



# Lassen County

## Meeting Agenda

### Board of Supervisors

*LASSEN COUNTY SUPERVISORS:*

*DISTRICT 1 - CHRIS GALLAGHER; DISTRICT 2 - DAVID TEETER - VICE CHAIRMAN; DISTRICT 3 - JEFF HEMPHILL - CHAIRMAN; DISTRICT 4 - AARON ALBAUGH; DISTRICT 5 - TOM HAMMOND*

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Tuesday, November 12, 2019

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. 19-050

\*Next Ordinance in line for adoption: No. 2019-10

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).

2) Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9: one case.

3) Liability Claim; - Claimant: John Bohl, Agency claimed against: Lassen County, Claim# TIBU-600129.

**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.: PLANNING AND BUILDING SERVICES  
SUBJECT: The proposed ordinance repeals and replaces Lassen County Code section 3.18.020 (Planning Department fees), adds section 3.18.130 (Surveyor fees) and repeals and replaces section 3.18.100 (Waiver or Refund of Fees).  
FISCAL IMPACT: Increase in revenues to General Fund/Budget Unit No. 100.  
ACTION REQUESTED: 1) Receive report regarding proposed fees presented to the Budget Committee on August 26, 2019; and 2) conduct a public hearing; and 3) Introduce the ordinance and read (or waive).

Attachments:        [PB PlngFees 11-12-19 pckt](#)

**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**

- 1** COMMITTEE APPOINTMENTS  
SUBJECT: Annual Committee Appointments for 2020.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Make appointments to the following Board, Committee, and Commission:
1. Rural County Representatives of California (RCRC)
    - a. California Non-Profit Corporation
    - b. One member of Board of Supervisors. One alternate from Board of Supervisors.  
2019 Current Members - (P) Supervisor Albaugh, (A) Supervisor Teeter
  2. Golden State Finance Authority (GSFA)
    - a. Government Code section 6500, Joint Powers Agency
    - b. One member of Board of Supervisors. One alternate from Board of Supervisors  
2019 Current Members - (P) Supervisor Albaugh, (A) Supervisor Teeter
  3. Environmental Services Joint Powers Agency (ESJPA)
    - a. Government Code section 6500, Joint Powers Agency.
    - b. One member of Board of Supervisors. One alternate who is staff from Solid Waste.  
2019 Current Members - (P) Supervisor Albaugh, (A) Tom Valentino (Solid Waste Designee)

**Attachments:** [RCRC, GSFA, ESJPA Attach](#)

- 2** CALIFORNIA STATE ASSOCIATION OF COUNTIES (CSAC)  
SUBJECT: Appointment to CSAC Board of Directors Members for 2019-2020.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Make appointments of regular and alternate members to the CSAC Board of Directors. (2018/19 Current Members - (P) Supervisor Gallagher, (A) Supervisor Teeter).

**Attachments:** [CSAC 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

COUNTY CLERK-RECORDER

- 1                    RECORDER  
SUBJECT: Agreement with BMI Imaging Systems Inc. to include/continue web hosting services, OCR (Optical Character Recognition) processing and current software upgrade for the Recorder's Digital Reel System. This agreement will be for a period of five years beginning December 1, 2019, and ending November 30, 2024, at \$7000 per year.  
FISCAL IMPACT: Recorders Micrographics Trust Fund/Budget Unit No. 147-0641.  
ACTION REQUESTED: 1) Approve agreement; and 2) authorize Chairman to sign agreement; and/or 3) provide direction to staff.

Attachments:        [REC BMI Agreement Attach](#)

- 2                    MINUTES  
SUBJECT: Meeting Minutes of October 22, 2019.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments:        [DRAFT MINS](#)

#### COUNTY ADMINISTRATIVE OFFICE

- 3                    LASSEN COUNTY REGIONAL SOLID WASTE AUTHORITY  
SUBJECT: Addition of 1.0 FTE Administrative Assistant and 1.0 FTE Senior Account Clerk positions and elimination of 1.0 Program Coordinator and 1.0 Account Tech I/II positions in Fund 585 Solid Waste.  
FISCAL IMPACT: None. Project Coordinator and Account Tech II positions are vacant. The Lassen County Regional Solid Waste Authority is reporting that the overall change to the salary and benefits budget, County Fund 585, Budget Unit 0241 is a reduction of about \$80,000 for the 2019-2020 fiscal year.  
ACTION REQUESTED: Approve addition of 1.0 FTE Administrative Assistant and 1.0 FTE Senior Account Clerk positions and the elimination of 1.0 Program Coordinator and 1.0 Account Tech I/II positions in Fund/Budget Unit No. 585-0241 Solid Waste.

Attachments:        [191112 Solid Waste Allocated Positions](#)

- 4                    THIS ITEM HAS BEEN PULLED

- 5                    UNITED PUBLIC EMPLOYEES OF CALIFORNIA (UPEC) MEMORANDUM OF UNDERSTANDING (MOU)  
SUBJECT: UPEC MOU Amendment to require Probation Department Employees to wear a uniform and to receive a uniform allowance.  
FISCAL IMPACT: Appropriated in Fiscal Year (FY) 2019-2020 Budget.  
ACTION REQUESTED: 1) Ratify an amendment to the UPEC MOU titled Probation Department Uniform Allowance; or 2) provide direction to staff.

