



# Lassen County

## Meeting Minutes Board of Supervisors

DRAFT

### *LASSEN COUNTY SUPERVISORS:*

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

Tuesday, November 15, 2022

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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

Present: Supervisors Gallagher, Hemphill, and Hammond. Also present: Deputy County Administrative Officer (CAO) Tony Shaw, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Michele Yderraga.

Supervisor Albaugh arrived at 9:05 a.m.

Supervisor Bridges and County Administrative Officer Richard Egan were absent.

**Present:** 4 - Chris Gallagher, Aaron Albaugh, Jeff Hemphill and Tom Hammond

**Absent:** 1 - Gary Bridges

**Excuse:** 0

### PUBLIC COMMENT

None.

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

County Counsel Uhrhammer announced the following closed session items:

- 1) Conference with Legal Counsel: Significant exposure to Litigation Pursuant to Subdivision (d)(2) of Government Code Section 54956.9.
- 2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: Singh vs. County of Lassen; Lassen County Superior Court Case No. 63552/2021-CV0013246.
- 3) Liability Claim; - Claimant: John Doe 1, et al., Agency claimed against: Lassen County.

### CLOSED SESSION

Closed session was held from 9:02 a.m. - 9:08 a.m.

Supervisors Gallagher, Hemphill, and Hammond. Also present: Deputy CAO Shaw, County Counsel Uhrhammer, and Deputy Clerk of the Board Yderraga.

Supervisor Albaugh arrived at 9:05 a.m.

Director of Planning and Building Services Maury Anderson was present from 9:02 a.m. - 9:04 a.m.

Personnel/Risk Analyst Regina Schaap was present from 9:02 a.m. - 9:08 a.m.

RECESS: 9:08 a.m. - 9:30 a.m.

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

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

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

### **ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION**

County Counsel Uhrhammer announced the following closed session items:

1) Conference with Legal Counsel: Significant exposure to Litigation Pursuant to Subdivision (d)(2) of Government Code Section.

No reportable action.

2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: Singh vs. County of Lassen; Lassen County Superior Court Case No. 63552/2021-CV0013246.

No reportable action.

3) Liability Claim; - Claimant: John Doe 1, et al., Agency claimed against: Lassen County.

Direction to staff was given.

### **AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS**

Supervisor Albaugh adjourned in memory of John Lennon and Ethel Dowell.

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

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

### **PUBLIC COMMENTS**

Tom Traphagan: Discussed Farmer and School programs in Lassen County.

### **UNAGENDIZED REPORTS BY BOARD MEMBERS**

Supervisor Albaugh: 1) Attended the Veterans Day Program the Big Valley High

School hosted; 2) attended the Fall River/Big Valley Cattlemen's and Cattlewomen's luncheon they hosted for the veterans; 3) attended the Rural County Representatives of California (RCRC) Executive meeting; 4) thanked everyone who voted. Briefly discussed the November 8, 2022, General Election.

Supervisor Hammond: 1) Attended the Association Defense Community in Phoenix, Arizona; 2) will be attending a US Highway 395 meeting.

Supervisor Hemphill: 1) Attended the Veteran's Day Parade; 2) attended a NorCal EMS meeting.

Supervisor Gallagher: 1) Thanked everyone who showed to the meeting on Tuesday; 2) attended the Volcanic Legacy Bi-Way Partnership meeting; 3) announced today is Giving Tuesday. Briefly discussed different organizations; 4) attended a Behavioral Health Advisory Board meeting; 5) attended the Veteran's Day Parade and presented the veterans with a Proclamation.

10:25 a.m.: RECESS

## INFORMATION/CONSENT CALENDAR

Supervisor Albaugh requested to pull Item# G2 - Community Social Services Agreement, and Item# G4 - Grants and Loans for further discussion.

## Approval of the Consent Agenda

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

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

## HEALTH AND SOCIAL SERVICES

### BEHAVIORAL HEALTH AGREEMENT

SUBJECT: Provider Services Agreement between Partnership HealthPlan of California and Lassen County Behavioral Health for Enhanced Care Management.

FISCAL IMPACT: There is no impact to County General Funds. This is a Revenue Agreement.

ACTION REQUESTED: 1) Approve Agreement; and 2) Authorize the CAO to execute the agreement.

