



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*

Tuesday, September 26, 2023

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:30 A.M. OPENING CEREMONIES

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

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

Excuse: 0

Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Bridges.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

Supervisor Bridges announced closed session was not held.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

CAO Egan announced Item# G1 - Sheriff's Office Commercial Class A Driver Training Requested was being pulled from the Consent Calendar and moved to Department Reports.

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

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

PUBLIC COMMENTS

Internal Services Department (ISD) Supervisor Jason Housel: Informed the board of the technical issue with the financial system and briefly discussed the new telephone system installation that would occur on Thursday.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Neely: Attended an Air Pollution meeting. Informed the board there was funding available to replace and upgrade a wood stove if anyone needed.

Supervisor Gallagher: 1) Attended a pool meeting; 2) attended a First5 meeting; 3) informed everyone Public Health had lock boxes available to store medication or weapons; 4) will be attending a solid waste meeting today; 5) attended the symphony at the Historic Courthouse.

Supervisor Ingram: 1) Attended an Air Pollution meeting; 2) acknowledged Rhonda Zamora, the Secretary from the Lassen County Fish and Game Commission for 20 years of service; 3) thanked Alisha Hastings regarding the fire truck; 4) Plumas Sierra Rural Electric received a grant to help fund the inter tie to move from PG&E; 5) will be having a green waste bin delivered to the Milford Community Center; 6) meeting with the horse non profit to discuss the horse arena in the Janesville Park.

Supervisor Albaugh: 1) Attended the annual Rural County Representatives of California (RCRC) meeting in Monterey; 2) requested a Letter of Support to Shasta County pertaining to engage in the local people; 3) discussed fire insurance; 4) informed everyone to be aware of Assembly Bill (AB) 338 pertaining to prevailing wage; 5) discussed AB1448; 6) discussed the basket raffle and dinner at the annual RCRC meeting.

Supervisor Bridges: 1) Discussed the RCRC annual meeting and the gift basket brought by Lassen County; 2) toured the new Alliance for Workforce Development building; 3) discussed motivational speaker Adrian Haslett; 4) attended the Susanville Symphony.

INFORMATION/CONSENT CALENDAR

CAO Egan reminded the board Item# G1 - Sheriff's Office Commercial Class A Driver Training Request was moved from the Consent Calendar to Department Reports in Agenda Approval.

Approval of the Consent Agenda

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

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

COUNTY CLERK-RECORDER

BOARD OF SUPERVISORS MEETING MINUTES OF SEPTEMBER 12, 2023

SUBJECT: Meeting Minutes of September 12, 2023.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

These Minutes were approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

a) Lassen County Fish and Game Commission Regular Meeting Agenda for September 21, 2023.

Attachments: [MISC CORR](#)

This Report was received and filed on the Consent Agenda.

BOARD OF SUPERVISORS

DISCRETIONARY FUNDS - SUPERVISOR GALLAGHER

SUBJECT: Request to designate: \$250 to the Westwood Museum.

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 ALBAUGH

SUBJECT: Request to designate: \$500 to the Bieber Museum.

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.

DEPARTMENT REPORTS

OFFICE OF EMERGENCY SERVICES AND SHERIFF'S OFFICE

SHERIFF'S OFFICE COMMERCIAL CLASS A DRIVER TRAINING REQUEST

SUBJECT: Travel authorization for two deputies and one motor pool tech to attend the Jiffy's Truck School class A commercial driver training October 2, 2023 - October 6, 2023.

FISCAL IMPACT: The cost of the training is TBD. Full per diem and tuition are to be provided prior to the start of training session. Per diem training cost will be from the Sheriff's Conference and Training Fund/Budget Unit No. 130-0522 and tuition will be from Fund/Budget Unit No. 185-0540 and will be reimbursed by the Homeland Security Grant Program.

ACTION REQUESTED: 1) Approve; and 2) authorize County Administrative Officer to execute the travel authorizations.

Attachments: [G1 Attach](#)

Office of Emergency Services (OES) Chief Silas Rojas stated he needed to clarify that this item had two incomplete statements. The request was approval for two deputies and one maintenance supervisor to attend for a total amount of \$14,326.08. \$11,985 was grant funded. OES Chief Rojas briefly discussed Class A License 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 - Gallagher, Albaugh, Bridges, Neely and Ingram

PUBLIC WORKS DEPARTMENT

ROAD DEPARTMENT

SUBJECT: Reimbursement to Herlong Public Utility District for Purchase of Road Base Used for Repaving of West Patton Village Streets.

FISCAL IMPACT: \$240,000 from Road Account Fund No.122 utilizing SB1 funding.

ACTION REQUESTED: Authorize the Public Works Department and County Auditor to reimburse in the amount of \$240,000, upon invoice submittal, the Herlong Public Utility District for their contract cost of road base material utilized for the repaving of the county maintained roads in West Patton Village Subdivision.

