

BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA

Date: January 23, 2001

Regular (X) Meeting  
Special ( )

Present:

Supervisor, District 1 - Robert Pyle \*  
Supervisor, District 2 - Jim Chapman  
Supervisor, District 3 - Lloyd Keefer  
Supervisor, District 4 - Brian Dahle  
Supervisor, District 5 - Everd McCain

(\*Denotes Chairman)

County Counsel Bill Murano

County Clerk Theresa Nagel

County Administrative Officer Bill Bixby

PROCEEDINGS:

COUNTY ADMINISTRATIVE OFFICE - LABOR NEGOTIATIONS

It is moved by Supervisor Keefer, seconded by Supervisor Dahle and carried to extend portions of Management Bargaining Unit agreement to confidential and other management employees and recognize the new salary schedule for confidential employees.

CAO Bixby indicates the sheriff should be affiliated with the Commander's Unit. He states the elected officials (excepting the Board of Supervisors) have requested one month of severance pay per term served, not to exceed three months. Extensive discussion is held regarding this request with CAO Bixby asking the Auditor to do a poll of other counties to determine what is offered to elected officials.

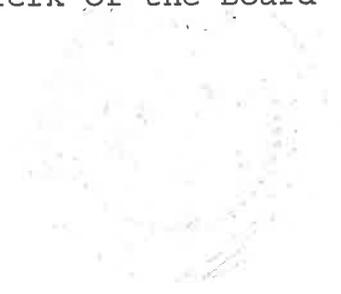
It is moved by Supervisor Keefer, seconded by Supervisor Dahle and carried on a roll call vote, with Supervisor McCain voting NO, to: extend portions of Management agreement and other employment items to elected officials; affiliate the sheriff with the Commander's Association; and to adopt the salary classification schedule recommended by the Shannon Study. (summaries attached)

County of Lassen )  
State of California ) ss.

I, THERESA NAGEL, County Clerk of the County of Lassen, State of California, and ex-officio Clerk of the Board of Supervisors thereof, do hereby certify the foregoing to be a full, true and correct copy of the minute order of said Board of Supervisors on above date.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed the Official Seal of the said Board of Supervisors this 29th day of January, 2001.

By *Shirley Vogel*  
County Clerk of the County of Lassen, State of  
California, and ex-officio Clerk of the Board  
of Supervisors.



APPROVED 1/23/01  
BDS

## SUMMARY OF COUNTY AGREEMENT WITH DEPARTMENT HEADS

### SALARY

Implement the ranges and classifications Shannon recommendations on 7/1/2001 and state comparable factor on 7/1/2002 as on the schedule attached in the following manner:

### LONGEVITY MERIT PAY

Effective July 1, 2002, employees completing ten years of service in a satisfactory manner shall receive a 2.5% increase in pay

Effective July 1, 2003 employees completing seven years of service in a satisfactory manner shall receive an additional 2.5% increase from their base pay (for a total of 5% above their step).

### RETIREMENT

Under the condition that there is no cost to the county, when agreed upon by the unit, and upon adoption of the appropriate tax-free resolution by the Board of Supervisors, the employee will report up to the value of the Employer Paid Member Contribution as tax-exempt wages.

### FLEXIBLE BENEFIT PLAN

The County will also contribute \$200 monthly to a flex plan to be applied to additional benefits listed below for current employees.

Health Insurance, Dental Insurance, Vision insurance (if available)

Deferred Compensation and Supplemental Life and Medical Insurance Plans

**Section 125 Child Care Expenses, Section 125 Medical Expenses Account**, This plan shall be established by July 1, 2001.

Any other plans deemed appropriate by the auditor and personnel office.

### HEALTH INSURANCE

Effective the first paycheck in March, the County will contribute to employees who enroll in the county sponsored CALPERS Health Insurance plan the following amounts

\$200 per month for employee coverage only (1 party coverage)

\$275 per month for employee plus one (2 party coverage)

\$400 per month for employee plus family (3 or more party coverage)

### DENTAL INSURANCE

The County shall contribute \$40 per month for Dental Insurance

### YEARS OF SERVICE

All Department Heads shall be deemed to have been employed by Lassen County for a period of five years for purposes of accruing vacation and sick leave time and longevity salary adjustments both now and in the future.

### TRAVEL/LODGING/MEAL REIMBURSEMENT

Travel (other than mileage), lodging and meals will be reimbursed at actual expenses. Meals may be claimed at actual costs or at the IRS general per diem rate – currently at \$34 per diem (\$7 for breakfast, \$10 for lunch and \$17 for dinner). Employees claiming actual costs will be responsible to use the most economical facilities available that are appropriate to the circumstances.

Reimbursements shall not be made on meals paid for in general conference or meeting fees. No more than three meals per day may be claimed and per diem or actual costs may not be mixed in any one day. Alcoholic beverages will not be paid for. Beverages that do not accompany meals will not be paid for. Tips of up to 15%, only if included on an Itemized register or credit card receipt, will be honored. Itemized cash register receipts must accompany requests for actual costs reimbursements.

#### HOLIDAYS

Department Heads shall observe all county holidays and have the same number of personal holidays as Mid-management. New Department Heads shall have their pro-rated holidays credited to them after 90 days of service.

#### INDEMNIFICATION

The County shall defend, indemnify, and hold harmless all Department Heads against all claims as a result of employment with the County of Lassen

#### REOPENERS

If this agreement is less than 90% of other units in overall wages, the salary schedule shall be adjusted to the 95% level.

If this agreement is less than 90% of other units in overall benefits, benefits shall be adjusted to the 95% level.

If insurance costs exceed 20% in 2001 and/or 2002, the agreement shall reopen for insurance only.

# Office of Auditor/Controller

COUNTY OF LASSEN



IRENE DOYLE, Auditor/Controller  
County Administrative Center  
221 South Roop Street, Ste. 1  
Susanville, CA 96130  
☎ (530) 251-8233  
Fax (530) 257-5259

January 30, 2001

To: Bill Bixby, CAO  
Lynne Margolies, Personnel Director

From: Irene Doyle, Auditor 

Re: Implementation of labor agreements

With new labor agreements for Management and Mid-Management Units approved by the Board of Supervisors on January 23, 2001 this office has begun the implementation phase.

