



# 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, May 13, 2025

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

#### 9:02 A.M. CALL TO ORDER

Present: Supervisors Scanlan, Bridges and Ingram. Also present: Deputy County Administrative Officer (CAO) Samantha McMullen, County Counsel Amanda Uhrhammer, Deputy Clerk of the Board Michele Yderraga.

Supervisor Albaugh arrived at 9:05 a.m.

Supervisor Neely was absent.

CAO Maury Anderson was absent.

**Present:** 4 - Mike Scanlan, Gary Bridges, Aaron Albaugh and Jason Ingram

**Absent:** 1 - Tom Neely

**Excuse:** 0

#### PUBLIC COMMENT

None.

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

County Counsel Uhrhammer announced the following closed session items:

- 1) Conference with Legal Counsel: Significant exposure to Litigation Pursuant to Subdivision (d)(2) of Government Code Section 54956.9: 2 cases.
- 2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: 1 case.
- 3) Liability Claim; - 1) Claimant: Erik Johnson, Agency claimed against: Lassen County; 2) Claimant: Ziad Ali, Agency claimed against: Lassen County.

#### CLOSED SESSION

Closed session was held from 9:03 a.m. - 9:32 a.m.

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

Director of Public Works Pete Heimbigner was present from 9:03 a.m. - 9:13 a.m.

Personnel/Risk Analyst Regina Schaap was present from 9:03 a.m. - 9:32 a.m.  
Supervisor Albaugh arrived at 9:05 a.m.

RECESS: 9:32 a.m. - 9:38 a.m.

## **B. 9:38 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**

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

2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: 1 case.

3) Liability Claim; - 1) Claimant: Erik Johnson, Agency claimed against: Lassen County; 2) Claimant: Ziad Ali, Agency claimed against: Lassen County.

1) Claimant: Erik Johnsons; the board agreed to deny the claim; and 2) Claimant: Ziad Ali; direction was to negotiate a resolution.

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

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

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

**Absent:** 1 - Neely

#### **PUBLIC COMMENTS**

Eileen Spencer: Stated she was asked to deliver a hand out to the board.

#### **UNAGENDIZED REPORTS BY BOARD MEMBERS**

Supervisor Ingram: 1) Attended the Children's Fair; 2) addressed the Sunrise Rotary; 3) met with Sheriff Chad Bianco; 4) assisted at the south county food distribution event; 5) announced the Veterans Stand Down event would be held on May 17, 2025; 6) spoke with the High Desert State Prison Representatives pertaining to an all persons hiring event; 7) attended the Shafer Pride Night event; 8) requested to donate \$250 to the Sunrise Rotary and \$250 to Courage World Wide from discretionary funds; 9) requested to adjourn the meeting in

memory of David Farner; 10) thanked Supervisor Scanlan for attending the Lassen County Transportation Commission (LCTC) and Lassen Transit Service Agency (LTSA) meetings in his absence.

Supervisor Albaugh: 1) Attended the 50+ Club annual dinner; 2) thanked Lassen County Office of Education and volunteer groups for assisting with the History Day event at the fair ground; 3) chaperoned the Big Valley 8th grade trip to Sacramento; 4) attended a Rural County Representatives of California (RCRC) seminar in Monterey, Ca.

Supervisor Scanlan: 1) Attended a Lassen Regional Solid Waste Management meeting; 2) met with County Administrative Officer Maury Anderson, Code Enforcement Officer Matt Oden, and Sheriff/Coroner John McGarva regarding problem locations in Westwood and solutions; 3) met with Bob Goodman from the City of Susanville to discuss the Honey Lake Valley Community Pool budget; 4) attended the grand re-opening of the Lassen Library. Library staff made a point to make him feel welcome; 5) attended a Spaulding Neighborhood Watch meeting; 6) attended the grand opening and ribbon cutting ceremony for the Florist Co-op Shop in Clear Creek; 7) attended an LTSA and LCTC meeting for Supervisor Ingram; 8) attended a Westwood Chamber of Commerce meeting; 8) requested to donate \$1,500 to the Westwood Chamber of Commerce Community Cleanup event; 9) will be attending the California Fish and Game meeting on May 15, 2025, at 7:00 p.m. to discuss the gray wolf situation in Lassen County.

