



# Lassen County

## 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, May 23, 2023

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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#### 9:07 A.M. CALL TO ORDER

Present: Supervisors Gallagher, Bridges, Albaugh and Ingram. Also present: County Administrative Officer (CAO) Richard Egan, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Michele Yderraga.

Supervisor Neely arrived at 9:18 a.m.

**Present:** 5 - Chris Gallagher, Aaron Albaugh, Gary Bridges, Tom Neely and Jason Ingram

**Excuse:** 0

#### PUBLIC COMMENT

None.

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

CAO Egan announced the following closed session item:

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

#### CLOSED SESSION

Closed session was held from 9:08 a.m. - 9:25 a.m.

Present: Supervisors Gallagher, Bridges, Albaugh, and Ingram. Also present: CAO Egan, County Counsel Uhrhammer, and Deputy Clerk of the Board Yderraga.

Deputy Clerk of the Board Yderraga was absent from 9:11 a.m. - 9:12 a.m.

Supervisor Neely arrived at 9:18 a.m.

RECESS: 9:25 a.m. - 9:32 a.m.

#### 9:32 A.M. OPENING CEREMONIES

**Pledge of Allegiance and Invocation**

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

**ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION**

CAO Egan announced the following closed session item:

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

No reportable action.

**PUBLIC COMMENTS**

None.

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

Supervisor Albaugh pulled Item# G7 - Public Health, from the agenda.

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

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

**UNAGENDIZED REPORTS BY BOARD MEMBERS**

Supervisor Ingram: 1) Toured Sierra Army Depot with Terry Debose; 2) will be attending the Department of Defense Summit; 3) thanked KSUE for allowing him to speak on the radio to promote career opportunities; 4) promoted the 7th annual Backpack Tribe; 5) thanked Supervisor Bridges; 6) allocated \$1,000 for each cleanup and overspent. Supervisor Bridges said he would pick up the remainder from his Discretionary Funds.

Supervisor Albaugh: 1) Requested a letter in opposition of Senate Bill 252 (SB252); 2) will be attending a Solid Waste meeting; 3) will be attending a Sierra Nevada Conservancy meeting; 4) requested to donate \$250 to the Pit River Rod and Gun Club, \$500 to the Big Valley 50 Plus, and the balance to the Lassen Library in Susanville from Discretionary Funds; 5) acknowledged Barbara Howe and her work with 4H, she was a phenomenal lady.

Supervisor Neely: 1) Requested to adjourn in memory of Barbara Howe. Stated she was a huge asset to this community and couldn't thank her enough for what she did for the youth; 2) attended a pool meeting last Tuesday; 3) attended a Fire Safe Council meeting; 4) Farmers Insurance came in to discuss homeowners insurance and ISO ratings; 5) going to be on the radio with Cam Vento tonight Live at Five on KSUE promoting the Community Wildfire Preparedness on June 3rd at the Janesville Park; 6) requested to donate \$1000 to the Lassen County Fair for their Economic Development Plan.

Supervisor Gallagher: 1) Attended a Honey Lake Valley Recreation Authority

pool meeting; 2) attended a First5 meeting; 3) requested a letter in opposition of Assembly Bill 28 (AB28); 4) acknowledged this week was Public Works week and thanked our Public Works Department. Commended the staff on snow removal. Thanked the City of Susanville's Public Works department.

Supervisor Bridges: 1) Acknowledged this week was Public Works week. Commended the Public Works staff for doing a great job; 2) interviewed a person for the Planning and Service Area - Area Agency on Aging (PSA 2 AAA) with Supervisor Neely. Thanked Supervisor Neely for participating; 3) requested to donate \$250 to the Susanville Indian Rancheria (SIR) POW WOW.

## INFORMATION/CONSENT CALENDAR

Supervisor Neely requested to pull Item# G8 - Administration. Supervisor Albaugh requested to pull Item# G9 - Bid Rejection, Item# G10 - Memorandum of Understanding, and Item# G11 - Punkin Center Road, for further discussion.