The Auditor's Office will implement, effective January 23, items that do not have a date specified in the agreements. These items include, meal per diem, professional and management leave, years of service, and holidays.

Management Unit per diem rates will be extended to elected and confidential employees.

Health insurance employer contributions will increase on the first paycheck in March for both units. Flexible benefit and dental employer contributions will also change at that time.

  
\_\_\_\_\_  
Bill Bixby

  
\_\_\_\_\_  
Lynne Margolies

C: file

**COPY**

**MEMORANDUM OF UNDERSTANDING**

**February 1, 2001 to June 30, 2004**

**between**

**THE COUNTY OF LASSEN**

**and**

**THE LASSEN COUNTY APPOINTED DEPARTMENT HEADS**

**PREAMBLE**

Representatives of the County of Lassen met and conferred with representatives of the Lassen County Department Heads Bargaining Unit Association (hereafter called Management) and the following agreement was made on wages and benefits only.

Nothing about this agreement shall change the at-will status of the Department Heads involved. All appointed Department Heads are FLSA exempt.

VALIDITY OF MEMORANDUM. Should any portion of this Memorandum or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, the remaining provisions of this Memorandum shall remain in full force and effect. Any benefits not described herein shall be as described in the Lassen County Personnel Rules and Regulations.

RATIFICATION. It is agreed that this Memorandum of Understanding is of no force of effect until ratified and approved by the Board of Supervisors of the County of Lassen.

**ARTICLE 3: SALARY AND BENEFITS**

**SALARY –**

The Salary Schedule for Mid-Management dated 2/7/0000 is the salary schedule in effect for management. Implement the ranges and classifications on the schedule attached.

**YEARS OF SERVICE**

All Department Heads shall be deemed to have been employed by Lassen County for a period of five years for purposes of accruing vacation and sick leave time and longevity salary adjustments both now and in the future.

LONGEVITY MERIT PAY – Employees completing fifteen years of service in a satisfactory manner shall receive a 5% increase in pay.

Effective July 1, 2002, employees completing ten years of service in a satisfactory manner shall

receive a 2.5% increase in pay

Effective July 1, 2003 employees completing seven years of service in a satisfactory manner shall receive an additional 2.5% increase from their base pay (for a total of 5% above their step). The total for the longevity pay after fifteen years of service shall be 10%.

Longevity merit pay shall be calculated on the appropriate range and step (before any incentive or other additional income).

#### RETIREMENT

The County agrees to maintain its contractual agreement with PERS to provide retirement benefits with the 2% at 55 formula and to pay the employee portion of the PERS retirement.

However, under the condition that there is no cost to the county, when agreed upon by the unit, and upon adoption of the appropriate tax-free resolution by the Board of Supervisors, the employee will report up to the value of the Employer Paid Member Contribution as tax-exempt wages.

#### FLEXIBLE BENEFIT PLAN

The County will also contribute \$200 monthly to a flex plan to be applied to additional benefits listed below for current employees.

Health Insurance, Dental Insurance, Vision insurance (if available)

Deferred Compensation and Supplemental Life and Medical Insurance Plans

**Section 125 Child Care Expenses, Section 125 Medical Expenses Account, This plan shall be established by July 1, 2001.**

Any other plans deemed appropriate by the auditor and personnel office.

#### HEALTH INSURANCE

Effective the first full pay period after signing the agreement or the first pay period in April, whichever occurs first, the County will contribute to employees who enroll in the county sponsored CALPERS Health Insurance plan the following amounts

\$200 per month for employee coverage only (1 party coverage)

\$275 per month for employee plus one (2 party coverage)

\$400 per month for employee plus family (3 or more party coverage)

One-half the County Health insurance and Flex plan contributions will be available to employees on the first paycheck where the employee has worked the entire pay-period. The flex contributions are not available if the employee has not turned in their paperwork. The insurance amount are not available until and unless the employee is enrolled the following month.

#### DENTAL INSURANCE

The County shall contribute \$40 per month for Dental Insurance

#### LIFE INSURANCE

The County agrees to provide at its cost a \$40,000 term life insurance policy for each employee.

#### VACATION

The vacation schedule shall be as mid-management except that the years of service credit above shall

be considered in determining the amount of vacation accrued.

#### HOLIDAYS

Department Heads shall observe all county holidays and have the same number of personal holidays as Mid-management. New Department Heads shall have their pro-rated holidays credited to them after 90 days of service.

#### TRAVEL/LODGING/MEAL REIMBURSEMENT

Travel (other than mileage), lodging and meals will be reimbursed at actual expenses. Meals may be claimed at actual costs or at the IRS general per diem rate – currently at \$34 per diem (\$7 for breakfast, \$10 for lunch and \$17 for dinner). Employees claiming actual costs will be responsible to use the most economical facilities available that are appropriate to the circumstances.

Reimbursements shall not be made on meals paid for in general conference or meeting fees. No more than three meals per day may be claimed and per diem or actual costs may not be mixed in any one day. Alcoholic beverages will not be paid for. Beverages that do not accompany meals will not be paid for. Tips of up to 15%, only if included on an Itemized register or credit card receipt, will be honored. Requests for actual costs reimbursements must be accompanied by itemized cash register receipts.

#### MILEAGE REIMBURSEMENT

The IRS rate for mileage shall be used for all mileage reimbursement.

### **ARTICLE 3: MISCELLANEOUS**

#### INDEMNIFICATION

The County shall defend, indemnify, and hold harmless all Department Heads against all claims as a result of employment with the County of Lassen

#### REOPENER CLAUSE

If this agreement is less than 90% of other units in overall wages, the salary schedule shall be adjusted to the 95% level.

If this agreement is less than 90% of other units in overall benefits, benefits shall be adjusted to the 95% level.

If insurance costs exceed 20% in 2001 and/or 2002, the agreement shall reopen for insurance only.

TERM OF THE AGREEMENT

July 1, 2001 through June 30, 2004.

