



# Lassen County

## Meeting Agenda

### 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*

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Tuesday, March 14, 2023

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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\*Any person desiring to address the Board shall first secure permission of the presiding officer.

\*Speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular Agenda item. Cards are available on the table by the door and shall be completed and presented to the Clerk in advance of speaking.

\*Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the Public at the time provided in the Agenda under Public Comment. The Board limits testimony on those items to three minutes per person and no more than three individuals shall address the same subject.

\*As required by Govt. Code Section 54957.5, any public record distributed to the Board of Supervisors less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the office of the Clerk of the Board, 220 S. Lassen St., Suite 5, Susanville CA 96130. Public records distributed during the meeting will be available for public inspection at the meeting if prepared by the County. If the public record is prepared by any other party and distributed at the meeting, it will be made available for public inspection following the meeting at the office of the Clerk of the Board.

\* Parties with a disability as provided by the Americans with Disabilities Act who require special accommodations or aides in order to participate in the public meeting should make the request to the County Clerk of the Board's Office three full business days prior to the meeting at (530) 251-8217 or [lcclerk@co.lassen.ca.us](mailto:lcclerk@co.lassen.ca.us).

\*Next Resolution in line for adoption: No. 23-010

\*Next Ordinance in line for adoption: No. 2023-01

THE BOARD OF SUPERVISORS MAY RECESS AT 11:45 AM AND RECONVENE AT 1:30 PM.

THE BOARD MAY HOLD CLOSED SESSION AS THE AGENDA SCHEDULE PERMITS.

#### **A. 9:00 A.M. CALL TO ORDER**

1. PUBLIC COMMENT (Suggested for addressing items to be considered under Closed Session)
2. CLOSED SESSION

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

- 1) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9:

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

##### **Pledge of Allegiance and Invocation**

1. ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

## 2. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

## 3. PUBLIC COMMENTS

## 4. UNAGENDIZED REPORTS BY BOARD MEMBERS (Immediately following public comment and no later than 10:00 a.m.)

**C. PUBLIC HEARINGS**

These matters are scheduled at the time stated, and will be heard by the Board as close to the time stated as possible.

- 1                      10:00 a.m.: COUNTY SURVEYOR  
SUBJECT: Proposed ordinance amending the Designation of Building Sites process at the Spaulding Eagle Lake Tract by repealing Section 12.12.021, adding Section 16.40.120 and adding a fee for processing a building site designation to section 3.18.020 (File 316.09).  
FISCAL IMPACT: None. The proposed fee offsets any fiscal impact to the County.  
ACTION REQUESTED: 1) Receive Report; and 2) conduct a public hearing; and 3) find that introduction of the proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15308 and 15061(b)(3); and 4) introduce and waive the first reading.

**Attachments:**

[316.09 Spalding Bldg Designation Legal Modoc Signed](#)

[316.09 Spalding Bldg Designation PH Notice Signed](#)

[316.09 Spalding Bldg Designation PH Notice LCT OnlineSigned](#)

[Summary Ordinance Before Signed](#)

[Spalding building designation Board Packet](#)

**D. MATTERS SET FOR TIME CERTAIN**

These matters have been set at the time stated to accommodate the participants, and will be heard by the Board as close to the time stated as possible.

**HEALTH & SOCIAL SERVICES**

- 1                      5:30 p.m.: PERMANENT SUPPORTIVE HOUSING  
SUBJECT: Permanent Supportive Housing Staff Report at proposed County Owned Property on North Mesa Street for a Time Certain at 5:30 p.m. on Tuesday, March 14, 2023, at Lassen County Fairgrounds, Jensen Hall, 195 Russell Ave., Susanville, CA 96130.  
FISCAL IMPACT: There is no impact to County General Funds.  
ACTION REQUESTED: 1) Receive staff report; and 2) provide direction to staff.

