



Lassen County

G3

DRAFT

Meeting Minutes

Board of Supervisors Special Meeting

LASSEN COUNTY SUPERVISORS:

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

Tuesday, October 27, 2020

9:00 AM

Veterans Memorial Hall
1250 Main 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 - Aaron Albaugh, Chris Gallagher, David Teeter, Jeff Hemphill 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) Employee performance evaluation: County Administrative Officer.

CLOSED SESSION

Closed session was held from 9:01 a.m. - 9:50 a.m.

Present: Supervisors Gallagher, Teeter, Hemphill and Albaugh. Also Present: CAO Egan, County Counsel Burns, and Deputy Clerk of the Board Yderraga. Bill Abbott from Abbott and Kindermann, Inc. was present via teleconference.

Supervisor Hammond recused himself and was absent from 9:01 a.m. - 9:50 a.m.

Planning and Building Director Maury Anderson was present from 9:31 a.m. - 9:47 a.m.

Deputy Clerk of the Board Yderraga was absent from 9:29 a.m. - 9:31 a.m.

RECESS: 9:50 A.M. - 9:54 A.M.

9:54 A.M. OPENING CEREMONIES

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan announced closed session would be continued to the end of the meeting.

Pledge of Allegiance and Invocation

After the flag salute invocation was offered by Supervisor Teeter.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Supervisor Albaugh requested to adjourn the meeting in memory of Maxine Knudson and Yvonne "Bunny" Hawkins.

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

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

PUBLIC COMMENTS

Trudy Detrick: Discussed the speed bumps in Janesville.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Gallagher: 1) Attended the Susanville and Westwood flu clinics; 2) attended a Lassen County Local Agency Formation Commission (LAFCo) meeting.

Supervisor Albaugh: 1) Attended a Fair Advisory Board meeting; 2) will be attending a Solid Waste meeting; 3) met candidates for the Sheriff's Office; 4) visited Wemple's Pumpkin Patch; 5) acknowledged Milford and Lake Forest Fire Departments for giving rides to children on the fire trucks at the pumpkin patch; 6) acknowledged Deputy Hye for helping with the Colorguard; 7) thanked Phil Gusty for information on shooting sports.

Supervisor Hemphill: 1) Attended a LAFCo meeting; 2) briefly discussed the speed bumps in Janesville.

Supervisor Hammond: Will be attending a Sierra Alliance meeting.

Supervisor Teeter: 1) Attended a Nortec meeting.

INFORMATION/CONSENT CALENDAR

Supervisor Albaugh pulled Item# G8 - Contracts; Supervisor Gallagher pulled Item# G10 - Review of Local Emergency (COVID-19) and Item# G11 - Review of Local Emergency (Fires).

AUDITOR'S OFFICE

Approval of the Consent Agenda

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

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

FUND CASH BALANCES

SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of September, 2020.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [LASSEN COUNTY FUND BALANCES 9-30-2020](#)

This Report was received and filed on the Consent Agenda.

COUNTY ADMINISTRATIVE OFFICE

PRISON TRIAL COSTS REIMBURSEMENT PROGRAM ITEMS

SUBJECT: Recap of CCC Prison and High Desert State Prison Trials Cost Reimbursement Billing for the months of July through September, 2020.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

Attachments: [Prison Trial Cost](#)

These Reports were received and filed on the Consent Agenda.

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for September 30, 2020.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Personnel Report](#)

This Report was received and filed on the Consent Agenda.

HISTORIC COURTHOUSE

SUBJECT: Lassen County Historic Courthouse informational update.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive information.

Attachments: [201027 Ag Memo - Historic Courthouse update](#)

This Report was received and filed on the Consent Agenda.

COUNTY CLERK-RECORDER

THIS ITEM HAS BEEN PULLED

PUBLIC WORKS DEPARTMENT

HEATING OIL DIESEL

SUBJECT: Bid Award: Heating Oil-Diesel #2.

FISCAL IMPACT: Funding is budgeted within the utility line item of various departments.

ACTION REQUESTED: 1) Award bids for Heating Oil-Diesel #2 Harbert Oil Company for the Bieber area (\$0.15/gallon firm margin above OPIS) and Susanville area (\$0.20/gallon firm margin above OPIS); and 2) Ed Staub and Sons for the Westwood area (\$0.233/gallon firm margin above OPIS).

Attachments: [Diesel Bid](#)

This Action Item was approved on the Consent Agenda.

LIQUID PROPANE

SUBJECT: Bid Award: Liquid Propane.

FISCAL IMPACT: Funding is budgeted within the utility line item of various departments.

ACTION REQUESTED: 1) Award bid to Ed Staub and Sons, the lowest bidder, in the amount of \$0.38/gallon (firm margin above BPN) for all areas including Bieber, Doyle, Herlong, Janesville, Ravendale, Standish, Susanville and Westwood.

Attachments: [Propane Bid](#)

This Action Item was approved on the Consent Agenda.

TREASURER/TAX COLLECTOR

9

PORTFOLIO

SUBJECT: Treasurer's Investment Report for September, 2020.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [LASSEN COUNTY PORTFOLIO 9-30-20](#)

This Report was received and filed on the Consent Agenda.

