



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, July 22, 2025

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:00 A.M. CALL TO ORDER

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

Supervisor Ingram was absent.

Present: 4 - Mike Scanlan, Gary Bridges, Tom Neely and Aaron Albaugh

Absent: 1 - Jason Ingram

Excuse: 0

PUBLIC COMMENT

Angie (last name not stated): Invited the board to attend a Lassen County Republican Assembly meeting at 1:00 p.m. on August 3, 2025, at the Senior Center.

Garrett Ingram: Blue Water Recycling. Requested to be added to a future board meeting to discuss issues pertaining to tariffs and its effect on local businesses.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

County Counsel Uhrhammer announced the following closed session items:

- 1) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: 1) Timothy McDowell v County of Lassen; United States District Court Case No. 2:23-CV-01007-DJC-DMC; 2) Opioid litigation. 1 case.
- 2) Conference with Labor Negotiator Andrew Plett: Lassen County Peace Officers Association (LCPOA).
- 3) Employee performance evaluation: Veteran Services Officer.
- 4) Liability Claim; - 1) Claimant: Charles Louis Jones, Agency claimed against: Lassen County; 2) Claimant: Blake Pierce Schaap, Agency claimed against: Lassen County; 3) Claimant: Jay Clayton Schaap, Agency claimed against: Lassen County; 4) Claimant: Erik Johnson, Agency claimed against: Lassen County; 5) Claimant: ColWest, Agency claimed against: Lassen County.

CLOSED SESSION

Closed session was held from 9:06 a.m. - 9:57 a.m.

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

Sheriff/Coroner John McGarva was present from 9:06 a.m. - 9:35 a.m.
Personnel/Risk Analyst Regina Schaap was present from 9:06 a.m. - 9:58 a.m.
Veteran's Services Officer (VSO) Chris Mancebo was present from 9:36 a.m. - 9:57 a.m.

RECESS: 9:57 a.m. - 10:01 a.m.

10:01 A.M. OPENING CEREMONIES**Pledge of Allegiance and Invocation**

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

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

County Counsel Uhrhammer announced the following closed session items:

- 1) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: 1) Timothy McDowell v County of Lassen; United States District Court Case No. 2:23-CV-01007-DJC-DMC; 2) Opioid litigation. 1 case.
 - 1) No reportable action and direction to staff was given; 2) this case was pulled and would be reagendized at the next Board of Supervisors meeting.
- 2) Conference with Labor Negotiator Andrew Plett: Lassen County Peace Officers Association (LCPOA).

Direction to staff was given.

- 3) Employee performance evaluation: Veteran Services Officer.

Employee evaluation was conducted.

- 4) Liability Claim; - 1) Claimant: Charles Louis Jones, Agency claimed against: Lassen County; 2) Claimant: Blake Pierce Schaap, Agency claimed against: Lassen County; 3) Claimant: Jay Clayton Schaap, Agency claimed against: Lassen County; 4) Claimant: Erik Johnson, Agency claimed against: Lassen County; 5) Claimant: ColWest, Agency claimed against: Lassen County.

This closed session item would be postponed and conducted at the end of the Board of Supervisors meeting.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

Aye: 4 - Scanlan, Bridges, Neely and Albaugh

Absent: 1 - Ingram

PUBLIC COMMENTS

None.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Scanlan: 1) Attended the swearing in ceremony for the Lassen County Grand Jury; 2) attended a California State Association of Counties (CSAC) Supervisor's Training and received a certificate of graduation; 3) volunteered at the Lassen County Fair.

Supervisor Bridges: 1) Attended the Grand Jury swearing in ceremony; 2) attended a Behavioral Health Advisory Board meeting; 3) attended the Lassen County Fair; 4) attended the fair ribbon cutting ceremony; 5) attended the rodeo; 6) attended the Caleb Montgomery and Rodney Atkins concert; 7) attended the 4H and Future Farmers of America (FFA) auction; 8) drove people around at the fair.

Supervisor Albaugh: 1) Congratulated Supervisor Scanlan on his completion of supervisor training and becoming a certified supervisor; 2) will be attending the Rural Advocacy Institute (RAI) meeting; 3) attended the fair last week and gave a heartfelt thank you to the Fair Advisory Board, Supervisor Tom Neely, volunteers and exhibitors for their time and dedication given to the fair to ensure a successful event.

Supervisor Neely: 1) Attended a Planning and Service Area - Area Agency on Aging (PSA 2 AAA) meeting; 2) thanked the Fair Advisory Board for their time and efforts given to ensure a successful fair event; 3) announced the new fair manager did a great job with the fair.

