



Lassen County

Meeting Minutes

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*

Tuesday, January 17, 2023

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:30 A.M. OPENING CEREMONIES

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

Present: 5 - Chris Gallagher, Aaron Albaugh, Gary Bridges, Tom Neely and Jason Ingram

Excuse: 0

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 closed session was not held.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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 - Gallagher, Albaugh, Bridges, Neely and Ingram

PUBLIC COMMENTS

Susan Somerville: Discussed government housing on Mesa Street.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Neely: Request to adjourn the meeting in memory of Eva Cramer.

Supervisor Gallagher: Attended Violet Stout's funeral.

Supervisor Ingram: 1) Attended a Chamber of Commerce meeting; 2) will be meeting with Washoe County Commissioner Genie Herman; 3) will be attending the Sierra Alliance meeting; 4) will be attending a Washoe Valley Transport meeting.

Supervisor Albaugh: 1) Will be attending an Rural County Representatives of California (RCRC) meeting in Sacramento; 2) announced the United States

Forest Service would be presenting Potential Operational Delineations (PODs) meeting January 17, 2023, and January 18, 2023.

Supervisor Bridges: Will be attending the Lassen-Plumas-Sierra Community Action Agency (LPSCAA) meeting; 2) announced there would be a defensive driving training; 3) attended the service for Violet Stout.

INFORMATION/CONSENT CALENDAR

Supervisor Gallagher requested to pull Item# G2 - Administration. Supervisor Neely requested to pull Item# G4 - Fund Cash Balances.

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

SHERIFF'S DEPARTMENT

INMATE WELFARE TRUST FUND REPORT

SUBJECT: California Penal Code Section 4025(c) requires an itemized annual report of the activity of the Inmate Welfare Trust Fund be submitted to the Board of Supervisors for review. Accordingly, the Fiscal Year 2021-2022 Annual Inmate Welfare report is attached for the Board's information and review.

FISCAL IMPACT: No fiscal impact to the County. Report is informational report to the Board.

ACTION REQUESTED: Receive report.

Attachments: [SO IWF Report Attach](#)

This Action Item was approved on the Consent Agenda.

AUDITOR'S OFFICE

FUND CASH BALANCES

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of October, 2022.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [TTC Cash Balance Stmt Oct](#)

This Action Item was approved on the Consent Agenda.

TREASURER/TAX COLLECTOR

PORTFOLIO

SUBJECT: Treasurer's Investment Report for October, 2022.

FISCAL IMPACT: None.
ACTION: Receive and file.

Attachments: [TTC Portfolio Oct](#)

This Report was received and filed on the Consent Agenda.

PORTFOLIO
SUBJECT: Treasurer’s Investment Report for November, 2022.
FISCAL IMPACT: None.
ACTION: Receive and file.

Attachments: [TTC Portfolio Nov](#)

This Report was received and filed on the Consent Agenda.

VETERANS SERVICES

COMPLIANCE
SUBJECT: Annual CalVet Compliance documents.
FISCAL IMPACT: None.
ACTION REQUESTED: Authorize Chairman to execute documents.

Attachments: [VSO Attach 1](#)
[VSO Attach 2](#)

This Action Item was approved on the Consent Agenda.

COUNTY CLERK-RECORDER

MINUTES
SUBJECT: Meeting Minutes of December 12, 2022.
FISCAL IMPACT: None.
ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

These Minutes were approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence.
a) Lassen County Behavioral Health Advisory Board meeting agenda for January 9, 2023.

Attachments: [MISC CORR](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS

SHERIFF’S DEPARTMENT

ADMINISTRATION

SUBJECT: Application for the State of California Surplus Property Program.

FISCAL IMPACT: Potential budget savings.

ACTION REQUESTED: 1) Adopt resolution (State of California Form DGS OFAM 202); and 2) authorize the Chairman of the Board of Supervisors, County Administrative Officer, and other county staff to execute the forms in the attached State Surplus Property Application package as necessary.