10:25 a.m.: RECESS

## E. STUDY SESSION

## F. BOARDS AND COMMISSIONS

- 1 FAIR ADVISORY BOARD APPOINTMENTS
  - a) Minute Order of October 15, 1996
  - 1) SUPERVISOR DISTRICT ONE
    - a) Term to expire 3/21/2025
    - i. Primary (Vacant)
    - ii. Primary (Brett Smith)
  - 2) SUPERVISOR DISTRICT TWO
    - a) Term to expire 3/21/2025
    - i. Primary (Applicant: Melanie Westbrook)
    - ii. Primary (Jose Pena)
  - 3) SUPERVISOR DISTRICT THREE
    - a) Term to expire 3/21/2023
    - i. Primary (Applicants: Randy Harlan, Brian Wolf, Catherine Schroeder, Crystle McFarland, Holly Mueller (Incumbent))
    - ii. Primary (Vacant)
  - SUPERVISOR DISTRICT FIVE
    - a) Term to expire 3/21/2023
    - i. Primary (Applicants: Claudio Bustamante (Incumbent for District 3), Cheryl Lauritsen (Incumbent), Tim Ochotorena (Incumbent))
    - ii. Primary (Vacant)

Attachments: [F1 Attach](#)

## G. INFORMATION/CONSENT CALENDAR

These matters are routine in nature and usually approved by a single vote. Prior to action of the Board, the public will be given the opportunity to comment on any consent item

### BOARD OF SUPERVISORS

- 1 LASSEN COUNTY OFFICE OF EDUCATION  
SUBJECT: Certification Statement regarding the composition of the Local Planning Council (LPC) Membership Form CCD-43.  
FISCAL IMPACT: None.  
ACTION REQUEST: 1) Annual approval of ten (10) members of the Lassen County LPC; and 2) authorize the Chairman to sign the Certification Statement regarding LPC membership for the California Department of Social Services.

Attachments: [LCOE](#)

- 2 BOARD OF SUPERVISORS DISCRETIONARY FUNDS  
SUBJECT: Approve expenditure of General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011 in the amount of \$720.84 for to pay for costs associated with the Leavitt Lake community clean-up.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditure.

- 3 SUPERVISOR NEELY  
SUBJECT: Request to designate: Grizzly Clay Breakers in the amount of \$500.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditures.

- 4 PRISON TRIAL COSTS REIMBURSEMENT PROGRAM ITEMS  
SUBJECT: Recap of High Desert State Prison Trials Cost Reimbursement Billing for the months of July, 2022, through February, 2023.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Receive and file.

Attachments: [Prison Trial Costs](#)

- 5 PERSONNEL REPORT  
SUBJECT: Personnel Movement Report for September 2022 - December 2022.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [Personnel Report](#)

#### PUBLIC WORKS DEPARTMENT

- 6 ASPHALT  
SUBJECT: Bid Award: Asphalt Rubber Crack and Joint Sealant.  
FISCAL IMPACT: Funding available in Road Operating Fund/Budget Unit No. 122-1221.  
ACTION REQUESTED: That the Board of Supervisor's award the bid to Maxwell Inc., 650 S. Delong St., Salt Lake City, UT 84104, the lowest bidder meeting the specifications, in the amount of \$28,881.10 for asphalt Rubber Crack and Joint Sealant.

Attachments: [PW Joint Sealant Attach](#)

#### SHERIFF'S DEPARTMENT

- 7 TRAINING  
SUBJECT: Travel authorization for Robert McGarva to attend the required Safety One Snow Cat Operator Course in Auburn, CA, March 13-24, 2023.  
FISCAL IMPACT: The estimated cost of the training is approximately \$3671.40; from Public Safety - Title 3 Fund/Budget Unit No. 142-0023.  
ACTION REQUESTED: Approve.

Attachments: [SO Training Attach](#)

- 8 EQUIPMENT REPLACEMENT  
SUBJECT: The Lassen County Jail is seeking to replace the current PC computers in Central Control, CCF Control and Special Housing Unit.  
FISCAL IMPACT: The cost to complete the work is \$35,682. This project will be funded out of Sheriff's Fund/Budget Unit No. 130-0525.  
ACTION REQUESTED: Authorize the County Administrative Officer to execute the contract with Integrated Security Controls, Incorporated for the replacement of the PC computers at the Lassen County Jail Control Room in the amount of \$35,682.

