



# Lassen County

## Meeting Minutes Board of Supervisors

# DRAFT

### *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, October 10, 2023

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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### **9:03 A.M. CALL TO ORDER**

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

Supervisor Albaugh arrived at 9:07 a.m.

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

**Excuse:** 0

### **PUBLIC COMMENT**

Justin Powers: Discussed Child and Family Services.

Cheyenne Miller: Discussed Child and Family Services.

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

1) Liability Claim; 1) Claimant: David Zaun, Agency claimed against: Lassen County. 2) Claimant: John Duke, Agency claimed against: Lassen County.

### **CLOSED SESSION**

Closed session was held from 9:11 a.m. - 9:21 a.m.

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

Personnel/Risk Analyst Regina Schaap was present from 9:11 a.m. - 9:21 a.m.

RECESS: 9:21 a.m. - 9:30 a.m.

### **9:30 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) Liability Claim; 1) Claimant: David Zaun, Agency claimed against: Lassen County. 1) Claimant: John Duke, Agency claimed against: Lassen County.

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

None.

## UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Neely: 1) Attended the Lassen Family Services Annual Wreath Ceremony; 2) attended the Lassen County Chamber of Commerce dinner. Captain John McGarva and Grocery Outlet were honored their volunteer services; 3) will be in Monterey, Ca. next week for a Local Agency Formation Commission (LAFCo) meeting and training; 4) will be out of the office on October 11th for a minor procedure.

Supervisor Gallagher: 1) Attended a solid waste meeting; 2) attended the drive thru flu clinic and reminded everyone there would be more drive thru flu clinics coming soon.

Supervisor Albaugh: 1) Attended a solid waste meeting; 2) will be absent for the Board of Supervisors meeting on October 17, 2023, and possibly October 24, 2023; 3) congratulated his son Tyler on getting his first buck this week; 4) will be attending a Department of Water Resources (DWR) meeting.

Supervisor Ingram: 1) attended the 4H achievement night; 2) announced the pumpkin patch was open; 3) attended a Sierra Alliance meeting; 4) attended a Herlong football game; 5) attended the Chamber Gala; 6) thanked Director of Public Works Pete Heimbigner for installing the play structure and the Janesville horse arena; 7) received inquiries regarding a temp agency; 8) announced there would be a free vaccine clinic for cats and dogs; 9) announced the Henkins will be having a haunted house next to Wemple's.

Supervisor Bridges: 1) Attended a Lassen Plumas Sierra Community Action Agency (LPSCAA) meeting; 2) attended the Wreath Lane ceremony; 3) thanked all law enforcement and acknowledged fallen officers; 4) attended the chamber gala event. Congratulated John McGarva on being volunteer of the year; 5) closed in memory of Ted Tassi.

**INFORMATION/CONSENT CALENDAR**

Supervisor Albaugh asked what was amended to the minutes. Deputy Clerk of the Board Yderraga stated the Public Works item was deleted from the minutes that were approved on August 22, 2023.

**Approval of the Consent Agenda**

**A motion was made by Supervisor Gallagher, seconded by Supervisor Ingram, to approve the Consent Agenda. The motion carried by the following vote:**

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

**COUNTY CLERK-RECORDER**

AMENDED DRAFT BOARD OF SUPERVISORS MEETING MINUTES OF AUGUST 22, 2023

SUBJECT: Amended draft Minutes of August 22, 2023. Minutes were originally approved at the September 19, 2023 Board of Supervisors meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

**Attachments:** [AMENDED DRAFT MINS 2023-08-22](#)

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

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF SEPTEMBER 19, 2023

SUBJECT: Meeting Minutes of September 19, 2023.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

**Attachments:** [DRAFT MINS 2023-09-19](#)

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

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF SEPTEMBER 26, 2023.

SUBJECT: Meeting Minutes of September 26, 2023.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

**Attachments:** [DRAFT MINS 2023-09-26](#)

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

**AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR**

PORTFOLIO FOR JULY

SUBJECT: Treasurer's Investment Report for July, 2023.

FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [Portfolio July](#)

**This Report was received and filed on the Consent Agenda.**

PORTFOLIO FOR AUGUST  
SUBJECT: Treasurer's Investment Report for August, 2023.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [Portfolio Aug](#)

**This Report was received and filed on the Consent Agenda.**

FUND CASH BALANCES FOR JULY  
SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of July, 2023.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [Fund Cash Balances July](#)

**This Report was received and filed on the Consent Agenda.**

FUND CASH BALANCES FOR AUGUST  
SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of August, 2023.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [Fund Cash Balances Aug](#)

**This Report was received and filed on the Consent Agenda.**

#### MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:  
a) Central Valley Regional Water Quality Control Board Meeting Notice and agenda for October 11, 2023, and October 12, 2023.