MATTERS SET FOR TIME CERTAIN

PROBATION SERVICES WEEK PROCLAMATION

SUBJECT: Proclamation for Probation Services Week 2025. The US Government and the State of California designate the week of July 21-25, 2025, as Pretrial, Probation and Parole Supervision Week. The attached proclamation recognizes July 21-25, 2025 as Probation Services Week in Lassen County.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt the Proclamation for Probation Services Week 2025.

Attachments: [PROB PROC](#)

Deputy Chief Probation Officer Sara Gould gave a brief overview of the

Probation Services Week and recognized staff. Supervisor Neely presented the proclamation.

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

Aye: 4 - Scanlan, Bridges, Neely and Albaugh

Absent: 1 - Ingram

LASSEN COUNTY CHILDREN & FAMILIES COMMISSION (FIRST5)
SUBJECT: Submit on behalf of the Lassen County Children & Families Commission: 2023-2024 Fiscal year (FY) Annual Audit, 2023-2024 FY Annual Report, 2023-2024 FY Annual Evaluation Report, and 2023-2028 FY Strategic Plan and Long Range Financial Plan.
FISCAL IMPACT: None.
ACTION REQUESTED: Receive report and file.

Attachments: [FIRST 5 Attach](#)

Lassen County Children and Families Commission Executive Director Tim Clark gave a power point presentation and discussed the commission's strategic plan, child development, child health, Fiscal Year 2023-2024 annual reports, home visits and the annual audit. Additional discussion was held pertaining to upcoming and current projects.

INFORMATION/CONSENT CALENDAR

Supervisor Albaugh requested to pull Item# G7 - 2024 Tax Sale Excess Proceeds for further discussion.

Approval of the Consent Agenda

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

Aye: 4 - Scanlan, Bridges, Neely and Albaugh

Absent: 1 - Ingram

COUNTY ADMINISTRATIVE OFFICE

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for June, 2025.
FISCAL IMPACT: None. ACTION: Receive and file.
ACTION: Receive and file.

Attachments: [Personnel Report](#)

This Report was received and filed on the Consent Agenda.

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF
JULY 8, 2025

SUBJECT: Meeting Minutes of July 8, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

These Minutes were approved on the Consent Agenda.

PROBATION DEPARTMENT

MEMORANDUM OF UNDERSTANDING BETWEEN LASSEN COUNTY
AND BUTTE COUNTY

SUBJECT: Memorandum of Understanding (MOU) between Lassen
County and Butte County for detained juveniles in Juvenile Hall. The
agreement has a daily rate of \$325 per day per youth in a detention bed, a
daily rate of \$456 per day per youth for Camp Condor beds and a daily
rate of \$780 per day per youth for Commitment to Success Program
(CSP) beds.

FISCAL IMPACT: Regular expenditure to Probation Fund/Budget Unit No.
145-0561. Contract not to exceed \$150,000 per fiscal year.

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

Attachments: [PROB Butte Attach](#)

This Action Item was approved on the Consent Agenda.

MEMORANDUM OF UNDERSTANDING BETWEEN LASSEN COUNTY
AND EL DORADO COUNTY

SUBJECT: Memorandum of Understanding (MOU) between Lassen
County and El Dorado County for detained juveniles in Juvenile Hall. The
agreement has a daily rate of \$350 per day per youth in a non-reserved
bed, a daily rate of \$400 per day per youth for the Commitment
Programming and a daily rate of \$475 per day per youth for the Secure
Track Facility Program.

FISCAL IMPACT: Regular Expenditure to Probation Fund/Budget Unit No.
145-0561. Contract not to exceed \$150,000 per fiscal year.

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

Attachments: [PROB El Dorado Attach](#)

This Action Item was approved on the Consent Agenda.

MEMORANDUM OF UNDERSTANDING BETWEEN LASSEN COUNTY
AND TEHAMA COUNTY

SUBJECT: Memorandum of Understanding between Lassen County and Tehama County for detained juveniles in Juvenile Hall. The agreement has a daily rate of \$200 per day per youth, a daily rate of \$350 per day per youth for the ARMOR Program and a daily rate of \$425 per day per youth for the Secure Track Facility Program.

FISCAL IMPACT: Regular expenditure to Probation Fund/Budget Unit No. 145-0561. Contract not to exceed \$150,000 per fiscal year.

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

Attachments: [PROB Tehama Attach](#)

This Action Item was approved on the Consent Agenda.