Attachments: [SO Lassen PC Replacement - 010323](#)  
[SO PC Replacement-ISC signed](#)

#### MISCELLANEOUS CORRESPONDENCE ITEMS

- 9 ACTION REQUESTED: Receive and file the following correspondence:  
a) Lassen County Behavioral Health Advisory Board meeting agenda for March 13, 2023.  
b) Lassen County Planning Commission Meeting agenda for February 1, 2022.

Attachments: [MISC CORR](#)

## H. DEPARTMENT REPORTS

### BOARD OF SUPERVISORS

- 1 LASSEN COUNTY FISH AND GAME COMMISSION BYLAWS  
SUBJECT: Adoption of a resolution to revise the 2015 Lassen County Fish and Game Commission bylaws to reduce the Commission's membership from ten (10) regular members to five (5).  
FISCAL IMPACT: None.  
ACTION REQUESTED: 1) Approve; and 2) adopt resolution.

Attachments: [H1 Attach](#)

### COUNTY ADMINISTRATIVE OFFICE

**2****REVISED JOB CLASSIFICATION**

SUBJECT: Revised Job Classifications within General Fund for Confidential Unit.

FISCAL IMPACT: Funding for the reclassifications were included and approved in the Fiscal Year 2022/2023 budget.

ACTION REQUESTED: Approve the attached job descriptions for Deputy Clerk of the Board I/II and Personnel/Risk Analyst.

Attachments:      [Job Reclass Attach](#)

**CHILD SUPPORT SERVICES****3****MID-YEAR BUDGET REALLOCATIONS**

SUBJECT: 1) Mid-year Budget Reallocation; 2) United Public Employees of California (UPEC) salary range adjustments of the Child Support Specialist series; 3) Management and Professional Association (MPA) Staff Service Analyst II job description creation and approval, re-class Staff Service Analyst I to II.

FISCAL IMPACT: There is no fiscal impact to the General Fund; there is no net increase to appropriations.

ACTION REQUESTED: 1) UPEC Items: Change and approve range for the Child Support Specialist I/II from UPEC (Range 12 - 14) to (Range 14 - 16); and 2) Child Support Specialist (Lead) III from UPEC (Range 17) to (Range 18); and 3) MPA Items: 1) Create and approve job description of Staff Service Analyst II (Range 22) MPA; and 2) Re-class Staff Service Analyst I (Range 20) to Staff Service Analyst II (Range 22) MPA.

Attachments:      [20230310 CHILD SUPPORT](#)

**PLANNING AND BUILDING SERVICES****4****CAMPING ORDINANCE**

SUBJECT: Proposed ordinance to regulate camping on private property and County owned property in Lassen County.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive Report; and 2) direct staff to prepare a General Plan amendment and bring the ordinance and said amendment back to the Board of Supervisors for consideration at a public hearing; or 3) provide alternate direction to staff.

Attachments:      [BOS 2-21-23 Camping Ord Packet](#)

- 5 ABANDONED VEHICLE ABATEMENT FEE REAUTHORIZATION  
SUBJECT: Discuss reestablishment of an “abandoned vehicle abatement authority” and reauthorization of the Abandoned Vehicle Abatement Fee.  
FISCAL IMPACT: None.  
ACTION REQUESTED: 1) Receive report; and 2) provide direction to staff.

Attachments: [Abandoned Vehicle Abatement Fee ReAuth BOS 3-14-23 Packet](#)

- 6 HEARING OFFICER  
SUBJECT: Appointment of Hearing Officer and contract for services.  
FISCAL IMPACT: Maximum of \$10,000.  
ACTION REQUESTED: 1) Adopt resolution appointing Robert Burns as Lassen County Hearing Officer and; 2) approve the contract for his services; and 3) authorize the County Administrative Officer to execute the contract; and/or 4) provide direction to staff.

