



Lassen County

DRAFT

Meeting Minutes Board of Supervisors

Tuesday, December 19, 2017

9:00 AM

Board Chambers
707 Nevada Street
Susanville, CA 96130

9:00 A.M. CALL TO ORDER

Present: Supervisors Gallagher, Teeter, Hemphill, Albaugh and Hammond. Also Present: County Administrative Officer (CAO) Richard Egan, County Counsel Robert Burns and Deputy Clerk of the Board Michele Yderraga.

Present: 5 - Chris Gallagher, David Teeter, Jeff Hemphill, Aaron Albaugh and Tom Hammond

Excuse: 0

PUBLIC COMMENT

None.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

CAO Egan announced:

1) Liability Claim: 1) Workers Compensation Claim No. TIBR-550532 & TIBS-600225; and 2) Workers Compensation Claim No. TIBS-600283.

CLOSED SESSION

Closed session was held from 9:01 a.m. - 9:22 a.m.

Present: Supervisors Gallagher, Teeter, Hemphill, Albaugh and Hammond. Also Present: CAO Egan, County Counsel Burns, Deputy CAO Tony Shaw and Deputy Clerk of the Board Yderraga.

Personnel/Risk Analyst Cheryl Douglas was present from 9:01 a.m. - 9:21 a.m.

Trindel Claims Adjuster Sarah Haynes was present via teleconference from 9:04 a.m. - 9:18 a.m.

RECESS: 9:22 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 Albaugh.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan reported: 1) Liability Claim: 1) Workers Compensation Claim No. TIBR-550532 & TIBS-600225; and 2) Workers Compensation Claim No. TIBS-600283. No reportable action.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

PUBLIC COMMENTS

None.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Hammond: Attended a Standish/Litchfield Fire Department meeting.

Supervisor Hemphill: 1) Attended a Standish/Litchfield Fire Department meeting; 2) wished everyone a Merry Christmas.

Supervisor Gallagher: 1) Attended a neighborhood watch meeting in Westwood; 2) thanked everyone who organized the county Christmas party; 3) requested to designate \$500 to Westwood Neighborhood Watch, \$150 to Spalding Neighborhood Watch, \$500 to the Westwood Library, \$500 to Lassen Land and Trails Trust, \$200 to the Westwood Chamber of Commerce, \$150 Lake Forest Neighborhood Watch, \$250 to Lake Forest Fire Department, \$250 to Spalding Fire Department and \$250 to Westwood Fire Department; 4) wished Merry Christmas to everyone; 5) acknowledged being one year on the Board of Supervisors and appreciates everyone for the successful year.

Supervisor Teeter: 1) Attended the Susanville Symphony; 2) thanked everyone who participated in the county Christmas party; 4) read a poem titled "Merry Christmas" by Poet Laureate Violet Stout.

Supervisor Albaugh: 1) Wished everyone a Merry Christmas and Happy New Year; 2) gave a big thank you to the recognition committee for organizing the county Christmas party; 3) thanked the children that helped clean after the Christmas party and Julie Morgan, Yvonne Smith and Bob Burns for staying through the very end of the county Christmas party; 4) read a second poem by Poet Laureate Violet Stout titled "Lassen County Board of Supervisors".

BOARDS AND COMMISSIONS**BOARDS AND COMMISSIONS**

SUBJECT: Semi-Annual Appointments for 2018.

FISCAL IMPACT: None

ACTION REQUESTED: Make appointments to the following Boards, Committees and/or Commissions:

1. STONES BENGARD COMMUNITY SERVICES DISTRICT

a) Stones Bengard Community Services District (CSD) board vacancies - two (2) terms expired December 1, 2017.

b) Consider making appointment to terms ending 12/3/2021. (Applicant: None).

Attachments: [Stones CSD 2017](#)[Big Val Rec Apps 2017](#)[Milford Fire District](#)

County Clerk/Recorder Julie Bustamante gave a brief report on the annual committee appointments for Stones Bengard Community Services District (CSD). Discussion was held. Supervisor Gallagher questioned the policy and procedure of appointments within Community Service Districts with County Clerk/Recorder Bustamante. County Counsel Burns stated he would review the policy of board appointments for Stones-Bengard CSD. It was agreed to appoint the following applicants to Stones Bengard CSD:

Rejina Mowrey and Cynthia San Diego.

A motion was made by Supervisor Hemphill, seconded by Supervisor Gallagher, that these Appointments be approved. The motion carried by the following vote:

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond**BOARDS AND COMMISSIONS**

SUBJECT: Semi-Annual Appointments for 2018.

