



# Lassen County

DRAFT

## Meeting Minutes Board of Supervisors

*LASSEN COUNTY SUPERVISORS:*

*DISTRICT 1 - CHRIS GALLAGHER; DISTRICT 2 - GARY BRIDGES - CHAIRMAN; DISTRICT 3 - TOM NEELY;  
DISTRICT 4 - AARON ALBAUGH - VICE CHAIRMAN; DISTRICT 5 - JASON INGRAM*

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Tuesday, December 19, 2023

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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### 9:45 A.M. OPENING CEREMONIES

Present: Supervisors Neely, Albaugh, and Ingram. Also present: County Administrative Officer (CAO) Richard Egan, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Sarah Howe.

Supervisors Gallagher and Bridges were absent by prearrangement. Deputy Clerk of the Board Michele Yderraga was absent.

**Present:** 3 - Aaron Albaugh, Tom Neely and Jason Ingram

**Absent:** 2 - Chris Gallagher and Gary Bridges

**Excuse:** 0

### Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Albaugh.

### ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

Supervisor Albaugh announced Closed Session was not held. Supervisor Albaugh apologized for the delay in Opening Ceremonies.

### AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

**Aye:** 3 - Albaugh, Neely and Ingram

**Absent:** 2 - Gallagher and Bridges

### PUBLIC COMMENT

Sheriff/Coroner Dean Growdon: Introduced two new cadets Cody Gonzales and Colby Loflin, who had recently graduated from the Law Enforcement Academy at the College of the Siskiyous. Sheriff Growdon also informed the board Gina Mineau was retiring and introduced her replacement, Jim Bailey.

**INFORMATION/CONSENT CALENDAR**

Supervisor Albaugh requested to pull Item# G5 - Acquisition Services, and Item# G6 - Agreement, for further discussion.

**Approval of the Consent Agenda**

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

**Aye:** 3 - Albaugh, Neely and Ingram

**Absent:** 2 - Gallagher and Bridges

**BOARD OF SUPERVISORS**

**DISCRETIONARY FUNDS - SUPERVISOR NEELY**

**SUBJECT:** Request to designate: 1) \$250 to the Volcanic Legacy Community Partnership; and 2) \$1,000 to the American Legion Thomas Tucker Post 204.

**FISCAL IMPACT:** Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.

**ACTION REQUESTED:** Approve expenditures.

**This Action Item was approved on the Consent Agenda.**

**DISCRETIONARY FUNDS - SUPERVISOR INGRAM**

**SUBJECT:** Request to designate: 1) \$250 to the Volcanic Legacy Community Partnership; and 2) \$500 DBA: Lassen Grizzly Claybreakers; and 3) \$250 to Shaffer Elementary School.

**FISCAL IMPACT:** Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.

**ACTION REQUESTED:** Approve expenditures.

**This Action Item was approved on the Consent Agenda.**

**COUNTY CLERK-RECORDER**

This item was pulled from the agenda.

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

**HEALTH AND SOCIAL SERVICES**

**COMMUNITY SOCIAL SERVICES AGREEMENT WITH LASSEN FAMILY SERVICES**

**SUBJECT:** Agreement between Lassen Family Services and Lassen County Community Social Services to provide child abuse prevention programs and

services through the Child Abuse Prevention Intervention and Treatment (CAPIT) Grant in the amount of \$76,971.68 for the term of July 1, 2023, through June 30, 2024.

FISCAL IMPACT: This agreement will be paid from the Community Social Services Fund/Budget Unit No. 120-0853.

ACTION REQUESTED: 1) Approve the Agreement with Lassen Family Services; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [G4-BOS CSS Lassen Family Services \(CAPIT\) 12.19.23](#)

**This Action Item was approved on the Consent Agenda.**

PUBLIC WORKS DEPARTMENT

**DEPARTMENT REPORTS**

ACQUISITION SERVICES

SUBJECT: Amendment with Bender Rosenthal, Inc. for acquisition services for the acquisition of additional right of way for the proposed Beaver Creek Bridge 7C-82, Muddy Slough No. 1 Bridge 7C-88, Muddy Slough No. 2 Bridge 7C-89.

FISCAL IMPACT: Adds an additional \$4,000 to current contract for a revised not to exceed amount of \$71,673.00. Funding is available in Road Budget Fund/Budget Unit No. 122-1221.

ACTION REQUESTED: That the Board of Supervisors: 1) Approve amendment with Bender Rosenthal, Inc. to perform acquisition services for the acquisition of additional right of way for the proposed Beaver Creek Bridge 7C-82, Muddy Slough No. 1 Bridge 7C-88, Muddy Slough No. 2 Bridge 7C-89; 2) Authorize the Director of Public Works to sign amendment.

Attachments: [PW Bender Rosenthal Attach](#)

Supervisor Albaugh asked how this item worked. Director of Public Works Pete Heimbigner stated this item would be for three different bridge projects in Bieber. Director Heimbigner said the projects were almost done and they were doing right away processes to take the right away production for Caltrans between the adjoining homeowners. This would pay for the consultant. Brief discussion was held.