Supervisor Bridges: 1) Attended a Cultural Competency Meeting; 2) attended the California State Association of Counties (CSAC) meeting; 3) attended a FIRST5 meeting; 4) attended a wolf meeting in Adin; 5) attended a Proposition 1 and Behavioral Services Act meeting; 6) attended a second FIRST5 meeting; 7) attended an LCTC meeting in Supervisor Neely's absence.

## INFORMATION/CONSENT CALENDAR

Supervisor Scanlan requested to pull Item# G1 - Personnel Report.

## Approval of the Consent Agenda

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

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

**Absent:** 1 - Neely

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF  
APRIL 22, 2025  
SUBJECT: Meeting Minutes of April 22, 2025.

FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

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

#### PUBLIC WORKS DEPARTMENT

GRAZING LEASE FOR SUSANVILLE RANCH PARK  
SUBJECT: Grazing lease for Susanville Ranch Park.  
FISCAL IMPACT: Anticipated revenue to the Natural Resources Fund No. 141 of \$610.  
ACTION REQUESTED: Confirm 2025 spring grazing lease with Shayne Hecox for use of Susanville Ranch Park in the amount of \$10 per Animal Unit Month (AUM); and 2) authorize the Director of Public Works to sign the lease.

Attachments: [PW Grazing Attach](#)

**This Action Item was 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 Minutes for March 20, 2025.  
b) Lassen County Planning Commission Notice of Cancellation for regularly scheduled meeting of May 6, 2025. The next regularly scheduled meeting will be June 3, 2025.  
c) Application for Alcoholic Beverage License(s) - Lassen RV Park & Campground.  
d) Notice of Fair Advisory Board meeting scheduled for May 13, 2025, at 5:30 p.m.

Attachments: [MISC CORR](#)

**These Reports were received and filed on the Consent Agenda.**

#### DEPARTMENT REPORTS

##### COUNTY ADMINISTRATIVE OFFICE

PERSONNEL REPORT  
SUBJECT: Personnel Movement Report for March, 2025.  
FISCAL IMPACT: None. ACTION: Receive and file.  
ACTION: Receive and file.

Attachments: [Personnel Report](#)

Supervisor Scanlan stated he had received an email from Mr. Tony Shaw regarding a correction needed to the Personnel Report. Supervisor Scanlan stated Mr. Shaw clarified that he did not retire, he resigned and requested an

amendment. County Counsel Uhrhammer stated a motion was not necessary as the report was to receive and file.

#### OFFICE OF EMERGENCY SERVICES

FISCAL YEAR 2023-2024 WILDFIRE PREVENTION GRANT AGREEMENT  
SUBJECT: Wildfire Grant Agreement, Resolution and budget appropriation.  
FISCAL IMPACT: No impact to General Fund. Expenditures will be fully reimbursed by grant funding.

ACTION REQUESTED: 1) Approve the grant agreement, 2) Authorize the Chairman to execute the agreement, 3) Adopt the resolution, 4) Increase the appropriation to Fund/Budget Unit No. 136-0661 by \$502,000 (4/5 vote required).

**Attachments:** [250513 CalFire Grant Agreement 5GG23240](#)  
[250513 CalFire Resolution-CA Climate Investments Wildfire Prevention Grants Program](#)

Office of Emergency Services (OES) Chief Silas Rojas informed the board this item was a grant agreement and resolution with CalFire for a purchase of equipment to be used for fuels reductions. OES Chief Rojas stated at the end of the agreement the county would own the equipment outright with no obligation to the state. Supervisor Albaugh asked if CalFire would run the first two years. OES Chief Rojas stated yes, however the county still owned the equipment but CalFire would operate the equipment, transport, utilize, maintain the equipment and pay for fuel. Discussion was held pertaining to equipment accessories.