## Approval of the Consent Agenda

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

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

## AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of March, 2023.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [G1](#)

**This Report was received and filed on the Consent Agenda.**

PORTFOLIO

SUBJECT: Treasurer's Investment Report for March, 2023.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Portfolio](#)

**This Report was received and filed on the Consent Agenda.**

## BOARD OF SUPERVISORS

SUPERVISOR INGRAM

SUBJECT: Request to pay actual Herlong and Doyle community clean-up costs of \$859.64 and \$1,289.78, respectively, for waste disposal services provided by C & S Waste Solutions of Lassen County, LLC.

FISCAL IMPACT: Expenditure was approved on April 25, 2023. in an

amount of \$1,000 for each clean-up. Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.

ACTION REQUESTED: Approve expenditures.

**Attachments:** [230523 Ingram Discretionary Funds](#)

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

SUPERVISOR NEELY

SUBJECT: Request to designate: 1) \$1,000 to Susanville American Legion Post# 204; and 2) \$250 to the Susanville Indian Rancheria POW-WOW; and 3) \$250 to the Lassen County Historical Society.

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 GALLAGHER

SUBJECT: Request to designate: 1) \$300 to the Westwood Little League; 2) \$300 to the Westwood Chamber of Commerce for the Paul Bunyan Festival.

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 BRIDGES

SUBJECT: Request to designate: 1) \$100 to the Lassen Lands Trail and Trust; and 2) \$300 to the Lassen County 4-H Council; and 3) \$250 to the Lassen Grizzly Clay Breakers; 4) \$400 to the Veterans of Foreign Wars (VFW Susanville) Post.

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.**

**HEALTH AND SOCIAL SERVICES**

PUBLIC HEALTH

SUBJECT: Grant Agreement # 22 - 11037 Awarded by The California Department of Public Health to County of Lassen for the California Immunization Program in the amount of \$1,405,316.74 for the term of July 1, 2022 through June 30, 2027.

FISCAL IMPACT: No impact to County General Fund. This is a Revenue Agreement.

ACTION REQUESTED: 1) Approve the agreement, and 2) authorize the County Administrative Officer to execute the agreement.

**Attachments:** [G7-BOS PH #22-11037 IAP 05.23.23](#)

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

## COUNTY CLERK-RECORDER

## MINUTES

SUBJECT: Meeting Minutes of May 16, 2023.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2023-05-16](#)**These Minutes were approved on the Consent Agenda.**

## MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

- a) Lassen County Fair Advisory Board Meeting Minutes of March 14, 2023.
- b) Lassen County Fair Advisory Board Meeting Minutes of April 11, 2023.
- c) Lassen County Fish and Game Commission Meeting agenda for March 16, 2023.

Attachments: [MISC CORR](#)**These Reports were received and filed on the Consent Agenda.****DEPARTMENT REPORTS**

## OFFICE OF EMERGENCY SERVICES

## ADMINISTRATION

SUBJECT: Bid Award: New main fairground entrance gate.

FISCAL IMPACT: Cost is budgeted in Fiscal Year 2022/2023 in the Fund/Budget Unit No. 185-0540 budget with partial contribution from Fund/Budget Unit No. 175-1751 Fair Budget.

ACTION REQUESTED: 1) Award bid to Crazy J's Concrete Inc., Susanville, CA 96130 in the amount of \$17,644.18; and 2) authorize the County Administrative Officer to execute the contract.

Attachments: [230523 Fair Gate Bid Packet](#)

Supervisor Neely requested additional commentary on this item. Office of Emergency Services (OES) Chief Silas Rojas informed the board this item was a security grant from 2019 that required a percentage of funds to be spent in federal identified projects. OES Chief Rojas met with Fair Manager Kaitlyn Midgley and they agreed to use funding on a new fence at the fair ground. The approval process took a year. OES Chief stated the front gates would be removed and custom fabricated gates would be installed in the rear parking lot. A local manufacturer and local contractors would be used to make the gate. OES Chief Rojas said the old gates can be used somewhere else.

**A motion was made by Supervisor Neely, seconded by Supervisor**

**Ingram, that this Action Item be approved. The motion carried by the following vote:**

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

PUBLIC WORKS DEPARTMENT

**BID REJECTION**

**SUBJECT:** Rejection of Bid Received for the Bieber Lookout Road CR 419 and Bridge Street CR 417 SB-1 Rehabilitation Project.