PUBLIC WORKS DEPARTMENT

BID AWARD FOR JANESVILLE GRADE-GUARD RAIL REPLACEMENT PROJECT

SUBJECT: Bid Award for Janesville Grade - Guard Rail Replacement Project

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

ACTION REQUESTED: 1) Award the contract for Janesville Grade-Guard Rail Replacement Project to Highway Specialty Company, Inc. the lowest qualified bidder meeting the specifications in the amount of \$450,500; and 2) authorize the Director of Public Works to execute the agreement; and 3) authorize the Director of Public Works to authorize Change Orders up to a "not-to-exceed" amount of \$45,000 (approximately 10%) or a total contract not-to-exceed cost of \$495,000.

Attachments: [PW Attach](#)

This Action Item was approved on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

a) Plumas County Community Development Commissioner Board of Commissioners Regular Meeting Agenda for July 15, 2025.

b) Planning and Service Area Agency on Aging Advisory (PSA2 AAA) Virtual Collaborative Meeting of the PSA 2 AAA Executive board and Advisory Council Meeting Agenda for July 21, 2025.

Attachments: [MISC CORR](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS

TREASURER/TAX COLLECTOR

2024 TAX SALE EXCESS PROCEEDS

SUBJECT: Excess Proceeds from the 2024 Tax Sale.

FISCAL IMPACT: Increase to the General Fund in Unclaimed Excess Proceeds to Tax Loss Reserve Fund/Budget Unit No. 306-3238 in the amount of \$210,917.82.

ACTION REQUESTED: Approve the claims.

Attachments: [G7](#)

Supervisor Albaugh asked about the results of the tax sale. Treasurer/Tax Collector Nancy Cardenas said the sale was productive and explained the procedure of how properties default to the tax sale. Assistant Auditor Stephanie Hranac discussed the Tax Loss Reserve and placement of funds. Brief discussion was held.

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

Aye: 4 - Scanlan, Bridges, Neely and Albaugh

Absent: 1 - Ingram

AUDITOR/CONTROLLER /INFORMATION SERVICES DEPARTMENT/PERSONNEL

TYLER/MUNIS UPDATE

SUBJECT: Financial system Tyler/Munis update.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive report.

Auditor/Controller/Treasurer/Tax Collector Nancy Cardenas gave an extensive report pertaining to the Tyler/Munis Program. Discussion included system roll out, training, payroll, claims, budget process, and outside vendor assistance. Personnel/Risk Analyst Regina Schaap discussed Tyler/Munis training, payroll functions, and training resources. Additional discussion was held.

CHILD SUPPORT SERVICES

DEPARTMENT OF CHILD SUPPORT SERVICES REPORT AND UPDATE

SUBJECT: Department of Child Support Services Report.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive report.

Attachments: [BOS DCSS Report 2025](#)

Director of Child Support Services (DCSS) Elizabeth Krier introduced staff and gave a power point presentation. Director Krier discussed the DCSS mission, federal performance measures, cost effectiveness, monthly collections, staffing changes, hiring, training, and outreach events. Brief discussion was held.

RECESS: 11:32 a.m. to 11:36 a.m.

HEALTH & SOCIAL SERVICES

THIRD AMENDMENT TO THE AGREEMENT BETWEEN LASSEN COUNTY AND RESTPADD INC

SUBJECT: Third Amendment to the Agreement between Lassen County and Restpadd, Inc. for Acute Psychiatric Inpatient Care under the Short-Doyle Act to pay April, May and June invoices. For the term of July 1, 2023, to June 30, 2025. Increasing Fiscal Year (FY) 2024/2025 by \$30,000 for a total not to exceed amount of \$160,000 and increasing the maximum contract amount to \$290,000.

FISCAL IMPACT: This Agreement will be paid from Behavioral Health Fund/Budget Unit No.110-0751.

ACTION REQUESTED: 1) Approve the Amendment to the Agreement with Restpadd Inc.; and 2) authorize the County Administrative Officer or Designee to execute the Agreement.

Attachments: [H3- BOS BH Restpadd Inc. 7.22.25](#)

Director of Behavioral Health Tiffany Armstrong informed the board this item was an amendment to the contract to pay for services from April 2025, through the end of the fiscal year. Funding was originally exhausted in April and the department waited to receive all invoices through June to request additional funding. Director Armstrong informed the board funding came from the state for services provided. Additional discussion was held.

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

Aye: 4 - Scanlan, Bridges, Neely and Albaugh

Absent: 1 - Ingram

AGREEMENT BETWEEN LASSEN COUNTY AND SPARE-A-DIME, INC

SUBJECT: Agreement between Lassen County and Spare-A-Dime, Inc. to provide an After-Hour Drop-In-Center for individuals who don't meet the criteria for psychiatric holds but still have crisis issues as well as other supportive services needs, including educational groups and peer support. For the term of July 1, 2025, to June 30, 2026, for a maximum contract amount of \$513,360.

