



# Lassen County

## Meeting Minutes

DRAFT

## Board of Supervisors

### LASSEN COUNTY SUPERVISORS:

**DISTRICT 1 - CHRIS GALLAGHER; DISTRICT 2 - GARY BRIDGES - CHAIRMAN; DISTRICT 3 - TOM NEELY;  
DISTRICT 4 - AARON ALBAUGH - VICE CHAIRMAN; DISTRICT 5 - JASON INGRAM**

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Tuesday, August 22, 2023

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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### 9:00 A.M. CALL TO ORDER

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

County Counsel Amanda Uhrhammer arrived at 9:09 a.m.

### PUBLIC COMMENT

Susan Somerville: Discussed the County Administrative Officer salary.

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

CAO Egan announced the following closed session item:

- 1) Employee performance evaluation: Fair Manager.

### CLOSED SESSION

Closed session was held from 9:00 a.m. - 9:47 a.m.

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

County Counsel Uhrhammer arrived at 9:09 a.m.

Deputy CAO Tony Shaw was present from 9:01 a.m. - 9:47 a.m.

Fair Manager Kaitlyn Midgley was present from 9:01 a.m. - 9:47 a.m.

RECESS: 9:47 a.m. - 9:54 a.m.

### 9:54 A.M. OPENING CEREMONIES

#### Pledge of Allegiance and Invocation

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

#### ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session item:

- 1) Employee performance evaluation: Fair Manager.

No reportable action.

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

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

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

#### PUBLIC COMMENTS

Tim Micone: Discussed the Indemnification Agreement.

Carol Clark: Discussed the Indemnification Agreement.

County Counsel Uhrhammer stated items that are agendized need to be addressed during the item. This is not a discussion for public comment.

#### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Neely: 1) First grandson was born last week; 2) attended a pool meeting; 3) requested to adjourn in memory of Jane Voss.

Supervisor Gallagher: 1) Attended US Highway 395 Coalition meeting with Washoe County; 2) attended the evening Farmers Market.

Supervisor Ingram: 1) Attended the US Highway 395 Coalition meeting with Washoe County; 2) attended the evening Farmers Market; 3) bringing back school sponsorship programs in south county.

Supervisor Albaugh: 1) Attended a Rural County Representatives of California (RCRC) meeting; 2) announced the annual RCRC meeting would be held. Was currently working on a gift basket from Lassen County; 3) reminded everyone it was road construction season and to give extra time to travel; 4) stated school started for all Lassen County students; 5) would be attending a Solid Waste meeting this afternoon.

Supervisor Bridges: 1) Attended a Board of Supervisors agenda meeting; 2) attended a budget meeting; 3) attended an RCRC meeting; 4) will be attending a Nortec meeting on August 24th; 5) announced Congressman of the First District Doug LaMalfa would be in town.

#### PUBLIC HEARINGS

#### PUBLIC NUISANCE ORDINANCE AMENDMENT (COUNTY CODE CHAPTER

1.18)

SUBJECT: Public Hearing: Consideration of an ordinance to amend Chapter 1.18 (Public Nuisances) by adding Section 1.18.105 (Issuance and Recordation of Notices of Violation) to the Lassen County Code. The ordinance would allow recordation of a Notice of Violation for public nuisances confirmed by the County hearing officer that the property owner/responsible party fail to abate as ordered.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive report from staff; and 2) conduct a public hearing; and 3) Introduce and waive the first reading.

Attachments: [Pub Nuisance Ord Board Packet](#)

Assistant Planning and Building Director Gaylon Norwood gave a brief overview of the item and recommended to the board to introduce the item and waive the first reading. Assistant Director Norwood discussed the changes to the code that were being proposed. Additional discussion was held regarding revisions to this item prior to adoption.

The public hearing was open from 10:16 a.m. - 10:18 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: Christine DeForest, Carol Clark.

Additional discussion was held pertaining to the hearing process of an appeal.

**A motion was made by Supervisor Gallagher, seconded by Supervisor Albaugh, to Introduce and Waive the First Reading. The motion carried by the following vote:**

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

## MATTERS SET FOR TIME CERTAIN

### PLUMAS NATIONAL FOREST SERVICE

SUBJECT: Presentation from Michael Rahe, Beckwourth District Ranger for the Plumas National Forest, to provide an update on post-fire restoration and general information regarding the Plumas National Forest.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive presentation.

District Ranger for Plumas County Beckwourth District Michael Rahe gave an extensive update regarding staffing issues, wild fire crisis funding, recent lightning, fire staff, campgrounds, fuel conditions, fence work, and reforestation. Extensive discussion was held.

RECESS: 11:00 a.m. - 11:04 a.m.

## INFORMATION/CONSENT CALENDAR

Supervisor Neely requested to pull Item# G4 - Road Department.