Attachments: [G1 - BOS BH Partnership ECM 11.15.22](#)

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

### MEMORANDUM OF UNDERSTANDING

SUBJECT: Housing and Homelessness Incentive Program (HHIP)

Memorandum of Understanding Between Lassen County and Partnership HealthPlan of California.

FISCAL IMPACT: There is no impact to County General Fund. This is a Revenue Agreement.

ACTION REQUESTED: 1) Approve the County Administrative Officer or his Designee to execute the Memorandum of Understanding.

Attachments: [G3 - BOS GLD HHIP 11.15.22](#)

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

PUBLIC HEALTH AGREEMENT

SUBJECT: Agreement# 21-10561 between the California Department of Public Health and County of Lassen in the amount of \$514,150 for the term of July 1, 2021 through December 31, 2025, to conduct activities necessary to expand, train and sustain a response-ready disease intervention specialist workforce.

FISCAL IMPACT: There is no impact to County General Funds. This is a revenue agreement.

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

Attachments: [G5 - BOS PH #21-10561 11.15.22](#)

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

SHERIFF'S DEPARTMENT

OPERATIONS

SUBJECT: Fleet vehicle purchases.

FISCAL IMPACT: \$137,305.36 from the Fleet Maintenance Fund/Budget Unit No. 135-0352.

ACTION REQUESTED: Authorize the purchase of the listed vehicles.

Attachments: [doc03624420221110145533](#)

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

COUNTY CLERK-RECORDER

MINUTES

SUBJECT: Meeting Minutes of October 11, 2022.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2022-10-11](#)

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

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

a) Lassen County Behavioral Health Advisory Board meeting agenda for November 14, 2022.

b) Big Valley Groundwater Basin Advisory Committee (BVAC) agenda for November 3, 2022.

c) Application for Alcoholic Beverage License(s) - Stonehouse Bistro.

**Attachments:** [MISC CORR](#)

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

## DEPARTMENT REPORTS

### HEALTH AND SOCIAL SERVICES

#### COMMUNITY SOCIAL SERVICES AGREEMENT

SUBJECT: Agreement # 22-1004 between the California Department of Social Services and Lassen County Health and Social Services in the amount of \$0 for the term of July 1, 2022 through June 30, 2025 to provide confidential wage and unemployment information for the sole purpose of conducting program evaluations.

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

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

**Attachments:** [G2 - BOS CSS EDD 11.15.22](#)

Supervisor Albaugh asked for clarification on this item. Assistant Director/Personnel Coordinator Danielle Sanchez stated the state contracted with the Employment Development Department (EDD) to receive unemployment information as reported that a participant may not report to Lassen County. This item was contracted due to the confidential information in the data.

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

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

#### GRANTS AND LOANS

SUBJECT: California Department of Housing and Community Development's (HCD) Transitional Housing Program (THP) Round 4 and Housing Navigation and Maintenance Program (HNMP) Round 1 Joint Allocation.

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

ACTION REQUESTED: 1) Adopt joint resolution accepting Transitional Housing Program Round 4 and Housing Navigation and Maintenance Program Round 1 allocations, and; 2) authorize the County Administrative Officer or his designee, to execute the agreements and any amendment thereto.

**Attachments:** [G4 - BOS GLD HCD THP 11.15.22](#)

Supervisor Albaugh asked how this program could receive additional funding. Housing Program Coordinator Grace Poor gave a breakdown of the number of youths being housed, purpose of the funding, and stated the funding is combined with other grants for this program. Brief discussion was held.

**A motion was made by Supervisor Albaugh, seconded by Hammond, that this Resolution No. 22-059 be adopted. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Nay:** 1 - Bridges

#### COUNTY CLERK-RECORDER

LOCAL AGENCY BIENNIAL NOTICE CONFLICT OF INTEREST CODE  
SUBJECT: Report on district compliance with Government code section 87306 et seq.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

Attachments: [doc03621920221110114246](#)

Deputy Clerk of the Board Michele Yderraga gave a brief overview of the Biennial Notice Conflict of Interest Code and penalties for not providing a Conflict of Interest Code.

PROCLAMATION

SUBJECT: Proclamation recognizing veterans.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt Proclamation.

Attachments: [Proclamation 2022 -- Veterans Day](#)

Brief discussion was held.

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

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

#### COUNTY COUNSEL

CONFLICT OF INTEREST CODE

SUBJECT: Adoption of Conflict of Interest Code(s).

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Review the changes to the conflict of interest code as submitted; 2) adopt the resolution updating the conflict of interest code; and/or 3) Provide direction to staff.

