



# 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*

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Tuesday, April 22, 2025

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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### 9:30 A.M. OPENING CEREMONIES

Present: Supervisors Scanlan, Bridges, Neely, Albaugh, and Ingram. Also present. Interim County Administrative Officer (ICAO)/Director of Planning and Building Services Maury Anderson, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Michele Yderraga.

**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 Neely.

### 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 Bridges, seconded by Supervisor Ingram, that this Agenda be approved. The motion carried by the following vote:**

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

### PUBLIC COMMENTS

Amelia Luna: Announced she brought raffle tickets to purchase for the Susanville Indian Rancheria (SIR) POW WOW and briefly discussed the performers.

Sheriff/Coroner John McGarva: Discussed the gray wolves and collaboration with other counties.

Shelby Burton: Discussed the Honey Lake Valley Community Swimming Pool fall schedule.

### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Ingram: 1) Announced April 23, 2025, would be the 3rd annual career workshop at Lassen High School; 2) acknowledged all of the Easter Egg Hunts

through out the county over the weekend; 3) acknowledged the Sheriff's Office in their recent apprehension of a wanted offender; 4) met with Sheriff Bianco and announced he would be visiting Lassen County.

Supervisor Albaugh: 1) Stated he appreciated the commentary in Public Comment pertaining to the pool schedule; 2) announced road construction had begun on Highway 139 and to plan for travel; 3) thanked Sheriff/Coroner McGarva for being involved with the Sheriff's Association and having a multi-county meeting; 4) will be attending the Rural County Representatives of California (RCRC) Rural Advocacy Institute (RAI) Tour for Legislature in Monterey, Ca. May 1 - 2, 2025; 5) will be chaperoning the 8th grade trip to Sacramento May 7 - 9, 2025.

Supervisor Bridges: 1) Attended a Nortec executive director's review in Redding, Ca.; 2) thanked Supervisor Neely for attending meetings in his absence; 3) will be attending a Cultural Competency meeting this afternoon; 4) will be traveling to Reno, Nv. for a doctor's appointment; 5) will be attending the California State Association of Counties (CSAC) Board of Directors meeting in Sacramento, Ca.

Supervisor Scanlan: 1) Attended the Honey Lake Valley Recreation Authority (HLVRA) pool meeting. Stated it was very educational and had received emails pertaining to the discussion of the schedule and budget short comings; 2) toured Westwood with ICAO Maury Anderson, the Chief Code Enforcement Officer, and staff of the Westwood Community Services District (WCSD) to view burnt buildings; 3) met with a representative from Senator Megan Dahle's office regarding the wolf issue in Lassen County; 4) will be attending a Lassen Regional Waste Management Authority (LRWMA) meeting.

Supervisor Neely: 1) Attended a Fire Safe Council meeting; 2) attended a pool meeting; 3) attended a Jolly Elders luncheon; 4) attended a Planning and Service Area - Area Agency on Aging (PSA 2 AAA) meeting and stated a Request For Proposal (RFP) was submitted for the lunch program. Dignity Health was awarded the contract; 5) attended a Juvenile Task Force meeting; 6) attended a Planning and Service Area - Area Agency on Aging (PSA 2 AAA) Executive Board meeting; 7) requested to adjourn in memory of Jim Bronson, Jr.

## INFORMATION/CONSENT CALENDAR

Supervisor Scanlan requested to pull Item# G6 - Fiber Contract For Animal Control, and Item# G8 - Letter of Support of Southern Cascades Community Services District Emergency Services Enhancement Project for additional discussion.

## Approval of the Consent Agenda

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

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

## BOARD OF SUPERVISORS

## DISCRETIONARY FUNDS - SUPERVISOR BRIDGES

SUBJECT: Request to designate: 1) \$400 to the Susanville Blue Grass Music Alliance.

FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.

ACTION REQUESTED: Approve expenditure.

**This Action Item was approved on the Consent Agenda.**

## DISCRETIONARY FUNDS - SUPERVISOR INGRAM

SUBJECT: Request to designate: 1) \$250 to the Susanville Blue Grass Music Alliance.

FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.

ACTION REQUESTED: Approve expenditure.

**This Action Item was approved on the Consent Agenda.**

## COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF  
APRIL 15, 2025

SUBJECT: Meeting Minutes of April 15, 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

**Attachments:** [DRAFT MINS](#)

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

## INFORMATION SERVICES

## ANNUAL DELL PC PURCHASE

SUBJECT: Annual Dell PC purchase.

FISCAL IMPACT: This purchase is budgeted for in Information Services Department (ISD) Fund/Budget Unit No. 140322, not to exceed \$35,000 to Dell Technologies. This purchase will have no general fund impact.

ACTION REQUESTED: 1) Approve purchase; and 2) authorize the County Administrative Officer to execute the purchase; and/or 3) provide direction to staff.