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

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

**Absent:** 1 - Neely

#### AUDITOR/CONTROLLER/TREASURER TAX COLLECTOR

CONTRACT WITH GRAVITY IGM TECHNOLOGY CORP  
SUBJECT: Contract with Gravity IGM Technology Corp to create required State of California reports with Tyler such as: Lassen County's Budget book, the State Controller's Financial Transaction Report and the Annual Comprehensive Financial Report (ACFR)..

FISCAL IMPACT: 2025 Fiscal Year (FY) \$49,000; 2026 FY \$33,600; 2027 FY \$35, 280; 2028 FY \$37,044; 2029 FY \$38,896. This request will be funded out of Fund/Budget Unit No. 100-0311 and cost is incorporated into the A87 Cost Allocation Reimbursement.

ACTION REQUESTED: 1) Approve the proposed contract with Gravity for the 5 year contract, 2025-2029 totaling \$194,320; and 2) authorize the County Auditor/Controller/Treasurer/Tax Collector to execute the agreement.

Attachments: [Auditor Attach](#)

Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas informed the board this item was a contract with Gravity IGM Technology Corp to create the Financial Transfer Reports as required by the state. The current Tyler/Munis system used in the Auditor's office did not contain this feature. Auditor/Controller Cardenas said the Tyler/Munis program was never meant to be part of the California counties program, however going forward the feature would be implemented for new clients. Supervisor Albaugh asked if other California counties used Gravity IGM Technology Corp. Auditor/Controller Cardenas stated yes and she had contacted other county Auditor's within the state. Brief discussion was held regarding reporting to the state.

Supervisor Ingram made a motion to authorize the County Administrative Officer to execute the contract. A second was made by Supervisor Scanlan.

County Counsel Uhrhammer stated the action requested was to authorize the Chairman to execute the agreement and an amendment to the motion needed to be made. Supervisor Ingram amended the motion for the Chairman to execute the agreement. Supervisor Scanlan seconded the motion.

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

**Aye:** 3 - Scanlan, Bridges and Ingram

**Nay:** 1 - Albaugh

**Absent:** 1 - Neely

#### HEALTH & SOCIAL SERVICES

##### CHANGE IN POSITION ALLOCATION FOR GRANTS AND LOANS DEPARTMENT

SUBJECT: Request to Un-Fund 1 FTE Fiscal Officer position and Fund 1 FTE Housing Grants Specialist position within Grants and Loans Fund/Budget Unit No. 110-0941.

FISCAL IMPACT: No Impact to the County General Fund. This change will result in Salary and Benefits savings within the Grants and Loans Fund/Budget Unit No. 110-0941.

ACTION REQUESTED: 1) Un-Fund 1 FTE Fiscal Officer; and 2) fund 1 FTE Housing Grants Specialist.

Attachments: [H5 - BOS CSS GLD Position Allocation 05.13.25](#)

Assistant Director/Personnel Coordinator Danielle Sanchez stated this item was a request to un-fund one Full Time Employee (FTE) Fiscal Officer position and fund one FTE Housing Grants Specialist. The purpose for the request was the

Fiscal Officer position had been vacant for a period of time with no intention to hire any time soon. Assistant Director Sanchez stated they were currently working on rewriting the Fiscal Officer job description and it would be beneficial to the department to hire an additional Housing Grants Specialist during this time. If the item was approved the department could select an applicant and hire immediately. Brief discussion was held.

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

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

**Absent:** 1 - Neely

#### PUBLIC WORKS DEPARTMENT

LASSEN COUNTY ADULT DETENTION HEATING, VENTILATION AND AIR CONDITIONING (HVAC) RETROFIT PROJECT

SUBJECT: Award of Lassen County Adult Detention Facility Progressive Design-Build HVAC Retrofit Project

FISCAL IMPACT: Funding is available within the current 2024/2025 Fiscal Year budget.

ACTION REQUESTED: 1) Award Lassen County Adult Detention Facility HVAC Retrofit Project to EMCOR Services Mesa Energy Systems; and 2) authorize the Public Works Director to execute an agreement with EMCOR Services Mesa Energy Systems, Inc. for an amount not-to-exceed \$295,300.

