



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, September 23, 2025

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:30 A.M. OPENING CEREMONIES

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

County Counsel Amanda Uhrhammer arrived at 9:47 a.m.

Present: 5 - Mike Scanlan, Gary Bridges, Tom Neely, Aaron Albaugh and Jason Ingram

Excuse: 0

Pledge of Allegiance and Invocation

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

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

Supervisor Neely announced closed session was not held.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

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

PUBLIC COMMENTS

Health and Social Services (HSS) Assistant Director Danielle Sanchez: Gave an update on the HSS Fiscal Supervisor vacancy position and recruitment.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Ingram: 1) Visited the Wiser's and picked lavender for the Adin fundraiser; 2) announced October 4, 2025, would be the Hootenanny Festival; 3) announced October 6, 2025, would be the taco fundraiser for Adin; 4) announced October 7, 2025, would be the Blue Star Mom's Bingo event.

Supervisor Albaugh: 1) Attended the Rural County Representatives of California

(RCRC) annual meeting in Incline village.

Supervisor Scanlan: 1) Attended the Honey Lake Valley Recreation Authority (HLVRA) pool meeting and announced Shelby Burton was appointed as a new commissioner; 2) attended a Fish and Game Commission meeting; 3) interviewed prospective Fish and Game Commissioners for District 1; 4) attended the New California meeting; 5) met with Deputy CAO Samantha McMullen to discuss the county budget.

Supervisor Bridges: 1) Attended the RCRC conference and thanked Supervisor Albaugh for his participation in the event; 2) announced the First5 meeting was cancelled due to a lack of quorum; 3) attended a Lassen Intervention meeting with Jennifer Peterson.

Supervisor Neely: 1) attended a pool meeting; 2) thanked county staff for their hard work with the preparation of the county budget and workshops; 3) will be attending a Planning and Service Area - Area Agency on Aging (PSA 2 AAA) meeting.

INFORMATION/CONSENT CALENDAR

Supervisor Bridges requested to pull Item# G3 - Highway Specialty Company Contract Amendment.

Approval of the Consent Agenda

A motion was made by Supervisor Bridges, 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

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF
SEPTEMBER 16, 2025

SUBJECT: Meeting Minutes of September 16, 2025.

FISCAL IMPACT: Unknown.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

These Minutes were approved on the Consent Agenda.

HEALTH AND SOCIAL SERVICES

AMENDMENT TO THE AGREEMENT BETWEEN STRATEGIES BY
DESIGN AND LASSEN COUNTY

SUBJECT: Amendment to the Agreement between Lassen County and Strategies By Design to provide experienced consulting to evaluate the Public Health Tobacco Use Reduction/Prevention Program evaluations. This amendment is to extend the term by two additional years, Fiscal Year (FY) 2025/2026 and FY 2026/2027, and to increase the maximum amount to

\$127,465.

FISCAL IMPACT: This agreement will be paid from the Public Health Tobacco Use Reduction Fund/Budget Unit No. 115-7330.

ACTION REQUESTED: 1) Approve the Amendment to the Agreement with Strategies By Design and 2) Authorize the County Administrative Officer to execute the Amendment.

Attachments: [G2- BOS Strategies By Design 9.23.25](#)

This Action Item was approved on the Consent Agenda.

PUBLIC WORKS DEPARTMENT

HIGHWAY SPECIALTY COMPANY AGREEMENT

SUBJECT: The Public Works Department has the need to perform various repairs to guard rail throughout the county.

FISCAL IMPACT: Maximum contract not-to-exceed \$50,000 from Road Operating/Maintenance Fund/Budget Unit No. 122-1221.

ACTION REQUESTED: 1) Approve Agreement; and 2) authorize the Director of Public Works to sign.

Attachments: [PW Guardrail Attach](#)

This Action Item was approved on the Consent Agenda.

