



# Lassen County

## Meeting Minutes Board of Supervisors

# DRAFT

### *LASSEN COUNTY SUPERVISORS:*

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

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Tuesday, May 15, 2018

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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### 9:02 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

Aaron Dixon: Discussed his concern with groundwater and Lassen County.

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

CAO Egan announced the following:

- 1) Employee performance evaluation: Veterans Service Officer.

### CLOSED SESSION

Closed session was held from 9:07 a.m. - 9:33 a.m.

Present: Supervisors Gallagher, Teeter, Hemphill, Albaugh and Hammond. Also Present: CAO Egan, County Counsel Burns, Deputy Clerk of the Board Yderraga and Veteran's Services Officer Chris Mancebo.

A motion was made by Supervisor Teeter, seconded by Supervisor Hemphill that Veteran's Services Officer Chris Mancebo receive an excellent evaluation by unanimous vote. The motion carried by the following vote:

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

CAO Egan was absent from 9:08 a.m. - 9:08 a.m. and 9:11 a.m. - 9:15 a.m.  
Supervisor Hammond departed at 9:32 a.m.

RECESS: 9:33 a.m. - 9:37 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**

CAO Egan announced the following:

- 1) Employee performance evaluation: Veteran's Service Officer.

The Veteran's Services Officer received an excellent evaluation by unanimous vote.

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

CAO Egan requested to pull Item# H2 Planning and Building Services to discuss at a future Board of Supervisors meeting.

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

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

**PUBLIC COMMENTS**

Kim Evon: Discussed In-Home Supportive Services (IHSS) salary.

Vivian Dennison: Discussed IHSS salary.

Laura Lampman: Discussed IHSS salary.

Antoinette Skiles: Discussed IHSS salary.

Patrick Cross: Discussed IHSS salary.

Jacob Hibbitts: Discussed IHSS salary.

Carol Saucier: Discussed IHSS salary.

Milly Martinez: Discussed IHSS salary.

Barbara Longo: Introduced Lisa Webster from Women, Infants, and Children (WIC) and discussed the CalFresh Initiative.

Lisa Webster: Introduced herself, discussed the WIC Program and the partnership with Health and Social Services.

Treasurer/Tax Collector Nancy Cardenas: Informed the Board the outcome of the recent tax sale.

Sheriff/Coroner Dean Growdon: Briefly discussed travel costs for training and updated the Board on future employees at the Sheriff's office.

Richard Gifford: Requested to agendaize dust abatement at a future Board of Supervisors meeting.

RECESS: 10:03 a.m. - 10:08 a.m.

**MATTERS SET FOR TIME CERTAIN****RECOGNITION COMMITTEE PRESENTATION**

SUBJECT: 10 Year Awards: Sara Gould (Probation) and Tina Kennemore (Adult Services); 20 Year Awards: Sherry Bennett (Sheriff's Department); 25 Years: Bob Burns (County Counsel); 30 years: Howard Heard (Road Department).

FISCAL IMPACT: None.

ACTION: Present awards.

Supervisor Gallagher presented awards to the following:

10 Years: Sara Gould (Probation) and Tina Kennemore (Adult Services).

20 Years: Sherry Bennett (Sheriff's Office).

25 Years: Bob Burns (County Counsel).

30 years: Howard Heard (Public Works).

**10:05 a.m.: PROBATION DEPARTMENT**

SUBJECT: Juvenile Hall status update and temporary placement agreements with Shasta and Butte Counties.

FISCAL IMPACT: Will not exceed existing appropriation.

ACTION REQUESTED: 1) Approve agreements; and 2) adopt Resolutions.

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

[JDF RESOLUTION 5-15-18](#)

Chief Probation Officer Jennifer Branning discussed the staffing issues and a possible short term solution with Butte and Plumas counties at the Juvenile Detention Facility. Extensive discussion was held.

SPEAKERS: Sheriff/Coroner Dean Growdon.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Hammond, that this Resolution No. 18-036 be adopted. The motion carried by the following vote:**

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

**SIERRA ARMY DEPOT**

SUBJECT: Presentation by Sierra Army Depot.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive presentation.

**Attachments:** [Current Command Brief 10 MAY 18 Lassen Co Board](#)

Lieutenant Colonel Benjamin G. Johnson of Sierra Army Depot gave a detailed presentation about Sierra Army Depot and the services they provide for Lassen County and the Military. Discussion was held.

**INFORMATION/CONSENT CALENDAR**

Supervisor Albaugh pulled Item# G11 Investment Policy for further discussion.

