



Lassen County

Meeting Minutes

Board of Supervisors

LASSEN COUNTY SUPERVISORS:

DISTRICT 1 - MIKE SCANLAN; DISTRICT 2 - GARY BRIDGES - VICE CHAIRMAN; DISTRICT 3 - TOM NEELY - CHAIRMAN; DISTRICT 4 - AARON ALBAUGH; DISTRICT 5 - JASON INGRAM

Tuesday, January 21, 2025

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:00 A.M. CALL TO ORDER

Present: Supervisors Scanlan, Bridges, Neely, Albaugh, and Ingram. Also present: County Administrative Officer (CAO) Tony Shaw, County Counsel Scott McLeran, and Deputy Clerk of the Board Michele Yderraga.

County Counsel Amanda Uhrhammer 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 Shaw reported the following closed session items:

1) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: Lisa Leonard v County of Lassen; United States District Court Case No. 2:23-CV-01189-DMC.

The board would not be meeting for this item.

2) Conference with Labor Negotiator Scott McLeran: Lassen County Deputy Sheriffs Association (LCDSA).

CLOSED SESSION

Closed session was held from 9:01 a.m. - 9:33 a.m.

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

Personnel/Risk Analyst Regina Schaap was present from 9:01 a.m. - 9:33 a.m.

RECESS: 9:33 a.m. - 9:38 a.m.

9:38 A.M. OPENING CEREMONIES**Pledge of Allegiance and Invocation**

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

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Shaw reported the following closed session item:

Conference with Labor Negotiator Scott McLeran: Lassen County Deputy Sheriffs Association (LCDSA).

Direction to staff was given.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

A motion was made by Supervisor Bridges, 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

Eileen Spencer: Discussed an oversight committee report.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Scanlan: 1) Attended the Westwood Chamber of Commerce Clam Chowder Cookoff; 2) attended a Mama's Ministries appreciation luncheon; 3) will be attending a Honey Lake Valley Resource Conversation District pool meeting.

Supervisor Bridges: Was unable to attend events due to illness.

Supervisor Ingram: 1) attended a meeting with the Lassen County Office of Education pertaining to the Career Opportunities event; 2) will be attending a Sierra Alliance meeting.

Supervisor Albaugh: 1) Welcomed everyone to the start of the Golden Age that occurred yesterday; 2) attended funeral services for former Shasta County Board of Supervisor Pam Giacomini and stated she was a phenomenal person; 3) made a statement pertaining to the idiocy coming from the environmentalist laws being passed pertaining to horses.

Supervisor Neely: Will be attending the pool meeting.

DEPARTMENT REPORTS**BOARD OF SUPERVISORS****FAIR MANAGER APPOINTMENT**

SUBJECT: Appointment of Fair Manager (William "Bill" Payer) effective

January 27, 2025.

FISCAL IMPACT: Position appropriated in 2024/2025 Fiscal Year budget.

ACTION REQUESTED: Make appointment.

CAO Shaw stated he was happy to announce the Board of Supervisors had appointed Bill Payer as the fair manager to the Lassen County Fair Department. Mr. Payer thanked the board for the opportunity and was looking forward to working with each of the supervisors. Supervisor Bridges thanked Mr. Payer for applying and qualifying as the new fair manager. CAO Shaw thanked Budget Analyst/Executive Assistant to the CAO Samantha McMullen for being the interim fair manager and she would be assisting Mr. Payer with the transition. CAO Shaw said he would be agendizing the fair budget to solve the problems that were created in the fall. Supervisor Albaugh stated a supervisor did not have to abstain from a vote if they were not part of a decision as per County Counsel McLeran had previously stated.

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

Aye: 4 - Scanlan, Bridges, Neely and Albaugh

Abstain: 1 - Ingram

DIRECTOR OF CHILD SUPPORT SERVICES APPOINTMENT

SUBJECT: Appointment of Director of Child Support Services (Elizabeth Krier) effective January 8, 2025.

FISCAL IMPACT: Position appropriated in 2024/2025 Fiscal Year budget.

ACTION REQUESTED: Make appointment.

CAO Shaw stated Elizabeth Krier was the candidate who was appointed to be the next Director of Child Support Services. The appointment date was January 8, 2025. Ms. Krier said she was honored to be present and thanked the board for the opportunity.

Supervisor Ingram made a motion to appoint Elizabeth Krier as the Director of Child Support Services. A second motion was made by Supervisor Bridges.

County Counsel McLeran stated the request was to appoint the Director of Child Support Services effective January 8, 2025. This was not stated in the motion and needed to be included.

Supervisor Ingram amended the motion to include the appointment date of January 8, 2025. Supervisor Bridges seconded the motion.

Supervisor Albaugh thanked Ms. Krier for her willingness to step up for the department.

A motion was made by Supervisor Ingram, seconded by Supervisor

Bridges, that this Action Item be approved as amended. The motion carried by the following vote:

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

INFORMATION/CONSENT CALENDAR

Supervisor Neely requested to pull Item# G1 - Environmental Health. Supervisor Scanlan requested to pull Item# G2 - Lionakis Agreement for Tenant Improvements, and Item# G3 - Inmate Welfare Trust Fund Report.

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 - Scanlan, Bridges, Neely, Albaugh and Ingram

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:
a) Lassen Transit Service Agency Meeting Agenda for January 13, 2025.
b) Lassen County Fish & Game Commission Meeting Agenda for January 16, 2025.

Attachments: [MISC CORR](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS - CONTINUED

PLANNING AND BUILDING SERVICES

ENVIRONMENTAL HEALTH

SUBJECT: The Lassen County Department of Planning and Building Services, has determined a need to replace Environmental Health vehicle Unit # 7401, a 2010 Ford Explorer, that is past its usable life, and will be a surplus vehicle. The replacement vehicle will be a 2025 Dodge Durango, purchase price \$47,596.77.