Attachments: [BOS 3-14-23 Hearing Officer Burns Contract Packet](#)

#### PUBLIC WORKS DEPARTMENT

- 7 WILLOW CREEK BRIDGE  
SUBJECT: Weight Limit Restrictions on Willow Creek Bridge 7C- 87, Bassett Road.  
FISCAL IMPACT: Minimal cost in labor and materials to re-post weight limit signage on bridge.  
ACTION REQUESTED: Adopt resolution.

Attachments: [PW Basset Rd Attach](#)

- 8 FEDERAL LANDS ACCESS  
SUBJECT: Federal Lands Access Program - Eagle Lake Road (A1) Rehabilitation Project.  
FISCAL IMPACT: Recommend that SB1 Funding and/or Highway User Tax be used for grant match in amount of \$1,249,000.  
ACTION REQUESTED: 1) Authorize the Director of Public Works to execute a Memorandum of Agreement between Lassen County, Bureau of Land Management (BLM) Eagle Lake Field Office, United States Forest Service (USFS) Lassen National Forest, and Federal Highway Administration; and 2) determine manner of allocating required grant match over several fiscal years.

#### COUNTY ADMINISTRATIVE OFFICE

- 9 SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

#### I. CORRESPONDENCE

#### J. AGENDA ADDENDUM

**2023 PROPOSED MEETINGS:**

**March 28, 2023 – 9:00 a.m. – Board Meeting**

**April 4, 2023 – No Board Meeting**

**April 11, 2023 – 9:00 a.m. – Board Meeting**

**April 18, 2023 – 9:00 a.m. – Board Meeting**

**April 25, 2023 – 9:00 a.m. – Board Meeting**

**May 2, 2023 – No Board Meeting**

**May 9, 2023 – 9:00 a.m. – Board Meeting**

**May 16, 2023 – 9:00 a.m. – Board Meeting**

**May 23, 2023 – 9:00 a.m. – Board Meeting**

**May 30, 2023 – No Board Meeting**

**June 6, 2023 – No Board Meeting**

**June 13, 2023 – 9:00 a.m. – Board Meeting**

**June 20, 2023 – 9:00 a.m. – Board Meeting**

**June 27, 2023 – 9:00 a.m. – Board Meeting**

**July 4, 2023 – No Board Meeting**

**July 11, 2023 – 9:00 a.m. – Board Meeting**

**July 18, 2023 – 9:00 a.m. – Board Meeting**

**July 25, 2023 – 9:00 a.m. – Board Meeting**

**August 1, 2023 – No Board Meeting**

**August 8, 2023 – 9:00 a.m. – Board Meeting**

**August 15, 2023 – 9:00 a.m. – Board Meeting**

**August 22, 2023 – 9:00 a.m. – Board Meeting**

**September 5, 2023 – No Board Meeting**

**September 12, 2023 – 9:00 a.m. – Board Meeting**

**September 19, 2023 – 9:00 a.m. – Board Meeting**

**September 26, 2023 – 9:00 a.m. – Board Meeting**

**October 3, 2023 – No Board Meeting**

**October 10, 2023 – 9:00 a.m. – Board Meeting**

**October 17, 2023 – 9:00 a.m. – Board Meeting**

**October 24, 2023 – 9:00 a.m. – Board Meeting**

**November 7, 2023 – No Board Meeting**

**November 14, 2023 – 9:00 a.m. – Board Meeting**

**November 21, 2023 – 9:00 a.m. – Board Meeting**

**November 28, 2023 – 9:00 a.m. – Board Meeting**

**December 5, 2023 – No Board Meeting**

**December 12, 2023 – 9:00 a.m. – Board Meeting**

**December 19, 2023 – 9:00 a.m. – Board Meeting**

**December 26, 2023 – 9:00 a.m. – Board Meeting**

**ADJOURNMENT**