COUNTY ADMINISTRATIVE OFFICE

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for August, 2025.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [09182025 LASSEN county](#)

This Report was received and filed on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

- a) State Water Resources Control Board Public Notice Instructions for Temporary Permit Application T033518 of Lassen and Modoc GSAs to Appropriate Water from Ash Creek in Lassen and Modoc Counties.
- b) Plumas County Community Development Commission Board of Commissioners Regular Agenda for September 16, 2025.
- c) Entertainment Committee & Interim Committee Agenda for September 22, 2025.
- d) Lassen County Planning Commission Regular Meeting Agenda for October 7, 2025.

Attachments: [MISC CORR](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS

PUBLIC WORKS DEPARTMENT

HIGHWAY SPECIALTY COMPANY CONTRACT AMENDMENT

SUBJECT: Increase Janesville Grade Guard Rail Replacement Project contract amount due to increased surface water runoff that has compromised the existing guard rails due to recent fires.

FISCAL IMPACT: Funding is available within the current 2025/2026 Fiscal Year Road Fund/Budget Unit No. 122-1222

ACTION REQUESTED: 1) Increase Janesville Grade Guard Rail Replacement Project contract amount available for Contract Change Orders from \$45,500 to \$109,500; and 2) authorize the Director of Public Works to sign the First Amendment to Agreement; and 3) authorize Director of Public Works to execute Contract Change Orders up to a "Not to Exceed" amount of \$109,500 or a total contract "Not to Exceed" amount of \$560,000.

Attachments: [PW JVL Grade Guardrail Attach](#)

Supervisor Bridges stated he pulled this item to inform the public of the extra expense to the county for repairs to the Janesville Grade Guard Rail due to damages caused by the fires. Thanked Director of Public Works Pete Heimbigner and staff for their diligent work with the guard rail repairs. Brief discussion was held.

A motion was made by Supervisor Bridges, 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

HEALTH & SOCIAL SERVICES

AGREEMENT BETWEEN BUTTE COUNTY AND LASSEN COUNTY

SUBJECT: Agreement between Lassen County and Butte County to provide acute psychiatric inpatient care services for the term of July 1, 2025, through June 30, 2026, and a maximum amount of \$100,000.

FISCAL IMPACT: This agreement will be paid from the Behavioral Health Fund and Budget Unit No. 110-0751.

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

Attachments: [H1- BOS BH Butte County 9.23.25](#)

Lassen County Behavioral Health Director Tiffany Armstrong informed the board this was a present contract with Butte County. Butte County manages patients with psychiatric and health issues. This was the only facility contracted with the county that provided both services. Director Armstrong stated funds were not

used unless services were provided. Four patients were seen in 2024.

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

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

AGREEMENT BETWEEN WILLOW GLEN CARE CENTER AND LASSEN COUNTY

SUBJECT: Agreement between Lassen County and Willow Glen Care Center to provide residential care services for adults for the term of July 1, 2025, through June 30, 2027, and a maximum amount of \$250,000.

FISCAL IMPACT: This agreement will be paid from Fund/Budget Unit No. 110-0751 and 110-0771.

ACTION REQUESTED: 1) Approve the Agreement with the Willow Glen Care Center; and 2) authorize the County Administrative Officer to execute the Agreement.

Attachments: [H2- BOS Willow Glen Care Center 9.23.25](#)

Lassen County Behavioral Health Director Tiffany Armstrong stated this was an existing contract with Willow Glen Care Center that provided psychiatric services only. Supervisor Bridges asked if services were ever denied. Director Armstrong stated services had been occasionally denied due to age or medical conditions of the client, however the facility had been a good partner to the county. Supervisor Albaugh asked why Director Armstrong was wearing a green ribbon. Director Armstrong stated the green ribbon represented September as suicide prevention month. In the past Behavioral Health had hosted an Out of the Darkness event but was revamping the program this year and would be bringing back the event in 2026.

A motion was made by Supervisor Bridges, 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

TRANSITIONAL HOUSING PROGRAM

SUBJECT: Transitional Housing Program Round 7 and Housing Navigation and Maintenance Program Round 4 Joint Allocation Acceptance Resolution.