**COUNTY OF LASSEN**

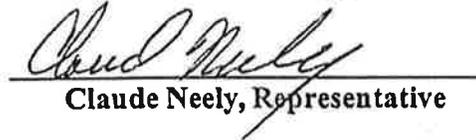


**William D. Bixby, CAO**

**LASSEN COUNTY  
DEPARTMENT HEADS .**



**Lynne Margolies, Representative**



**Claude Neely, Representative**

**Salary Classification Schedule**

<u>Department Head</u>	<u>now</u>	<u>7/1/2001</u>	<u>7/1/2002</u>
Ag Commissioner	27	28	29
Community Development Director	30	32	33
Chief Probation Officer	29	30	30
Fair Manager	27	28	29
Health & Human Services Director	33	33	34
Personnel Director	27	28	29
Public Defender	34	34	35
Public Works Director	33	up to 36	36

RESOLUTION NO. 01-006

A RESOLUTION OF THE LASSEN COUNTY BOARD OF SUPERVISORS  
RELATING TO PAYING AND REPORTING THE VALUE OF EMPLOYER PAID  
MEMBER CONTRIBUTIONS TO RETIREMENT

WHEREAS, the County of Lassen has the authority to implement Government Code Section 20636(c)(4) pursuant to Section 20691; and

WHEREAS, the County of Lassen has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the County of Lassen of a resolution to commence paying and reporting the value of said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the County of Lassen has identified the following conditions for the purpose of its election to pay EPMC;

This benefit shall apply to all employees of: Appointed, Elected and Confidential Groups.

This benefit shall consist of paying 7% of the normal contributions as Employer Paid Member Contributions (EPMC), and reporting the same percent of compensation earnable {excluding Government Code Section 20636(c)(4)} as additional compensation.

The effective date of this Resolution shall be March 4, 2001.

NOW THEREFORE BE IT RESOLVED that the governing body of the County of Lassen elects to pay and report the value of EPMC, as set forth above.

The foregoing resolution was adopted at a regular meeting of the Board of Supervisors of Lassen County, California, held on the 13th day of February, 2001 by the following vote:

AYES: Supervisors Pyle, Chapman, Keefer, Dahle, McCain

NOES: None

ABSENT: None

In accordance with Section 25107 of the Government Code of the State of California a copy of this document has been delivered to the Chairman of the Board of Supervisors, County of Lassen, on

2-13-01  
By [Signature]  
Chair (Deputy Clerk) of the Board of Supervisors

[Signature]  
CHAIRMAN, BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA



ORIGINAL

McFerrin A. Whiteman  
County Administrative Officer

**Lassen County Management Association and County of Lassen Agreement  
2004-2006  
May 11, 2004**

**Term** 2 Year, July 1, 2004 through June 30, 2006

**First Year Benefit Adjustment** Move to the 2004-2005 Mid Management Association Pay Schedule and effective the first full pay period beginning on or after July 1, 2004. Increase employee Flex benefit \$50.00 per month. Salary and benefit adjustment is approximately 3.96% of current Budget.

Allow the "sale" of up to 40 hours of earned annual leave as long as the employee has a balance of not less than 200 hours of annual leave on November 15; the CAO approves the "sale"; and contingent upon sufficient budget appropriations within the department.

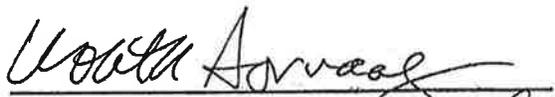
Allow the conversion of up to 80 hours of annual leave to sick Leave as long as the employee has a balance of not less than 200 hours of annual leave on November 15.

**Second Year Benefit Adjustment** Move to the 2005-2006 Mid Management Association Pay Schedule; and increase employee Flex benefit \$50.00 per month, effective the first full pay period beginning on or after July 1, 2005.

Increase the Flex benefit \$50.00 per month and increase employer contribution to the dental plan to \$55.00 per month effective the first full pay period beginning on or after December 1, 2005.

Salary and benefit adjustments for the Second Year are approximately 2.23% of previous budget.

  
McFerrin A. Whiteman  
County Administrative Officer

  
Robert Sorvaag  
Lassen County Management Association

  
Kevin Mannel

ORDINANCE NO. 562

\* \* \* \* \*

**ORDINANCE FOR THE COUNTY OF LASSEN**

The following ordinance consisting of Four (4) sections, was duly and regularly passed and adopted by the Board of Supervisors of the County of Lassen, State of California, at a regular meeting of the Board of Supervisors held on the 8<sup>th</sup> day of February, 2005, by the following vote:

AYES: Supervisors Keefer, Pyle, Dahle, Hanson

NOES: Supervisor Chapman

ABSENT: None

Chairman of the Board of Supervisors  
of the County of Lassen, State of  
California

ATTEST: THERESA NAGEL  
Clerk of the Board of Supervisors

By:

I, THERESA NAGEL, Clerk of the County of Lassen, State of California, and ex-officio Clerk of the Board of Supervisors thereof, do hereby certify that the foregoing ordinance was adopted by the said Board of Supervisors at a regular meeting thereof held on the 8<sup>th</sup> day of February, 2005.

Clerk of the County of Lassen, State of  
California, and ex-officio Clerk of the  
Board of Supervisor

**ORDINANCE NO: 562**

**ORDINANCE AMENDING CHAPTER 2.06 OF THE LASSEN COUNTY CODE  
RELATING TO SALARY AND BENEFITS AND LABOR RELATION DUTIES OF THE  
COUNTY ADMINISTRATIVE OFFICER AND COMPENSATION OF THE COUNTY  
COUNSEL**

**THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN, STATE OF  
CALIFORNIA DOES ORDAIN AS FOLLOWS:**

**SECTION ONE:** This ordinance shall take effect Thirty (30) days after its passage, and before the expiration of fifteen (15) days after its passage a copy shall be published with the names of the members voting for and against the same, once in a local newspaper in the County of Lassen, State of California.

