



Lassen County

G4

Meeting Minutes

Board of Supervisors Special Meeting

LASSEN COUNTY SUPERVISORS:

**DISTRICT 1 - MIKE SCANLAN; DISTRICT 2 - GARY BRIDGES, CHAIRMAN; DISTRICT 3 - TOM NEELY;
DISTRICT 4 - AARON ALBAUGH, VICE CHAIRMAN; DISTRICT 5 - JASON INGRAM**

Tuesday, June 23, 2026

10:00 AM

Bieber Veterans Memorial Hall
657-575 Bridge Street
Bieber, CA 96009

10:03 A.M. CALL TO ORDER

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

Supervisor Neely was absent by prearrangement.
Supervisor Ingram was absent.

Present: 3 - Mike Scanlan, Gary Bridges and Aaron Albaugh

Absent: 2 - Tom Neely and Jason Ingram

Excuse: 0

Pledge of Allegiance and Invocation

After the flag salute, invocation was offered by Supervisor Scanlan.

PUBLIC COMMENT

None.

Supervisor Bridges stated closed session would be held at the end of the meeting.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

CAO Anderson stated Item# H1 - Nuisance Weed Abatement needed to be pulled from the agenda.

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

Aye: 3 - Scanlan, Bridges and Albaugh

Absent: 2 - Neely and Ingram

PUBLIC COMMENTS

None.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Scanlan: 1) Attended a Honey Lake Valley Recreation District pool meeting; 2) attended an Airport Land Use Committee meeting; 3) attended a Fish and Game Commission meeting; 4) stated there were thunder storms causing fires over the weekend. CalFire was quick to extinguish the threats; 5) met with the Office of Emergency Services (OES) Chief Silas Rojas; 6) had lunch with the constituents of Westwood and took a tour of Pine Town.

Supervisor Albaugh: 1) Thanked everyone for traveling to Bieber to attend the Board of Supervisors meeting; 2) announced his children attended the junior livestock show.

Supervisor Bridges: 1) Attended an agenda meeting; 2) attended a FIRST5 meeting; 3) was voted by the California State Association of Counties (CSAC) to be appointed to the Western Interstate Region (WIR); 4) requested to adjourn in memory of Dennis Jones.

MATTERS SET FOR TIME CERTAIN

RETIREMENT PROCLAMATION PRESENTATION

SUBJECT: Retirement proclamation presentation.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Adopt Proclamation; and 2) present a Retirement Proclamation and Plaque to David Lile (University of California Cooperative Extension County Director).

Supervisor Bridges presented a retirement proclamation to David Lile (University of California Cooperative Extension County Director). Laura Snell presented Director Lile with a 30-year pin from the State of California.

SPEAKERS: Laura Snell, Supervisor Albaugh, Supervisor Bridges, CAO Anderson and Director Lile.

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

Aye: 3 - Scanlan, Bridges and Albaugh

Absent: 2 - Neely and Ingram

BOARDS AND COMMISSIONS

COMMITTEE APPOINTMENTS

SUBJECT: Lassen County Fair Advisory Board.

FISCAL IMPACT: None.

ACTION REQUESTED: Consider making appointment: District 3: 1 vacancy, term expiring March 31, 2027. (Applicants: Maria Panos, Brenden Raymond, Dawn German-Howe).

Attachments: [F1](#)

CAO Anderson informed the board Supervisor Neely recommended Dawn German-Howe as the appointment to the Fair Advisory Board. Discussion was held.

Supervisor Albaugh made a motion to appoint Dawn German-Howe to the Fair Advisory Board.

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

Aye: 3 - Scanlan, Bridges and Albaugh

Absent: 2 - Neely and Ingram

INFORMATION/CONSENT CALENDAR

Supervisor Albaugh pulled Item# G3 - Edward Byrne Memorial justice Assistance Grant (JAG) Program Funding, for additional discussion.

Approval of the Consent Agenda

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

Aye: 3 - Scanlan, Bridges and Albaugh

Absent: 2 - Neely and Ingram

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF
JUNE 16, 2026

SUBJECT: Meeting Minutes of June 16, 2026.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [G1](#)

These Minutes were approved on the Consent Agenda.

HEALTH AND SOCIAL SERVICES

TRAVEL AUTHORIZATION TO ATTEND THE 2026 AMERICAN PUBLIC
HEALTH ASSOCIATION ANNUAL CONFERENCE

SUBJECT: Request for travel authorization for three Public Health
employees to attend the 2026 American Public Health Association (APHA)
Annual Conference in San Antonio, Texas from November 1-4, 2026.

FISCAL IMPACT: Total Estimated Cost of Travel \$11,613.69, or
\$3,871.23each, from Public Health Fund/Budget Unit No. 110-0731.

ACTION REQUESTED: 1) Authorize expenditures for the American Public

Health Association (APHA) Annual Conference for three Public Health Employees.