### 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

#### BOARD OF SUPERVISORS

This item was removed from the agenda.

#### COUNTY ADMINISTRATIVE OFFICE

PRISON TRIAL COSTS REIMBURSEMENT PROGRAM ITEMS  
SUBJECT: Recap of High Desert State Prison Trials Cost Reimbursement  
Billing for the months of July 2022 through June, 2023.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Receive and file.

**Attachments:** [Prison Trial Cost](#)

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

#### COUNTY CLERK-RECORDER

This item was removed from the agenda.

#### PUBLIC WORKS DEPARTMENT

ROAD DEPARTMENT - ASPHALT CONCRETE AND TRACK COAT OIL  
SUBJECT: Award Asphalt Concrete & Tack Coat Oil.  
FISCAL IMPACT: Funding will be from the current fiscal year 2023-2024  
Road Operating Fund/Budget Unit No. 122-1221. Maximum cost would be  
\$94,111,887 if all materials were utilized.  
ACTION REQUESTED: 1) Award asphalt concrete to Hat Creek  
Construction, Inc. in the amount of \$85.50 per ton (not to exceed 500 tons or  
\$45,849.38 with tax) for the Bieber area; and 2) award asphalt concrete to  
Sierra Cascade Aggregate and Asphalt Products, Inc. in the amount of \$90  
per ton (not to exceed 500 tons or \$48,262.50 with tax) for the Westwood  
area; 3) award tack oil to Albina Asphalt in the amount of \$500 per ton (not  
to exceed 5 tons or \$2,681.25 with tax) for all County areas.

**Attachments:** [PW Asphalt Concrete and Tack Coat Oil Attach](#)

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

#### MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

- a) Lassen Transit Service Agency Regular Meeting Agenda for August 14, 2023.
- b) Lassen County Fish and Game Commission Regular Meeting Agenda for August 17, 2023.

**Attachments:** [MISC CORR](#)

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

## DEPARTMENT REPORTS

### BOARD OF SUPERVISORS

SUPERVISOR GALLAGHER - ORDINANCE REPEALING SECTIONS 9.12.034 AND 9.12.036 - PROHIBITS DISCHARGE OF FIREARMS WITHIN EAGLE LAKE COMMUNITY SERVICES DISTRICT AND LAKE FOREST FIRE PROTECTION DISTRICT

SUBJECT: Waive the second reading and adopt the ordinance repealing Lassen County Code sections Ordinance 504 section 9.12.034 and Ordinance 517 section 9.12.036 prohibiting discharge of firearms within the Eagle Lake Community Services District and Lake Forest Fire Protection District.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Waive the second reading; and 2) adopt ordinance; and/or 3) provide direction to staff.

**Attachments:** [230822 Ordinance Repealing 504 and 517](#)

Supervisor Gallagher stated this item was being brought back for adoption from the prior board meeting and gave a brief overview of the ordinance.

**A motion was made by Supervisor Gallagher, seconded by Supervisor Neely, that this Ordinance No. 2023-05 be adopted. The motion carried by the following vote:**

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

### AGRICULTURAL COMMISSIONER

#### PESTICIDE COLLECTION AND DISPOSAL

SUBJECT: Memorandum of Understanding (MOU) between Lassen, Shasta, Modoc, and Siskiyou Agricultural Departments to establish a combined effort. This MOU sets forth the agreement between parties relating to the collaborative services to be provided to establish a Pesticide Take Back Disposal Event.

FISCAL IMPACT: No impact to the General Fund. Agricultural Commissioner Fund/Budget Unit No. 100-0601.

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

Attachments: [H2](#)

Agricultural (Ag) Commissioner Craig Hemphill informed the board this item was a Memorandum of Understanding between the counties of Lassen, Modoc, Siskiyou, and Shasta regarding a Pesticide Take Back Disposal Event. Ag Biologist Miriam Lavacot discussed surveys sent to ranchers and growers of reportable material they would like to dispose of. Ag Biologist Lavacot stated they were advertising through email, Facebook, and mailings about the event. There would be one collection site per each county. Brief discussion was held.

SPEAKERS: Eileen Richard.

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

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

## DISTRICT ATTORNEY

REVISED DISTRICT ATTORNEY (DA) INVESTIGATOR JOB DESCRIPTION IN THE DEPUTY SHERIFF'S ASSOCIATION (DSA) BARGAINING UNIT  
SUBJECT: Revised DA Investigator job description in the DSA bargaining unit.  
FISCAL IMPACT: No fiscal impact. There is no change to the pay range.  
ACTION REQUESTED: Approve revised job description.

Attachments: [H3 - DAI Job 8.22.23](#)

Executive Assistant to the District Attorney (DA) Devin Chandler informed the board the memo in the board packet explained the changes to the job description. Supervisor Albaugh asked if this position was filled. Executive Assistant Chandler stated it was vacant. Brief discussion was held.