**SECTION TWO:** Section 2.06.025 -Salary and Benefits, shall be amended as follows:

(a) AThe salary and benefits of the County Administrative Officer shall be fixed by the Board of Supervisors. The County Administrative Officer is the sole member of the County Administration bargaining unit.@

(b) @ The County Administrative Officer shall be responsible for the labor relations program of the county. Negotiations with the senior management bargaining unit (department heads) may not be delegated without the approval of the Board of Supervisors.@

**SECTION THREE:** The first sentence of Section 2.08.040 shall be amended as follows:

A The compensation of the County Counsel shall be fixed by the Board of Supervisors. County Counsel will be the sole member of the County Counsel=s bargaining unit.@

**SECTION FOUR:** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Supervisors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

**LASSEN COUNTY MANAGEMENT ASSOCIATION  
AND  
LASSEN COUNTY AGREEMENT**

**EFFECTIVE JULY 1, 2006 TO JUNE 30, 2009**

**A. Duration of the Agreement.** The terms of the agreement shall be for a period of three (3) years, beginning on July 1, 2006 and ending on June 30, 2009.

**B. Management Association Salary changes.** The current Management Association salary schedule shall increase as follows:

1. A 6% salary increase shall be applied to the current Management salary schedule with an effective date of October 1, 2006.

2. A 3% salary increase shall be applied to the salary schedule resulting from the increase identified in B.1. with an effective date of July 1, 2007.

3. A 3% salary increase shall be applied to the salary schedule resulting from the increase identified in B.2. with an effective date of July 1, 2008.

**C. Flexible Benefit Plan Changes.**

1. The FBP shall increase by \$40.00 per month effective January 1, 2007.

2. The FBP shall increase by \$10.00 per month effective July 1, 2007.

3. The FBP shall increase by \$40.00 per month effective July 1, 2008.

**D. Pay Date and Direct Deposit.** The customary and usual pay date, established as the first Thursday following the end of the bi-weekly pay period, shall be changed as follows:

Pay Date shall be the second Wednesday following the end of the bi-weekly pay period.

Direct deposit shall be mandatory on July 1, 2008 or system availability, whichever is later.

Employees shall receive a minimum of 30 calendar days advanced notice before a change in the Pay Date becomes effective.

At the request of the individual employee, the employee shall receive an amount not less than 50% of their scheduled pay on the Thursday preceding the Wednesday Pay Date during the transition Pay Date. The employee shall receive the balance of their scheduled pay on the first Wednesday Pay Date.

**E. Reopener.**

In the event a County Bargaining Unit obtains a Year 3 salary increase through a MOU reopener that is greater than the amount specified in this agreement, this agreement will be subject to reopening for salary reconsideration at the request of the Management Association.

In the event a County Bargain Unit obtains a Year 3 Flexible Benefit Plan increase through a MOU reopener that is greater than the amount specified in this agreement, this agreement will be subject to reopening for Flexible Benefit Plan increase at the request of the Management Association.

Such a reopener request shall be made within fifteen (15) calendar days of the County Board of Supervisors approval of a salary or Flexible Benefit Plan increase as a result of a MOU reopener.

If the Management Association asserts the reopener prerogative, the County may open up two (2) salary and/or benefit items for negotiations at the same time.

**F. Personal Leave**

Department Heads and Confidential employees shall have their Personal Leave allowance increased by eight (8) hours per year with an effective date of January 1, 2007. The current rules for computing, requesting, and approving Personal Leave shall remain in effect.

**G. Full and Complete Agreement.**

The items addressed in this document constitute all agreed upon modifications of the existing terms of agreements and addendums between the Management Association and Lassen County.

It is intended that all other ordinances, resolutions, rules, memoranda, known past practices and procedures shall remain in full force and effect through June 30, 2009.

The terms of this agreement shall continue in effect year to year after June 30, 2009 unless one of the parties notifies the other not later than April 15, 2009, or April 15<sup>th</sup> of a given year after this date of their intent to modify or amend this agreement.

I. Signatures.

This agreement was approved by the Management Association on December 5, 2006 and approved by the Lassen County Board of Supervisors on December 6, 2006.

For the County of Lassen

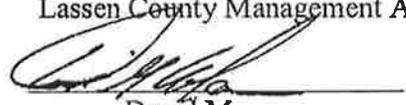


John T. Ketelsen  
County Administrative Officer

For the LC Management Association



Kevin Mannel  
Lassen County Management Association



David Marcus  
Lassen County Management Association

Appx 12-19-06  
BDS  
H4

**RESOLUTION NO. 06 -**

**RESOLUTION FIXING THE SALARY OF ELECTED OFFICIALS AND  
CONFIDENTIAL EMPLOYEES FOR THE PERIOD OF JULY 1, 2006 THROUGH  
JUNE 30, 2009.**

WHEREAS, the County of Lassen has a history of extending benefits to Elected Officials and Confidential Employees commensurate with those of the Lassen County Management Association; and

WHEREAS, the County of Lassen has consummated an agreement with the Lassen County Management Association;

The terms agreed upon with the Lassen County Management Association are extended to Elected Officials and Confidential Employees, with the exception of the Lassen County Board of Supervisors and the Lassen County Sheriff.

The effective date of this Resolution shall be the same as delineated in the Lassen County Management Association agreement.

NOWHEREFORE BE IT RESOLVED that the governing body of the County of Lassen elects to extend the benefits to Elected Officials and Confidential Employees as set forth above.

The foregoing resolution was adopted at a regular meeting of the Board of Supervisors of Lassen County, California, held on the 19<sup>th</sup> day of December, 2006, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA

**RESOLUTION NO. 08 – 021**

**RESOLUTION FIXING THE CELL PHONE REIMBURSEMENT  
OF ELECTED OFFICIALS AND CONFIDENTIAL EMPLOYEES TO THAT OF  
DEPARTMENT HEADS.**

WHEREAS, the County of Lassen has a history of extending benefits to Elected Officials and Confidential Employees commensurate with those of the Lassen County Management Association; and

WHEREAS, the County of Lassen has amended the agreement with the Lassen County Management Association to add a cell phone reimbursement policy;

The added cell phone terms agreed upon with the Lassen County Management Association are extended to Elected Officials and Confidential Employees, with the exception of the Lassen County Board of Supervisors and the Lassen County Sheriff.