Attachments: [SO Surplus Property Program Attach](#)

Supervisor Gallagher noted on page 3 of the item, it had Supervisor Albaugh as Chairman. Supervisor Albaugh asked Behavioral Health could be added to this list. CAO Egan stated he would follow up with the Director of Health and Social Services Barbara Longo.

A motion was made by Supervisor Gallagher, seconded by Supervisor Albaugh, that this Resolution No. 23-002 Item be adopted. The motion carried by the following vote:

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

AUDITOR'S OFFICE

FUND CASH BALANCES

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of November, 2022.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [TTC Cash Balance Stmt Nov](#)

Supervisor Neely asked for clarification on certain line items. Treasurer/Tax Collector Nancy Cardenas explained the the supplemental line item and referred to the Auditor's Office for questions pertaining to the Fund Cash Balances report.

A motion was made by Supervisor Neely, 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

PLANNING AND BUILDING SERVICES

FIRE HAZARD SEVERITY ZONE

SUBJECT: The Board shall consider commenting on the proposed revisions to CAL FIRE's Fire Hazard Severity Zone (FHSZ) map, which ranks the State Responsibility Area (SRA) of California based on the likelihood different areas will experience wildfire.

FISCAL IMPACT: None.

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

Attachments: [BRD Packet final](#)

Director of Planning and Building Services Maury Anderson stated staff had attended an outreach with CALFIRE regarding the Hazard Severity Zone Map and reached out to different agencies for input. Discussion was held pertaining to future results, insurance, hazard, risk, FEMA, geographical areas, climate changes, Fire Safe Council, and the use of the maps. CALFIRE Unit Chief Scott Packwood stated CALFIRE had a public hearing and comment and there was very little turnout. Future public hearings for CALFIRE would be held in Lassen and Modoc Counties. Chief Packwood also discussed fire hazard severity zones. CALFIRE Battalion Chief Mark Rotlisberger discussed state wide fire meetings and fire hazard severity zones. Additional discussion was held.

RECESS: 10:33 a.m. - 10:45 a.m.

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS

SUBJECT: Bid Award: Adult Detention Facility Safety Cell Improvement Project.

FISCAL IMPACT: Funding is available within the current Fiscal Year (FY) 2022/2023 Capital Projects Fund/Budget Unit No.150-1501.

ACTION REQUESTED: 1) Award bid for the Adult Detention Facility Safety Cell Improvement Project to Michael Kirack Construction, Inc., the lowest bidder, in the amount of \$273,300, and 2) authorize the Director of Public Works to sign the Agreement, and 3) authorize the Director of Public Works to authorize change orders up to a "not to exceed" amount of \$27,330 (10% of total) or a total contract not-to-exceed cost of \$300,630.

Attachments: [PW ADF Cell Project Attach](#)

PUBLIC WORKS

SUBJECT: Bid Award: Engineering Services for Beaver Creek Bridge (7C-82), Muddy Slough Bridge No. 1 (7C-88) and Muddy Slough Bridge No. 2 (7C-89).

FISCAL IMPACT: The not-to-exceed agreement amount is \$456,762.05. Funding is budgeted in the current Fiscal Year (FY) 2022/2023 Road Construction Fund/Budget Unit No. 122-1222 and will be reimbursed through the Caltrans Highway Bridge Program. The design and associated expenditure will likely occur over the next several fiscal years.

ACTION REQUESTED: 1) Approve consultant agreement with Morrison Structures, Inc., to perform engineering services for the Beaver Creek Bridge (7C-82), Muddy Slough Bridge No. 1 (7C-88) and Muddy Slough Bridge No. 2 (7C-89); and 2) authorize the Public Works Director to sign an agreement with Morrison Structures for an amount not-to-exceed \$456,762.05.

Attachments: [PW Beaver Creek Attach](#)

Director of Public Works Pete Heimbigner gave a detailed overview of the three bridges to be repaired and discussed the proposal. Director Heimbigner said the project would take approximately two years. Brief discussion was held.

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

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

PUBLIC WORKS

SUBJECT: Bid Award: Susanville Veteran's Memorial Building Roof Replacement Project.

FISCAL IMPACT: Funding is available within the current Fiscal Year (FY) 2022/2023 Capital Projects Fund/Budget Unit No. 150-1501.