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

**Aye:** 3 - Albaugh, Neely and Ingram

**Absent:** 2 - Gallagher and Bridges

AGREEMENT

SUBJECT: Agreement with ECORP Consulting, Inc. for Environmental and Engineering Services A-3 (Standish Buntingville Road) Rehab Project.

FISCAL IMPACT: Contract will be in the amount of \$38,600.00. Funding is available in Road Budget Fund/Budget Unit No. 122-1221.

ACTION REQUESTED: That the Board of Supervisors: 1) Approve agreement with ECORP Consulting, Inc. to perform environmental and engineering services related to Public Works/Transportation A-3 (Standish Buntingville Road) Rehab Project in the amount of \$38,600; 2) Authorize the Director of Public Works to sign agreement.

**Attachments:** [PW Ecorp Attach](#)

Supervisor Albaugh asked why there had to be engineer services if it were just for a rehabilitation project. Director of Public Works Pete Heimbigner stated there were map limits and would be the final phase of multiple rehabilitation projects to rehabilitate an entire roadway. This was required by Caltrans and the federal government. an environmental clearance was required and a review of existing and endangered species was also required. Brief discussion was held.

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

**Aye:** 3 - Albaugh, Neely and Ingram

**Absent:** 2 - Gallagher and Bridges

#### SHERIFF'S DEPARTMENT

##### SERIES ELIMINATION AND RECLASSIFICATION

SUBJECT: Approval of eliminating Series I classifications for Correctional Technician, Correctional Deputy, and Dispatcher, effectively moving any Series I incumbents into Series II and the reclassification, a range change from 19 to 21, for the position of Executive Assistant to Sheriff.

FISCAL IMPACT: This increased allocation has already been approved and allocated in the 2023-24 Fund/Budget Unit No. 130-0523 and 130-0525

ACTION REQUESTED: 1) Approve Series I classifications for Correctional Technician, Correctional Deputy, and Dispatcher, effectively moving any Series I incumbents into Series II; and, 2) approve range change from 19 to 21 for the position of Executive Assistant to Sheriff; and/or 3) provide direction to staff.

**Attachments:** [Board Packet 12-19-23](#)

Sheriff/Coroner Dean Growdon thanked the Sheriff's Captains, CAO Egan, and Budget Analyst Samantha McMullen for their hard work with this item. Sheriff Growdon stated it was a hardship trying to get entry level employees and retaining them. Additional steps were added and a lot of work was done to eliminate classifications. There were only four dispatchers at one point. Lieutenant David Woginrich cross trained to assist with dispatching and thanked staff for assisting. Brief discussion was held regarding classifications.

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

**Aye:** 3 - Albaugh, Neely and Ingram

**Absent:** 2 - Gallagher and Bridges

## **MATTERS SET FOR TIME CERTAIN**

### RECOGNITION AWARDS FOR DECEMBER 2023

SUBJECT: 10 Years: Tyler Poor (Health and Social Services); 15 Years: Cheryl Lauritsen (Agriculture Department), Robert Muller (Public Works); 35 Years: Jeff Nelson (Public Works).

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Supervisor Albaugh recognized the following employees: 10 Years: Tyler Poor (Health and Social Services); 15 Years: Cheryl Lauritsen (Agricultural Department), Robert Muller (Public Works). 35 Years: Jeff Nelson (Public Works).

SPEAKERS: Agricultural Commissioner Craig Hemphill, Supervisor Albaugh, Supervisor Neely, Road Field Supervisor Jeff Nelson, and Director of Public Works Pete Heimbigner.

## UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Neely: 1) Attended the Federal Correctional Center quarterly board meeting in Herlong; 2) attended the Jeremy McComb concert at the fair; 3) wished everyone a Merry Christmas; 4) announced he has been a Supervisor for one year and thanked everyone for supporting him; 5) announced he would be ringing the red kettle bell for the Salvation Army at IGA Supermarket tomorrow at 11:40 a.m.

Supervisor Ingram: 1) Invited everyone to attend bingo in Milford tonight; 2) was having a competition with Supervisor Neely and Thomas Herrera for ringing the red kettle for the Salvation Army; 3) judged a door decorating contest at Diamond View Middle School; 4) announced the green waste bin will be at the big church in Doyle over Christmas; 5) recognized Dean Growdon as being one of the best Sheriff's Lassen County has ever had; 6) wished everyone a Merry Christmas and Happy Holidays.

Supervisor Albaugh: 1) Wished everyone a Merry Christmas and a Happy New Year. Told everyone to be careful driving; 2) stated that it had been a good year for the board and the two new supervisors; 3) requested to have the Board of Supervisors Rules and Procedures for discussion for the next board meeting; 4) invited Brian Isler from the Department of Fish and Wildlife to give a presentation; 5) announced this would be the last meeting for Sheriff/Coroner Dean Growdon and thanked jim for his time, commitment, and sacrifices for

supporting this county. Thanked Sheriff Growdon, the department, and staff for their leadership.

## PUBLIC HEARINGS

### PUBLIC WORKS

SUBJECT: Resolution to Abandon/Vacate a Segment of Laurel Way and Palm Way.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Conduct Public Hearing; and 2) adopt resolution.

