



Lassen County
DRAFT
Meeting Minutes
Board of Supervisors Special Meeting

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, May 12, 2020

9:00 AM

Lassen County Fairgrounds
 Jensen Hall
 195 Russell Ave
 Susanville, CA 96130

9:01 A.M. CALL TO ORDER

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

Excuse: 0

PUBLIC COMMENT

None.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session item:

- 1) Conference with Labor Negotiator Richard Egan: a) Lassen County Peace Officers Supervisors Association (LCPOSA), and b) Lassen County Peace Officers Management Association (LCPOMA).

CLOSED SESSION

Closed session was held from 9:02 a.m. - 9:18 a.m.

Present: Supervisors Gallagher, Teeter, Hemphill, Albaugh and Hammond. Also Present: CAO Egan, County Counsel Burns and Deputy Clerk of the Board Yderraga.

RECESS: 9:18 a.m. - 9:31 a.m.

9:31 A.M. OPENING CEREMONIES

Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Teeter.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session item:

1) Conference with Labor Negotiator Richard Egan: a) Lassen County Peace Officers Supervisors Association (LCPOSA), and b) Lassen County Peace Officers Management Association (LCPOMA).

No reportable action.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Supervisor Gallagher requested to adjourn in memory of Alan Dowdy.

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

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

PUBLIC COMMENTS

Director of Health and Social Services Barbara Longo: Gave an update on COVID-19. Discussion was held.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Gallagher: Attended two California State Association of Counties (CSAC) teleconference meetings; 2) sent a letter last year to Senator Dahle regarding the speed limit and did not receive a response. Requested another letter to be sent for follow up.

Supervisor Hammond: 1) Spoke with the Commander of Sierra Army Depot; 2) attended Lassen County Transportation Commission (LCTC) meeting; 3) spoke with the Washoe County Commissioner; 4) requested to adjourn the meeting in memory of Kathleen McShay.

Supervisor Albaugh: Attended a Big Valley Advisory Committee meeting.

Supervisor Hemphill: Attended a LCTC meeting.

Supervisor Teeter: 1) Attended a LCTC meeting; 2) thanked bus drivers who have been working diligently during the COVID-19 pandemic; 3) briefly discussed COVID-19.

INFORMATION/CONSENT CALENDAR

Supervisor Albaugh requested to pull Item# G2 - Deputy District Attorney Hiring Step; Supervisor Gallagher requested to pull Item# G5 - Grants and Loans, and Item# G8 - Program Services Manager; Supervisor Teeter requested to pull Item# G11 - COVID-19.

COUNTY CLERK-RECORDER

Approval of the Consent Agenda

A motion was made by Supervisor Hammond, seconded by Supervisor Gallagher, to approve the Consent Agenda as amended. The motion

carried by the following vote:

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

MEETING MINUTES

SUBJECT: Meeting Minutes of April 28,2020, and May 1, 2020.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2020-04-28](#)

[DRAFT MINS 2020-05-01](#)

These Minutes were approved on the Consent Agenda.

DISTRICT ATTORNEY

PRISON PROSECUTION RENEWAL CONTRACT RENEWAL

SUBJECT: Amendment to the agreement by and between Lassen County and Jordan Funk for Prison Prosecution.

FISCAL IMPACT: No impact to General Fund.

ACTION REQUESTED: 1) Approve amendment; and 2) authorize the CAO and Chairman to execute.

Attachments: [DA Prison Prosecution](#)

These Reports were approved on the Consent Agenda.

HEALTH AND SOCIAL SERVICES

PUBLIC HEALTH

SUBJECT: Service Agreement with Shasta County to facilitate Regional Epidemiological Activities.

FISCAL IMPACT: There is no impact to County General Funds. Costs are covered by Public Health funds.

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

Attachments: [HSS PH Shasta Epidemiological 05.12.2020](#)

This Action Item was approved on the Consent Agenda.

PUBLIC HEALTH GRANT AGREEMENT

SUBJECT: Grant Agreement #19-10860 with California Department of Public Health for Infectious Disease Prevention and Control.

FISCAL IMPACT: There is no impact to the County General fund. This is a Revenue Agreement.

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

Attachments: [BOS PH Grant # 19-10860 05.12.2020](#)

This Action Item was approved on the Consent Agenda.

COMMUNITY SOCIAL SERVICES

SUBJECT: Memorandum of Understanding with Northern Rural Training and Employment Consortium (NoRTEC).

FISCAL IMPACT: There is no impact to County General Fund. Costs are covered by Community Social Services funding.

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

Attachments: [BOS CSS Nortec MOU 05.12.2020](#)

This Action Item was approved on the Consent Agenda.

SHERIFF'S DEPARTMENT

ADMINISTRATION

SUBJECT: Authorization to purchase handheld and vehicle radios in the amount of \$43,367.01 from Motorola Solutions, Inc. Two quotes were obtained. Motorola Solutions Inc. was the lowest quote and was able to quote the radios based on a competitively bid, mass purchasing agreement (H-GAC, Houston-Galveston Area Council).