**FISCAL IMPACT:** The amount of this bid is above the amount of SB1 funding budgeted for the project. Additionally, state revenue from Highway User Tax and Road Maintenance Rehabilitation Accounts is less than projected and would create a cash flow concern if the project were to move forward at this time.

**ACTION REQUESTED:** Reject bid submitted on April 20, 2023, for the Bieber Lookout Road CR 419 and Bridge Street CR 417 SB-1 Rehabilitation Project.

**Attachments:** [PW Bid Rejection Attach](#)

Supervisor Albaugh asked why the cost of the bid was so expensive. Director of Public Works Pete Heimbigner stated the bid was rejected because they were running into a cash flow issue. Senate Bill 1 (SB1) fund was down by \$200,000 and was not coming in as expected. Director Heimbigner gave a brief overview of the project and informed the board the cost would be approximately \$4,000,000. Director Heimbigner also stated that had been an increase in cost for new asphalt and hauling. The bid was being rejected due to a funding issue. Additional discussion was held regarding county road projects.

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

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

**MEMORANDUM OF UNDERSTANDING**

**SUBJECT:** Memorandum of Understanding (MOU) Agreement between Lassen County and Honey Lake Valley Resource Conservation District.

**FISCAL IMPACT:** Reimbursable project costs of \$45,000.

**ACTION REQUESTED:** 1) Approve the MOU between Lassen County and Honey Lake Valley Resource Conservation District for the Mountain Meadow Restoration Project taking place in Susanville Ranch Park; and 2) authorize the Director of Public Works to sign.

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

Supervisor Albaugh asked why the Memorandum of Understanding (MOU) showed on one page that the project was funded by Lassen County and on a different page it stated the project was funded by Honey Lake Valley Resource

Conversation District (RCD). Director Heimbigner stated there were two different funding streams because there were two parts of the project. Inter-Agency Trail Coordinator Matt McClain stated the project would consist of Meadow restoration on Backwell Creek and dry meadow incise channel. Lassen County would be reimbursed by the Department of Fish and Wildlife. Also doing spring improvements and trough installation on two of upper wet meadows. That project would be reimbursed by California Department of Conversation by the Honey Lake Valley RCD. Additional portions of projects, signs, fuels treatments on Juniper area, and fuels treatments by the Stonewall section that would also be funded by Honey Lake Valley RCD. Coordinator McClain explained the procurement procedure. Additional discussion was held regarding the meadow improvements.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Gallagher, that this Action Item be approved subject to County Counsel's approval. The motion carried by the following vote:**

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

**PUNKIN CENTER ROAD**

**SUBJECT:** Notice of Completion for Punkin Center Road CR 417 Rehab B Hot Mix Asphalt Overlay Project, Lassen County, Federal Aid Project RPSTPL-5907(054).

**FISCAL IMPACT:** The total project cost of \$2,142,568.99 was paid from the Fiscal Year 2022/2023 Road Construction Budget, Fund/Budget Unit No. 122-122 with reimbursement from Federal STIP funding in the amount of \$1,995,000.

**ACTION REQUESTED:** 1) Approve Notice of Completion; and 2) authorize the Director of Public Works to execute.

**Attachments:** [PW Punkin Center Attach](#)

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

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

**AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR**

**AUDITOR REPORT**

**SUBJECT:** Update on the Auditor's Office and Tyler.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** 1) Receive report; and 2) provide direction to staff.

Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas gave an extensive update of the prior month in the Auditor/Controller/Treasurer/Tax Collector's Office. This update included reports of contracts, state reporting, special districts and new staff. The Supervisors thanked Auditor/Controller Cardenas for

accepting the position. Auditor/Controller Cardenas also discussed the Tyler/Munis program and Client First. Discussion included updates to payroll, time cards, general ledger, and the budget.

## PUBLIC WORKS

THIS ITEM WAS MOVED TO THE INFORMATION/CONSENT CALENDAR.

## FAIR

### REQUEST FOR PROPOSAL

SUBJECT: Award Lassen County Fair 3-year Marketing Agreement

FISCAL IMPACT: \$164,000 contract amount. Expenditure is budgeted in the fiscal year 22/23 budget of \$5,000 and will be included in budget requests for the 2023/2024 year, the 2024/2025 year, and 2025/2026 year.

