



# 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, May 19, 2026

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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#### 9:04 A.M. CALL TO ORDER

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

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 item:

1) Conference with Real Property Negotiators (Government Code Section 54956.8). Property: 205 Russell Avenue, Susanville, California (Susanville Armory); Agency negotiator: Maurice Anderson; Negotiating parties: State of California; Under negotiation: Price and terms of payment.

#### CLOSED SESSION

Closed session was held from 9:05 a.m. - 9:14 a.m.

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

Fair Manager Bill Payer was present from 9:05 a.m. - 9:14 a.m.

RECESS: 9:14 a.m. - 9:30 a.m.

#### 9:30 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

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1) Conference with Real Property Negotiators (Government Code Section 54956.8). Property: 205 Russell Avenue, Susanville, California (Susanville Armory); Agency negotiator: Maurice Anderson; Negotiating parties: State of California; Under negotiation: Price and terms of payment.

No reportable action.

#### AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

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

#### PUBLIC COMMENTS

None.

#### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Ingram: 1) Attended the Milford food pantry and announced it would be open again on May 28, 2026; 2) will be attending the Wildlife Oversight Crossing meeting on May 21, 2026, at Jensen Hall; 3) will be hosting a town hall meeting in Doyle on May 26, 2026; 4) announced June 8, 2026, would be the next Blue Star Moms bingo event; 5) reminded everyone to vote in the upcoming election.

Supervisor Albaugh: 1) Announced he would be hosting a town hall meeting in Bieber on May 21, 2026; 2) announced graduation season was approaching and would be attending two graduation ceremonies.

Supervisor Neely: 1) Requested to donate \$1,000, from Discretionary Funds to the Spalding Fire Department; 2) announced the resignation of Holley Mueller from the Fair Advisory Board. Thanked Ms. Mueller for her hard work on the board.

Supervisor Scanlan: 1) met with constituents in Spalding to discuss the current road conditions; 2) attended a Spalding Community Services District meeting and met with the General Manager Mike Garcia; 3) held a town hall meeting in Westwood with Sheriff/Coroner John McGarva, Public Works and Code Enforcement; 4) will be attending a Fish and Game Commission meeting; 5) will be hosting a town hall meeting in Spalding on May 21, 2026.

Supervisor Bridges: 1) Attended an agenda meeting; 2) will be hosting a town hall meeting at Jensen Hall.

#### INFORMATION/CONSENT CALENDAR

Supervisor Scanlan requested to pull Item# G4 - Third Amendment to Agreement with One Workplace. Supervisor Albaugh requested to pull Item# G5 - Change in the Assessor's Allocation Positions for Fiscal Year 2025-2026.

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

BOARD OF SUPERVISORS

SUPERVISOR INGRAM

SUBJECT: Request to designate from Discretionary Funds: \$650 to the Doyle Seniors for a new oven.

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 SCANLAN

SUBJECT: Request to designate from Discretionary Funds: \$1,500 to the Westwood Chamber of Commerce for a town cleanup; and 2) \$1,000 to the Westwood Chamber of Commerce for the Bull Dozer Monument; and 3) \$250 to the Westwood Little League.

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

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF MAY 12, 2026.

SUBJECT: Meeting Minutes of May 12, 2026.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [G3](#)

**These Minutes were approved on the Consent Agenda.**

**DEPARTMENT REPORTS**

PUBLIC WORKS DEPARTMENT

THIRD AMENDMENT TO AGREEMENT WITH ONE WORKPLACE

SUBJECT: Public Works is contracted with One Workplace to store office furniture meant for the Historic Courthouse after renovations are completed. The amendment extends the agreement to December 31, 2027, and increases the contract amount by \$25,000, not to exceed \$75,000.

FISCAL IMPACT: Funding is available in Public Works Fund/Budget Unit No. 154-1541.

ACTION REQUESTED: 1) Approve third amendment to agreement with One Workplace to extend agreement to December 31, 2027, with a not to exceed amount of \$75,000; and 2) authorize the County Administrative Officer to execute the agreement; and/or 3) provide direction to staff.

Attachments: [G4](#)

Supervisor Scanlan asked why the county was paying to store the courthouse furniture when it could be stored in the courthouse. CAO Anderson stated the facility where the furniture was being housed was climate controlled and the furniture was in warranty. Discussion was held pertaining to the contract.

**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:** 4 - Scanlan, Bridges, Albaugh and Ingram

**Nay:** 1 - Neely

#### ASSESSOR'S OFFICE

#### CHANGE IN THE ASSESSOR'S ALLOCATION POSITIONS FOR FISCAL YEAR 2025-2026

SUBJECT: Request to unfund one full-time employee (FTE) Appraiser Technician position and fund one FTE Assistant Appraiser position within Fund/Budget Unit No. 100-0081.

FISCAL IMPACT: No additional fiscal impact for the current year budget.

ACTION REQUESTED: 1) Unfund one FTE Appraiser Technician; and 2) fund one FTE Assistant Appraiser; and/or 3) provide direction to staff.

Attachments: [G5](#)

Chief Appraiser Ed Fitzhenry gave an overview of staffing for the upcoming year and discussed job requirements for appraiser positions. Chief Appraiser Fitzhenry gave an overview of the appraiser positions and stated he had three good applicants with two vacant positions available. Discussion was held pertaining to the budget, recruitment, and staffing. CAO Anderson said he was in support of the request.