FISCAL IMPACT: None

ACTION REQUESTED: Make appointments to the following Boards, Committees and/or Commissions:

2. BIG VALLEY RECREATION DISTRICT

a) Big Valley Recreation District board vacancies - three (3) terms expired December 1, 2017.

b) Consider making appointment to term ending 12/3/2021. (Applicant: Laura Finlay).

County Clerk/Recorder Julie Bustamante gave a brief report on the annual committee appointments for Big Valley Recreation District. Discussion was held. It was agreed to appoint the following applicant to Big Valley Recreation

District:

Laura Finlay.

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

BOARDS AND COMMISSIONS

SUBJECT: Semi-Annual Appointments for 2018.

FISCAL IMPACT: None

ACTION REQUESTED: Make appointments to the following Boards, Committees and/or Commissions:

3. MILFORD FIRE PROTECTION DISTRICT

a) Milford Fire Protection District board vacancies - three (3) terms expired December 1, 2017.

b) Consider making re-appointment to terms ending 12/3/2021. (Applicants: Irene Doyle, Sandy Jansen and Connie Snook).

County Clerk/Recorder Julie Bustamante gave a brief report on the annual committee appointments for Milford Fire Protection District. Discussion was held. It was agreed to appoint the following applicants to Milford Fire Protection District:

Sandy Jansen, Irene Doyle and Connie Snook.

A motion was made by Supervisor Hemphill, seconded by Supervisor Hammond, that these Appointments be approved. The motion carried by the following vote:

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

INFORMATION/CONSENT CALENDAR

Supervisor Albaugh pulled Item# G2 Social Security Number Truncation Program, Item# G3 Minutes and Item# G4 Special Prosecutor Contract Amendment for further discussion.

Approval of the Consent Agenda

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

AUDITOR'S OFFICE

REPORT

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of November, 2017.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [LASSEN COUNTY FUND BALANCES 11-30-2017](#)

This Report was approved on the Consent Agenda.

HEALTH AND SOCIAL SERVICES

BEHAVIORAL HEALTH

SUBJECT: Amendment to the One Stop Agreements with Big Valley Community Alliance, Inc. and Communities United for Children and Families for Fiscal Year (FY) 2017/2018.

FISCAL IMPACT: There is no impact to County General Fund. Mental Health Services Act (MHSA) Funding will pay for the increased costs.

ACTION REQUESTED: (1) Approve the Amendments with Big Valley Community Alliance, Inc. and Communities United for Children and Families; and (2) authorize the County Administrative Officer to sign the Amendments.

Attachments: [BOS BH One Stop Amend 12.19.17](#)

This Action Item was approved on the Consent Agenda.

COMMUNITY SOCIAL SERVICES

SUBJECT: Approval of Agreement with California Department of Social Services (CDSS) for legal consultation and representation in Resource Family Approval (RFA) appeals.

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

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

Attachments: [BOS CSS CDSS RFA 12.19.17](#)

This Agreement was approved on the Consent Agenda.

THIS ITEM HAS BEEN PULLED

PROBATION DEPARTMENT

TRAVEL AUTHORIZATION

SUBJECT: Travel authorization for Travis Music to attend the mandatory Probation Officer Core Course training, January 22 through February 27, 2018 in Marysville. The total estimated cost of the training is approximately \$4,507.24.

FISCAL IMPACT: From Fund/Budget Unit No.145-0561 with partial reimbursement from the Standards & Training for Corrections (STC) Program.

ACTION REQUESTED: Approve.

Attachments: [PROB - DPO Core t](#)

This Action Item was approved on the Consent Agenda.

TREASURER/TAX COLLECTOR'S OFFICE

REPORT

SUBJECT: Treasurer's Investment Report for November, 2017.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [LASSEN COUNTY PORTFOLIO 11-30-2017](#)

This Report was received and filed on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

a) Lassen County Air Pollution Control District Governing Board Meeting Agenda for December 12, 2017.

Attachments: [Misc Corr](#)

These Reports were received and filed on the Consent Agenda.

SHERIFF'S DEPARTMENT

TRAVEL AUTHORIZATION / TRAINING

SUBJECT: Travel authorization for two (2) Deputy Sheriff Recruits to attend Butte College Basic Law Enforcement Academy January 2-June 8, 2018 in Chico, Ca.

FISCAL IMPACT: \$17,400.00 from Public Safety - Sheriff Fund Budget Unit No.130-0522.

ACTION REQUESTED: Approve.

Attachments: [2002_001](#)

This Action Item was approved on the Consent Agenda.