FISCAL IMPACT: The funds expended from the Sheriff's Equipment Replacement Fund/Budget Unit No. 185-0540, will be reimbursed through the SHSGP Program.

ACTION REQUESTED: Authorize the Sheriff's Office to purchase equipment.

Attachments: [SO Attach](#)

This Action Item was approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

- a) Susanville City Council Special Meeting Agenda for May 6, 2020.
- b) Susanville City Council Special Meeting Agenda for April 29, 2020.
- c) Lassen County Technical Advisory Committee Meeting Agenda for May 7, 2020.
- d) Lassen County Planning Commission Meeting Agenda for May 5, 2020.

Attachments: [MISC CORR](#)

These reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS

DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEY HIRING STEP

SUBJECT: Hire of Deputy District Attorney (DDA) IV/V Salary Step D.

FISCAL IMPACT: No additional impact to the General Fund. Position is

budgeted for with salary savings from prior vacancies.

ACTION REQUESTED: Approve staff hire of DDA IV/V at step D.

Attachments: [DA Memo DDA Hire](#)

Supervisor Albaugh asked if this was the same applicant District Attorney (DA) Melyssah Rios discussed at a prior Board Meeting. DA Rios stated that it was the same applicant and discussed the cost savings to the current budget to hire the applicant at a higher step.

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

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

HEALTH AND SOCIAL SERVICES

GRANTS AND LOANS

SUBJECT: Agreement #20-HHAP-00024 with State of California for Homeless Housing, Assistance and Prevention (HHAP).

FISCAL IMPACT: There is no impact to the County General fund. This is a Revenue Agreement.

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

Attachments: [HSS GLD Agreement # 20-HHAP-00024 05.12.2020](#)

Supervisor Gallagher asked for clarification on the amount of funding and how it would be used. Grace Poor from the Grants and Loans division stated the funding would be in the amount of \$50,000 and would be used to house homeless and for landlord incentive. Ms. Poor added the amount received per county was based on the population. Brief discussion was held.

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

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

PUBLIC HEARINGS

TITLE III

SUBJECT: Approve and allocate Title III funds as requested from the Lassen County Fire Safe Council Inc. in the amount of \$25,500 for a firewise community program and development of community wildfire protection plans from Title III funds.

FISCAL IMPACT: To be paid from Fund/Budget Unit No. 142-0023, Federal Title III.

ACTION REQUESTED: 1) Receive public comment; and 2) approve and

allocate Title III funds in the amount of \$25,500 as an advance to the Lassen County Fire Safe Council Inc. to implement the firewise community program and development of community wildfire protection plans; and 3) authorize the CAO to execute an agreement by and between the County and the Lassen County Fire Safe council in the amount of \$25,500 to implement the firewise community program and development of community wildfire protection plans.

Attachments: [200512 Title III Packet](#)

CAO Egan reminded the Board this item was discussed at a prior Board meeting with direction to re-present with requested revisions. County Counsel Burns stated this item was a Public Hearing and was originally noticed in the local paper for 707 Nevada Street prior to the Board meetings being held at Jensen Hall due to the COVID-19 pandemic. County Counsel Burns informed the Board there was a person posted at 707 Nevada Street at 9:50 a.m. to redirect any person to Jensen Hall that wished to attend or speak at the Public Hearing.

The Public Hearing was open from 10:08 a.m. - 10:08 a.m.

There was no public comment in favor or in opposition of this item.

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

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

DEPARTMENT REPORTS - CONTINUED

PROBATION DEPARTMENT

PROGRAM SERVICES MANAGER

SUBJECT: Review and approve new job description for Program Services Manager. This is a reclassification of the Day Reporting Center Coordinator position.

FISCAL IMPACT: Salary savings of \$1,209 in Probation Fund/Budget Unit No. 145-0561 for Fiscal Year 2019/2020.

ACTION REQUESTED: Approve Job description for Program Services Manager.

Attachments: [Prob Program Services Manager Job Description 5-12-20](#)

[Prob Lassen Draft job description Program Services Mgr Job Description -approved](#)

Supervisor Gallagher stated he pulled this item to thank Chief Probation Officer Jennifer Branning for saving the county funds. Chief Branning stated the changes made will be beneficial to the Probation Department and the Criminal Justice System.

A motion was made by Supervisor Gallagher, seconded by

Supervisor Hemphill, that this Action Item be approved. The motion carried by the following vote:

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

MATTERS SET FOR TIME CERTAIN

PROBATION / HEALTH AND SOCIAL SERVICES

SUBJECT: Resolution for the National Foster Care Month. The US Government and the State of California designate the month of May as National Foster Care Month. The attached resolution recognizes May as Foster Care Month in Lassen County.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt Resolution.

Attachments: [Prob HSS May Foster Care Mo Attach](#)

Chief Probation Officer Jennifer Branning informed the Board the Proclamation being presented was for the Month of May which is Foster Care Awareness Month. Chief Branning gave a brief overview of foster care in Lassen County. Director of Community Social Services (CSS) Jenna Aguilera also discussed the children in foster care and the foster families who take in these children. Discussion was held.