Attachments:        [191112 UPEC MOU AMENDMENT](#)

- 6 PERSONNEL REPORT  
SUBJECT: Personnel Movement Report for September 2019.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [Personnel Report](#)

#### HEALTH AND SOCIAL SERVICES

- 7 ENVIRONMENTAL HEALTH  
SUBJECT: Resolution to Establish Lassen County Environmental Health Petty Cash Fund.  
FISCAL IMPACT: There is no impact to County General Funds.  
ACTION REQUESTED: Adopt Resolution.

Attachments: [BOS EH Petty Cash Resolution](#)

#### MISCELLANEOUS CORRESPONDENCE ITEMS

- 8 ACTION REQUESTED: Receive and file the following correspondence:  
a) Lassen County Architectural Review Committee Special Agenda for October 28, 2019.  
b) Lassen County Behavioral Health Advisory Board meeting agenda for November 4, 2019.  
c) Lassen County Behavioral Health Advisory Board meeting agenda for November 18, 2019.  
d) Susanville City Council Special Meeting Agenda for October 21, 2019.  
e) Lassen County Architectural Review Committee Notice of Adjournment on October 28, 2019.  
f) Lassen County Architectural Review Committee Regular Agenda for November 1, 2019.  
g) Susanville City Council Special Meeting Agenda for November 6, 2019.  
h) Lassen County Technical Advisory Committee Meeting Agenda for November 7, 2019.  
i) Lassen County Planning Commission Regular Meeting Agenda for November 5, 2019.

Attachments: [MISC CORR](#)

## H. DEPARTMENT REPORTS

### COUNTY ADMINISTRATIVE OFFICE

- 1 ASSESSOR RECRUITMENT  
SUBJECT: Assessor recruitment process regarding the position for Chief Appraiser Business and Administration.  
FISCAL IMPACT: Appropriated in Fiscal Year (FY) 2019-2020 Budget.  
ACTION REQUESTED: 1) Receive report from CAO regarding recruitment process; and/or 2) provide direction to staff.

Attachments: [191112 Assessor Recruitment](#)

#### SHERIFF'S DEPARTMENT

- 2 INMATE COMMISSARY SERVICES  
SUBJECT: Bid award for Lassen County Jail Inmate Commissary Services to Keefe Group.  
FISCAL IMPACT: From Public Safety - Sheriff Jail Fund/Budget Unit No.130-0525. The services will be implemented at no cost as stated in the proposal. The County will receive a minimum Commission of 38% from purchases made from the Commissary Service.  
ACTION REQUESTED: 1) Award the Request for Proposal to Keefe; and 2) authorize the CAO to begin negotiations for a contract with GTL.

Attachments: [SO Commissary Board Packet 11-12-19](#)

#### FAIR

- 3 FAIR MANAGER'S REPORT  
SUBJECT: Current report of fair ground.  
FISCAL IMPACT: None.  
ACTION REQUESTED: 1) Receive report; and/or 2) provide direction to staff.

Attachments: [Fair Mgr Report Attach](#)

#### COUNTY ADMINISTRATIVE OFFICE

- 4 HISTORIC COURTHOUSE  
SUBJECT: Approval to enter into a non-competitive sole-source agreement in the amount of \$183,591 with Lionakis to provide architectural and engineering services for Demolition - Phase 1 of the Historic Courthouse Project.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Authorize the County Administrative Officer to sign the agreement.

Attachments: [191112 Part 1 Lionakis Agreement Courthouse](#)

- 5 HISTORIC COURTHOUSE (2)  
SUBJECT: Consider non-competitive sole source procurement of architectural and engineering services with Lionakis for seismic and related improvements, after demolition, to the historic courthouse.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Provide direction to staff.

Attachments: [Part 2-Lionakis Structural Improvements-Historic Courthouse](#)

- 6 SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

## I. CORRESPONDENCE

- 1 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
SUBJECT: Letter from Department of Housing and Community Development to County Administrative Officer dated October 22, 2019, finding Lassen County's Housing Element adopted by the Board of Supervisors on August 27, 2019, in full compliance with state Housing Element law (Article 10.6 of the Government Code).  
FISCAL IMPACT:  
ACTION REQUESTED: None.

Attachments: [PB HousElemCorresp11-12-19](#)

## J. AGENDA ADDENDUM

### 2019 PROPOSED MEETINGS:

November 19, 2019 – 9:00 a.m. – Board Meeting  
November 26, 2019 – 9:00 a.m. – Board Meeting  
December 3, 2019 – No Board Meeting  
December 10, 2019 – 9:00 a.m. – Board Meeting  
December 17, 2019 – 9:00 a.m. – Board Meeting  
December 24, 2019 – Holiday – No Board Meeting

### ADJOURNMENT