



# 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, May 23, 2023

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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### ADDRESSING THE BOARD

\*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. 23-033

\*Next Ordinance in line for adoption: No. 2023-05

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: Significant exposure to Litigation Pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (if needed).

### 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.

#### **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.

10:25 a.m.: RECESS

#### **E. STUDY SESSION**

#### **F. BOARDS AND COMMISSIONS**

#### **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

AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR

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|---|--|
| 1 | SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of March, 2023.<br>FISCAL IMPACT: None.<br>ACTION: Receive and file. |
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Attachments:      [G1](#)

- |   |   |
|---|---|
| 2 | PORTFOLIO<br>SUBJECT: Treasurer's Investment Report for March, 2023.<br>FISCAL IMPACT: None.<br>ACTION: Receive and file. |
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Attachments:      [Portfolio](#)

BOARD OF SUPERVISORS

- 3** SUPERVISOR INGRAM  
SUBJECT: Request to pay actual Herlong and Doyle community clean-up costs of \$859.64 and \$1,289.78, respectively, for waste disposal services provided by C & S Waste Solutions of Lassen County, LLC.  
FISCAL IMPACT: Expenditure was approved on April 25, 2023. in an amount of \$1,000 for each clean-up. Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditures.

Attachments: [230523 Ingram Discretionary Funds](#)

- 4** SUPERVISOR NEELY  
SUBJECT: Request to designate: 1) \$1,000 to Susanville American Legion Post# 204; and 2) \$250 to the Susanville Indian Rancheria POW-WOW; and 3) \$250 to the Lassen County Historical Society.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditures.

- 5** SUPERVISOR GALLAGHER  
SUBJECT: Request to designate: 1) \$300 to the Westwood Little League; 2) \$300 to the Westwood Chamber of Commerce for the Paul Bunyan Festival.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditures.

- 6** SUPERVISOR BRIDGES  
SUBJECT: Request to designate: 1) \$100 to the Lassen Lands Trail and Trust; and 2) \$300 to the Lassen County 4-H Council; and 3) \$250 to the Lassen Grizzly Clay Breakers; 4) \$400 to the Veterans of Foreign Wars (VFW Susanville) Post.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditures.

#### HEALTH AND SOCIAL SERVICES

- 7** PUBLIC HEALTH  
SUBJECT: Grant Agreement # 22 - 11037 Awarded by The California Department of Public Health to County of Lassen for the California Immunization Program in the amount of \$1,405,316.74 for the term of July 1, 2022 through June 30, 2027.  
FISCAL IMPACT: No impact to County General Fund. This is a Revenue Agreement.  
ACTION REQUESTED: 1) Approve the agreement, and 2) authorize the County Administrative Officer to execute the agreement.

Attachments: [G7-BOS PH #22-11037 IAP 05.23.23](#)

## OFFICE OF EMERGENCY SERVICES

8

## ADMINISTRATION

SUBJECT: Bid Award: New main fairground entrance gate.

FISCAL IMPACT: Cost is budgeted in Fiscal Year 2022/2023 in the Fund/Budget Unit No. 185-0540 budget with partial contribution from Fund/Budget Unit No. 175-1751 Fair Budget.

ACTION REQUESTED: 1) Award bid to Crazy J's Concrete Inc., Susanville, CA 96130 in the amount of \$17,644.18; and 2) authorize the County Administrative Officer to execute the contract.

Attachments:      [230523 Fair Gate Bid Packet](#)

## PUBLIC WORKS DEPARTMENT

9

## BID REJECTION

SUBJECT: Rejection of Bid Received for the Bieber Lookout Road CR 419 and Bridge Street CR 417 SB-1 Rehabilitation Project.

FISCAL IMPACT: The amount of this bid is above the amount of SB1 funding budgeted for the project. Additionally, state revenue from Highway User Tax and Road Maintenance Rehabilitation Accounts is less than projected and would create a cash flow concern if the project were to move forward at this time.

ACTION REQUESTED: Reject bid submitted on April 20, 2023, for the Bieber Lookout Road CR 419 and Bridge Street CR 417 SB-1 Rehabilitation Project.