**Attachments:** [Item G4 Annual Dell Purchase](#)

**This Action Item was approved on the Consent Agenda.**

## ANNUAL SURFACE PRO PC PURCHASE

SUBJECT: Annual Surface Pro PC purchase.

FISCAL IMPACT: This purchase is budgeted in Information Services Department (ISD) Fund/Budget Unit No. 140322, not to exceed \$45,000 to

Insight Public Sector, Inv. This purchase will have no general fund impact.

ACTION REQUESTED: 1) Approve purchase; and 2) authorize the County Administrative officer to execute the purchase; and/or 3) provide direction to staff.

Attachments: [Item G5 Annual Surface Pro PC Purchase](#)

**This Action Item was approved on the Consent Agenda.**

#### MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

a) Lassen County Fish and Game Commission Regular Meeting Agenda for April 17, 2025.

b) Planning and Service Area 2 Area Agency on Aging (PSA 2 AAA) Executive Board meeting agenda for April 21, 2025.

c) Lassen County Fair Advisory Board Regular Meeting agenda for April 8, 2025.

d) Lassen County Fair Advisory Board Regular Meeting Minutes of March 11, 2025.

Attachments: [MISC CORR](#)

**These Reports were received and filed on the Consent Agenda.**

#### DEPARTMENT REPORTS

##### INFORMATION SERVICES

###### FIBER CONTRACT FOR ANIMAL CONTROL

SUBJECT: Fiber Contract for Animal Control.

FISCAL IMPACT: This purchase will be paid out of Information Services Department (ISD) Fund/Budget Unit No. 140322 to Frontier Communications in the amount of \$14,200 per year for five (5) years for a total contract value not to exceed \$71,000.

ACTION REQUESTED: 1) Approve purchase; and 2) authorize the County Administrator to execute the contract; and/or 3) provide direction to staff.

Attachments: [Item G6 Fiber Contract for Animal Control](#)

Supervisor Scanlan asked why the fiber optics were only being provided to one building. Information Support Department (ISD) Technical Specialist Travis Stading said this was not a dedicated internet line. This connected animal control to the county's network over miles. Currently, internet being provided was done through radios which did not work well in inclement weather. ISD Specialist Stading informed the board this was a dedicated and separate circuit from the main hub that added its own fiber optic transceiver.

**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

**BOARD OF SUPERVISORS**

LETTER OF SUPPORT OF SOUTHERN CASCADES COMMUNITY SERVICES DISTRICT EMERGENCY SERVICES ENHANCEMENT PROJECT

SUBJECT: Approval of the letter of support for Southern Cascades Community Services District for their Emergency Services Enhancement Project to Congressman LaMalfa.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve letter of support; and 2) authorize the Chairman to execute the letter; and/or 3) provide direction to staff.

**Attachments:** [250422 Letter of Support-Southern Cascades](#)

Supervisor Scanlan stated there was a typo in the first paragraph of the letter and requested to change the word "my" to "our".

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

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

10:25 a.m.: RECESS

**MATTERS SET FOR TIME CERTAIN**

RETIREMENT PROCLAMATION

SUBJECT: Retirement plaque presentation.

FISCAL IMPACT: None.

ACTION REQUESTED: The Board of Supervisors adopt a Retirement Proclamation for William "Ross" Helmbold (District Attorney's Office).

Supervisor Neely presented a Retirement Proclamation to William "Ross" Helmbold for his service in the District Attorney's Office.

SPEAKERS: Ross Helmbold.

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

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

RECOGNITION AWARDS FOR APRIL 2025

SUBJECT: Recognition awards for April 2025.

FISCAL IMPACT: None.

ACTION REQUESTED: The Board of Supervisors present Recognition Awards

to: 10 Years: Lisa Hamilton (Health and Social Services); Craig Harrison (Health and Social Services); Danielle Sanchez (Health and Social Services); Brooke Suarez (Planning and Building Services).

Supervisor Neely recognized the following employees: 10 Years: Craig Harrison (Health and Social Services); Danielle Sanchez (Health and Social Services); Lisa Hamilton (Health and Social Services); Brooke Suarez (Planning and Building Services. Not present).

SPEAKERS: Supervisor Bridges, Director of Community Social Services Jayson Vial, Kayla Hahn, Supervisor Albaugh, Interim Public Health Director Danielle Sanchez.

#### DEPARTMENT REPORTS - CONTINUED

#### AGRICULTURAL COMMISSIONER

##### INTEGRATED WILDLIFE DAMAGE MANAGEMENT WORK AND FINANCIAL PLAN

SUBJECT: Work and Financial Plan between Lassen County and the United States Department of Agriculture and Plant Health Inspection Services - Wildlife Services pursuant to Cooperative Service Agreement No. 25-7306-0257-RA.

FISCAL IMPACT: Approval of this work plan will require inclusion of this amount in the 2025/2026 Fiscal Year (FY) Budget as an appropriation from Fund/Budget Unit No. 100-0602.