ACTION REQUESTED: 1) Award Lassen County Fair 3-year Marketing and Event Promotions Agreement to Liquid Blue Events; and 2) authorize the Fair Manager to sign.

**Attachments:** [Fair BOS 1](#)

[Fair BOS 2](#)

[Liquid Blue Events June 1, 2023-December 31, 2025 \\$164,000.00 \(1\)](#)

Fair Manager Kaitlyn Midgley gave a brief overview of the three (3) year contract for events, request for proposal and stated she received one (1) proposal. Fair Manager Midgley discussed social media and promoting of events. Fair Manager Midgley also gave a brief background of the event promoter, their contract, and summer events planned. Additional discussion was held.

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

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

## HEALTH & SOCIAL SERVICES

### HOUSING AND GRANTS

SUBJECT: HomeKey Funding.

FISCAL IMPACT: There is no impact to County General Funds.

ACTION REQUESTED: 1) Receive staff report; and 2) provide direction to staff.

**Attachments:** [H4-BOS GLD Homekey 05.23.23](#)

Housing Program Coordinator Grace Poor gave an overview of Homekey Funding and stated this would be to fund a housing project for homeless individuals and families. This project would create permanent housing by converting hotels and motels as well as properties and new construction. Coordinator Poor discussed grant amounts and program requirements.



Additional discussion was held pertaining to site locations, developers, and proposal requests.

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

**Aye:** 4 - Gallagher, Bridges, Neely and Ingram

**Nay:** 1 - Albaugh

#### COUNTY ADMINISTRATIVE OFFICE

##### REVISED JOB CLASSIFICATIONS

SUBJECT: Revised Job Classifications within Child Support Services Department for Management and Professional Association (MPA) and the General Unit/United Public Employees of California (LCGU/UPEC).

FISCAL IMPACT: There is no fiscal impact to the General Fund. There is no net increase to appropriations.

ACTION REQUESTED: 1) Change and approve job description for Assistant Director of Child Support Services increasing the range from MPA Range 26 to MPA Range 28; 2) re-class Senior Administrative Clerk/Office Assistant III, (LCGU/UPEC) Range 11, to Administrative Support Specialist I.II.III, (LCGU/UPEC) Range 13/14/16/18; and 3) approve the job description.

Attachments: [1883\\_001](#)

Personnel/Risk Analyst Regina Schaap stated she was requested by Department of Child Support Services (DCSS) to present position reclassifications. Personnel/Risk Analyst Schaap briefly explained the Step increases Range increases, and job description updates pertaining to the Assistant Director of Child support Services, Senior Administrative Clerk/Office Assistant III, and Administrative Support Specialist I/II/III. Supervisor Gallagher asked why this item wasn't presented during budget approval. Personnel/Risk Analyst Schaap stated it was due to the state funding DCSS budget before Lassen County's Fiscal Year budget is approved. Supervisor Ingram suggested to decrease the Range for the Assistant Director of Child Support Services from a Range 28 to a Range 27. CAO Egan said he didn't have an issue with the decrease in range for that position and discussed DCSS budget.

The board agreed to decrease the range for the Assistant Director of Child Support Services from a Range 28 to a Range 27.

Supervisor Ingram was absent from 11:46 a.m. - 11:48 a.m.

**A motion was made by Supervisor Ingram, seconded by Supervisor Gallagher, to change and approve job description for Assistant Director of Child Support Services increasing the range from MPA Range 26 to MPA Range 27. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Bridges, Neely and Ingram

**No:** 1 - Albaugh

**A motion was made by Supervisor Albaugh, seconded by Supervisor Gallagher, to re-class Senior Administrative Clerk/Office Assistant III, (LCGU/UPEC) Range 11, to Administrative Support Specialist I.II.III, (LCGU/UPEC) Range 13/14/16/18 and to approve the job description.. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Bridges, Neely and Albaugh

**Absent:** 1 - Ingram

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: Discussed Public Works staff and the purpose of temporary road reflectors. CAO Egan stated he appreciated the efforts the Road Department takes for safety and thanked the staff.

## **ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:49 a.m.

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

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

ATTEST:

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