**Attachments:** [2022-Resolution Lassen County Conflict of Interest Code](#)

County Counsel Uhrhammer stated the board reviews county positions every two years and are categorized based on financials and decision making within the county. County Counsel Uhrhammer stated the Conflict of Interest Code list was very long and would be requesting Department Heads to review positions within their departments. Brief discussion was held.

**A motion was made by Supervisor Albaugh, seconded by Hammond, that this Resolution No. 22-057 be adopted. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

#### PLANNING AND BUILDING SERVICES

SUSTAINABLE GROUNDWATER MANAGEMENT GRANT APPLICATION  
SUBJECT: Resolution designating an authorized representative to submit an application and execute an agreement with the State of California for the Sustainable Groundwater Management Act (SGMA) Implementation grant application.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive packet regarding the 2022 Sustainable Groundwater Management (SGM) Grant Program SGMA Implementation Round 2 Grant; and 2) adopt a resolution authorizing the Planning and Building Services Department Director, Maurice Anderson, to prepare, submit, and execute a grant agreement with the California Department of Water Resources (DWR); and 3) adopt a resolution authorizing Modoc County to prepare, submit, and execute a grant agreement with DWR on behalf of the Lassen and Modoc County Groundwater Sustainability Agencies.

**Attachments:** [Board Packet\\_SGMA Implementation Round 2 11.15.2022](#)

[BoS Resolution authorizing Modoc GSA to apply for SGMA implementation grant 11.15.2022](#)

Director of Planning and Building Services Maury Anderson gave a brief overview of the item and stated the resolution would authorize him to maintain and implement the grant application. The same action would be for the Modoc Groundwater Sustainability Agency. Director Anderson said he was in favor of the item. Director Anderson discussed the terms of the grant and how funding would be permitted to spend. Additional discussion was held.

SPEAKERS: Tom Traphagan.

**A motion was made by Supervisor Albaugh, seconded by Hammond, that this Lassen County Sustainability Groundwater**

**Management Agency Resolution No. 22-054 and Modoc County Sustainability Groundwater Management Agency Resolution No. 22-055 be adopted. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

## **PUBLIC HEARINGS**

### **HEALTH AND SOCIAL SERVICES**

**SUBJECT:** Public Hearing and Resolution with 5-Year Plan and Application for Lassen County's Permanent Local Housing Allocation (PLHA).

**FISCAL IMPACT:** There is no impact to County General Fund.

**ACTION REQUESTED:** 1) Conduct a public hearing to solicit comments regarding submittal of the PLHA application and plan; 2) adopt resolution making an application to HCD's PLHA Program; and 3) authorize the County Administrative Officer or their designee to execute the PLHA application and standard agreement and any amendments thereto.

**Attachments:** [C1 - BOS GLD PLHA 11.15.22](#)

Director of Community Social Services Jenna Ducasse informed the board this item had recently been presented to the board and was returning to hold a Public Hearing. Director Ducasse reminded the board they had previously unanimously approved this item when it was originally presented. Brief discussion was held.

The public hearing was held from 10:07 a.m. - 10:08 a.m.

**SPEAKERS IN FAVOR:** None.

**SPEAKERS IN OPPOSITION:** None.

**A motion was made by Hammond, seconded by Hemphill, that this Resolution No. 22-056 be adopted. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

## **MATTERS SET FOR TIME CERTAIN**

### **PUBLIC WORKS DEPARTMENT**

#### **PUBLIC WORKS**

**SUBJECT:** Report on Snow Removal Policy and current resources for year's 2022-2023 Winter Season.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** 1) Receive report; and/or 2) and provide possible



direction to staff.

Attachments: [D1 Attach](#)

Director of Public Works Pete Heimbigner gave an extensive report pertaining to snow removal in Lassen County and introduced the Road Department staff. Director Heimbigner discussed snow removal policy, resources, priority roads, parking restrictions, sanding policy, funding, staffing, training, and equipment. Discussion was held.

SPEAKERS: Heavy Equipment Mechanic Supervisor Nick Dillon, and Tom Traphagan.

RECESS: 10:35 a.m. - 10:45 a.m.

LASSEN FIRE SAFE COUNCIL INC

SUBJECT: Receive presentation from the Lassen Fire Safe Council Inc.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive presentation.