**Attachments:** [PW HVAC - Contract Award - Emcor Attach](#)

Director of Public Works Pete Heimbigner informed the board this item was a joint project with the Sheriff's department to upgrade the Heating, Ventilation, and Air Conditioning (HVAC) system in the Adult Detention Facility (ADF). Director Heimbigner gave a brief overview of the design and said the project was broken into two phases with an approximate completion date of June 2026. Director Heimbigner briefly discussed cost savings, energy efficiency, and stated EMCOR Services was the project designer and the contractor. Brief discussion was held.

**SPEAKERS:** John Lightfoot.

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

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

**Absent:** 1 - Neely

BID AWARD FOR COUNTY ROAD A3/301 REHAB D & E PROJECT

SUBJECT: Bid Award for Standish-Buntingville Road, CR 301 Rehab D and

E Project.

FISCAL IMPACT: Funding is available within the current 2024/2025 Fiscal Year Road Construction Fund/Budget Unit No. 122-1222.

ACTION REQUESTED: 1) Award the contract for "Standish-Buntingville Road, CR 301 Rehab D and E Project" to Hat Creek Construction & Materials, Inc., the low qualified bidder meeting the specifications in the amount of \$4,100,000; and 2) authorize the Director of Public Works to execute the agreement upon approval as to form by County Counsel; and 3) authorize the Director of Public Works to authorize Change Orders up to a not-to-exceed amount of \$410,000 (approximately 10%) or a total contract not-to-exceed cost of \$4,510,000.

**Attachments:** [PW Rehab D&E Project - Attach](#)

Director of Public Works Pete Heimbigner stated this item was for a bid award for Standish-Buntingville Road (A3), CR 301 Rehab D and E Project. These were two state projects on each end of that road. The project was for rehabilitation on a mile of road with a portion of the project being completed by Caltrans. Director Heimbigner gave a brief overview of the work that would be completed.

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

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

**Absent:** 1 - Neely

#### BOARD OF SUPERVISORS

SUPERVISOR ALBAUGH

SUBJECT: State of Emergency - Gray Wolf.

FISCAL IMPACT: Unknown.

ACTION REQUESTED: Adopt resolution and authorize the Chairman to execute.

**Attachments:** [250513 Wolf Resolution](#)

Supervisor Albaugh informed the board he requested this item to be agendaized as he had been discussing the gray wolf for some time. Supervisor Albaugh stated the wolves had propagated enough and were spreading through out the state. Supervisor Albaugh said other counties were getting involved and wanted Lassen County to also be heard. A resolution was drafted and edits needed to be completed. Extensive discussion was held pertaining to changes to the verbiage of the resolution. County Counsel Uhrhammer stated with the amount of edits and updates being requested, this item would need to be tabled to the next board meeting.

SPEAKERS: Richard Egan, David Teeter, Office of Emergency Services (OES)



Chief Silas Rojas, Theresa Phillips.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Bridges, that this Resolution be tabled to the next Board of Supervisors Meeting schedule for May 20, 2025. The motion carried by the following vote:**

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

**Absent:** 1 - Neely

SUPERVISOR ALBAUGH

SUBJECT: Letter to President pertaining to gray wolves.

FISCAL IMPACT: Unknown.

ACTION REQUESTED: 1) Authorize the Chairman to execute the letter; and  
2) deliver the letter to President Donald J Trump.

**Attachments:** [250513 Wolf Delist-Albaugh-Letter](#)

Supervisor Albaugh stated this item was from Lassen County to the United States (US) President Donald Trump strongly supporting a request to remove the gray wolf from the Federal Endangered Species List. Supervisor Albaugh requested the letter to be copied to US Vice President JD Vance, California Congressman Doug Lamalfa, the Director of California Department of Fish and Wildlife Chuck Bonham, California Governor Gavin Newsom, the Secretary of California Natural Resources Agency Wade Crowfoot, California State Senator Megan Dahle, and the Secretary of the California Department of Food and Agriculture Karen Ross. Additional discussion was held.

SPEAKERS: Amanda Eder.

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

There was no report out.

## ADJOURNMENT

There being no further business, the meeting is adjourned at 11:09 a.m. in memory of David Farner.

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

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

ATTEST:

