



Lassen County

DRAFT

Meeting Minutes Board of Supervisors

LASSEN COUNTY SUPERVISORS:

DISTRICT 1 - CHRIS GALLAGHER - CHAIRMAN; DISTRICT 2 - DAVID TEETER ; DISTRICT 3 - JEFF HEMPHILL - VICE-CHAIRMAN; DISTRICT 4 - AARON ALBAUGH; DISTRICT 5 - TOM HAMMOND

Tuesday, February 13, 2018

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:30 A.M. OPENING CEREMONIES

Present: Supervisors Gallagher, Teeter, Hemphill, Albaugh and Hammond. Also Present: County Administrative Officer (CAO) Richard Egan, County Counsel Robert Burns and Deputy Clerk of the Board Michele Yderraga.

Present: 5 - Chris Gallagher, David Teeter, Jeff Hemphill, Aaron Albaugh and Tom Hammond

Excuse: 0

Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Gallagher.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan announced that the Board of Supervisors did not hold closed session.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Supervisor Hemphill requested the meeting be adjourned in memory of Everett Myers and BJ West. Supervisor Hammond requested the meeting be adjourned in memory of Doug Lindstrom.

PUBLIC COMMENTS

Ron Wood: Veterans of Foreign Wars discussed the upcoming Welcome Home Vietnam Veterans Day to be held in March.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Hammond: Will not be attending the February 27, 2018 Board of Supervisors meeting.

Supervisor Hemphill: Attended a Lassen County Transportation Commission (LCTC) meeting.

Supervisor Albaugh: 1) Attended Coyote Summit in Adin; 2) announced Pit Resources Conservation District (RCD) will be working with the United States Forest Service (USFS); 3) attended a Community Wildfire Prevention Plan (CWPP) meeting; 4) requested a letter of support for Butte County regarding the

Oroville Dam; 5) Lassen County was awarded grant money for the groundwater management plan; 6) requested information regarding a building code update.
Supervisor Teeter: Attended a Susanville City Council meeting.
Supervisor Gallagher: 1) attended a Lassen Community College Alumni Association breakfast; 2) attended a Lassen Community College Women's basketball game; 3) visited with the Mountain Meadows Neighborhood Watch; 4) announced there will be a Danny Pölsen concert this Thursday, February 15, 2018.

INFORMATION/CONSENT CALENDAR

BOARD OF SUPERVISORS

Approval of the Consent Agenda

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

SUPERVISOR GALLAGHER

SUBJECT: Approval of a letter regarding US 395 Speed Limit from the Board of Supervisors to Assemblymember Brian Dahle.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve letter and authorize the Chairman to sign.

Attachments: 180213 Ag Pkt - Ltr to Dahle re US 395

This Action Item was approved on the Consent Agenda.

COUNTY ADMINISTRATIVE OFFICE

THIS ITEM HAS BEEN PULLED.

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for December, 2017.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: Personnel Report

This Report was received and filed on the Consent Agenda.

COUNTY CLERK-RECORDER

MINUTES

SUBJECT: Meeting minutes of 1) January 23, 2018; and 2) Special Meeting minutes of January 23, 2018; and 3) Special Meeting minutes of February 5, 2018.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [Draft Meeting Minutes 1-23-2018](#)
[Draft Spec Meeting Mins 1-23-18](#)
[Draft Spec Minutes 2-5-18](#)

These Minutes were approved on the Consent Agenda.

HEALTH AND SOCIAL SERVICES

PUBLIC HEALTH

SUBJECT: Mid-Term Amendment #A05 to Agreement #14-10512 with California Department of Public Health (CDPH) Revision of Budget.

FISCAL IMPACT: There is no impact to County General Fund.

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

Attachments: [HSS BOS PH PHEP Amendment 021318](#)

This Action Item was approved on the Consent Agenda.

PUBLIC WORKS DEPARTMENT / ROAD DEPARTMENT

ROAD DEPARTMENT

SUBJECT: Notice of Completion for Mooney Road and Center Road Hot Mix Asphalt Overlay Project, Lassen County, Federal Aid Project RPSTPL-5907(069).

FISCAL IMPACT: The total project cost of \$1,509,950.18 was paid from the 2017/2018 Fiscal Year Road Construction Fund/Budget Unit No.122-122 with reimbursement from Federal STIP funding.

ACTION REQUESTED: Approve the Notice of Completion and authorize the Director of Public Works to sign.

Attachments: [PW 2nd doc05062120180201094152](#)

This Action Item was approved on the Consent Agenda.

ROAD DEPARTMENT

SUBJECT: Program Supplement Agreement No. N039 Rev. 1 to Administering Agency-State Agreement for Federal-Aid Projects No. 02-5907R, for the Whitehead Slough Bridge 7C-70 Replacement Project.