FISCAL IMPACT: This purchase will come from the Environmental Health Budget 1730732-306200, in the amount of \$47,596.77. This vehicle purchase will come through the Department of General Services State Bid Contract.

ACTION REQUESTED: Approve purchase.

Attachments: [G1](#)

Director of Planning and Building Services Maury Anderson informed the board this item was to purchase a new vehicle for Environmental Health as staff was currently driving a vehicle over 15 years old. Director Anderson stated Planning

and Building Services acquired Environmental Health a few years back which included three old vehicles. Director Anderson said he was unsure why the vehicles were not in the Motor Pool. Supervisor Neely asked if the vehicle being purchased was with grant funding. Director Anderson stated funding would come from the General Fund that was previously budgeted in Environmental Health's budget. Additional discussion was held pertaining to the Motor Pool.

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

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

PUBLIC WORKS DEPARTMENT

LIONAKIS AGREEMENT FOR TENANT IMPROVEMENTS

SUBJECT: Agreement with Lionakis - Architect for Lassen County Historic Courthouse Renovation Project - Tenant Improvements.

FISCAL IMPACT: Fund is available within 2024/2025 Fiscal Year Budgets. Expenditures to be paid out of Courthouse Square Construction Fund/Budget Unit No. 154-1541.

ACTION REQUESTED: Authorize the Director of Public Works to execute the agreement with Lionakis for architectural and engineering services for tenant improvements in the amount of \$73,750.

Attachments: [G2](#)

Supervisor Scanlan stated with the deficiencies to the project and the county's punch list, did the county want to enter into another agreement. Director of Public Works Pete Heimbigner stated they were under contract and it could've been extended. There were extra services required that were ongoing with the project. The new agreement would cover the costs from July through December and Public Works would be coming back with another agreement extension. The issues with the project were post project. Supervisor Neely asked if the additional funding was for the assistance from Lionakis. Director Heimbigner said it was for all construction services for the process and Lionakis was the architect of record who the county was working with. Brief discussion was held.

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

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

SHERIFF'S DEPARTMENT

INMATE WELFARE TRUST FUND REPORT

SUBJECT: California Penal Code Section 4025(c) requires an itemized annual report of the activity of the Inmate Welfare Trust Fund be submitted to the Board of Supervisors for review. Accordingly, the Fiscal Year 2023-2024

Annual Inmate Welfare report is attached for the Board's information and review.

FISCAL IMPACT: No fiscal impact to the County. Report is informational report to the Board.

ACTION REQUESTED: Receive report.

Attachments: [G3](#)

Sheriff/Coroner John McGarva informed the board this item was the annual California Penal Code requirement report pertaining to the Inmate Welfare Trust Fund. The report was to inform the state of spending and purchases that came through the jail. The report was primarily for transparency purposes to show where funding was spent. Sheriff McGarva stated what was allowed for spending and explained the use of County Cal-Cards. CAO Shaw informed the board the Cal-Card is the county credit card to be used by staff to make purchases on behalf of the county rather than use of their personal credit cards. The Auditor scrutinized the purchases and staff was not permitted to use the Cal-Card for personal use. Additional discussion was held.

OFF HIGHWAY VEHICLE GRANT FUNDING

SUBJECT: Adoption of a resolution to accept the Off highway Vehicle Grant funding.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve grant funding; and 2) adopt resolution.

Attachments: [H1](#)

Sheriff's Sergeant (Sgt.) Tim Heffley informed the board this item was a grant that was previously applied for and had recently received the funding. The grant required a resolution from the Board of Supervisors to accept and use the funds. Sgt. Heffley said funding could be used for staff overtime to patrol during Off Highway Vehicle (OHV) events, pay for use of Side by Side Title III equipment, search and rescue when OHV vehicles are involved, OHV rentals, rented pickups to tow OHV equipment, and fuel. Sgt. Heffley stated the funding did not roll year over year and had to be spent during a specific amount of time. Sheriff/Coroner John McGarva said the OHV program would not be what it was without this grant. In the past the Sheriff's Office had purchased quads, dirt bikes, and side by sides for different events and rescues with the grant funding. This program facilitates the Sheriff's Office ability to cover such events. CAO Shaw thanked the Sheriff's Office and stated it was good to receive funding back from the state to support the OHV activities in Lassen County. Sheriff McGarva stated Sgt. Heffley was a great steward of this grant. Brief discussion was held pertaining to OHV roads and trails. Supervisor Neely said he appreciated the hard work of staff to receive the grant.

A motion was made by Supervisor Bridges, seconded by Supervisor Ingram, that this Resolution No. 25-001 be adopted. The motion carried by the following vote:

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

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Shaw reported: 1) It had been a busy three weeks. The department heads had been great to work with and he appreciated all of the hard work done by them and their staff; 2) there had been some tragedies within the county and they were trying to work through it; 3) apologized for last weeks agenda as the United States Forest Service was unavailable for their presentation; 4) stated the fair manager report pertaining to the budget solution, entertainment at the fair, and an ordinance of who the fair manager reported to, would be added to future board items; 5) Met with the Auditor to discuss Lassen County's process to purchasing and was working with a department head to be a mentor during the fair manager transition.

Supervisor Albaugh asked the board if they could adjourn in memory of the employees that recently passed away at the next board meeting. Supervisor Neely stated he would not be attending the agenda meeting the following day.

ADJOURNMENT

There being no further business, the meeting is adjourned at 10:29 a.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board