FISCAL IMPACT: This is a grant-funded program that will require a future funding appropriation in the Fiscal Year 2026/2027 budget.

ACTION REQUESTED: 1) Adopt resolution; and 2) authorize the County Administrative Officer or designee to execute the agreements.

Attachments: [H3- BOS CSS G&L THP7 and HNMP4 9.23.25](#)

Health and Social Services Program Manager Grace Poor informed the board this item was a funding opportunity from the California Department of Housing and Commission Development. This was an allocation of funding to the county

specifically for housing for youth in the community. This program had been successfully implemented in the past. Program Manager Poor gave a brief overview of the program, discussed services provided, current youth being assisted, and additional programs offered by the county. Discussion was held.

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

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

PUBLIC HEARINGS

STATUS OF VACANCIES, RECRUITMENT AND RETENTION EFFORTS FOR FISCAL YEAR 2024/2025 TO DATE

SUBJECT: Present Status of Vacancies, Recruitment and Retention Efforts for Fiscal Year 2024/2025 to date.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive report.

Attachments: [250918 AB 2561 Public Hearing Report](#)

Personnel/Risk Analyst Regina Schaap gave a brief overview of the item and provided an outline of the current status of employment vacancies, retention, and recruitment efforts. Personnel/Risk Analyst Schaap briefly explained Assembly Bill (AB) 2561 and how it pertained to the county. Discussion was held regarding bargaining units, employment applications received, new hires, employee retention and losses, and recruitment efforts. Supervisor Albaugh discussed the Employee Housing Program offered by the Rural County Representatives of California (RCRC). Supervisor Neely recommended information regarding the Employee Housing Program be included with the employee recruitment packet.

The public hearing was open from 10:15 a.m. - 10:15 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

Recess as the Board of Supervisors and convene as the County Service Area #1 Budget (Honey Lake TV).

SUBJECT: 10:05 a.m.: PUBLIC HEARING - COUNTY SERVICE AREA #1 HONEY LAKE TV - FISCAL YEAR 2025/2026 BUDGET HEARING AND BUDGET ADOPTION (Recess as the Board of Supervisors and convene as the County Service Area #1 Budget (Honey Lake TV)).

FISCAL IMPACT: No fiscal impact.

ACTION REQUESTED: Open public hearing on the 2025/2026 County Service Area #1 Budget (Honey Lake TV) Budget and either continue the public hearing or take actions as follows: 1) Adopt resolution approving the 2025/2026 County Service Area #1 Budget (Honey Lake TV) in the amount of \$144,933 and

adopting the 2025/2026 TV User Fee in the amount of \$25 per single-family unit and \$10 per multi-family unit.

Adjourn as the County Service Area #1 and reconvene as the Board of Supervisors.

Attachments: [FY 25-26 HLTV Budget](#)

The board recessed as the Lassen County board of Supervisors and convened as the County Service Area #1 Budget (Honey Lake TV (HLTV)).

HLTV President Dan Douglas introduced head engineer Matt Bohling and stated Mr. Bohling managed all services for HLTV on the mountain tops. Discussion was held pertaining to office expenses. Mr. Douglas gave a brief overview of current building renovations and transmitter relocations. Mr. Bohling discussed the noise floor and the purpose for equipment relocation. Additional discussion was held.

The public hearing was open from 10:27 a.m. - 10:27 a.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

A motion was made by Supervisor Scanlan, seconded by Supervisor Albaugh, that this Resolution No. 25-022 be adopted. The motion carried by the following vote:

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

The board adjourned as the County Service Area #1 Budget (Honey Lake TV) and reconvened as the Lassen County Board of Supervisors.

RECESS: 10:29 a.m. - 10:37 a.m.

2025/2026 FISCAL YEAR BUDGET HEARING AND ADOPTION

SUBJECT: Fiscal Year 2025-2026 Budget Hearing and Budget Adoption.

