cost.

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

COUNTY ADMINISTRATIVE OFFICE**SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS**

CAO Anderson announced the Board of Supervisors meeting scheduled for November 25, 2025, would not be called. The next regularly scheduled board meeting would be held on December 9, 2025.

CLOSED SESSION

Closed session was held from 12:14 p.m. - 12:52 p.m.

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

Deputy CAO McMullen was present from 12:14 p.m. - 12:52 p.m.
Personnel/Risk Analyst Schaap was present from 12:14 a.m. - 12:52 p.m.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

County Counsel Plett 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 (if needed).

Direction to staff was given.

2) Conference with Labor Negotiator Andrew Plett: United Public Employees of California (UPEC).

Direction was given to the Labor Negotiator.

ADJOURNMENT

There being no further business, the meeting is adjourned at 12:53 p.m. in memory of Janelle Wemple.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board