



# Lassen County

## Meeting Minutes

### 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*

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Tuesday, June 16, 2026

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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#### **9:01 A.M. CALL TO ORDER**

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

County Counsel Scott McLeran was present at 9:02 a.m. via teleconference. County Counsel Andrew Plett was absent by prearrangement.

**Present:** 5 - Mike Scanlan, Gary Bridges, Tom Neely, Aaron Albaugh and Jason Ingram

**Excuse:** 0

#### **PUBLIC COMMENT**

None.

#### **ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

CAO Anderson 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.

This item was not needed.

2) Employee performance evaluation: County Administrative Officer.

#### **CLOSED SESSION**

Closed session was held from 9:02 a.m. - 9:42 a.m.

Present: Supervisors Scanlan, Bridges, Neely, Albaugh, and Ingram. Also present: CAO Anderson, County Counsel McLeran (via teleconference), and Deputy Clerk of the Board Yderraga.

RECESS: 9:42 a.m. - 9:50 a.m.

#### **9:50 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

CAO Anderson reported the following closed session item:

- 1) Employee performance evaluation: County Administrative Officer.

No reportable action.

### AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Supervisor Albaugh requested to pull Item# H5 - Administration Full-Time Equivalent Positions and Reclassification Request, from the agenda.

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

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

### PUBLIC COMMENTS

CAO Anderson introduced new Public Works Director Amy Schmidt.

Amy Schmidt: Lassen County Director of Public Works. Introduced herself and gave an overview of her background.

Rob Perry: United Public Employees of California (UPEC) representative for Lassen County. Introduced himself and briefly discussed UPEC.

Andrea Drake: President of the Lassen Wrestling Association. Thanked the board for the use of the fairground building for youth wrestling. Presented the board with a plaque.

### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Ingram: 1) Attended a NorCal EMS meeting; 2) attended a Lassen County Transportation Commission meeting (LCTC); 3) attended a Lassen Transit Services Agency (LTSA) meeting; 4) announced the Doyle Christian Church would be having a free Vacation Bible School event for children; 5) recognized the new Director of Public Works Amy Schmidt and thanked Planning and Building Services Deputy Director Matt May for acting as the Interim Public Works Director; 6) wished all the fathers a Happy Father's Day.

Supervisor Albaugh: 1) Requested to adjourn in memory of Jerry Hemphill; 2) attended an LCTC meeting; 3) attended an LTSA meeting; 4) met with the new Public Works Director Amy Schmidt. Thanked CAO Anderson for temporarily appointing Planning and Building Services Deputy Director Matt May as the Interim Public Works Director; 5) attended his son Cooper's wedding.

Supervisor Neely: 1) Attended the Senior Health Fair; 2) attended the Senior Lunch Program; 3) announced there would be a Fire Safe Council meeting on June 17, 2026, at 5:30 p.m.; 4) will be attending a pool meeting; 5) announced the air pollution meeting would be held on June 18, 2026; 6) adjourned in memory of Jerry Hemphill. Stated he was a great man.

Supervisor Scanlan: 1) Attended a Spalding Community Services District meeting; 2) attended an LCTC meeting; 3) attended an LTSA meeting; 4) will be attending a pool meeting.

Supervisor Bridges: 1) Attended an agenda meeting; 2) attended the alumni picnic; 3) attended a Planning and Service Area - Area Agency on Aging (PSA 2 AAA); 4) adjourned in memory of Paul Moore; 5) recognized Jerry Hemphill.

## **MATTERS SET FOR TIME CERTAIN**

### **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).

Supervisor Bridges recognized the following employees: 10 Years: Denise Hansen (Public Works) (Absent); Jaimie Mack (Auditor's Office). 25 Years: Samantha Burch (Health and Social Services); Alex Smith (Health and Social Services).

### **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.

Plumas National Forest Acting Forest Supervisor Katelyn Ostomel introduced herself and gave a presentation on staffing, recreation sites, grazing, noxious weeds, and reforestation. Beckwirth District Ranger Michael Rahe informed the board he would be temporarily acting as the Lassen National Forest Supervisor and gave a brief update regarding the fire season. Discussion was held.

## **INFORMATION/CONSENT CALENDAR**

Supervisor Albaugh requested to pull Item# G6 - Agreement between Lassen County and Paperless Knowledge; Supervisor Bridges requested to pull Item# G5 - Lassen County Board of Supervisors Meeting Minutes of June 9, 2026.