Attachments: [MISC CORR](#)

**This Report was received and filed on the Consent Agenda.**

## DEPARTMENT REPORTS

### BOARD OF SUPERVISORS

DIRECTOR OF FINANCE  
SUBJECT: Adoption of a resolution calling for and authorizing to submit to the voters of Lassen County two advisory questions regarding the establishment of the office of Director of Finance consolidating the offices of

Auditor, Controller, Tax Collector and Treasurer, and if so established, be appointed by the Lassen County Board of Supervisors.

FISCAL IMPACT: Unknown. Future fiscal impact to be determined annually.

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

**Attachments:** [231010 Director of Finance](#)

CAO Egan reminded the board this item had been previously discussed and direction to staff was to prepare a resolution for two advisory measures to place on the primary election ballot. CAO Egan stated the questions would be regarding the establishment of the office of Director of Finance consolidating the offices of Auditor, Controller, Tax Collector and Treasurer, and if so established, be appointed by the Lassen County Board of Supervisors. County Counsel Uhrhammer informed the board the majority of counties that have consolidated the offices have made the position by appointment of the board and reiterated this would be an advisory of what voters wanted to do.

Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas stated she believed Lassen County needed a Director of Finance and agreed that both offices should be combined. CAO Egan recommended this position to be a four year term. Additional discussion was held.

SPEAKERS: Denise Pickens.

**A motion was made by Supervisor Gallagher, seconded by Supervisor Albaugh, that this Resolution No. 23-053 be adopted. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Albaugh, Bridges and Ingram

**Nay:** 1 - Neely

## **MATTERS SET FOR TIME CERTAIN**

### **BOARD OF SUPERVISORS - TITLE III**

SUBJECT: Receive public comment and approve allocation of Federal Title III funding to the Lassen County Sheriff's Department.

FISCAL IMPACT: Positive. Provides for the reimbursement of County costs.

ACTION REQUESTED: Approve allocation of 2022-2023 Title III funding in the amount of \$134,417.01 to the Lassen County Sheriff's Department for reimbursement of search and rescue and other emergency response activities performed on Federal land and paid for by Lassen County including law enforcement patrols, associated training costs, and equipment purchases directly related to those services.

**Attachments:** [231010 Title III FY 22-23](#)

Sheriff/Coroner Dean Growdon informed the board this was Title III funding from the federal government to help offset some costs of emergencies. This had previously been used for the Fire Safe Council, law enforcement, and search

and rescue. The funding could also be used to purchase equipment. Sheriff Growdon stated this year the Sheriff's Office was planning to work on the communication sites that are in the national forest and discussed the current communications. Sheriff Growdon said they were planning on purchasing an improved amplifier and modernizing equipment. Bureau of Land Management (BLM) had offered to help install a site in Ravendale. Brief discussion was held.

**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

## **DEPARTMENT REPORTS - CONTINUED**

### COUNTY ADMINISTRATIVE OFFICE

#### SIDE LETTER AGREEMENT

SUBJECT: Ratification of Side Letter of Agreement to negotiated Memorandum of Understanding (MOU) between the County of Lassen and the Management and Professionals Association (MPA) agreeing to correct Article 11.16 (Exempt Employees) by removing outdated classifications and adding updated classifications.

FISCAL IMPACT: Undetermined.

ACTION REQUESTED: 1) Ratify Side Letter of Agreement with MPA agreeing to correct Article 11.16 (Exempt Employees by removing outdated classifications and adding updated classifications; and/or 2) provide direction to staff.

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

CAO Egan stated this item was a side letter agreement between the Management Professional Association and Lassen County pertaining to changes regarding exempt employees and identification of those classifications. CAO Egan informed the board there was a list attached to correct the non-exempt and exempt employees. This was to clean up the language of the Memorandum of Understanding.

Supervisor Neely recused himself and was absent from 10:22 a.m. - 10:23 a.m.

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

**Aye:** 4 - Gallagher, Albaugh, Bridges and Ingram

**Recuse:** 1 - Neely

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan: Nothing to report.

## ADJOURNMENT

There being no further business, the meeting is adjourned at 10:23 a.m.

\_\_\_\_\_  
Chairman of the Board of Supervisors

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

ATTEST:

\_\_\_\_\_  
Michele Yderraga, Deputy Clerk of the Board