The effective date of this Resolution shall be the same as delineated in the amended Lassen County Management Association agreement.

NOWHEREFORE BE IT RESOLVED that the governing body of the County of Lassen elects to extend the cell phone terms to Elected Officials and Confidential Employees as set forth above.

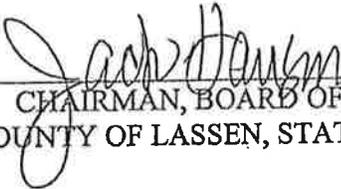
The foregoing resolution was adopted at a regular meeting of the Board of Supervisors of Lassen County, California, held on the 13<sup>th</sup> day of May, 2008, by the following vote:

AYES: Supervisors Hanson, Pyle, Chapman, Dahle and Keefer

NOES: None

ABSENT: None

ABSTAIN: None

  
\_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA

**LASSEN COUNTY MANAGEMENT  
ASSOCIATION  
AND  
LASSEN COUNTY AGREEMENT  
EFFECTIVE JULY 1, 2006 THROUGH  
JUNE 30, 2009**

**ADDITION**

The following addition is mutually agreed upon and will be effective along with the other provisions of the Agreement:

**Cell Phone Allowance:**

At the request of individual Management Association employees, the County shall pay a cell phone allowance of \$50.00 per month when it has been determined that the employee is required to carry a County paid cell phone. The cell phone obtained by the employees shall meet the criteria established by the Lassen County County Administrative Officer.

Changes from County-provided cell phones to the Cell Phone Allowance shall be coordinated so that there are no costs to the County.

Management Association employees will be advised that the Cell Phone Allowance is considered taxable income and must agree to be responsible for any taxes which may apply before the Cell Phone Allowance is authorized.

Fees in excess of the Cell Phone Allowance are the responsibility of the respective Management Association employee.

This ADDITION was approved by the Lassen County Management Association on April 30, 2008 and approved by the Lassen County Board of Supervisors on May 16, 2008.

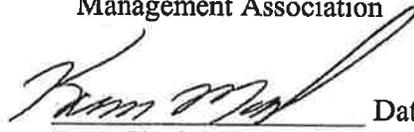
Signatures.

For the County of Lassen

 Date: 5/29/08

John T. Ketelsen  
County Administrative Officer

For the Lassen County  
Management Association

 Date: 5.29.08

Kevin Mannel  
Lassen County Management Association

 Date: 5/29/08

David Marcus  
Lassen County Management Association

County of Lassen  
**ADMINISTRATIVE SERVICES**

H2



**ROBERT F. PYLE**  
District 1  
**JIM CHAPMAN**  
District 2  
**LLOYD I. KEEFER**  
District 3  
**BRIAN D. DAHLE**  
District 4  
**JACK HANSON**  
District 5

*Brian - mmm  
Lloyd - mmm  
approx BAS  
3/2 hrs  
Bri & JC  
with me*

**John T. Ketelsen**  
County Administrative Officer  
email: [coadmin@co.lassen.ca.us](mailto:coadmin@co.lassen.ca.us)

**Julie Morgan**  
Assistant to the CAO  
email: [jmorgan@co.lassen.ca.us](mailto:jmorgan@co.lassen.ca.us)

**Regina Schaap**  
Administrative Assistant  
email: [rschaap@co.lassen.ca.us](mailto:rschaap@co.lassen.ca.us)

County Administration Office  
221 S. Roop Street, Suite 4  
Susanville, CA 96130  
Phone: 530-251-8333  
Fax: 530-251-2663

**To:** Lassen County Board of Supervisors

**Date:** August 11, 2010

**From:** John T. Ketelsen  
County Administrative Officer

*discuss imposed on  
myself until 8-10-10  
effective 10-3-10. Elected officials  
take reduction to  
all individual  
PR jobs.*

**Subject:** Approve new salary and benefits for the Management Association with an effective date of October 3, 2010.

**Recommendation:**

The Lassen County Board of Supervisors approved the new salary and benefits for the Management Association with an effective date of October 3, 2010.

**Discussion:**

Lassen County has identified a continuing budget shortfall. Tentatively approved budgetary reductions and the use of "one time" funds are insufficient to cover this ongoing shortfall. Changes in the Management Association salary schedule, Health Benefits Flex Plan, and retirement benefits are needed for FY2010 and beyond.

A copy of the agreement between Lassen County and the Lassen County Management Association is attached for your information.

*JK - imposed attached -  
approx 2% decrease -  
Steve Warren speaks - well done comments  
Brian - will be negotiating - at what point  
Lloyd - sit  
JC - process flawed - point out that who being  
assess;  
critical analysis*

*You must getting  
the right  
information in  
negotiation -  
both parties -*

LASSEN COUNTY MANAGEMENT ASSOCIATION  
AND  
LASSEN COUNTY  
AGREEMENT

AGMT NOT APPROVED.  
S+B DECREASE WERE IMPOSED  
8/17/10 BIDS TO BE EFFECTIVE  
10/13/10  
KT

EFFECTIVE OCTOBER 3, 2010 TO JUNE 30, 2011

**A. Duration of the Agreement.** The terms of the agreement shall begin on October 3, 2010, and ending on June 30, 2011.

**B. Management Association Salary Change.** The current Management Association salary schedule shall decrease by 1% beginning on October 3, 2010.

**C. Flexible Benefit Plan Change.** The FBP shall decrease to \$420.00 per month beginning October 3, 2010.

**D. Retirement Changes.**

1. Beginning October 3, 2010, the County of Lassen will pay 6% of the respective employee salary towards the CalPERS member retirement contribution.

2. Employees hired or rehired on or after October 3, 2010, shall pay 100% of the member contribution towards retirement until they complete six (6) months (1040 hours) of service. After completion of six (6) months of service, the County of Lassen will pay a portion of salary as delineated above.

3. Employees hired or rehired on or after October 3, 2010, shall have a CalPERS retirement formula of 2% @ 60.

**E. Controlled Substance Testing.** Beginning October 3, 2010, Appointed Department Heads are subject to Post Accident Controlled Substance Testing.