## **Approval of the Consent Agenda**

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

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

BOARD OF SUPERVISORS

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.

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

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.

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

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.

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

COUNTY ADMINISTRATIVE OFFICE

THIS ITEM WAS PULLED FROM THE AGENDA

PROBATION DEPARTMENT

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](#)

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

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](#)

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

TREASURER/TAX COLLECTOR

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](#)

**This Resolution No. 26-033 was adopted on the Consent Agenda.**

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](#)

**This Resolution No. 26-034 was adopted on the Consent Agenda.**

**DEPARTMENT REPORTS**

COUNTY CLERK-RECORDER

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](#)

Supervisor Bridges stated Unagendized Reports for his report out were incorrect. The Minutes reflected he attended a Historical Society meeting. The statement was he requested to donate \$700 from Discretionary Funds to the Historical Society. Deputy Clerk of the Board Yderraga stated the Minutes had been corrected.

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

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

#### HEALTH AND SOCIAL SERVICES

##### 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](#)

Director of Public Health Natalie Ruegger gave a brief overview of the item. Supervisor Albaugh stated he would like clarification pertaining to the annual cost of the contract. Direction to staff was to table the item and reagendaize for the June 23, 2026, Board of Supervisors meeting for discussion.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Scanlan, to table this item for the June 23, 2026, Board of Supervisors meeting. The motion carried by the following vote:**

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

#### PLANNING AND BUILDING SERVICES

##### 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](#)

Environmental Health (EH) Division Manager Sara Chandler gave a brief overview of the item and informed the board an internal position for services provided by CAEHA was being advertised. EH Manager Chandler discussed vacancies and qualifications for an inspector. Additional discussion was held pertaining to promotional training.

**A motion was made by Supervisor Albaugh, 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

FAIR

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](#)

Fair Manager Bill Payer informed the board this item was a resolution to establish a stipend for the Fair Advisory Board Members and gave a brief history of the Fair Advisory Board. Supervisor Ingram asked about board member mileage and increasing the stipend to \$60 per meeting. Supervisor Scanlan stated a \$40 stipend was adequate. Supervisor Albaugh reminded the supervisors the Fair Advisory Board was a volunteer service the board members were providing. It was not intended to be a source of income.

Supervisor Albaugh recused himself and was absent from 11:18 a.m. - 11:25 a.m.

Supervisor Scanlan said the stipend was an expression of appreciation. The amount of hours volunteered by the board members were invaluable. Additional discussion was held pertaining to volunteer hours and fair meetings.

Supervisor Scanlan made a motion to adopt the resolution with a \$40 stipend.

Supervisor Bridges recused himself as chairman to second the motion.

**A motion was made by Supervisor Scanlan, seconded by Supervisor Bridges, that this Resolution be adopted. The motion failed.**

**Aye:** 2 - Scanlan and Bridges

**Nay:** 2 - Neely and Ingram

**Recuse:** 1 - Albaugh

#### HEALTH & SOCIAL SERVICES

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](#)

Director of Behavioral Health Tiffany Armstrong informed the board this agreement was for after hour clinical services that included weekends and holidays for crisis issues. The maximum amount of the agreement was for \$300,000. Based off of the prior year figures, the \$300,000 maximum amount was not used. Discussion was held pertaining to hours provided.

**A motion was made by Supervisor Scanlan, 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

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](#)

Director of Behavioral Health Tiffany Armstrong informed the board this item was the same agreement as the prior item however it was services during business hours. Director Armstrong stated this agreement provided two (2) therapists for in person services. The majority of clientele were youth and children. Discussion was held pertaining to hours, cost, and state reimbursement.

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

#### COUNTY ADMINISTRATIVE OFFICE

##### 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](#)

This item was pulled from the agenda.

##### TYLER/MUNIS UPDATE

SUBJECT: Human Capital Management (HCM) Tyler Munis update.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive report.

Personnel/Risk Analyst Regina Schaap reminded the board she had previously given an update to the board and since then an audit had been completed and passed. Personnel/Risk Analyst Schaap discussed employee access and system features. CAO Anderson addressed issues other counties were having with the Tyler/Munis program.

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Anderson: Nothing to report.

**ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:50 a.m. in memory of Jerry Hemphill and Paul Moore.

\_\_\_\_\_  
Chairman of the Board of Supervisors

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

ATTEST:

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