Attachments: [PW Attach](#)

Director of Public Works Pete Heimbigner informed the board this item was pertaining to the Road Department. In West Patton Village, Herlong Public Utility District (HPUD) would be working on a sewer and waterline replacement through that subdivision. This would be impacting all the roads main system in this area. The roads are currently in poor condition. Director Heimbigner gave a brief overview of the road conditions and what the project would include for the repair. Director Heimbigner also discussed cost and what was included in the bid.

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

RECESS: 9:56 a.m. - 10:03 a.m.

D. MATTERS SET FOR TIME CERTAIN

ALLIANCE FOR WORKFORCE DEVELOPMENT, INC.

SUBJECT: Annual Update: Business and Job Seeker service for program year 2022-2023.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive report.

Attachments: [Alliance for Workforce](#)

Melissa Smith from Alliance for Workforce Development introduced herself, staff, and gave a detailed overview of the functions of the Alliance for Workforce

Development. Ms. Smith informed the board they currently have employment services with Lassen County and NoRTEC. Ms. Smith thanked Supervisor Bridges for his contribution to the agency and gave employment statistics for the 2022/2023 year. Supervisor Albaugh asked about the grant received for the Dixie Fire staff wages. Ms. Smith informed the board they received \$2.4 million discussed what the funding was being used for. Additional discussion was held pertaining to the Dixie Fire, temporary employment, fire cleanup, work experience programs and on the job training. Supervisor Neely asked if the Alliance for Workforce Development had been in contact with Lassen County's Personnel Department. Ms. Smith said they do a listing for open positions for the county and the City of Susanville. Additional discussion was held.

PUBLIC HEARINGS

LASSEN COUNTY BUDGET ADOPTION

SUBJECT: Fiscal Year 2023-2024 Budget Hearing and Budget Adoption.

FISCAL IMPACT: Provide appropriations for 2023-2024 Fiscal Year.

ACTION REQUESTED: 1) Open public hearing on the 2023-2024 Lassen County Budget; and 2) either continue the public hearing or take actions as follows: a) Adopt resolution Establishing Appropriations Limit in the amount not to exceed \$40,544,923, for Fiscal Year 2023- 2024 Pursuant to California Constitution Article XIII-B and Government Code §7910; and b) Approving the 2023 - 2024 Lassen County Budget; c) Setting the 2023 - 2024 Tax Rate; and d) approve the change of the 160 fund from the CARES fund to the Network Infrastructure fund.

Attachments: [FY 23-24 Budget Memo and Resolution](#)

[FY 23-24 Fund Summary](#)

[FY 23-24 Expenditures](#)

[FY 23-24 Transfers](#)

[FY 23-24 Allocated Positions](#)

[FY 23-24 Other Documents](#)

[FY 23-24 Revenues](#)

CAO Egan informed the board this item was for the annual fiscal year (FY) budget and there was a memo in the packet that outlined the highlights of the budget. CAO Egan stated the budget had maintained the same levels of service the last couple of years. CAO Egan discussed staffing costs, department responsibility for their budget, budget process through adoption of the fiscal year budget, budget units, funds, courthouse square, grant funding, hemp and marijuana tax, contingency fund, revenues, expenditures. Supervisor Gallagher provided direction to staff regarding the US Highway 395 Coalition Contract and the \$40,000 contribution to the California State Association of Counties (CSAC) National Association of Counties (NACO) effort for the National Center for Public Lands Counties. Extensive discussion was held pertaining to each department budget.

The Public Hearing was held from 11:49 a.m. - 11:49 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

SPEAKERS: Budget Analyst Samantha McMullen, Sheriff's Captain John McGarva, Director of Public Works Pete Heimbigner, Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas, District Attorney (DA) Melyssah Rios, Director of Health and Social Services Barbara Longo, Sheriff/Coroner Dean Growdon, Informational Services Department Supervisor Jason Housel, Fair Manager Kaitlyn Downing, Director of Planning and Building Services Maury Anderson, Sheriff's Captain Mike Carney, Executive Assistant to the DA Devin Chandler.

A motion was made by Supervisor Ingram, seconded by Supervisor Gallagher, that this Resolution No. 23-050 be adopted. The motion carried by the following vote:

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

BIEBER LIGHTING DISTRICT

SUBJECT: 10:15 a.m.: PUBLIC HEARING - BIEBER LIGHTING DISTRICT - FISCAL YEAR 2023/2024 BUDGET HEARING AND BUDGET ADOPTION (Recess as the Board of Supervisors and convene as the Bieber Lighting District).

FISCAL IMPACT: No significant impact.

ACTION REQUESTED: Open public hearing on the 2023/2024 Bieber Lighting District Budget and either continue the public hearing or take actions as follows:

1) Adopt resolution Establishing Appropriations Limit in the amount of \$25,441 for Fiscal Year 2023/2024 Pursuant to California Constitution Article XIII-B and Government Code §7910; and 2) approve the 2023/2024 Bieber Lighting District Budget in the amount of \$4,075.