ACTION REQUESTED: 1) Award bid for Susanville Veteran's Memorial Building Roof Replacement Project to Pacific Polymers Inc., DBA American Foam Experts, the lowest bidder, in the amount of \$104,500; and 2) authorize the Director of Public Works to sign the Agreement, and 3) authorize the Director of Public Works to authorize change orders up to a "not to exceed" amount of \$10,450 (10% of total) or a total contract not-to-exceed cost of \$114,950.

Attachments: [PW SVMB Roof](#)

Director of Public Works Pete Heimbigner informed the board he was ready to award this project and discussed the four bids received. Director Heimbigner stated he had worked with the one of the contractors on a different project for the county and they were very responsible. Brief discussion was held pertaining to materials.

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

SHERIFF'S DEPARTMENT

ADMINISTRATION

SUBJECT: Proposition 56 Tobacco Grant.

FISCAL IMPACT: No General Fund impact.

ACTION REQUESTED: 1) Fund the current un-funded positions to include: one Deputy Sheriff position and 1 FTE Community Services officer position; and 2) adopt the proposed budget with an appropriation of \$380,801; and 3) adopt resolution for purposes of accepting funds from the California Department of Justice Tobacco Grant Program. (4/5 vote required)

Attachments: [SO Tobacco Grant Attach](#)

Sheriff's Captain Mike Carney gave a brief overview of the grant and stated a portion of the funding goes toward tobacco education and health care. Captain Carney stated the grant would fund a Deputy Sheriff and a Service Officer. Sheriff/Coroner Dean Growdon discussed vacancies and positions in the Sheriff's Office.

A motion was made by Supervisor Albaugh, seconded by Supervisor Gallagher, that this Resolution No. 23-003 be adopted. The motion carried by the following vote:

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

CORRECTIONAL SERVICES COORDINATOR

SUBJECT: The Sheriff's Office is requesting to create the position of Correctional Services Coordinator.

FISCAL IMPACT: There is not an immediate fiscal impact to the County.

This will be funded out of approved funding in Fund/Budget Unit No.130-0525 and 133-0535. 0.5 FTE will be funded by from the Inmate Welfare Fund. The remainder will be funded by an existing vacancy for the Correctional Technician. The proposed pay range for this position is a Range 18.

ACTION REQUESTED: 1) Approve the job description for Correctional Services Coordinator; and 2) Decrease .50 FTE for Correctional Technician in Fund/Budget Unit 130-0525 and 133-0535, and increase .50 FTE for Correctional Services Coordinator in Fund/Budget Unit 130-0525 and 133-0535.

Attachments: [SO Correctional Services Coordinator Attach 2](#)

[SO Correctional Services Coordinator Attach 1](#)

Captain John McGarva gave a brief description of the functions for the Correctional Services Coordinator. Captain McGarva stated this position would include laundry coordinator and services, supervise inmates, and oversee the property room. Captain McGarva discussed other position duties within the jail. Brief discussion was held.

A motion was made by Supervisor Albaugh, 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

ADMINISTRATION

SUBJECT: Gun Violence Reduction Program Grant.

FISCAL IMPACT: No General Fund impact.

ACTION REQUESTED: Authorize the creation of a new budget unit within the 185 Fund, appropriate \$146,293 in the same fund as outlined in the attached budget, and increase the projected revenue in the Public Safety Fund/Budget

Unit No. 130-0522 in the same amount of \$146,293, interfund revenue account 2010700. (4/5 vote required)

Attachments: [SO Gun Violence Attach](#)

Sheriff/Coroner Dean Growdon informed the board in November 2022, the Sheriff's Office applied for a grant and was awarded on December 1, 2022 for gun violence control. Sheriff Growdon stated the board needed to authorize the creation of a new budget unit in the 185 fund and recommended the action being requested. Additional discussion was held pertaining to the Gun Violence Reduction Program.

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

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

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan: Nothing to report.

ADJOURNMENT

There being no further business, the meeting is adjourned at 11:31 a.m. in memory of Eva Cramer.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board