DEPARTMENT REPORTS

COUNTY CLERK-RECORDER

SOCIAL SECURITY NUMBER TRUNCATION PROGRAM

SUBJECT: Rescind Resolution No. 08-017 which adopted an additional \$1 fee for implementation of a Social Security Number Truncation program. The truncation of records is nearly complete and the funds collected thus far are sufficient to complete the project and also pay for the second required review due December 2017.

FISCAL IMPACT: Unknown.

ACTION REQUESTED: Adopt Resolution.

Attachments: [Resolution Discontinuing Truncation Fee](#)

County Clerk/Recorder Julie Bustamante gave a brief explanation of the current resolution pertaining to the Social Security Number Truncation Program. Discussion was held.

Supervisor Hemphill was absent from 9:51 a.m. - 9:52 a.m.

A motion was made by Supervisor Gallagher, seconded by Supervisor Hammond, that this Resolution No. 17-068 be adopted. The motion carried by the following vote:

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

MINUTES

SUBJECT: Meeting minutes of December 12, 2017.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [Draft Meeting Minutes](#)

Supervisor Albaugh requested to have County Counsel Burns added as "present" to the closed session item "Employee Evaluation" for the meeting minutes of December 12, 2017.

A motion was made by Supervisor Teeter, seconded by Supervisor Gallagher, that these Minutes be approved as amended. The motion carried by the following vote:

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

DISTRICT ATTORNEY

SPECIAL PROSECUTOR CONTRACT AMENDMENT

SUBJECT: Contract amendment to increase rate of Special Prosecutor, Dan A. Howe, to coincide with the Lassen County Superior Court Order 2017-04.

FISCAL IMPACT: To be paid from existing appropriation in Fund/Budget Unit No. 107-0421 to be reimbursed by the California Department of Corrections.

ACTION REQUESTED: Approve contract amendment and authorize CAO and Chairman to sign.

Representation from the District Attorney's office was not present. Brief discussion was held.

A motion was made by Supervisor Hemphill, seconded by Supervisor Teeter, that this Action Item be tabled to the Board of Supervisors meeting to be held on January 9, 2018. The motion carried by the following vote:

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

RECESS: 9:58 a.m. - 10:01 a.m.

MATTERS SET FOR TIME CERTAIN

PROCLAMATION

SUBJECT: Proclamation recognizing Charmon Miller (6 years - Lassen Regional Solid Waste) on her retirement from Lassen County.

FISCAL IMPACT: None.

ACTION: Adopt.

Attachments: [Proclamation 2017 -- Charmon Miller2](#)

Supervisor Albaugh presented a Proclamation to Charmon Miller (6 years, Lassen Regional Solid Waste) on her retirement from Lassen County. (Charmon Miller was not present).

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

RECOGNITION COMMITTEE

SUBJECT: 10 Year Awards: Trinidad Eva Diaz (Behavioral Health) Amy Foster (Sheriff's Office), and Janice Foster (Children & Family Services).

15 Year Awards: Diana Wemple (Auditor).

FISCAL IMPACT: None.

ACTION: Present awards.

Supervisor Albaugh made presentations to: Diana Wemple (15 years - Auditor) and Janice Foster (10 years - Children & Family Services).

Speakers: County Counsel Burns.

DEPARTMENT REPORTS - Continued

SHERIFF'S DEPARTMENT

FLEET VEHICLE PURCHASE

SUBJECT: Fleet maintenance purchase of one (1) new vehicle to replace fleet vehicle assigned to Sheriff's Office. This vehicle is a contract price purchase through the State Department of General Services.

FISCAL IMPACT: \$29,640.64 from Fleet Maintenance Fund/Budget Unit No. 135-0352.

ACTION REQUESTED: Approve.

Attachments: [2016_001](#)

Captain Kevin Jones gave a description of the fleet maintenance purchase of one new vehicle for the Sheriff's office. Brief 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: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

MATTERS SET FOR TIME CERTAIN - Continued

GRANTS AND LOANS

SUBJECT: 2017 Lassen County Point-in-Time Homeless Report.

FISCAL IMPACT: None.

ACTION REQUESTED: Receipt report.

Attachments: [BOS GLD 2017 LC PIT Count Report 12.19.17](#)

Grants & Loans Program Manager Jenna Aguilera gave power point presentation update for Lassen County's Point-in-Time Homeless Report for 2017. Extensive discussion was held.

SPEAKERS: Lorraine Barber.

RECOGNITION COMMITTEE

SUBJECT: 10 Year Awards: Trinidad Eva Diaz (Behavioral Health) Amy Foster (Sheriff's Office), and Janice Foster (Children & Family Services).

