



Lassen County

Meeting Agenda

Board of Supervisors

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 16, 2026

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

ADDRESSING THE BOARD

*Any person desiring to address the Board shall first secure permission of the presiding officer.

*Speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular Agenda item. Cards are available on the table by the door and shall be completed and presented to the Clerk in advance of speaking.

*Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the Public at the time provided in the Agenda under Public Comment. The Board limits testimony on those items to three minutes per person and no more than three individuals shall address the same subject.

*As required by Govt. Code Section 54957.5, any public record distributed to the Board of Supervisors less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the office of the Clerk of the Board, 220 S. Lassen St., Suite 5, Susanville CA 96130. Public records distributed during the meeting will be available for public inspection at the meeting if prepared by the County. If the public record is prepared by any other party and distributed at the meeting, it will be made available for public inspection following the meeting at the office of the Clerk of the Board.

* Parties with a disability as provided by the Americans with Disabilities Act who require special accommodations or aides in order to participate in the public meeting should make the request to the County Clerk of the Board's Office three full business days prior to the meeting at (530) 251-8217 or lcclerk@co.lassen.ca.us.

*Next Resolution in line for adoption: No. 26-033

*Next Ordinance in line for adoption: No. 2026-05

THE BOARD OF SUPERVISORS MAY RECESS AT 11:45 AM AND RECONVENE AT 1:30 PM.

THE BOARD MAY HOLD CLOSED SESSION AS THE AGENDA SCHEDULE PERMITS.

A. 9:00 A.M. CALL TO ORDER

1. PUBLIC COMMENT (Suggested for addressing items to be considered under Closed Session)

2. CLOSED SESSION

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

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

2) Employee performance evaluation: County Administrative Officer.

B. 9:30 A.M. OPENING CEREMONIES

Pledge of Allegiance and Invocation

1. ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION
2. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS
3. PUBLIC COMMENTS
4. UNAGENDIZED REPORTS BY BOARD MEMBERS (Immediately following public comment and no later than 10:00 a.m.)

C. PUBLIC HEARINGS

These matters are scheduled at the time stated, and will be heard by the Board as close to the time stated as possible.

D. MATTERS SET FOR TIME CERTAIN

These matters have been set at the time stated to accommodate the participants, and will be heard by the Board as close to the time stated as possible.

- 1 10:00 a.m.: RECOGNITION AWARDS FOR JUNE 2026
SUBJECT: Recognition awards for June 2026.
FISCAL IMPACT: None.
ACTION REQUESTED: Present recognition awards to: 10 Years: Denise Hansen (Public Works); Jaimie Mack (Auditor's Office). 25 Years: Samantha Burch (Health and Social Services); Alex Smith (Health and Social Services).
- 2 10:05 a.m.: PLUMAS NATIONAL FOREST SERVICE
SUBJECT: Presentation from Michael Rahe, Beckwourth District Ranger for the Plumas National Forest to provide an update on general information regarding the Plumas National Forest.
FISCAL IMPACT: None.
ACTION REQUESTED: Receive presentation.

10:25 a.m.: RECESS

E. STUDY SESSION**F. BOARDS AND COMMISSIONS****G. INFORMATION/CONSENT CALENDAR**

These matters are routine in nature and usually approved by a single vote. Prior to action of the Board, the public will be given the opportunity to comment on any consent item

BOARD OF SUPERVISORS

- 1** SUPERVISOR SCANLAN
SUBJECT: Request to designate: \$250 to the Boy Scout Troop 159 for Elijah Tuttle's project.
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.
ACTION REQUESTED: Approve expenditure.
- 2** SUPERVISOR BRIDGES
SUBJECT: Request to designate: 1) \$100 to the Boy Scout Troop 159 for Elijah Tuttle's project; and 2) \$700 to the Historical Society; and 3) \$100 to the Lassen Land Trails Trust.
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.
ACTION REQUESTED: Approve expenditures.
- 3** SUPERVISOR ALBAUGH
SUBJECT: Request to designate: 1) \$500 to the Susanville FFA to compete at the FFA National Convention; and 2) \$250 to the Boy Scout Troop 159 for Elijah Tuttle's project; and 3) the balance of Discretionary Funds to the Big Valley Recreation District.
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.
ACTION REQUESTED: Approve expenditures.