SHERIFF'S DEPARTMENT

**Approval of the Consent Agenda**

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

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

TRAVEL AUTHORIZATION

SUBJECT: Travel authorization for three (3) Deputy Sheriff Recruits to attend Butte College Basic Law Enforcement Academy July 2 - December 7, 2018 in Chico, Ca.

FISCAL IMPACT: \$23,820.00 - From Public Safety Sheriff Fund/Budget Unit No. 130-0522.

ACTION REQUESTED: 1) Approve travel.

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

STATE ASSEMBLY BILL 931

SUBJECT: Letter of opposition to State Assembly Bill 931 (Weber and McCarty) Criminal Procedure, Use of Force by Peace Officers.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve letter; and 2) authorize the Chairman to sign.

**Attachments:** [G2 attachment](#)

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

JAIL

SUBJECT: Inmate Welfare Fund.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve report.

**Attachments:** [20180508155412261](#)

**This Report was received and filed on the Consent Agenda.**

BOARD OF SUPERVISORS

SUPERVISOR TEETER

SUBJECT: Proclamation of May 2018 as Older Americans Month in Lassen County.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Adopt proclamation.

**Attachments:** [180515 Procl Older Americans Month May 2018](#)

**This Proclamation was adopted on the Consent Agenda.**

SUPERVISOR ALBAUGH

SUBJECT: Letter of Support of the Cove Fire Restoration Project in the Modoc National Forest.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve letter; and 2) authorize the Chairman to sign.

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

## AUDITOR'S OFFICE

REPORT

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of April 30, 2018.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [LASSEN COUNTY FUND BALANCES 4-30-18](#)**This Report was received and filed on the Consent Agenda.**

## COUNTY ADMINISTRATIVE OFFICE

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for March, 2018.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [20180508155025729](#)**This Report was received and filed on the Consent Agenda.**

## COUNTY CLERK-RECORDER

MEETING MINUTES

SUBJECT: Approve meeting minutes for May 1, 2018.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [Draft Meeting Minutes](#)**These Minutes were approved on the Consent Agenda.**

## PUBLIC WORKS DEPARTMENT

ROAD DEPARTMENT

SUBJECT: 2017/2018 Optional Regional Surface Transportation Program (RSTP) Federal Exchange and State Match Program.

FISCAL IMPACT: Receive \$373,285 in State exchange funds and \$100,000 in State Match funds for a total of \$473,285 to be deposited into Road

Fund/Budget Unit No. 122-1221 for County Road purposes.

ACTION REQUESTED: Authorize the Chairman to sign the Federal Apportionment Exchange Program and State Match Program, Agreement No. X18-5907(072), with the California Department of Transportation (Caltrans).

Attachments: [PW RSTP Attach](#)

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

#### TREASURER/TAX COLLECTOR

##### DELEGATION OF AUTHORITY

SUBJECT: Resolution renewing Delegation of Authority.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt Resolution renewing the Delegation of Authority to Invest and Reinvest Funds of the County and the Funds of other depositors in the County Treasury.

Attachments: [Tax Delegation of Authority](#)

**This Resolution No. 18-037 was adopted on the Consent Agenda.**

##### REPORT

SUBJECT: Treasurer's Investment Report for April 2018.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [LASSEN COUNTY PORTFOLIO - 4-30-18](#)

**This Report was received and filed on the Consent Agenda.**

#### MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

- a) Lassen County Architectural Review Committee agenda for May 10, 2018.
- b) Lassen County Planning Commission Regular Agenda for May 2, 2018.
- c) Notice of Call of special Meeting to the Members of the Susanville City Council for May 11, 2018.
- d) Lassen County Behavioral Health Advisory Board meeting agenda for May 14, 2018.
- e) Susanville City Council Regular Meeting agenda for May 2, 2018.

Attachments: [Misc Corr](#)

**These Reports were received and filed on the Consent Agenda.**

#### BOARD OF SUPERVISORS

##### SUPERVISOR TEETER

SUBJECT: Request to designate \$250 to Lassen High School for travel costs to the Science Bowl.

FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.

ACTION REQUESTED: Approve expenditure.

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

## DEPARTMENT REPORTS

### TREASURER/TAX COLLECTOR

#### INVESTMENT POLICY

SUBJECT: Investment Policy for Fiscal Year 2018/2019.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve the Lassen County Investment Policy for the Fiscal Year 2018/2019; and 2) Adopt Resolution.

Attachments: [Tax INVESTMENT POLICY](#)

Supervisor Albaugh asked about Public Agency Retirement System (PARS) Agreement and the investment policy. Treasurer/Tax Collector Nancy Cardenas explained the differences. Brief discussion was held.