15 Year Awards: Diana Wemple (Auditor).

FISCAL IMPACT: None.

ACTION: Present awards.

Supervisor Albaugh presented to: Amy Foster (10 years - Sheriff's Office).

SPEAKERS: Dean Growdon.

DEPARTMENT REPORTS - Continued

COUNTY ADMINISTRATIVE OFFICE

SALES TAX

SUBJECT: Discussion and direction to staff on the subject of a transactions and use (sales) tax revenue measure for county voter approval.

FISCAL IMPACT: County voter approval of any increase in the local transaction and use tax rate, known as sales tax, is expected to have a positive fiscal impact to the county general fund. The local sales tax rate is 1% at the point of sale. For the 2013-2016 calendar years, \$2,863,007 was the average amount of sales tax revenue collected annually at a rate of 1% at the point of sale. A 0.50% sales tax increase would generate about \$1,431,503, annually, in additional revenue to the county's general fund and it could be used for any government purpose.

ACTION REQUESTED: Provide direction to staff.

Attachments: [Sales Tax Revenue incorporated and unincorporated](#)

CAO Egan gave a brief summary of a transactions and use (sales) tax revenue measure for county voter approval. Extensive discussion was held.

SPEAKERS: Interim City Administrator Dan Newton and County Clerk/Recorder Julie Bustamante.

Supervisor Hemphill was absent from 10:52 a.m. - 10:53 a.m.

COUNTY CLERK-RECORDER

COUNTY RECORDER

SUBJECT: Affordable Housing and Job Act (SB2).

FISCAL IMPACT: Unknown.

ACTION REQUESTED: 1) Receive report.

Attachments: [Recorder - Senate Bill No 2 Attach](#)

[Recorder SB2 Notice](#)

Senior Recorder Sarah Howe gave a detailed report of the Affordable Housing and Job Act (SB2). Extensive discussion was held.

SPEAKERS: County Clerk/Recorder Julie Bustamante and Grants & Loans Program Manager Jenna Aguilera.

Supervisor Hammond was absent from 11:24 a.m. - 11:25 a.m.

HEALTH & SOCIAL SERVICES

ENVIRONMENTAL HEALTH

SUBJECT: California Environmental Protection Agency (CalEPA) Rural Certified Unified Program Agencies (CUPA) Support Grant.

FISCAL IMPACT: There is no impact to County General Fund; the CUPA Grant is state funded.

ACTION REQUESTED: 1) Accept the Grant funds; and 2) approve an increase to the expenditures of \$38,278 and an increase to the revenue of \$37,862 in the Environmental Health Fund/Budget Unit No.110-0732; and 3) authorize unfreezing and filling the vacant (non-budgeted) Environmental Health Specialist I/II position in the Environmental Health Fund/Budget Unit No.110-0732 (4/5 vote required).

Attachments: [BOS EH CalEPA CUPA Grant 12.19.17](#)

Health and Social Services Director Barbara Longo gave a detailed report of the California Environmental Protection Agency Rural Certified Unified Program Agencies Support Grant. Discussion was held.

SPEAKERS: Environmental Health Director Ellen Cognina.

A motion was made by Supervisor Hemphill, seconded by Supervisor Hammond, to 1) accept the Grant funds; and 2) approve an increase to the expenditures of \$38,278 and an increase to the revenue of \$37,862 in the Environmental Health Fund/Budget Unit No.110-0732; and 3) authorize unfreezing and filling the vacant (non-budgeted) Environmental Health Specialist I/II position in the Environmental Health Fund/Budget Unit No.110-0732 be approved. The motion carried by the following vote:

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

SHERIFF'S DEPARTMENT

FLEET VEHICLE PURCHASE

SUBJECT: Grant competitive Bid to Crown Motors, LLC of Redding Ca., to purchase five (5) new vehicles to replace fleet vehicles assigned to Sheriff's Office.

FISCAL IMPACT: \$140,326.96 from Fleet Maintenance Fund/Budget Unit No. 135-0352.

ACTION REQUESTED: 1) Grant the bid to Crown Motors; and 2) authorize purchase of vehicles.

Attachments: [2015_001](#)

Captain Kevin Jones gave a description of the bid proposal to Crown Motors regarding the purchase of 5 new vehicles. Brief discussion was held.

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

Aye: 5 - Gallagher, Teeter, Hemphill, Albaugh and Hammond

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: 1) Discussed Other Post Employee Benefits (OPEB) and agendaizing at a future meeting for further discussion; and 2) wished everyone a Merry Christmas.

ADJOURNMENT

There being no further business, the meeting is adjourned at 11:51 a.m.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board