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

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

## FAIR

FAIR MANAGER REPORT  
SUBJECT: 2023 Lassen County Fair Report.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Receive report and provide direction to staff.

Attachments: [Charts for 2023 Revenue-5 yr Comparison](#)

Fair Manager Kaitlyn Midgley gave a detailed report on the 2023 county fair that included daily gate admission, season passes, vendors, marketing, car races and the nightly events. Fair Manager Midgley stated the 2023 fair was very successful and profits increased 47 percent from the 2022 fair. Supervisor Gallagher asked what was being done to capture where people are traveling from. Fair Manager Midgley stated she was putting together a Heat Map that would capture zip codes. This year marketing was done in Reno, Kalamath Falls, Chico, Redding, and Red Bluff. Fair Manager Midgley stated she had a great staff, volunteers, and wanted to thank them and the community for their support. Brief discussion was held.

## PLANNING AND BUILDING SERVICES

### INDEMNIFICATION ORDINANCE ADOPTION

**SUBJECT:** Proposed ordinance adding Chapter 1.35 (Indemnification) to the Lassen County Code. As a condition of approval for discretionary applications, said ordinance would require applicants to indemnify, defend and hold harmless the County from third party judicial challenges to determinations and approvals.

**FISCAL IMPACT:** Unknown.

**ACTION REQUESTED:** 1) Receive report; and 2) waive the second reading and adopt the ordinance.

**Attachments:** [H5](#)

Assistant Planning and Building Services Director Gaylon Norwood gave a brief overview of the item and reminded the board this would be the second reading and potential adoption. Assisted Norwood stated this ordinance would apply to discretionary projects, subdivisions, and use permits. This would shift the project responsibility to the project owner and not to the tax payers. Additional discussion was held.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Gallagher, to waive the second reading and that this Ordinance No. 2023-06 be adopted. The motion carried by the following vote:**

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

## INFORMATION SERVICES

### TYLER MUNIS UPDATE

**SUBJECT:** Tyler Munis update.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Receive report for financial system (Munis) implementation.

**Attachments:** [Board Item H6 8.22.23](#)

Information Services Department (ISD) Supervisor Jason Housel gave a detailed update of the Tyler Munis System. ISD Supervisors stated the Auditor's Office and ISD were working closely with the Client First team on this project. Currently the program was only live and functional in payroll. Current priorities were the budget portion and the general ledger. ISD Supervisor Housel stated there would be multiple modules, but was going to launch the most critical. Modules would continue to be installed after July 1, 2024. Additional discussion was held.

#### PHONE SYSTEM CHANGE ORDER

**SUBJECT:** First Contract Amendment to Maverick Networks for addition phone system equipment and services.

**FISCAL IMPACT:** \$35,064.98.

**ACTION REQUESTED:** Authorize the County Administrative officer to execute the contract amendment.

**Attachments:** [Maverick Change Order H7](#)

Information Services Department (ISD) Supervisor Jason Housel stated the item was a change order request for a first amendment to the Maverik contract request to approve \$35,000 for a total value of \$292,000. ISD Supervisor Housel gave a detailed description of the amendment. Supervisor Albaugh asked about the amount of telephones the county would be receiving and what was the purpose of having 700 telephone lines. ISD Supervisor Housel stated there were new positions created and additional telephones would be needed. Additional phone lines would be for additional numbers for the Susanville, Big Valley, Westwood, and Herlong areas as well as a Call Center in the event of an emergency.

**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

#### COUNTY ADMINISTRATIVE OFFICE

#### MERIT SYSTEM SERVICES (MSS) NOTICE OF PROPOSED REVISION TO SOCIAL WORKER IV CLASSIFICATION SPECIFICATION

**SUBJECT:** Approve proposed MSS revision to the Social Worker IV Classification specification allowing candidates who are within six months of satisfying the education requirement to be admitted to the examination, but must complete the education requirement and provide evidence of graduation prior to appointment.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** 1) Approve the MSS revision to the Social Worker IV job description; and/or 2) provide direction to staff.

**Attachments:** [230822 Agenda Pkt - MSS H8](#)

Personnel/Risk Analyst Regina Schaap stated the job description was revised as it was proposed by the Merit Services for the social worker classification. This revision would give candidates within six months of earning their education requirements for a Masters degree to be admitted into the examination and would still have time to complete the schooling. County Counsel Uhrhammer stated this would increase eligibility. Brief discussion was held.

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

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

**SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS**

CAO Egan: Will be attending the annual RCRC meeting in Monterey, Ca.

## **ADJOURNMENT**

There being no further business, the meeting is adjourned in memory of Jane Voss at .

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Chairman of the Board of Supervisors

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

ATTEST:

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Michele Yderraga, Deputy Clerk of the Board