Attachments:      [PW Bid Rejection Attach](#)

10

## MEMORANDUM OF UNDERSTANDING

SUBJECT: Memorandum of Understanding (MOU) Agreement between Lassen County and Honey Lake Valley Resource Conservation District.

FISCAL IMPACT: Reimbursable project costs of \$45,000.

ACTION REQUESTED: 1) Approve the MOU between Lassen County and Honey Lake Valley Resource Conservation District for the Mountain Meadow Restoration Project taking place in Susanville Ranch Park; and 2) authorize the Director of Public Works to sign.

Attachments:      [PW RCD Attach](#)

11

## PUNKIN CENTER ROAD

SUBJECT: Notice of Completion for Punkin Center Road CR 417 Rehab B Hot Mix Asphalt Overlay Project, Lassen County, Federal Aid Project RPSTPL-5907(054).

FISCAL IMPACT: The total project cost of \$2,142,568.99 was paid from the Fiscal Year 2022/2023 Road Construction Budget, Fund/Budget Unit No. 122-122 with reimbursement from Federal STIP funding in the amount of \$1,995,000.

ACTION REQUESTED: 1) Approve Notice of Completion; and 2) authorize the Director of Public Works to execute.

Attachments:[PW Punkin Center Attach](#)

## COUNTY CLERK-RECORDER

12

## MINUTES

SUBJECT: Meeting Minutes of May 16, 2023.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments:[DRAFT MINS 2023-05-16](#)

## MISCELLANEOUS CORRESPONDENCE ITEMS

13

ACTION REQUESTED: Receive and file the following correspondence:

- a) Lassen County Fair Advisory Board Meeting Minutes of March 14, 2023.
- b) Lassen County Fair Advisory Board Meeting Minutes of April 11, 2023.
- c) Lassen County Fish and Game Commission Meeting agenda for March 16, 2023.

Attachments:[MISC CORR](#)**H. DEPARTMENT REPORTS**

## AUDITOR/CONTROLLER/TREASURER/TAX COLLECTOR

1

## AUDITOR REPORT

SUBJECT: Update on the Auditor's Office and Tyler.

FISCAL IMPACT: None.

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

## PUBLIC WORKS

2

THIS ITEM WAS MOVED TO THE INFORMATION/CONSENT CALENDAR.

## FAIR

3

## REQUEST FOR PROPOSAL

SUBJECT: Award Lassen County Fair 3-year Marketing Agreement

FISCAL IMPACT: \$164,000 contract amount. Expenditure is budgeted in the fiscal year 22/23 budget of \$5,000 and will be included in budget requests for the 2023/2024 year, the 2024/2025 year, and 2025/2026 year.

ACTION REQUESTED: 1) Award Lassen County Fair 3-year Marketing and Event Promotions Agreement to Liquid Blue Events; and 2) authorize the Fair Manager to sign.

Attachments:[Fair BOS 1](#)[Fair BOS 2](#)[Liquid Blue Events June 1, 2023-December 31, 2025 \\$164,000.00 \(1\)](#)

## HEALTH &amp; SOCIAL SERVICES

4

## HOUSING AND GRANTS

SUBJECT: HomeKey Funding.

FISCAL IMPACT: There is no impact to County General Funds.

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

Attachments:[H4-BOS GLD Homekey 05.23.23](#)

## COUNTY ADMINISTRATIVE OFFICE

5

## REVISED JOB CLASSIFICATIONS

SUBJECT: Revised Job Classifications within Child Support Services Department for Management and Professional Association (MPA) and the General Unit/United Public Employees of California (LCGU/UPEC).

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

ACTION REQUESTED: 1) Change and approve job description for Assistant Director of Child Support Services increasing the range from MPA Range 26 to MPA Range 28; 2) re-class Senior Administrative Clerk/Office Assistant III, (LCGU/UPEC) Range 11, to Administrative Support Specialist I.II.III, (LCGU/UPEC) Range 13/14/16/18; and 3) approve the job description.

Attachments:[1883\\_001](#)

6

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

## I. CORRESPONDENCE

## J. AGENDA ADDENDUM

**2023 PROPOSED MEETINGS:**

**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**