A motion was made by Supervisor Albaugh, seconded by Supervisor Hammond, that this Resolution No. 20-023 be adopted. The motion carried by the following vote:

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

DEPARTMENT REPORTS - CONTINUED

BOARD OF SUPERVISORS

COVID-19

SUBJECT: Resolution to Governor Gavin Newsom regarding continued closure of Lassen County because of Covid-19.

FISCAL IMPACT: Undetermined.

ACTION REQUESTED: Adopt Resolution.

CAO Egan reminded the Board they asked to have a resolution drawn to address the COVID-19 issue regarding the restriction order the state official imposed on Lassen County. CAO Egan stated a resolution had been drafted and was looking for direction. The Board of Supervisors reviewed the resolution and requested changes. Extensive discussion was held. Sheriff/Coroner Dean Growdon briefly discussed a plan in the event of an outbreak. Director of Health and Social Services Barbara Longo discussed frustration amongst business owners.

CAO Egan recommended the Board table this item to later in the meeting to

make the revisions requested to the resolution.

Supervisor Teeter requested to table the item to later in the Board meeting. The Board agreed.

COUNTY CLERK-RECORDER

ELECTION MANAGEMENT EQUIPMENT PURCHASE

SUBJECT: Replacement of Lassen County voting system, including all ballot tabulation and accessible equipment, with a system certified pursuant to the California Voting System Standards.

FISCAL IMPACT: \$241,287 from Fund/Budget Unit No. 100-0392

Maintenance-Computer Equipment. State and Federal Help America Vote Act (HAVA) funds will reimburse the county.

ACTION REQUESTED: 1) Authorize the Registrar of Voters permission to deviate from the County Purchasing Policy for a one-time purchase of new vote tabulation system; 2) approve and authorize the CAO to sign the System Purchase Order for elections Management Workstation (EMS) for the amount of \$9,727.89; and 3) approve and authorize the CAO to sign Sales Order Agreement for voting system tabulation and accessibility equipment in the amount of \$233,352.63 with election Systems & Software, LLC.

Attachments: [board letter for GEMS replacement](#)

[ES&S Contract 2020](#)

[Attachments](#)

County Clerk - Recorder Julie Bustamante requested the Board to approve the Agreements to replace the Election Management System and to grant permission to a one time deviation from the county's purchasing policy to purchase a new vote tabulation system. County Clerk - Recorder Bustamante informed the Board there were only three certified vendors and all three were researched and visited. County Clerk - Recorder Bustamante stated that each county is different and had different needs and requirements. One size doesn't necessarily fit all. County Clerk - Recorder continued to discuss voting equipment, state requirements, the current extension of new equipment, and billing. County Counsel Burns explained to the Board the terms of the Agreement. Discussion was held.

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

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

PUBLIC WORKS DEPARTMENT

HISTORIC COURTHOUSE RENOVATION DEMOLITION PHASE

SUBJECT: Bid award for Lassen County Historic Courthouse Renovation Project - Demolition Phase.

FISCAL IMPACT: Funding is available within the current 2019/2020 Fiscal Year (FY) Courthouse Square Construction Fund/Budget Unit No. 154-1541.

ACTION REQUESTED: 1) Award the contract to Bowen Engineering and Environmental, the lowest bidder meeting the specifications in the amount of \$493,000; and 2) authorize the Director of Public Works to sign the Agreement (agreement has been approved by County Counsel); and 3) authorize the Director of Public Works to authorize Change Orders up to a "not-to-exceed" amount of \$100,000 (approximately 20%) or a total contract not-to-exceed cost of \$593,000.

Attachments: [Courthouse Renov Demol Attach](#)

Deputy Director of Facilities Maintenance Peter Heimbigner informed the Board a bid award had been retained for the renovation action phase project. This would include initial demolition and abatement of hazardous material. Deputy Director Heimbigner briefly discussed the bid and reminded the Board this is within the budget for this segment. This is a state funded grant. There wouldn't be a reimbursement process to continue work as the funds had been drawn in advance. Deputy Director Heimbigner stated he had researched Bowen Engineering and Environmental and prior projects completed. Deputy Director Heimbigner stated they had done a sufficient job. Additional discussion was held.

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 - Albaugh, Gallagher, Teeter, Hemphill and Hammond

RECESS: 11:11 a.m. - 11:17 a.m.

BOARD OF SUPERVISORS - CONTINUED

COVID-19

SUBJECT: Resolution to Governor Gavin Newsom regarding continued closure of Lassen County because of COVID-19.

FISCAL IMPACT: Undetermined.

ACTION REQUESTED: Adopt Resolution.

The Board reviewed the revised Resolution and requested additional changes. Brief discussion was held.

A motion was made by Supervisor Albaugh, seconded by Supervisor Gallagher, that this Resolution No. 20-024 be adopted as amended. The motion carried by the following vote:

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

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan announced: Currently working on budgets. All Department Budget Letters had been sent and budget meetings should take place within the next few weeks.

ADJOURNMENT

There being no further business, the meeting is adjourned at 11:35 a.m. in memory of Alan Dowdy and Kathleen McShay.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board