**F. Full and Complete Agreement.**

The items addressed in this document constitute all agreed upon modifications of the existing terms of agreements and addendums between the Management Association and Lassen County.

Time-in grade implemented for all bargaining units March 2012 after review & approval by PERS.

See Attached Resolution

Discussed implementation of Time-in-Grade program D2 w/ R. Egan CAD & Rite Hatter Co. as of 11-9-10 the resolution 10-055 has not been sent to PERS for review & approval. The provision should not be implemented at this time KT 9.17

It is intended that all other ordinances, resolutions, rules, memoranda, known past practices and procedures shall remain in full force and effect through June 30, 2011.

The terms of this agreement shall continue in effect year to year after June 30, 2011 unless one of the parties notifies the other not later than April 15, 2011, or April 15<sup>th</sup> of a given year after this date of their intent to modify or amend this agreement.

**G. Signatures.**

This agreement was approved by the Lassen County Board of Supervisors on August 17, 2010.

For the County of Lassen

---

John T. Ketelsen  
County Administrative Officer

**LASSEN COUNTY MANAGEMENT ASSOCIATION  
AND  
LASSEN COUNTY  
AGREEMENT**

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G. Signatures.

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For the County of Lassen

~~John T. Ketelsen~~ *RICHARD Egan*  
Interim County Administrative Officer

**Management  
Hourly Salary Schedule  
Fiscal Year 2010/2011  
1% Reduction**

<b>RANGE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
2	8.1239	8.4810	8.8560	9.2497	9.6631
3	8.4810	8.8560	9.2497	9.6631	10.0972
4	8.8560	9.2497	9.6631	10.0972	10.5530
5	9.2497	9.6631	10.0972	10.5530	11.0316
6	9.6631	10.0972	10.5530	11.0316	11.5341
7	10.0972	10.5530	11.0316	11.5341	12.0617
8	10.5530	11.0316	11.5341	12.0617	12.6157
9	11.0316	11.5341	12.0617	12.6157	13.1974
10	11.5341	12.0617	12.6157	13.1974	13.8082
11	12.0617	12.6157	13.1974	13.8082	14.4496
12	12.6157	13.1974	13.8082	14.4496	15.1230
13	13.1974	13.8082	14.4496	15.1230	15.8301
14	13.8082	14.4496	15.1230	15.8301	16.5725
15	14.4496	15.1230	15.8301	16.5725	17.3521
16	15.1230	15.8301	16.5725	17.3521	18.1706
17	15.8301	16.5725	17.3521	18.1706	19.0301
18	16.5725	17.3521	18.1706	19.0301	19.9325
19	17.3521	18.1706	19.0301	19.9325	20.8801
20	18.1706	19.0301	19.9325	20.8801	21.8750
21	19.0301	19.9325	20.8801	21.8750	22.9197
22	19.9325	20.8801	21.8750	22.9197	24.0166
23	20.8801	21.8750	22.9197	24.0166	25.1683
24	21.8750	22.9197	24.0166	25.1683	26.3777
25	22.9197	24.0166	25.1683	26.3777	27.6475
26	24.0166	25.1683	26.3777	27.6475	28.9808
27	25.1683	26.3777	27.6475	28.9808	30.3808
28	26.3777	27.6475	28.9808	30.3808	31.8507
29	27.6475	28.9808	30.3808	31.8507	33.3942
30	28.9808	30.3808	31.8507	33.3942	35.0149
31	30.3808	31.8507	33.3942	35.0149	36.7165
32	31.8507	33.3942	35.0149	36.7165	38.5033
33	33.3942	35.0149	36.7165	38.5033	40.3794
34	35.0149	36.7165	38.5033	40.3794	42.3493
35	36.7165	38.5033	40.3794	42.3493	44.4177
36	38.5033	40.3794	42.3493	44.4177	46.5895
37	40.3794	42.3493	44.4177	46.5895	48.8699
38	42.3493	44.4177	46.5895	48.8699	51.2643
39	44.4177	46.5895	48.8699	51.2643	53.7785
40	46.5895	48.8699	51.2643	53.7785	56.4183

**Management  
Monthly Salary Schedule  
Fiscal Year 2010/2011  
1% Reduction**

<b>RANGE</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
2	1408	1470	1535	1603	1675
3	1470	1535	1603	1675	1750
4	1535	1603	1675	1750	1829
5	1603	1675	1750	1829	1912
6	1675	1750	1829	1912	1999
7	1750	1829	1912	1999	2091
8	1829	1912	1999	2091	2187
9	1912	1999	2091	2187	2288
10	1999	2091	2187	2288	2393
11	2091	2187	2288	2393	2505
12	2187	2288	2393	2505	2621
13	2288	2393	2505	2621	2744
14	2393	2505	2621	2744	2873
15	2505	2621	2744	2873	3008
16	2621	2744	2873	3008	3150
17	2744	2873	3008	3150	3298
18	2873	3008	3150	3298	3455
19	3008	3150	3298	3455	3619
20	3150	3298	3455	3619	3792
21	3298	3455	3619	3792	3973
22	3455	3619	3792	3973	4163
23	3619	3792	3973	4163	4362
24	3792	3973	4163	4362	4572
25	3973	4163	4362	4572	4792
26	4163	4362	4572	4792	5023
27	4362	4572	4792	5023	5266
28	4572	4792	5023	5266	5521
29	4792	5023	5266	5521	5788
30	5023	5266	5521	5788	6069
31	5266	5521	5788	6069	6364
32	5521	5788	6069	6364	6674
33	5788	6069	6364	6674	6999
34	6069	6364	6674	6999	7340
35	6364	6674	6999	7340	7699
36	6674	6999	7340	7699	8075
37	6999	7340	7699	8075	8471
38	7340	7699	8075	8471	8886
39	7699	8075	8471	8886	9321
40	8075	8471	8886	9321	9779

H3



County of Lassen  
PERSONNEL DEPARTMENT

PERSONNEL

RISK MANAGEMENT

NICOLE BERRY, DIRECTOR

CHERYL A. DOUGLAS, Safety Officer

KEARSTIN L NAHHAS, Personnel Assistant

County Administration Center

221 South Roop Street, Suite 3

Susanville, CA 96130

☎ (530) 251-8315

FAX: (530) 251-2663

e-mail: knahhas@co.lassen.ca.us

Appr BOS 8-24-10  
JC - ms  
Br - ms

Jack - process is also then perfect - approved  
+ the consistent w/ last vote - records like  
to the Association.