**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:** 4 - Scanlan, Bridges, Albaugh and Ingram

**Nay:** 1 - Neely

## PLANNING AND BUILDING SERVICES

### CODE ENFORCEMENT OFFICER JOB DESCRIPTION MODIFICATION

**SUBJECT:** The Planning and Building Services Department is requesting a modification to the job description for the Code Enforcement Officer job description to create a Code Enforcement Officer III classification.

**FISCAL IMPACT:** No impact to the General Fund for the 2025/2026 or 2026/2027 Fiscal Year budgets, as currently the two positions are filled at the Code Enforcement Officer I level.

**ACTION REQUESTED:** 1) Approve the modification to the job description; and/or 2) provide direction to staff.

**Attachments:** [H-1 Code Enforcement Job Desc Modification](#)

Director of Planning and Building Services Gaylon Norwood read the subject and action requested. Director Norwood informed the board currently the Code Enforcement Officer position did not have a series. The request was to create a Code Enforcement Officer Series II and Series III. The ranges for the series of I/II/III would be 17/19/21. Director Norwood discussed the requirements and experience for a Code Enforcement Officer II and III. The purpose for the creation of the series was to give staff the opportunity to promote and to retain employees. Current retention of Code Enforcement Officers has been approximately less than one year of employment. Discussion was held.

**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:** 4 - Scanlan, Bridges, Albaugh and Ingram

**Nay:** 1 - Neely

## BOARD OF SUPERVISORS

### SUPPORT OF ASSEMBLY JOINT RESOLUTION 23 REGARDING FORMATION OF A NEW STATE

**SUBJECT:** Consideration and possible adoption of a resolution supporting James Gallagher's Assembly Joint Resolution 23 (AJR23), expressing legislative consent for the formation of a new state pursuant to Article IV, Section 3 of the United States Constitution.

**FISCAL IMPACT:** No fiscal impact.

**ACTION REQUESTED:** 1) Discuss and consider the proposal resolution supporting Assembly Joint Resolution 23; and 2) adopt resolution; and/or 3) provide direction to staff.

**Attachments:** [H2](#)

Discussion was held.

**A motion was made by Supervisor Scanlan, seconded by Supervisor Albaugh, that this Resolution No. 26-024 be adopted. The motion carried by the following vote:**

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

## MATTERS SET FOR TIME CERTAIN

### RETIREMENT PROCLAMATION

SUBJECT: Retirement Plaque presentation.

FISCAL IMPACT: None.

ACTION REQUESTED: The Board of Supervisors adopt a Retirement Proclamation for Glenda Turnage (Health and Social Services).

Supervisor Bridges presented a Retirement Proclamation to Glenda Turnage (Health and Social Services).

SPEAKERS: Director of Behavioral Health Tiffany Armstrong.

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

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

10:00 a.m.: RECOGNITION AWARDS FOR MAY 2026

SUBJECT: Recognition Awards for May, 2026.

FISCAL IMPACT: None.

ACTION REQUESTED: The Board of Supervisors present recognition awards to: 20 Years: Mike McGarva (Sheriff's Office).

Supervisor Bridges recognized the following employee: 20 Years: Mike McGarva (Sheriff's Office).

SPEAKERS: Supervisor Albaugh, Sheriff/Coroner John McGarva, and Sheriff's Lieutenant Dustin Russell.

## PUBLIC HEARINGS

### PLANNING AND BUILDING SERVICES DEPARTMENT FEE INCREASE

PUBLIC HEARING: The proposed ordinance amends Section 3.18.020 (Planning Fees), Section 3.18.090 (Building Fees), Section 3.18.120 (Environmental Health Fees), and Section 3.18.130 (Surveyor Fees).

FISCAL IMPACT: Increase in revenues to General Fund 100.

ACTION REQUESTED: 1) Receive report regarding proposed fees; and 2) conduct a public hearing in accordance with Section 66016 of the Government Code; and 3) introduce the ordinance and read (or waive).

**Attachments:** [C-1 PBS Fee Ord Update Packet](#)

Director of Planning and Building Services Gaylon Norwood read the subject and action requested. Director Norwood informed the board this item pertaining to uncommon application fees and a rate calculation worksheet was included in the packet. Director Norwood discussed recently adopted fees and types of applications. Environmental Health Division Manager Sara Chandler discussed Environmental Health fees, food facility fees, and California Accidental Release Prevention Program (CalArp). Discussion was held pertaining to hazardous material facilities, regulations, transfer sites, and state reporting.

The public hearing was held from 10:25 a.m. - 10:25 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

Additional discussion was held.

**A motion was made by Supervisor Scanlan, seconded by Supervisor Albaugh, to Introduce and Waive the first reading. The motion carried by the following vote:**

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

**DEPARTMENT REPORTS - CONTINUED**

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Anderson reported: 1) Informed the board he had been busy with recruitments for the many positions within the Public Works department. Acknowledged Interim Public Works Director Matt May and numerous department heads for their assistance with Public Works; 2) recognized his daughter for receiving the Masonic Student of the Year Award and graduation was quickly approaching.

**ADJOURNMENT**

There being no further business, the meeting is adjourned at 10:25 a.m.

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Chairman of the Board of Supervisors

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

ATTEST:

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

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