COUNTY ADMINISTRATIVE OFFICE

- 4** THIS ITEM WAS PULLED FROM THE AGENDA

COUNTY CLERK-RECORDER

- 5** LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF JUNE 9, 2026
SUBJECT: Meeting Minutes of June 9, 2026.
FISCAL IMPACT: None.
ACTION REQUESTED: Approve.

Attachments: [G5](#)

HEALTH AND SOCIAL SERVICES

- 6** **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: [G6- BOS PH Paperless Knowledge Inc. 6.16.26](#)

PROBATION DEPARTMENT

- 7** **MEMORANDUM OF UNDERSTANDING BETWEEN LASSEN COUNTY AND SONOMA COUNTY FOR DETAINED JUVENILES IN JUVENILE HALL**
SUBJECT: Memorandum of Understanding (MOU) between Lassen County and Sonoma County for detained juveniles in Juvenile Hall. The agreement has a daily rate of \$403 per day per youth.
FISCAL IMPACT: Regular expenditure to Probation Fund/Budget Unit No. 145-0561. Contract not to exceed \$150,000 per fiscal year.
ACTION REQUESTED: 1) Approve; and 2) authorize the Chairman to execute the agreement.

Attachments: [Prob Sonoma Attach 1](#)
 [Prob Sonoma Attach 2](#)

- 8** **MEMORANDUM OF UNDERSTANDING BETWEEN LASSEN COUNTY AND TEHAMA COUNTY FOR DETAINED JUVENILES IN JUVENILE HALL**
SUBJECT: Memorandum of Understanding between Lassen County and Tehama County for detained juveniles in Juvenile Hall. The agreement has a daily rate of \$325 per day per youth, a daily rate of \$450 per day per youth for the ARMOR Program and a daily rate of \$750 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 \$150,000 per fiscal year.
ACTION REQUESTED: 1) Approve; and 2) authorize the Chairman to execute the agreement.

Attachments: [Prob Tehama Attach 1](#)
 [Prob Tehama Attach 2](#)

TREASURER/TAX COLLECTOR

- 9 INVESTMENT POLICY
SUBJECT: Lassen County Investment Policy.
FISCAL IMPACT: None.
ACTION REQUESTED: Adopt resolution renewing the Lassen County Investment Policy for the 2026-2027 Fiscal Year.

Attachments: [G9](#)

- 10 DELEGATION OF AUTHORITY
SUBJECT: Delegation of Authority.
FISCAL IMPACT: None.
ACTION REQUESTED: Adopt Resolution renewing the Delegation of Authority to Invest and Reinvest Funds of the County and funds of other depositors in the County Treasury.

Attachments: [G10](#)

H. DEPARTMENT REPORTS

PLANNING AND BUILDING SERVICES

- 1 CONTRACT AMENDMENT BETWEEN LASSEN COUNTY AND CALIFORNIA ASSOCIATION OF ENVIRONMENTAL HEALTH ADMINISTRATORS
SUBJECT: Contract with the California Association of Environmental Health Administrators (CAEHA) to provide Registered Environmental Health Specialist services to Lassen County; not to exceed \$128,000.
FISCAL IMPACT: Funding appropriated in Fiscal Year (FY) 2026/2027 Fund/Budget Unit No. 173-0732 for contracts.
ACTION REQUESTED: 1) Approve; and 2) authorize the Chairman to execute the contract; and/or 3) provide direction to staff.

Attachments: [H1](#)

FAIR

- 2 ESTABLISHMENT OF A STIPEND AMOUNT FOR THE LASSEN COUNTY FAIR ADVISORY BOARD
SUBJECT: Resolution establishing a stipend for the Lassen County Fair Advisory board.
FISCAL IMPACT: Up to a \$4,800 increase in expense to be paid from Fund/Budget Unit No. 175-1751.
ACTION REQUESTED: Adopt resolution.