Adjourn as the Lassen County Board of Supervisors and convene as the Bieber Lighting District.

Attachments: [230926 Bieber Lighting District FY 23-24 Budget](#)

The board recessed as the Board of Supervisors and convened as the Bieber Lighting District.

CAO Egan informed the board this item was the annual budget for the Bieber Lighting District and recommended the board to adopt the resolution approving the budget.

The public hearing was opening from 12:02 p.m. - 12:02 p.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

A motion was made by Supervisor Albaugh, seconded by Supervisor Ingram, that this Resolution No. 23-051 be adopted. The motion carried by the following vote:

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

COUNTY SERVICE AREA #1 HONEY LAKE TV

SUBJECT: 10:20 a.m.: PUBLIC HEARING - COUNTY SERVICE AREA #1

HONEY LAKE TV - FISCAL YEAR 2023/2024 BUDGET HEARING AND

BUDGET ADOPTION (Recess as the Board of Supervisors and convene as the County Service Area #1 Honey Lake TV.

FISCAL IMPACT: No significant impact.

ACTION REQUESTED: Open public hearing on the 2023/2024 County Service Area #1 Budget (Honey Lake TV) Budget and either continue the public hearing or take actions as follows: 1) Adopt resolution approving the 2023/2024 County Service Area #1 Budget (Honey Lake TV) in the amount of \$145,641; and 2) adopt the 2023/2024 TV User Fee in the amount of \$25 per single-family unit and \$10 per multi-family unit.

Adjourn as the Lassen County Board of Supervisors and convene as the County Service Area #1 Honey Lake TV.

Attachments: [230926 HLTV FY 23-24 Budget](#)

The board adjourned as the Bieber Lighting District and convened as the County Service Area #1 Honey Lake TV (HLTV). CAO Egan stated this item was identical to the Bieber Lighting District and would need to conduct a public hearing to adopt the resolution and budget.

The Public Hearing was open from 12:04 p.m. - 12:08 p.m.

President of HLTV Dan Douglas gave a brief overview of the budget and updates needed onsite. Brief discussion was held.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

The board adjourned as the County Service Area #1 Honey Lake TV and reconvened is the Board of Supervisors.

A motion was made by Supervisor Ingram, seconded by Supervisor Gallagher, that this Resolution No. 23-052 be adopted. The motion carried by the following vote:

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

INFORMATION SERVICES

NETWORK INFRASTRUCTURE UPGRADE

SUBJECT: Network Infrastructure Upgrade purchase to replace outdated switching equipment.

FISCAL IMPACT: No general fund impact. This purchase will be paid out of the Network Infrastructure Fund (160-1601) for a cost no to exceed \$1,070,000 from the Step CG, LLC. This purchase will be made utilizing the California National Association of State Procurement Officials (NASPO) contract 7-20-70-47-03.

ACTION REQUESTED: 1) Approve purchase; and 2) authorize County Administrative Officer to execute purchase order; and/or 3) provide direction to staff.

Attachments: [ISD 9 26 23 H1](#)

Information Services Department (ISD) Supervisor Jason Housel introduced Technical Support Specialist Travis Stading and gave an extensive overview of this item. Specialist Stading discussed current equipment condition and vendors. Supervisor Albaugh asked what a Switch was. Specialist Stading said it was the internet jacks the wires go through that run to the switch. WiFi, telephones, printing and faxing all ran through this one piece of equipment. Additional discussion was held pertaining to cost and funding. Supervisor Gallagher asked who the manufacturer would be. Specialist Stading said the company was called Extreme Networks. Santa Clara County and Plumas County Sheriff's Office also uses this company. Supervisor Neely asked about the time frame of the replacement. Specialist Stading stated if the board approved, equipment would be received in November they would start implementing for a final completion date in June 2024. The equipment would have an anticipated lifespan of ten years. Supervisor Albaugh asked about discounts. Specialist Stading said he negotiated with the company. Without discounts the cost would've been \$4 million. ISD Supervisor Housel informed the board there wouldn't be just one purchase order, there would be several purchase orders. CAO Egan stated this was a different conversation regarding the purchasing policy and this would need to go out for a Request for Proposal (RFP). Renegotiated is different from negotiating from that contract. Specialist Stading said for this purchase, it would all be ran through one company unless there was a substantial delay in the product being received. That would be the only reason to have an additional purchase order. CAO Egan stated if it were the boards pleasure, they could approve this item subject to CAO Egan's approval to his reviewing.

Supervisor Albaugh made a motion to approve the purchase subject to CAO Egan to confirm it complies with Lassen County's purchase policy and to authorize the County Administrative Officer to execute.

A motion was made by Supervisor Albaugh, seconded by Supervisor Ingram, to approve the purchase subject to the County Administrative Officer to confirm it complies with the Lassen County Purchase Policy and to authorize the County Administrative Officer to execute. The motion carried by the following vote:

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

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan: Nothing to report.

ADJOURNMENT

There being no further business, the meeting is adjourned at 12:28 p.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board