ACTION REQUESTED: 1) Approve work and financial plans for Wildlife Damage Management services for 2025/2026 FY; and 2) authorize the County Administrative Officer to execute the agreement, not to exceed \$100,931.41; and 3) direct staff to file notice of exemption for CEQA; and/or 4) provide direction to staff.

**Attachments:** [07012025\\_USDA APHIS WILDLIFE SERVICES WORK AND FINANCIAL PLAN](#)

Agricultural (Ag) Commissioner Supervising Ag Biologist Gary Fensler informed the board this item was an annual services contract and did not see any financial change from the prior year. There would be a cost savings of \$3,000 as the wildlife trapper opted to purchase his own equipment. Supervisor Scanlan asked what the benefits of a wildlife trapper in Lassen County were. Ag Biologist Fensler stated the county received a tremendous amount of benefits. The wildlife trapper had to attend every apex predator kill and animal trapping. Supervisor Albaugh stated the services provided were very valuable to the public and was having a trapper was indispensable.

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

**2023 LASSEN COUNTY CROP REPORT**

**SUBJECT:** Recently published 2023 Crop Report for Lassen County.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Receive report.

**Attachments:** [Crop Report](#)

Agricultural (Ag) Commissioner Supervising Ag Biologist Gary Fensler introduced Ag Biologist Taylor Shannon and Ag Biologist Shay Thurber. Ag Biologist Fensler apologized for the tardiness of the report and stated staff had worked diligently on completing it. Brief discussion was held pertaining to noxious weeds. Supervisor Albaugh stated he appreciated the detail in this report and requested for future reports to include predatory impacts. Additional discussion was held regarding staffing and spray crews.

**COUNTY COUNSEL**

**COUNTY ADMINISTRATIVE OFFICER CONTRACT**

**SUBJECT:** County Administrative Officer Contract.

**FISCAL IMPACT:** Cost and position is appropriated and provided for in the current fiscal year 2024-2025 budget.

**ACTION REQUESTED:** 1) Discuss County Administrative Officer Contract; and 2) approve County Administrative Officer Contract and appoint Maurice Anderson as County Administrative Officer; and 3) authorize Chairman to execute the contract; or 4) provide direction to staff.

**Attachments:** [H3 250422 CAO Agreement-Draft-BOS](#)

County Counsel Uhrhammer stated this item was the contract to appoint Maury Anderson as the County Administrative Officer (CAO). The salary was the same as the prior CAO's contract, for a three year term, and was approved by County Counsel. Supervisor Bridges asked if ICAO Anderson was pleased with the contract. ICAO Anderson confirmed and stated the contract was accurate and fair. ICAO Anderson said there was a distinction with this contract and the prior CAO contract as he opted for a vehicle allowance rather than mileage as it was more beneficial for the county. Brief discussion was held. ICAO Anderson stated it was an honor and a privilege to serve Lassen County. Staff in Administration work very hard and he took the opportunity very seriously.

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

**SHERIFF'S DEPARTMENT**

**ADDITION OF CORRECTIONAL TECHNICIAN POSITIONS**

SUBJECT: The Sheriff's Office would like to add four (4) full-time equivalent (FTE) positions for the classification of Correctional Technician and freeze four (4) FTE positions for the classification of Correctional Deputy.

FISCAL IMPACT: An approximate cost savings of \$45,000 per year and will be approximately \$3,700 in cost savings for the rest of this fiscal year to Fund/Budget Unit No. 130-0525. There will be no impact to the general fund. This will also create a reduction in overtime hours.

ACTION REQUESTED: 1) Unfund four (4) Correctional Deputy FTE's; and 2) fund four (4) Correctional Technician FTE's; and/or 3) provide direction to staff.

Attachments: [SO Attach](#)

Sheriff's Captain Dustin Russell informed the board this item was to un-fund four (4) Correctional Deputy FTE's and to fund four (4) Correctional Technician FTE's. Captain Russell discussed current Correctional Deputy and Correctional Technician staffing, job functions, promoting, the control room, and staff safety. Captain Russell stated by approving this item it would be a cost savings for this fiscal year and next fiscal year. Supervisor Neely asked if the deputy positions were being eliminated. Sheriff/Coroner John McGarva stated the positions were not being eliminated, they were being un-funded and this was something the Sheriff's Office had done in the past. Funds were only being moved from the deputy fund to the technician fund. Deputy funds could be re-funded at any time if need be. Sheriff/Coroner McGarva reiterated to the board Correctional Technicians had absolutely no interaction with inmates. Additional discussion was held.

**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: Stated he did not have anything to report. CAO Anderson also stated he appreciated the Board of Supervisors selection of a County Administrative Officer and was humbled and honored to act in this capacity.

Supervisor Scanlan requested to agendaize an update of the Historic Courthouse.

#### ADJOURNMENT

There being no further business, the meeting is adjourned at 10:48 a.m. in memory of Jim Bronson, Jr.



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

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

ATTEST:

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