Resol 10-142

To: Lassen County Board of Supervisors

Date: 08/19/10

From: Nicole Berry  
HR Director

Subject: Adopt the Resolution extending salary and benefit changes to Confidential Employees for the period of October 3, 2010 through June 30, 2011 commensurate with those of the Lassen County Management Association.

**ACTION REQUESTED:** That the Board: Adopt Resolution

**COMMENTS:** Lassen County has a history of extending salary and benefit changes to Confidential Employees commensurate with those of the Lassen County Management Association. Changes to the Management Association salary benefits were approved by the Board on August 17, 2010. Approval of this Resolution would maintain parity that exists between Appointed Department Heads and Confidential Employees.

This resolution extends benefits to Confidential Employees for the period of October 3, 2010, through June 30, 2011, commensurate with those of the Lassen County Management Association.

RESOLUTION NO. 10 - 047

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA,

WHEREAS, The Board of Supervisors of Lassen County has a history of extending salary and benefit changes to Elected Officials, with the exception of the Board of Supervisors and the Sheriff, commensurate with those of the of the Lassen County Management Association; and,

WHEREAS, The Board of Supervisors has approved salary and benefit changes for the Lassen County Management Association; and,

WHEREAS, the salary and benefit changes for the Lassen County Management Association were reduced; and,

WHEREAS, the Elected Officials cannot have a reduction in salary or benefits imposed upon them;

NOW, THEREFORE, BE IT RESOLVED BY THE LASSEN COUNTY BOARD OF SUPERVISORS THAT the Lassen County Elected Officials are encouraged to voluntarily accept the reductions commensurate with those of the Lassen County Management Association to include: a 1% salary reduction; changing the Employer Paid Member Contribution for retirement to a maximum of 6% of salary; and a reduction in the Flexible Benefit Plan of \$20.00 per month, effective October 3, 2010.

THE FOREGOING RESOLUTION WAS ADOPTED AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA, HELD ON THE 14<sup>th</sup> DAY OF September, 2011 BY THE FOLLOWING VOTE:

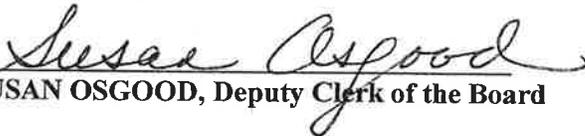
AYES: Supervisors Pyle, Chapman, Keefer, Dahle and Hanson

NOES: None

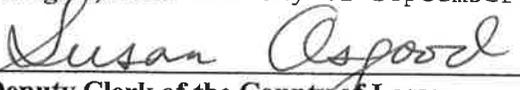
ABSENT: None

  
\_\_\_\_\_  
CHAIRMAN OF THE BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA

ATTEST:  
JULIE BUSTAMANTE  
Clerk of the Board

BY:   
SUSAN OSGOOD, Deputy Clerk of the Board

I, SUSAN OSGOOD, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the ~~17th day of August, 2011~~ 14th day of September, 2010.

  
\_\_\_\_\_  
Deputy Clerk of the County of Lassen  
Board of Supervisors

RESOLUTION NO. 10 -055

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA,  
RESOLUTION FOR REPORTING THE VALUE OF EMPLOYER PAID MEMBER  
CONTRIBUTIONS WITH TIME-IN-GRADE EXCEPTION

WHEREAS, the governing body of Lassen County has elected to pay and report the value of all or part of the normal member contributions to the California Public Employees' Retirement System (CalPERS) pursuant to Government Code Sections 20636 (c)(4) and 20691, and applicable labor policies or agreements; and,

WHEREAS, the governing body of Lassen County may elect a time-in-grade Exception to said Employer Paid Member Contributions (EPMC) within a given group or class of employees as defined in Government Code Section 20636(e)(1) and as specifically authorized in Title 2, California Code of Regulations (CCR) Section 571; and,

WHEREAS, the governing body of Lassen County has identified the following conditions for the application of said Exception:

- This Time-in-Grade Exception shall apply to all employees of the Management Association and all Confidential employees.
- Lassen County elects to pay six (6) percent for all current employees.
- For employees hired on or after October 3, 2010, Lassen County will, pursuant to title 2, California Code of Regulations Amended Section 571, pay and report the value of EPMC according to the following time-in-grade schedule:

October 3, 2010, at Zero %.

- Once a newly-hired employee accrues six (6) months (1040 hours) of total service on a continuous basis, s/he shall be entitled to payment of EPMC on the same terms that apply to all other employees in the group or class. In so resolving, the governing body of Lassen County agrees to abide by CCR Section 571, the terms of which are incorporated-by-reference as if fully set forth herein.
- The effective date of this resolution shall be October 3, 2010.

WHEREAS, the governing body of Lassen County acknowledges that the adoption of this Resolution may result in an upward adjustment of its employer contribution rate:

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of Lassen County elects a time-in-grade Exception as set forth above.

THE FOREGOING RESOLUTION WAS ADOPTED AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA, HELD ON THE 28<sup>th</sup> DAY OF SEPTEMBER 2010 BY THE FOLLOWING VOTE:

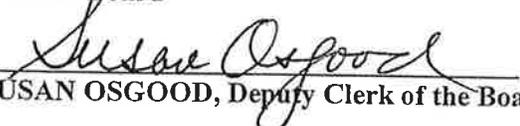
AYES: Supervisors Pyle, Dahle and Hanson

NOES: Chapman

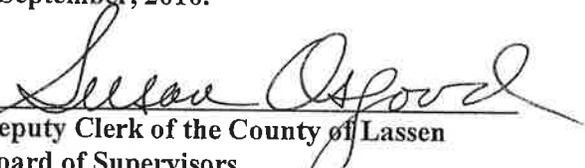
ABSENT: Keefe

  
\_\_\_\_\_  
CHAIRMAN OF THE BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA

ATTEST:  
JULIE BUSTAMANTE  
Clerk of the Board

BY:   
\_\_\_\_\_  
SUSAN OSGOOD, Deputy Clerk of the Board

I, SUSAN OSGOOD, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the 28th day of September, 2010.

