



Lassen County

Meeting Minutes Board of Supervisors

DRAFT

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

Tuesday, November 12, 2019

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

Excuse: 0

PUBLIC COMMENT

None.

ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

CAO Egan 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: one case.
- 2) Liability Claim; - Claimant: John Bohl, Agency claimed against: Lassen County, Claim# TIBU-600129.

CLOSED SESSION

Closed session was open from 9:01 a.m. - 9:53 a.m.

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

Trindel Insurance Adjuster Katie Twitchell was present via teleconference from 9:01 a.m. - 9:24 a.m.

RECESS: 9:53 a.m. - 9:58 a.m.

9:58 A.M. OPENING CEREMONIES

Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Hemphill.

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan 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: one case.

No reportable action.

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

No reportable action.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Supervisor Hemphill requested to adjourn the meeting in memory of Carrie Golden.

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

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

PUBLIC COMMENTS

Mark Rotlisberger: Announced his transfer to CalFire and introduced Silas Rojas as the new Officer of Emergency Services (OES) Chief.

OES Chief Silas Rojas: Introduced himself and stated he was looking forward to serving Lassen County.

Director of Planning and Building Services Maurice Anderson: Addressed the letter agendized under Correspondence. Mr. Anderson stated he received an appliance approval letter for the housing improvement and thanked Associate Planner Stefano Richichi for his hard work. Mr Anderson also informed the Board that his Department is in the process of updating the noise element and will be having some workshops in Susanville, Bieber and Doyle.

PUBLIC HEARINGS**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 PIngFees 11-12-19 pckt](#)

Director of Planning and Building Services Maurice Anderson gave a brief overview of the proposed ordinance that will repeal and replace Lassen County Code Planning and Fees, Surveyors fees, and a waiver or refund of fees. Director Anderson also stated Planning fees haven't been updated since 1993 and discussed the percentage of increase. Supervisor Hammond asked about building fees. Director Anderson stated that this doesn't pertain to building fees but planning fees and would report back regarding building fees. Discussion was held. The Board agreed to table this item to Board of Supervisors meeting scheduled for November 19, 2019.

The Public Hearing was open at 10:12 a.m.

Supervisor Albaugh was absent from 10:09 a.m. - 10:10 a.m.

A motion was made by Supervisor Hammond, seconded by Supervisor Teeter, to table this item to the next Board of Supervisors meeting. The motion carried by the following vote:

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

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Albaugh: 1) Congratulated Megan Dahle on her win for Assembly District 1; 2) will be attending a Regional Council Representatives of California (RCRC) Executive meeting; 3) there will be a water quality meeting in Spalding on November 16, 2019; 4) attended the Veterans Program at Big Valley High School; 5) CattleWomen and Men put on a Cattle Day Lunch on Veterans Day; 6) congratulated the teams who made play offs in High School sports; 7) will be attending the Solid Waste meeting after the Board meeting today; 8) requested information regarding the wolf plan.

Supervisor Teeter: 1) Participated in the Uptown Susanville Safe and Sane Halloween; 2) spoke with the anti-tobacco people and the City of Susanville regarding tobacco, alcohol, processed sugars and the sales of these products.

Supervisor Gallagher: 1) Attended the Veterans Day Parade; 2) attended the Veterans assembly and presented a resolution from the Board of Supervisors; 3) spoke with Kent the Wolf Biologist and will be planning a meeting in Westwood; 4) requested to designate \$300 to Lassen Senior Services.

Supervisor Hammond: 1) Had a successful desert clean up and thanked Tom Valentino for participating; 2) received a second call on California Association of Defense Communities; 3) asked CAO Egan if he spoke with John Cooper. CAO Egan stated there had been reports of dogs in Ravendale and that they were not wolves. CAO Egan stated he also spoke with a Federal Trapper. Discussion was held.

Supervisor Hemphill: 1) Participated in the Veterans Day Parade; 2) attended a

Veterans Day program at Janesville Elementary School; 3) will be attending a Northern California Emergency Medical Services, Inc. (Norcal EMS) meeting.

BOARDS AND COMMISSIONS

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](#)

RCRC Appointments for 2020: (P) Supervisor Albaugh and (A) Supervisor Teeter.

GSFA Appointments for 2020: (P) Supervisor Albaugh and (A) Supervisor Teeter.

ESJPA Appointments for 2020: (P) Supervisor Albaugh and (A) Vacant.

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

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

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](#)

CSAC Appointments for 2020: (P) Supervisor Gallagher and (A) Supervisor Teeter.

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

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

INFORMATION/CONSENT CALENDAR

COUNTY CLERK-RECORDER

Approval of the Consent Agenda

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

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

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](#)

This Action Item was approved on the Consent Agenda.

MINUTES

SUBJECT: Meeting Minutes of October 22, 2019.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

These Minutes were approved on the Consent Agenda.

COUNTY ADMINISTRATIVE OFFICE

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](#)

This Action Item was approved on the Consent Agenda.

THIS ITEM HAS BEEN PULLED

This Action Item was approved on the Consent Agenda.

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](#)

This Action Item was approved on the Consent Agenda.

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for September 2019.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Personnel Report](#)

This Report was received and filed on the Consent Agenda.

HEALTH AND SOCIAL SERVICES

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](#)

This Resolution No. 19-050 was adopted on the Consent Agenda.

MISCELLANEOUS CORRESPONDENCE ITEMS

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](#)

These Reports were received and filed on the Consent Agenda.

DEPARTMENT REPORTS

COUNTY ADMINISTRATIVE OFFICE

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](#)

CAO Egan gave an overview of the recruitment process set by Assessor Nick Ceaglio. Brief discussion was held.

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

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

SHERIFF'S DEPARTMENT

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](#)

Lieutenant John McGarva gave a detailed overview of the commissary services offered to the inmates and the revenue earned by the jail. Lieutenant McGarva also explained how the inmates receive money and items they're allowed to purchase. Sheriff/Coroner Dean Growdon also discussed the Access Freedom card inmates are given upon release if they have money on their books. Discussion was held.

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

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

FAIR

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](#)

Fair Manager Jim Wolcott gave an extensive report of recent and future activities and events at the Fairground. Discussion was held.

SPEAKERS: Gary Bridges.

RECESS: 11:16 a.m. - 11:23 a.m.

COUNTY ADMINISTRATIVE OFFICE

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](#)

CAO Egan informed the Board that demolition will start in the Historic Courthouse soon and stated he has a recommendation regarding the architectural and engineering services. CAO Egan suggested to continue with Lionakis during this phase of the project and will wait to make a decision after the demolition project is completed. Deputy CAO Tony Shaw added if the project is continued with Lionakis, there will be weekly meetings to stay within time frames. Discussion was held.

SPEAKERS: Deputy Director of Facilities Maintenance Peter Heimbigner.

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

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

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](#)

CAO Egan stated he was looking for direction from the Board. The Board was in agreement to continue with Lionakis for seismic and related improvements to the Historic Courthouse.

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: 1) Reminded the Board that the Board of Supervisors meeting scheduled for November 26, 2019, traditionally isn't called; 2) attended a CalPers Stake Holders meeting; 3) informed the Board that he would not be attending the CSAC annual meeting in San Francisco this year due to pricing.

CORRESPONDENCE

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](#)

ADJOURNMENT

There being no further business, the meeting is adjourned at 11:43 a.m. in memory of Carrie Golden.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board