Lassen Fire Safe Council Board Chairperson Ruth Moretz gave a detailed presentation regarding staff changes that included a new Managing Director and a new Project Coordinator. Ms. Moretz also discussed their relationship with Cal Fire, policy and procedure, and best practices regarding grants, grant reporting, agreement contracts, and firewise communities. Brief discussion was held pertaining to burn restoration. Supervisor Albaugh asked what the requirements were to become a member of their board. Ms. Moretz offered to send the qualifications to the Lassen County Board of Supervisors. Ms. Moretz stated an applicant couldn't have a conflict of interest. Additional discussion was held regarding the Lassen Fire Safe Council's meeting procedures.

## **DEPARTMENT REPORTS - CONTINUED**

### **PUBLIC WORKS DEPARTMENT**

COURTHOUSE ANNEX

SUBJECT: Courthouse Annex - Equity Buy Out of Judicial Council of California.

FISCAL IMPACT: Buy out in amount of \$250,000, is complete.

ACTION REQUESTED: Authorize the Chairman to execute the Relinquishment of Equity Rights for the Lassen County Courthouse Annex.

Attachments: [Complete BOS Packet - RER - 111522](#)

Director of Public Works Pete Heimbigner gave a brief summary of the Courthouse Annex. Director Heimbigner stated the courts had an equitable interest in the annex. When the courts moved, there was an agreement established for Lassen County to make five payments of \$50,000 to acquire the Courthouse Annex. Director Heimbigner informed the board all payments have been completed and requested the Chairman to execute the Relinquishment of

Equity Rights. Discussion was held.

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

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

ROAD DEPARTMENT

SUBJECT: Weight limit restrictions on Whitehead Slough Bridge 7C-52, Alexander Lane.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt resolution determining the recommended load limits for Whitehead Slough Bridge 7C-52.

**Attachments:** [H6 Attach](#)

Director of Public Works Pete Heimbigner gave a brief overview of the weight limit restrictions and referenced a map. Caltrans did an inspection and recommended a reduction and weight loading. Director Heimbigner discussed bridge weight limits and highway bridge funding. Discussion was held.

**A motion was made by Supervisor Albaugh, seconded by Hammond, that this Resolution No. 22-058 be adopted. The motion carried by the following vote:**

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

LASSEN TRANSIT SERVICE AGENCY (LTSA)

SUBJECT: Year end budget adjustment of Lassen Transit Service Agency Fiscal Year 2021/2022 budget.

FISCAL IMPACT: Fund balance and revenue was sufficient to cover expenditures.

ACTION REQUESTED: 1) Increase revenue of Fund/Budget Unit No.128-5701 from \$180,000 to \$203,593.22; and 2) increase major object expenditure Fund/Budget Unit No. 128-5701-3010 from \$131,637 to \$143,005.13; and 3) increase major object expenditure Fund/Budget Unit No. 128-5701-3020 from \$47,200 to \$60,588.09. Action to approve requires 4/5 vote.

**Attachments:** [H7](#)

Director of Public Works Pete Heimbigner gave an overview of the budget and a slight overture on salaries due to an error. Director Heimbigner presented a comparison of last fiscal year to current fiscal year stated on all unallocated costs and how the distributions are made over the county in different ways. Brief discussion was held.

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

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

ANIMAL SHELTER

SUBJECT: Position reclassification.

FISCAL IMPACT: No change in range and position is fund in Fiscal Year 2022/2023 budget.

ACTION REQUESTED: Approve position reclassification of Animal Control Supervisor to Animal Shelter Manager.

**Attachments:** [H8 Attach](#)

Director of Public Works Pete Heimbigner informed the board this item was a position reclass and stated the Animal Control Supervisor was no longer needed. The position was reclassified to an Animal Shelter Manager. Director Heimbigner gave a brief summary of the position. Brief discussion was held regarding the budget.

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

**Aye:** 4 - Gallagher, Hemphill, Albaugh and Hammond

**Absent:** 1 - Bridges

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

Deputy CAO Shaw announced CAO Egan and Supervisor Bridges were at the California State Association of Counties (CSAC) conference.

Supervisor Gallagher announced the Board of Supervisors meeting scheduled for December 27, 2022, would not be called.

## ADJOURNMENT

There being no further business, the meeting is adjourned in memory of John Lennon and Ethel Dowell at 11:41 a.m..

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

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

ATTEST:

---

Michele Yderraga, Deputy Clerk of the Board