  
\_\_\_\_\_  
Deputy Clerk of the County of Lassen  
Board of Supervisors

RESOLUTION NO. 10 - 10-042

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA,

WHEREAS, The Board of Supervisors of Lassen County has a history of extending salary and benefit changes to Confidential Employees commensurate with those of the Lassen County Management Association; and,

WHEREAS, The Board of Supervisors has approved salary and benefit changes for the Lassen County Management Association;

NOW, THEREFORE, BE IT RESOLVED BY THE LASSEN COUNTY BOARD OF SUPERVISORS THAT the terms approved for the Lassen County Management Association are extended to Confidential Employees.

THE FOREGOING RESOLUTION WAS ADOPTED AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LASSEN, STATE OF CALIFORNIA, HELD ON THE 24<sup>th</sup> DAY OF August, 2011 BY THE FOLLOWING VOTE:

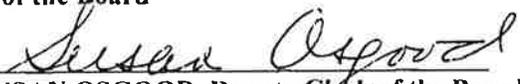
AYES: Supervisors Keefer, Dahle and Hanson

NOES: Supervisors Pyle and Chapman

ABSENT: None

  
CHAIRMAN OF THE BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA

ATTEST:  
JULIE BUSTAMANTE  
Clerk of the Board

BY:   
SUSAN OSGOOD, Deputy Clerk of the Board

I, SUSAN OSGOOD, Deputy Clerk of the Board of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the 17th day of August, 2011.

\_\_\_\_\_  
Deputy Clerk of the County of Lassen  
Board of Supervisors

RESOLUTION NO. 12-057

A RESOLUTION OF THE LASSEN COUNTY BOARD OF SUPERVISORS EFFECTIVE NOVEMBER 27, 2012 TO JUNE 30, 2015 FOR DEPARTMENT HEADS, ELECTED OFFICIALS AND CONFIDENTIAL EMPLOYEES.

WHEREAS, the County of Lassen has agreed to the following changes in benefits for Department Heads, Elected Officials, and Confidential Employees:

The County of Lassen will increase Flex benefit an additional \$64.00 monthly effective the December 5, 2012 pay date. ~~The Sheriff shall receive an increase in flex benefit an additional \$50.00 monthly (not the \$64) and other benefit changes included in the Peace Officer Management Unit Agreement effective the December 5, 2012 pay date.~~ *NO PUA ~~MADRS~~ AGREEMENT EXISTS*

Effective the July 17, 2013 pay date, employees will begin paying their full PERS member contribution (7%) on a pre-tax basis, in exchange for receiving a 6.68% salary increase effective the same pay date. The Sheriff shall receive a 9% salary increase the July 17, 2013 pay date in exchange for paying his full PERS member contribution (9%), on a pre-tax basis, effective the same pay date..

The County of Lassen will continue to allow the annual cash out of up to 40 hours of accumulated vacation leave as long as the employee has a balance of not less than 200 hours of vacation leave at as of November 15<sup>th</sup>. The request for cash out must be submitted to the CAO between November 15<sup>th</sup> and January 31<sup>st</sup> each fiscal year and would be contingent upon CAO approval and sufficient budget appropriations within the department. This does not apply to elected officials.

At the request of individual employees, the County shall pay a cell phone allowance of \$50.00 per month when it has been determined that the employee is required to use their personal cell phone for work related matters. The cell phone obtained by the employees shall meet the criteria established by the County Administrative Officer. Cell phone allowance is considered taxable income and employee must be responsible for any taxes. (Resolution 08-021 excludes the Board of Supervisors and the Sheriff from the cell phone allowance).

NOWHEREFORE BE IT RESOLVED that the governing body of the County of Lassen elects the change in benefits as set forth above.

The foregoing resolution was adopted at a regular meeting of the Board of Supervisors of Lassen County, California, held on the 27th day of November, 2012 by the following vote:

RESOLUTION NO. 15-045

A RESOLUTION OF THE LASSEN COUNTY BOARD OF SUPERVISORS EFFECTIVE AUGUST 2, 2015 TO JUNE 30, 2018 FOR DEPARTMENT HEADS, ELECTED OFFICIALS, AND CONFIDENTIAL EMPLOYEES.

WHEREAS, the County of Lassen has agreed to the following changes in benefits for Department Heads, Elected Officials, and Confidential Employees:

The County of Lassen will increase Flex benefit an additional \$100.00 effective the pay period beginning August 2, 2015. Effective the pay period beginning August 14, 2016 the County will increase the Flex benefit an additional \$100.00.

Effective the pay period beginning August 2, 2015 employees shall receive a 2.5% salary increase. Effective the pay period beginning August 14, 2016 employees shall receive a 2% salary increase. Effective the pay period beginning August 13, 2017 employees shall receive a 3% salary increase.

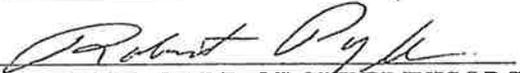
NOWHEREFORE BE IT RESOLVED that the governing body of the County of Lassen elects the change in benefits as set forth above.

The foregoing resolution was adopted at a regular meeting of the Board of Supervisors of Lassen County, California, held on the 11<sup>th</sup> day of August, 2015 by the following vote:

AYES Supervisors Pyle, Chapman, Hemphill, Albaugh and Hammond

NOES None

ABSENT None

  
CHAIRMAN, BOARD OF SUPERVISORS  
COUNTY OF LASSEN, STATE OF CALIFORNIA

ATTEST:

JULIE BUSTAMANTE, Clerk of the Board

BY   
SUSAN OSGOOD, Deputy Clerk of the Board

I, SUSAN OSGOOD, Deputy Clerk of the Board of Supervisors, County of Lassen, do hereby certify that the foregoing resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the 11th day of August, 2015.

  
Deputy Clerk of the County of Lassen  
Board of Supervisors