Attachments: [G2](#)

This Action Item was approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

- a) Plumas County Community Development Commission Board of Commissioners Regular Meeting Agenda for June 16, 2026.
- b) Lassen Transit Service Agency Regular Meeting Agenda for June 15, 2026.
- c) Lassen County Architectural Review Committee Agenda for June 18, 2026.
- d) Lassen County Fish and Game Commission Regular Meeting Agenda for June 18, 2026.

Attachments: [G4](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS

SHERIFF'S DEPARTMENT

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FUNDING

SUBJECT: The Lassen County Sheriff's Office is requesting the Lassen County Board of Supervisors approve a resolution to accept the funding from the Board of State and Community Corrections Byrne JAG Program.
FISCAL IMPACT: No fiscal impact to the general fund.

ACTION REQUESTED: 1) Adopt resolution accepting the award from the Byrne JAG Program authorizing the County Administrative Officer to execute for funding; and/or 2) provide direction to staff.

Attachments: [SO Attach](#)

Sheriff's Lieutenant (Lt.) Wes Gray stated this item was a resolution to accept funding for the JAG grant. A nine month extension was granted for \$134,000. Use Services Officer Niki Jarrell gave a brief overview of the program and discussed the purpose of the funds. The board commended staff for their excellent work with the program.

A motion was made by Supervisor Albaugh, seconded by Supervisor Scanlan, that this Resolution No. 26-036 be adopted. The motion carried by the following vote:

Aye: 3 - Scanlan, Bridges and Albaugh

Absent: 2 - Neely and Ingram

AGRICULTURAL COMMISSIONER

NUISANCE WEED ABATEMENT

SUBJECT: Dyers Woad nuisance weed abatement.

FISCAL IMPACT: None.

ACTION REQUESTED: Inform the board that the Lassen County Agricultural Commissioner's Office will start enforcing nuisance weed abatements on Dyer Woad.

Attachments: [H1](#)

This item was pulled from the agenda.

HEALTH & SOCIAL SERVICES

PUBLIC HEALTH AGREEMENT BETWEEN LASSEN COUNTY AND PAPERLESS KNOWLEDGE

SUBJECT: Agreement between Lassen County and Paperless Knowledge, Inc. for the provision of electronic document management and records services for the term of July, 1 2026, through June, 30, 2031.

FISCAL IMPACT: The maximum amount of the agreement will not exceed \$100,000 and will be paid from the Public Health Fund/Budget Unit No. 110-0731.

ACTION REQUESTED: 1) Approve the agreement with Paperless Knowledge, Inc.; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [H2](#)

Health and Social Services Assistant Director/Personnel Coordinator Danielle Sanchez informed the board this item was used for staff time studies in the Public Health department. Supervisor Scanlan stated this item was being brought back for language clarification and noticed verbiage was unchanged. County Counsel Plett said the language used was standard for contracts. Discussion was held pertaining to the annual not to exceed amount. County Counsel Plett reminded the board this item was a renewing contract previously approved by the board with the same verbiage. Additional discussion was held regarding services received.

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: 3 - Scanlan, Bridges and Albaugh

Absent: 2 - Neely and Ingram

COUNTY ADMINISTRATIVE OFFICE

PUBLIC RISK INNOVATION, SOLUTIONS, AND MANAGEMENT (PRISM) RESOLUTION

SUBJECT: Adoption of Resolution to approve amendment to Public Risk Innovation, Solutions, and Management Joint Powers ("PRISM") Agreement. Adoption of the resolution is a requirement to participate in the PRISM property and casualty pool and its programs.

FISCAL IMPACT: Undetermined. PRISM determines members' annual premiums through a cost allocation plan and rating formula adopted by the governing committee. Annual premiums for Lassen County programs are then allocated to the respective county departmental budgets.

ACTION REQUESTED: 1) Adopt resolution; and 2) authorize the chairman to execute the amendment to the Joint Powers Agreement of Public Risk Innovation, Solutions and Management; and/or 3) provide direction to staff.

Attachments: [H3](#)

Personnel/Risk Analyst Regina Schaap informed the board this item was a resolution to approve the agreement with the Public Risk Innovation, Solutions, and Management Joint Powers Authority (PRISM JPA). The JPA was formulated with several entities to pull funding to provide good pricing for insurance and other programs offered to its members. Extensive discussion was held pertaining to membership outside of rural counties, bylaws, and liability insurance. Recommendation from staff was to adopt the resolution and to further research other coverage options for the county. Additional discussion was held pertaining to membership. Supervisor Albaugh stated if a similar item were to be presented to the board it would need to be articulated and not presented at the last minute.

Supervisor Bridges recused himself as the Chairman to second the motion. Supervisor Albaugh voted "Aye" under protest.

SPEAKERS: Brian Dahle.