FISCAL IMPACT: Total allocation in the amount of \$340,000 of federal funds with 100% reimbursement. Project is funded in Road Construction Fund/Budget Unit No. 122-1222.

ACTION REQUESTED: 1) Approve the Agreement; 2) adopt Resolution; and 3) Authorize the Chairman to sign.

Attachments: [PW doc05059420180131160250](#)

This Resolution No. 18-005 was adopted on the Consent Agenda.

PUBLIC WORKS

SUBJECT: Notice of Completion for Lassen County Office Remodel Project at 2950 Riverside Dr, Susanville.

FISCAL IMPACT: The total project cost of \$974,567.21 was paid from the 2016/2017 Fiscal Year and 2017/2018 Fiscal Year Capital Improvement, Fund/Budget Unit No. 151-1511.

ACTION REQUESTED: Approve the Notice of Completion and authorize the Director of Public Works to sign.

Attachments: [PW doc05067020180202111317](#)

This Action Item was approved on the Consent Agenda.

ROAD DEPARTMENT

SUBJECT: Notice of Completion for Long Valley Creek Bridge 7C-19 Repair Project, Lassen County, Federal Aid Project ER-32LO(430).

FISCAL IMPACT: The total project cost of \$83,095.76 was paid from the 2017/2018 Fiscal Year Road Construction Fund/Budget Unit No. 122-1222 with reimbursement available in the amount of 88.53% (\$76,220 Federal, \$9,875 Local) from Federal Emergency Relief Program.

ACTION REQUESTED: Approve the Notice of Completion and authorize the Director of Public Works to sign.

Attachments: [PW Road doc05064820180201161358](#)

This Action Item was approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS**FEBRUARY 13, 2018**

- a) Central Valley Regional Water Quality Control Board Meeting Agenda for Thursday, February 1, 2018 and Friday, February 2, 2018.
- b) Central Valley Regional Water Quality Control Board Workshop on CV-Salts for Friday, January 19, 2018.
- c) Susanville City Council Special Meeting agenda for February 7, 2018.
- d) Susanville City Council Special Meeting agenda for March 19, 2018, March 20, 2018 and March 21, 2018.
- e) Lassen Transit Service Agency Regular Meeting Agenda for January 22, 2018.
- f) Honey Lake Valley Resource Conservation District Regular Meeting Agenda for January 25, 2018.
- g) Notice of Call of Special Meeting with the Lassen County Board of Supervisors and the Members of the Susanville City Council agenda for January 23, 2018.
- h) Notice of City Council Attendance at Riverside Park Community Workshop on Thursday, January 25, 2018.
- i) Planning and Service Area Agency on Aging Advisory(PSA2 AAA) Advisory Council Meeting Conference Call Friday, January 26, 2018.
- j) Lassen County Technical Advisory Committee Meeting Agenda for

February 1, 2018.

k) Lassen County Planning Commission Regular Agenda for February 7, 2018.

l) Susanville City Council Regular Meeting agenda for February 7, 2018.

Attachments: Misc Corr

These Reports were approved on the Consent Agenda.

DEPARTMENT REPORTS

BOARD OF SUPERVISORS

CHAIRMAN

SUBJECT: Lassen County Board of Supervisors Rules of Notice and Procedure.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Review Board rules; and 2) consider changes; and 3) provide direction to staff.

Attachments: H1 Attach

Supervisor Gallagher discussed the current Lassen County Board of Supervisors Rules of Notice and Procedure. Discussion was held.

FAIR

RECYCLE GRANT EXPENDITURE

SUBJECT: CalRecycle Grant Expenditure Approval.

FISCAL IMPACT: None. Reimbursement from Grant.

ACTION REQUESTED: 1) Increase revenue in Fund/Budget Unit No. 183-0781 by \$69,318.12; and 2) increase expenditures in Fund Budget Unit No. 183-0781 by \$69,318.12 (4/5 vote required); and 3) authorize CAO to sign Purchase Order in the amount of \$64,895.92 to the successful bidder Clear Stream Recycling.

Attachments: Fair CalRecycle Grant Attach

Lassen County Fair Manager Jim Wolcott gave brief a description of the expenditures for the CalRecycle Grant. Discussion was held.

SPEAKERS: Auditor Diana Wemple.

CAO Egan was absent from 9:58 a.m. - 9:59 a.m.

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

MATTERS SET FOR TIME CERTAIN

10:00 a.m. PUBLIC AGENCY RETIREMENT SERVICES

SUBJECT: Presentation by Public Agency Retirement Services.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive presentation; and 2) provide direction to staff.

Attachments: 180213 PARSFlyer

Executive Vice President of Public Agency Retirement Services (PARS) Mitch Barker gave a power point presentation of the features and benefits of their product and company. Discussion was held.

SPEAKERS: PARS County Consultant Mike Graves, Auditor Diana Wemple and Treasurer/Tax Collector Nancy Cardenas.