FISCAL IMPACT: Provide appropriations for 2025-2026 Fiscal Year.

ACTION REQUESTED: 1) Open public hearing on the 2025-2026 Lassen County Budget; and 2) either continue the public hearing or take actions as follows: a) Adopt resolution Establishing Appropriations Limit in the amount not to exceed \$45,572,858, for Fiscal Year 2025- 2026 Pursuant to California Constitution Article XIII-B and Government Code §7910; and b) Approving the 2025 - 2026 Lassen County Budget; c) Setting the 2025 - 2026 Tax Rate.

Attachments: [FY 25-26 Memo and Resolution](#)[FY 25-26 Fund Balance](#)[FY 25-26 Revenues](#)[FY 25-26 Expenditures](#)[FY 25-26 Other Documents](#)[FY 25-26 Allocated Positions](#)

CAO Anderson acknowledged the work done by staff and stated he appreciated the collaboration taken over the past couple of months to complete the budget. Deputy CAO Samantha McMullen thanked the department heads and stated there had been one minor change on the Full Time Employee (FTE) sheet. The FTE sheet should have reflected one additional custodian for a total of three (3) FTE's for Health and Social Services. CAO Anderson discussed the budget process with the Board of Supervisors, department heads and budget workshops offered for the creation of the budget. Supervisor Scanlan thanked staff and the supervisors for their efforts and stated there was a typo that needed to be corrected in the recommended revenues and financial sources. Deputy CAO McMullen confirmed there was a typo and it would be corrected. Extensive discussion was held pertaining to the total county budget amount, state mandates, fund summary, homeland security projects, department Memorandums of Understanding (MOU), county cost plan, taxes, state funding, time studies, grant funding, and loans. Deputy CAO McMullen clarified the District Attorney Victim Witness budget came directly from the state and that budget balanced to the exact amount given by the state.

SPEAKERS: Director of Public Works Pete Heimbigner, County Clerk/Recorder/Registrar of Voters Julie Bustamante, Interim Public Health Director Natalie Ruegger, Director of Community Social Services Jayson Vial, Sheriff/Coroner John McGarva, Fair Manager, Bill Payer, Assistant Treasurer/Tax Collector Taya Short, Executive Assistant to the Chief Probation Officer Calli Oxford, and Director of Planning and Building Services Gaylon Norwood.

The public hearing was open from 11:59 a.m. - 12:00 pm

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

Supervisor Neely thanked the staff for their hard work and training regarding the budget process.

A motion was made by Supervisor Bridges, seconded by Supervisor Scanlan, that this Resolution No. 25-023 be adopted. The motion carried by the following vote:

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

RECESS: 11:35 a.m. - 11:40 a.m.

DEPARTMENT REPORTS - CONTINUED

HEALTH AND SOCIAL SERVICES

HIRING OF SUPERVISING INTEGRATED CASE WORKER

SUBJECT: Hiring of Candidate at a Management Professional Association (MPA) Range 20, Step G for the Supervising Integrated Case Worker position at Lassen WORKs.

FISCAL IMPACT: Community Social Services / Lassen WORKs Fund/Budget Unit No. 120-0855 has sufficient funding allocated for this position.

ACTION REQUESTED: 1) Authorize the hiring at the G Step.

Attachments: [H4- BOS HSS G Step Supervising ICW 09.23.25](#)

Health and Social Services (HSS) Personnel Coordinator Danielle Sanchez informed the board this item had been previously presented and approved to hire an existing applicant at a G Step. The applicant was unable to commence employment at that time due to extenuating circumstances. The vacancy was re-noticed and the previously hired applicant reapplied. Personnel Coordinator Sanchez stated HSS had re-offered the applicant the position and the candidate was prepared to begin employment. Brief discussion was held. Personnel Coordinator Sanchez gave a brief overview of the applicant's qualifications and experience.