FISCAL IMPACT: This Agreement will be paid from Behavioral Health Fund/Budget Unit No. 110-0751 and 164-0752.

ACTION REQUESTED: 1) Approve the Agreement with Spare-A-Dime, Inc.; and 2) authorize the County Administrative Officer or Designee to execute the Agreement.

Attachments: [H4- BOS BH Spare-a-Dime, Inc 7.22.25](#)

Director of Behavioral Health Tiffany Armstrong discussed Judy's House which was an after-hours drop-in center for members of the community that didn't meet the criteria for psychiatric holds but still had crisis issues. Director Armstrong discussed services provided at Judy's House that included support services, educational groups, and peer support. Judy's House served 1,158 visits in 2024, that included repeat visitors. Director Armstrong discussed the success of the program and stated other counties had reached out to Lassen County seeking advice on having a successful program.

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: 4 - Scanlan, Bridges, Neely and Albaugh

Absent: 1 - Ingram

PLANNING AND BUILDING SERVICES

LASSEN COUNTY SURVEYOR

SUBJECT: Proposed ordinance repealing and replacing Section 16.32.090 (Street requirements and definitions) of the Lassen County Code, repealing and replacing Section 16.32.100 (Road standards deviation) of the Lassen County Code and adding a subsection to Section 3.18.130 (Surveyor fees) of the Lassen County Code to provide for an hourly rate charge when any survey map listed within said section is required to be reviewed more than two times by the County Surveyor.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive report; and 2) find that adoption of the proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Subsection 15061(b)(3); and 3) waive the second reading and adopt the ordinance.

Attachments: [PBS Surveyor Attach](#)

County Surveyor Don Willis informed the board this item had been previously presented for an introduction and waiving of the first reading. The item being presented was to waive the second reading and adopt the ordinance.

Surveyor Willis briefly updated the board on the amendments made to the ordinance that included an additional diagram being added and verbiage pertaining to the County Surveyor's weighted hourly rate.

A motion was made by Supervisor Bridges, seconded by Supervisor Albaugh, that this Ordinance No. 2025-04 be adopted. The motion carried by the following vote:

Aye: 4 - Scanlan, Bridges, Neely and Albaugh

Absent: 1 - Ingram

COUNTY ADMINISTRATIVE OFFICE

RATIFICATION OF SIDE LETTER AGREEMENT FOR PEACE
OFFICERS ASSOCIATION SIGNING BONUSES AND RETENTION
SUBJECT: Ratification of Side Letter of Agreement between County of Lassen and Lassen County Peace Officers Association (LCDSA) effective January 1, 2025 through December 31, 2028.

FISCAL IMPACT: Funding to come from Fund/Budget Unit No. 130-0525 covering the hiring of two employees to date in the amount of \$5,000. Projected impact will be \$2,500 per additional hire during Fiscal Year (FY) 2025-2026. The Sheriff's Office currently has 13 vacancies in the classification of Correctional Deputy. If all vacancies were to be filled and additional incentives awarded as described, the maximum fiscal impact would be \$37,500.

ACTION REQUESTED: 1) Ratify Side Letter of Agreement with Lassen County Peace Officers Association; and 2) authorize Chairman and County Administrative Officer to execute; and/or 3) provide direction to staff.

Attachments: [4793_001](#)

CAO Anderson informed the board this item was a ratification of a side letter for the Peace Officer's Association to implement a signing bonus based on retention. Funding would be paid through vacancy savings. The signing bonus would be a \$10,000 bonus over the employment of three years with the majority of the bonus paid out at the end of the third year. Brief discussion was held.

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: 4 - Scanlan, Bridges, Neely and Albaugh

Absent: 1 - Ingram

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Anderson reported: Acknowledged the County Administration staff and Auditor's office for assistance with the fair and commended Fair Manager Bill Payer on a successful event. Thanked everyone for their hard work.

CLOSED SESSION

Closed session was held from 11:56 a.m. - 12:09 p.m.

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

Personnel/Risk Analyst Regina Schaap was present from 11:56 a.m. - 12:08 p.m.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

County Counsel Uhrhammer announced the following closed session items:

4) Liability Claim; - 1) Claimant: Charles Louis Jones, Agency claimed against: Lassen County; 2) Claimant: Blake Pierce Schaap, Agency claimed against: Lassen County; 3) Claimant: Jay Clayton Schaap, Agency claimed against: Lassen County; 4) Claimant: Erik Johnson, Agency claimed against: Lassen County; 5) Claimant: ColWest, Agency claimed against: Lassen County.

1) Unanimously denied; 2) claim denied; 3) claim denied; 4) claim denied; 5) claim denied.

ADJOURNMENT

There being no further business, the meeting is adjourned at 12:10 p.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board