Supervisor Teeter was absent from 10:17 a.m. - 10:18 a.m.

10:25 a.m.: RECESS

10:30 a.m. ASSESSMENT APPEALS BOARD

SUBJECT: Assessment Appeals Board - Rules of Notice and Procedure.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive report; and 2) adopt Resolution; or 3) provide direction to staff.

Attachments: D2 Attach

County Counsel Burns gave an overview of the Assessment Appeals Board Rules of Notice and Procedure. Extensive discussion was held.

SPEAKERS: Chief Appraiser Ed Fitzhenry.

DEPARTMENT REPORTS - Continued**COUNTY ADMINISTRATIVE OFFICE**

BUDGET REVIEW

SUBJECT: 2017/2018 Lassen County Mid-Year Budget Review

ACTION REQUESTED: Receive and file.

FISCAL IMPACT: None.

Attachments: Attachment H3_001

Assistant to the CAO Julie Morgan gave a detailed report of the 2017/18 Lassen County Mid-Year Budget. Discussion was held.

SPEAKERS: Auditor Diana Wemple, Treasurer/Tax Collector Nancy Cardenas.

COUNTY COUNSEL

CONTRACT EXTENSION

SUBJECT: Contract extension and benefits - County Administrative Officer.

FISCAL IMPACT: 1 year salary from General Fund.

ACTION REQUESTED: 1) Approve extension; or 2) provide direction to staff.

Attachments: [20180208115712852](#)

County Counsel Burns gave an overview of the contract extension for CAO Egan. Discussion was held.

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

ORDINANCE

SUBJECT: Supplemental Transaction and Use Tax Ordinance.

FISCAL IMPACT: Estimated revenue to the County General Fund in the amount of 2.1 million dollars annually.

ACTION REQUESTED: 1) Introduce the Ordinance and read (or waive the reading); and/or 2) provide direction to staff.

Attachments: [Draft Tax Ordinance](#)

County Counsel Burns gave a detailed report of the Supplemental Transaction and Use Tax Ordinance. Extensive discussion was held.

SPEAKERS: Susan Janay.

Supervisor Hemphill was absent from 12:17 p.m. - 12:18 p.m.

A motion was made by Supervisor Teeter, seconded by Supervisor Hammond, to introduce the Ordinance and waive the reading. The motion carried by the following vote:

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

FAIR

POSITION RECLASSIFICATION

SUBJECT: Request to reclassify the Administrative Secretary (Salary Range 15) position to an Account Technician I/II (Salary Range 15/17).

FISCAL IMPACT: There is no current fiscal impact as the position budgeted is a Salary Range 15.

ACTION REQUESTED: Approve.

Attachments: [20180205142259352](#)

Lassen County Fair Manager Jim Wolcott gave a detailed explanation for the position reclassification request. Brief discussion was held.

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

RECESS: 12:22 p.m. - 1:30 p.m.

CAO Egan departed for the day at 12:22 p.m.

Deputy CAO Tony Shaw arrived at 1:30 p.m.

Supervisor Teeter was absent from 1:30 p.m. - 1:31 p.m.

HEALTH & SOCIAL SERVICES

PUBLIC HEALTH

SUBJECT: Local Oral Health Program Grant.

FISCAL IMPACT: There is no impact to County General Fund. This Grant will increase revenue in amount of \$136,465 in the Public Health budget (110-0731).

ACTION REQUESTED: 1) Accept grant award; and 2) approve increased revenue and appropriation to Public Health Fund/Budget Unit No. 110-0731 in amount of \$140,585.00 (4/5 vote required); and 3) authorize a new position, Program Coordinator, that will be funded by the grant to carry out scope of work.

Attachments: BOS PH Oral Health Grant 021318

Director of Health and Social Services Barbara Longo gave a report on the Local Oral Health Program Grant and how it will benefit Lassen County. Brief discussion was held.

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

HEALTH AND SOCIAL SERVICES

SUBJECT: Request for Approval to Offer Employee Step E.

FISCAL IMPACT: There is no impact to County General Fund. The position was budgeted for the 2017/2018 Fiscal Year.

ACTION REQUESTED: Authorize Health and Social Services (HSS) to start HSS Administrative Assistant Danielle Sanchez at Mid-Management Range 20/Step E.

Attachments: [BOS HSS Sanchez Step E 021318](#)

Director of Health and Social Services Barbara Longo gave a brief explanation for the request of approval to start a current employee at Range 20/Step E. There would not be a change in salary. Brief discussion was held.

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

BUDGET REVISIONS

SUBJECT: Health and Social Services Mid-Year Budget Revisions.

FISCAL IMPACT: There is no impact to County General Fund; the changes impact only Federal and State funds. These changes will increase revenue of \$24,390 in the Health and Social Services Administration budget (110-0721) and an increase revenue of \$28,242 in the Alcohol and Drug Fund/Budget Unit No. 110-0771.