Supervisor Hemphill was absent from 11:22 a.m. - 11:23 a.m.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Teeter, that this Resolution No. 18-038 be adopted. The motion carried by the following vote:**

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

RECESS: 11:24 a.m. - 11:30 a.m.

### DISTRICT ATTORNEY

#### CHILD ADVOCACY CENTER

SUBJECT: Resolution approving the undertaking of the Lassen County District Attorney's Child Advocacy Center program to be funded by monies available through the State of California, administered by the California Office of emergency Services (Cal OES).

FISCAL IMPACT: Annual Grant award \$187,425 for the Child Advocacy Center, Fund 108 (to be decided on). Grant revenue and expenditure from April 1, 2018 - June 30, 2018 of \$47,072.

ACTION REQUESTED: 1) Accept grant; 2) adopt Resolution; 3) increase of revenue and appropriation in the amount of \$47,072 in Fund 108. (4/5 vote required).

**Attachments:** [DA Resolution](#)  
[DA Modified April 26. 2018Oper](#)  
[DA Modified April 26. 2018 Per](#)  
[DA Modified April 26. 2018 Eq](#)  
[DA Resolution Memo](#)

District Attorney (DA) Program Coordinator Michelle Latimer requested the Board to accept the grant and adopt a Resolution to begin work on the Child Advocacy Center and Multi-Disciplining Team project. DA Program Coordinator Latimer gave a detailed report of the project. Information Services Supervisor Jason Housel explained how the remote access will function within the Child Advocacy Center and the remote interview room. Discussion was held.

Supervisor Hammond was absent from 11:30 - 11:32 a.m.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Hemphill, to 1) Accept grant; 2) adopt Resolution No. 18-039; and 3) increase of revenue and appropriation in the amount of \$47,072 in Fund 108. (4/5 vote required). The motion carried by the following vote:**

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

#### PLANNING AND BUILDING SERVICES

##### PLANNING AND BUILDING SERVICES

SUBJECT: Consideration of public convenience or necessity for purposes of licensure before the Department of Alcoholic Beverage Control at the Sierra Energy Gas Station, Westwood CA (301 Third Street, Westwood CA 96137, APN: 125-153-07).

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Adopt resolution; and/or 2) provide direction to staff.

**Attachments:** [PB SierraEnergyABC 5-15-18pckt](#)

THIS ITEM WAS PULLED DURING AGENDA APPROVAL.

#### PUBLIC WORKS DEPARTMENT

##### PUBLIC WORKS

SUBJECT: Project Status Report - Courthouse Square Modernization Project.

FISCAL IMPACT: Funding is available in fund 151 for architect and engineering costs and associated improvements. Amendment decreases total agreement amount from \$213,605 to \$156,680.

ACTION REQUESTED: 1) Receive project status report and; 2) approve the



Second Amendment to Agreement for Architectural Services with Lionakis for the Courthouse Square Modernization Project. 3) authorize the Chairman to sign.

**Attachments:** [PW Courthouse Attach](#)

Deputy Director of Facilities Maintenance Peter Heimbigner gave a status report on the modernization project for the Courthouse Square. Discussion was held.

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

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

#### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Albaugh: Requested a letter of support for the Modoc National Forest draft Environmental Analysis (EA) for the Devil's Garden Wild Horse Short-term Holding Facility.

Supervisor Teeter: 1) Attended a Susanville City Council meeting; 2) attended a Behavioral Health Advisory Board meeting.

Supervisor Hammond: 1) Requested the meeting be adjourned in memory of Leonard Robinson; 2) requested to donate \$250 to the Doyle Senior Center from discretionary funds; 3) held two Corridor meetings.

Supervisor Hemphill: 1) Attended a Lassen Transit Service Agency (L meeting; 2) attended a Lassen County Transportation Commission (L meeting; three upcoming Corridor meetings scheduled in Johnstonville on 15, 2018, Janesville on May 16, 2018 and Milford on May 17, 2018.

Supervisor Gallagher: 1) Attended the Westwood Museum fundraiser on May 11, 2018; 2) requested to donate \$250 to the Westwood Museum from discretionary funds; 3) requested to donate \$250 to the Westwood Chamber of Commerce for the Paul Bunyan Festival from discretionary funds; 4) will be attending the California State Association of Counties (CSAC) meeting on May 16 and May 17, 2018.

#### COUNTY ADMINISTRATIVE OFFICE

##### SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan requested that the Board may consider not calling the May 22, 2018 Board of Supervisors meeting due to a small agenda.

#### ADJOURNMENT

There being no further business, the meeting is adjourned at 12:08 p.m. in memory of Leonard Robinson.

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

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

ATTEST:

\_\_\_\_\_  
Michele Yderraga, Deputy Clerk of the Board