**Attachments:** [PW Abandon Laurel & Palm Attach](#)

Director of Public Works Pete Heimbigner informed the board this item was a Public Hearing and it would be the final step and multi-step to abandon two road segments in the Spalding area. Director Heimbigner reminded the board this item was brought before the board at the November 28, 2023 meeting where a resolution was adopted to abandon the two segments. Director Heimbigner stated the landowner was consolidating multiple parcels into one parcel for development.

The Public Hearing was open from 10:14 a.m. - 10:15 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

**A motion was made by Supervisor Ingram, seconded by Supervisor Neely, that this Resolution No. 23-062 be adopted. The motion carried by the following vote:**

**Aye:** 3 - Albaugh, Neely and Ingram

**Absent:** 2 - Gallagher and Bridges

## DEPARTMENT REPORTS- CONTINUED

### AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR

#### TYLER/MUNIS UPDATE

SUBJECT: Auditor/Controller financial system Tyler Munis update.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive report for financial system (Munis) update.

Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas gave an update on the Tyler System. Auditor/Controller Cardenas stated their office finished up with the consultant and was very impressed with the county and team. The Auditor/Controller/Treasurer/Tax Collector's office took December off and decided to get homework completed for the new system being completed. Auditor/Controller Cardenas thanked the staff for the opportunities given this

year, CAO Egan, Budget Analyst Samantha McMullin and Client First. Wished everyone a Merry Christmas and looked forward to seeing everyone in the new year. The board thanked Auditor/Controller Cardenas for her hard work.

## HEALTH & SOCIAL SERVICES

### COMMUNITY SOCIAL SERVICES AGREEMENT WITH CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

SUBJECT: Agreement #23-5024 with California Department of Social Services and Lassen County Health and Social Services in the amount of \$391,295 to provide case review and quality assurance for the term of July 01, 2023 through June 30, 2028.

FISCAL IMPACT: This agreement will be paid from the Community Social Services Fund/Budget Unit No. 120-0853.

ACTION REQUESTED: 1) Approve Agreement #23-5024 with the California Department of Social Services; and 2) authorize the County Administrative Officer to execute the agreement.

**Attachments:** [H2- BOS CSS Agreement #23-5024 12.19.23](#)

Assistant Director/Personnel Coordinator Danielle Sanchez informed the board this item was standard state contracts with the Department of Social Services for a standard five year renewal period. The state would release cases to Health and Social Services and contracts are reviewed in house and the state does a second reviewing. Brief discussion was held.

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

**Aye:** 3 - Albaugh, Neely and Ingram

**Absent:** 2 - Gallagher and Bridges

## PUBLIC WORKS DEPARTMENT

### COURTHOUSE OFFICE FURNITURE

SUBJECT: Courthouse Office Furniture Purchase.

FISCAL IMPACT: Funding is available within the current 2023/2024 Fiscal Year County Budget. Expenditures would be paid out of Courthouse Square Construction Fund/Budget Unit No. 154-1541.

ACTION REQUESTED: That the Board of Supervisors approve furniture cost for \$367,778.94 to furnish the Courthouse at completion of the tenant improvement project.

**Attachments:** [doc13367420231213095235](#)

Director of Public Works Pete Heimbigner stated he and Deputy Director of Public Works Kayla Neely had received information and direction from the board at the November 14, 2023 meeting. Direction was given for new furniture at the

Historic Courthouse with tenant improvements. Three options were given. Good, better, and best. The board agreed on the best option. Brief discussion was held pertaining to the three prices plus installation, the company being used and prevailing wage. Additional discussion was held.

**A motion was made by Supervisor Neely, seconded by Supervisor Ingram, to approve the Action Item and authorize the County Administrative Officer to execute the Purchase Order. The motion carried by the following vote:**

**Aye:** 3 - Albaugh, Neely and Ingram

**Absent:** 2 - Gallagher and Bridges

**MATTERS SET FOR TIME CERTAIN - CONTINUED**

NORCAL EMS PRESENTATION

SUBJECT: NorCal EMS quarterly report and operations overview, including EOA agreement, Local Emergency Medical Services Agency responsibilities and NorCal EMS activities.

FISCAL IMPACT: No fiscal impact.

ACTION REQUESTED: 1) Receive report.

Attachments: [Nor-Cal EMS -Lassen County 4th Quarter Report](#)

NorCal EMS Chief Executive Officer (CEO) Donna Stone gave an extensive presentation that included their quarterly report, operations overview, responsibilities and activities. Ms. Stone also discussed the Board of Directors, pre-hospital duties, training programs, policy, procedures, protocol, Covid, emergencies, ambulances, and reporting. Additional discussion was held.

DEPARTMENT REPORTS - CONTINUED

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: 1) Wished everyone a Merry Christmas and hoped the Board of Supervisors and Lassen County family have an opportunity to spend restful time together; 2) looking forward to 2024. There were going to be new events happening in the county. A new sheriff, supervisor, board chambers, courthouse and financial system.

**ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:25 a.m.

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Chairman of the Board of Supervisors



Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Michele Yderraga, Deputy Clerk of the Board