ACTION REQUESTED: 1) Approve an increased appropriation of \$28,061 in the Health and Social Services Administration Fund/Budget Unit No. 110-0721; and 2) approve an increased appropriation of \$28,242 in the Alcohol and Drug Fund/Budget Unit No. 110-0771; and 3) approve an increased appropriation of \$24,630 in the Tobacco Control/Education Fund/Budget Unit No.115-0733. (4/5 vote required as to all three).

Attachments: [BOS HSS Mid Year Budget Revisions 021318](#)

Chief Fiscal Manager of Health and Social Services Yvonne Smith gave a detailed report of Health and Social Services mid-year budget. Discussion was held.

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

PLANNING AND BUILDING SERVICES

PLANNING

SUBJECT: Resolution to Amend Board Resolution No. 16-045 (RZ #2016-003 and AP #2016-001 for South Fork Farms LLC).

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Review Board Letter and Amending Resolution from the Department of Planning and Building Services; and 2) consent to proposed changes to Board Resolution No. 16-045; and 3) adopt Amending Resolution directing the Chairman to execute a Land Conservation Contract with the Lahontan Harvesting LLC.

Attachments: PB AP2016-001 Lahontan Harvest2-13-18.Amended

Assistant Planning and Building Services Director Gaylon Norwood gave a brief explanation of the amendment to Resolution No. 16-045.

Supervisor Hammond recused himself and was absent from the Board Chambers from 1:47 p.m. - 1:49 p.m.

A motion was made by Supervisor Hemphill, seconded by Supervisor Albaugh, that this Resolution No. 18-004 be adopted.

The motion carried by the following vote:

Aye: 4 - Gallagher, Teeter, Hemphill and Albaugh

Recuse: 1 - Hammond

PROBATION DEPARTMENT

AMENDMENT OF PROBATION FEE ORDINANCE

SUBJECT: Amend the Probation Fee Ordinance that is codified in Title 3 of the Lassen County Code in order to comport with both changes to Section 27757 of the California Government Code eliminating the ability to assess certain enumerated fees pertaining to juvenile offenders.

FISCAL IMPACT: Unknown loss of projected future revenues.

ACTION REQUESTED: 1) Adopt Ordinance; and/or 2) provide direction to staff.

Attachments: Prob Ordinance

County Counsel Burns gave a description of the Ordinance that was introduced at the January 23, 2018 Board of Supervisors meeting. Brief discussion was held.

A motion was made by Supervisor Hammond, seconded by Supervisor Hemphill, that this Ordinance No. 2018-01 be adopted.

The motion carried by the following vote:

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

MID-YEAR BUDGET ADJUSTMENTS

SUBJECT: The Board of Supervisors approve the Mid-year Budget Adjustments for Probation fund 145.

FISCAL IMPACT: No impact to the general fund. Fund transfer of appropriation.

ACTION REQUESTED: Approve the mid-year budget adjustments for Probation fund 145 in the amount identified in the staff report.

Attachments: Prob Mid Year Attach

Executive Assistant to the Chief Probation Officer Jessica Valdovinos gave a report on the mid-year budget adjustments for Probation. Brief discussion was

held.

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

PUBLIC WORKS DEPARTMENT

BUILDING AND GROUNDS

SUBJECT: Status report for One Stop Remodel Projects.

FISCAL IMPACT: Not applicable.

ACTION REQUESTED: 1) Receive report; and/or 2) provide direction to staff.

Deputy Director of Facilities Maintenance Pete Heimbigner gave an update on the status of the One Stops in Westwood, Big Valley and Herlong. Brief discussion was held.

SPEAKERS: Mae Sherman.

BOARD OF SUPERVISORS

COMMITTEE APPOINTMENTS

SUBJECT: Reconsider annual Committee appointments for 2018.

FISCAL IMPACT: None.

ACTION REQUESTED: Reconsider appointments to the following Boards, Committees and Commissions:

1. Lassen County Transportation Commission
 - a. Government Code section 29535.
 - b. Three members appointed by the Board of Supervisors. Three alternates appointed by the Board of Supervisors.

2. Lassen Transit Services Agency
 - a. Government Code section 6500, Joint Powers Agency.
 - b. Three individuals, the same three as are on Transportation Commission. Three alternates, who must be same alternates as to Transportation Commission.

The Board of Supervisors agreed to move this item to the Board of Supervisors meeting scheduled for February 20, 2018.

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

Deputy CAO Shaw reminded everyone that tomorrow, February 14, 2018 is Valentine's Day.

ADJOURNMENT

There being no further business, the meeting is adjourned at 2:22 p.m. in memory of Doug Lindstrom, Everett Myers and BJ West.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board