A motion was made by Supervisor Scanlan, seconded by Supervisor Bridges, that this Resolution No. 26-037 be adopted. The motion carried by the following vote:

Aye: 3 - Scanlan, Bridges and Albaugh

Absent: 2 - Neely and Ingram

RECESS: 10:57 a.m. - 11:13 a.m.

COUNTY ADMINISTRATIVE OFFICE

REVISIONS TO THE JOB DESCRIPTIONS FOR ASSISTANT DIRECTOR OF SOLID WASTE, HEAVY EQUIPMENT MECHANIC AND SENIOR HEAVY EQUIPMENT MECHANIC

SUBJECT: Revisions to the Assistant Director of Solid Waste changing the education and experience requirements to "and/or" for consistency and changing the Heavy Equipment Mechanic and Senior Heavy

Equipment Mechanic to require a Class A license for consistency.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve revised job description for Assistant Director of Solid Waste; and 2) approve revised job description for Heavy Equipment Mechanic; and 3) approve revised job description for Senior Heavy Equipment Mechanic; and/or 4) provide direction to staff.

Attachments: [H4](#)

Deputy CAO Samantha McMullen informed the board this item was to update three (3) job descriptions in the Public Works department. An update was made to the Director of Solid Waste experience required to mirror other job descriptions. Additional changes were made to the Heavy Equipment Mechanic positions pertaining to licensing. Discussion was held regarding license endorsements and salary.

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

Aye: 3 - Scanlan, Bridges and Albaugh

Absent: 2 - Neely and Ingram

PUBLIC WORKS DEPARTMENT

SB1 ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA)
FUNDING FISCAL YEAR 2026/2027

SUBJECT: Resolution adopting a list of projects for Fiscal Year 2026/2027 funded by SB1: The Road Repair and Accountability Act of 2017.

FISCAL IMPACT: Anticipated revenue in the estimated amount of \$3,906,562 from the 2026/2027 appropriation of SB1 RMRA Funds to the Fiscal Year 2026/2027 Road Budget, Fund No. 122.

ACTION REQUESTED: 1) Approve the resolution adopting a list of projects for Fiscal year 2026/2027 funded by SB1: The Road Repair and Accountability Act of 2017; and 2) authorize the Chairman to execute.

Attachments: [06192026 DEPARTMENT of PUBLIC WORKS](#)

Director of Public Works Amy Schmidt informed the board this item was a resolution for Senate Bill 1 (SB1) funding to support all ongoing road shop operations and projects. Director Schmidt gave an overview of current projects. Discussion was held pertaining to roads in the remote areas of Lassen County. Director Schmidt stated she would keep the board updated on all activities within the department.

A motion was made by Supervisor Scanlan, seconded by Supervisor Albaugh, that this Resolution No. 26-038 be adopted. The motion carried by the following vote:

Aye: 3 - Scanlan, Bridges and Albaugh

Absent: 2 - Neely and Ingram

MATTERS SET FOR TIME CERTAIN - CONTINUED

LASSEN COUNTY CHILDREN & FAMILIES COMMISSION (FIRST5)
SUBJECT: Presentation from the Lassen County Children & Families Commission (FIRST5) annual reports.
FISCAL IMPACT: None.
ACTION REQUESTED: Receive presentation.

Attachments: [First 5 Lassen Reports FY 2425](#)

Lassen County Children & Families Commission (FIRST5) Executive Director Tim Clark gave a detailed presentation of the annual reports. Mr. Clark discussed the strategic plan, legislation requirements, annual audit, and training. Mr. Clark stated there were no findings in the annual audit. Additional discussion was held.

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Anderson stated he did not have anything to report.

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.
- 2) Liability Claim; - 1) Claimant: Jay Schaap, Agency claimed against: County of Lassen: 2) Claimants: Arthur Poteete, Brenda Poteete, Katie Poteete, as Guardian ad litem for L.P. and T.P., Agency claimed against: County of Lassen.

CLOSED SESSION

Closed session was held from 11:37 a.m. - 12:08 p.m.

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

Personnel/Risk Analyst Regina Schaap was present from 11:37 a.m. - 12:08 p.m.

Supervisor Bridges was absent from 11:59 a.m. - 12:00 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.

Direction provided to staff.

2) Liability Claim; - 1) Claimant: Jay Schaap, Agency claimed against: County of Lassen: 2) Claimants: Arthur Poteete, Brenda Poteete, Katie Poteete, as Guardian ad litem for L.P. and T.P., Agency claimed against: County of Lassen.

1) Claimant: Jay Schaap, the board voted 3-0 to reject the claim; and 2) Claimant: Arthur Poteete, Brenda Poteete, Katie Poteete, as Guardian ad litem for L.P. and T.P., the board voted 3-0 to reject the claim.

ADJOURNMENT

There being no further business, the meeting is adjourned at 12:10 p.m. in memory of Dennis Jones.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board