A motion was made by Supervisor Bridges, 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

PLANNING AND BUILDING SERVICES

CONTRACT WITH 4 LEAF TO UPDATE THE HOUSING ELEMENT

SUBJECT: Proposed \$3,000 increase for the 4LEAF contract to update the Housing element of the Lassen County General Plan for the 2024-2029 cycle.

FISCAL IMPACT: The \$3,000 increase would be charged to the Geothermal account no. 1741741-302300.

ACTION REQUESTED: 1) Receive report; and 2) authorize the Chairman to execute the second contract amendment.

Attachments: [PBS 4LEAF Second Amendment Attach](#)

Director of Planning and Building Services Gaylon Norwood informed the board this item was the contract for the certified housing element and explained to the board the amount requested went over budget by \$3,000. The final review was

approved by the board and submitted to the state for approval. The state approved the final review however the contract amount increased by \$3,000. CAO Anderson stated this contract was crucial for Health and Social Services and needed to be in place. The contract would be valid for approximately four (4) years.

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

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

AMENDMENT TO CONTRACT BETWEEN LASSEN COUNTY AND GRANICUS

SUBJECT: Contract between Lassen County and Granicus to provide SmartGov licensing for a three-year period of October 1, 2025, through September 30, 2028, not to exceed amount of \$81,192.98.

FISCAL IMPACT: The first annual fee has been budgeted in the 2025/2026 Fiscal Year budgets for Planning, Building, Surveyor and Environmental Health. The accounts the fee is budgeted in are 100681-302800, 100682-302800, 100331-302800, and 1730732-302800.

ACTION REQUESTED: 1) Receive Report; and 2) authorize the Chairman to sign the contract.

Attachments: [PBS Granicus Attach](#)

Director of Planning and Building Services Gaylon Norwood informed the board this item was licensing with Granicus for the SmartGov program. Currently the agreement allowed for seven (7) users however the department has seventeen (17) users. The cost increased to add additional users over seven (7). Director Norwood gave a brief overview of the services provided with the SmartGov program and said the upgrade would allow for an unlimited amount of users for a three (3) year contract.

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

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Anderson: Nothing to report.

PUBLIC HEARINGS

Recess as the Board of Supervisors and convene as the Bieber Lighting District.

SUBJECT: 10:10 a.m.: PUBLIC HEARING - BIEBER LIGHTING DISTRICT - FISCAL YEAR 2025/2026 BUDGET HEARING AND BUDGET ADOPTION (Recess as the Board of Supervisors and convene as the Bieber Lighting District).

FISCAL IMPACT: No fiscal impact.

ACTION REQUESTED: Open public hearing on the 2025/2026 Bieber Lighting District Budget and either continue the public hearing or take actions as follows: 1) Adopt resolution Establishing Appropriations Limit the amount of \$28,596 for Fiscal Year 2025/2026 Pursuant to California Constitution Article XIII-B and Government Code Sec. 7910; and 2) approving the 2025/2026 Bieber Lighting District Budget in the amount of \$4,575.

Adjourn as the Bieber Lighting District and reconvene as the Board of Supervisors.

Attachments: [FY 25-26 Bieber Lighting Budget](#)

The board recessed as the Lassen County board of Supervisors and convened as the Bieber Lighting District.

Supervisor Albaugh gave a brief overview of the purpose of the Bieber Lighting District. Brief discussion was held pertaining to the appropriation limits. Deputy CAO Sam McMullen stated the district received revenue but only spends a minimal amount.

The public hearing was open from 12:16 p.m. - 12:18 p.m.

SPEAKERS IN FAVOR: None.

SPEAKERS IN OPPOSITION: None.

A motion was made by Supervisor Bridges, seconded by Supervisor Albaugh, that this Resolution No. 25-024 be adopted. The motion carried by the following vote:

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

The board adjourned as the Bieber Lighting District and reconvened as the Lassen County Board of Supervisors.

ADJOURNMENT

There being no further business, the meeting is adjourned at 12:18 p.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board

DRAFT