Attachments: [H2](#)

HEALTH & SOCIAL SERVICES

- 3** AGREEMENT BETWEEN LASSEN COUNTY AND COMMUNITY MEDICAL SPECIALISTS INC
SUBJECT: Agreement between Lassen County and Community Medical Specialists Inc. for after-hours emergency response services for the term of July 1, 2026, through June 30, 2027.
FISCAL IMPACT: The maximum amount of this agreement is \$300,000 and will be paid from Behavioral Health Fund/Budget Unit No. 110-0751, Alcohol and Drug Fund/Budget Unit No. 110-0771, and Mental Health Services Act Fund/Budget Unit No. 164-0752.
ACTION REQUESTED: 1) Approve the agreement with Community Medical Specialists Inc.; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [H3- BOS BH Community Med. Spec. 5150 6.16.26](#)

- 4** AGREEMENT BETWEEN LASSEN COUNTY AND COMMUNITY MEDICAL SPECIALISTS INC
SUBJECT: Agreement between Lassen County and Community Medical Specialists Inc. for professional psychiatric, diagnostic, and therapeutic services for the term of July 1, 2026, through June 30, 2027.
FISCAL IMPACT: The maximum amount of this agreement is \$750,000 and will be paid from Behavioral Health Fund/Budget Unit No. 110-0751, Alcohol and Drug Fund/Budget Unit No. 110-0771, and Mental Health Services Act Fund/Budget Unit No. 164-0752.
ACTION REQUESTED: 1) Approve the Agreement with Community Medical Specialists Inc.; and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [H4- BOS BH Community Med. Spec Psychiatric 6.16.26](#)

COUNTY ADMINISTRATIVE OFFICE

- 5** ADMINISTRATION FULL-TIME EQUIVALENT POSITIONS AND RECLASSIFICATION REQUEST
SUBJECT: Request to unfund one full-time equivalent position for Assistant to the County Administrative Officer (CAO)/Budget Analyst, fund one full-time equivalent position for Personnel Assistant I/II/III, and consider range changes for the Executive Assistant to the County Administrative Officer (CAO) and the Deputy CAO.
FISCAL IMPACT: No further impact to the general fund, cost is budgeted for in the current fiscal year (FY) 2025/2026.
ACTION REQUESTED: 1) Unfund one full time employee (FTE) Assistant to the CAO/Budget Analyst; and 2) approve range change for Executive Assistant to the CAO I/II job classification from range 22 to 26; and 3) approve the range change for Deputy CAO job classification from range 34 to range 36; and 4) fund one FTE Personnel Assistant I/II/III; and/or 5) provide direction to staff.

Attachments: [H5](#)

- 6** TYLER/MUNIS UPDATE
SUBJECT: Human Capital Management (HCM) Tyler Munis update.
FISCAL IMPACT: None.
ACTION REQUESTED: Receive report.
- 7** SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

I. CORRESPONDENCE

J. AGENDA ADDENDUM

LASSEN COUNTY BOARD OF SUPERVISORS

PROPOSED MEETING DATES FOR 2026:

June 23, 2026 – 9:00 a.m. – Board Meeting

June 30, 2026 – No Board Meeting

July 7, 2026 – No Board Meeting

July 14, 2026 – 9:00 a.m. – Board Meeting

July 21, 2026 – 9:00 a.m. – Board Meeting

July 28, 2026 – 9:00 a.m. – Board Meeting

August 4, 2026 – No Board Meeting

August 11, 2026 – 9:00 a.m. – Board Meeting

August 18, 2026 – 9:00 a.m. – Board Meeting

August 25, 2026 – 9:00 a.m. – Board Meeting

September 1, 2026 – No Board Meeting

September 8, 2026 – 9:00 a.m. – Board Meeting

September 15, 2026 – 9:00 a.m. – Board Meeting

September 22, 2026 – 9:00 a.m. – Board Meeting

September 29, 2026 – No Board Meeting

October 6, 2026 – No Board Meeting

October 13, 2026 – 9:00 a.m. – Board Meeting

October 20, 2026 – 9:00 a.m. – Board Meeting

October 27, 2026 – 9:00 a.m. – Board Meeting

November 3, 2026 – No Board Meeting

November 10, 2026 – No Board Meeting

November 17, 2026 – 9:00 a.m. – Board Meeting

November 24, 2026 – 9:00 a.m. – Board Meeting

December 1, 2026 – No Board Meeting

December 8, 2026 – 9:00 a.m. – Board Meeting

December 15, 2026 – 9:00 a.m. – Board Meeting

December 22, 2026 – 9:00 a.m. – Board Meeting

December 29, 2026 – No Board Meeting

ADJOURNMENT