MATTERS SET FOR TIME CERTAIN

RECOGNITION COMMITTEE PRESENTATION

SUBJECT: 15 Year: Michael Haley (Solid Waste); 20 Year: Anthony Silveria (Solid Waste).

FISCAL IMPACT: None.

ACTION: Present awards.

Supervisor Teeter recognized the following employees: 15 Years: Michael Haley (Solid Waste); 20 Years: Anthony Silveria (Solid Waste).

DEPARTMENT REPORTS

TREASURER/TAX COLLECTOR'S OFFICE

CONTRACT

SUBJECT: Contract with RTL First Remittance Check Processing Solution.

FISCAL IMPACT: \$28,000 to be paid from ACO Budget Fund/Budget Unit No. 100-019

ACTION REQUESTED: 1) Approve contract; and 2) authorize the Treasurer/Tax Collector to execute.

Attachments: [TTL Attach](#)

Supervisor Albaugh asked about fees and staff time. Treasurer/Tax Collector Nancy Cardenas gave a brief overview of the annual fee, the software contract and the reduction in staff time. Additional discussion was held.

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

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

PUBLIC HEARINGS

PUBLIC WORKS

SUBJECT: Resolution of Intention to vacate a segment of Johnson Road (County Road 220).

FISCAL IMPACT: Potential minor reduction in Highway Users Gas Tax revenue to Fund/Budget Unit No. 122-1221. Reduction in revenue would be offset by deletion of County's maintenance responsibility and associated liability for road segment

ACTION REQUESTED: 1) Consider abandoning/vacating a portion of Johnson Road (County Road 220); and 2) Adopt Resolution.

Attachments: [Johnson Road](#)

Director of Public Works Pete Heimbigner stated the request to abandon came from Sierra Cascade Nursery and informed the Board it was 1.6 miles of Johnson Road that was landlocked within their parcels. Supervisor Hammond stated this road was unpaved and dead end into Sierra Cascade Nursery. Discussion was held.

A motion was made by Supervisor Albaugh, seconded by Supervisor Gallagher, that this Resolution No. 20-044 be adopted. The motion carried by the following vote:

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

DEPARTMENT REPORTS - CONTINUED

OFFICE OF EMERGENCY SERVICES

REVIEW OF LOCAL EMERGENCY (COVID-19)

SUBJECT: Review proclamation of Local Emergency, Resolution No. 20-014 and the Local Health Emergency Regarding Novel Coronavirus (COVID-19), Resolution No. 20-015.

FISCAL IMPACT: None.

ACTION REQUESTED: Review and continue Resolution No. 20-014 and 20-015.

Attachments: [doc01093920201022141210](#)

Office of Emergency Services (OES) Chief Silas Rojas stated there wasn't new information regarding COVID-19 and the request was to whether or not the proclamation should be continued. Supervisor Hemphill disagreed with the request to continue the proclamation. Brief discussion was held.

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

Aye: 4 - Albaugh, Gallagher, Teeter and Hammond

Nay: 1 - Hemphill

REVIEW OF LOCAL EMERGENCY (FIRES)

SUBJECT: Review proclamation of Local Emergency, Resolution No. 20-031 Gold Fire, No. 20-032 Hog Fire, and No. 20-039 Sheep Fire.

FISCAL IMPACT: None.

ACTION REQUESTED: Review and continue Resolution No. 20-031, 20-032 and 20-039.

Attachments: [doc01094020201022141222](#)

Office of Emergency Services (OES) Chief Silas Rojas informed the Board the disaster recovery was still in the early phase and could possibly take months or years for completion. OES Chief Rojas encouraged the Board to continue the proclamation and gave a brief overview of the President Declaration and the fires that received this declaration. Additional discussion was held.

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

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

BOARD OF SUPERVISORS

FAIR MANAGER RECRUITMENT

SUBJECT: Provide direction to staff related to the Fair Manager recruitment process.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Receive brief report from the County Administrative Officer; and 2) provide direction to staff.

CAO Egan reminded the Board the current Fair Manager would be retiring on December 14, 2020, and had begun recruitment. CAO Egan stated several applications had been received and gave his recommendation on the staff who would review applications. CAO Egan also stated this position would remain open until it was filled. Brief discussion was held.

PUBLIC WORKS DEPARTMENT

PER CAPITA GRANT

SUBJECT: State Department of Parks and Recreation Per Capita Grant Program.

FISCAL IMPACT: Depending on project(s) location a 25% match may be required by the State. The match requirement is determined by a State match calculator that determines median income in vicinity of a project location.

ACTION REQUESTED: Consider approving the attached resolution to allow future application(s) for per capita grant funds from the State.

Attachments: [Per Capita Grant](#)

Director of Public Works Pete Heimbigner informed the Board the adoption of this resolution would start a process of accepting funding from California for state parks and gave the details of grant. Director Heimbigner stated in the past it had been more efficient to use an outside landscape architect. Additional discussion was held regarding ADA requirements, parking and equipment.

A motion was made by Supervisor Gallagher, seconded by Supervisor Albaugh, that Resolution No. 20-045 be adopted. The motion carried by the following vote:

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

COUNTY ADMINISTRATIVE OFFICE

MEMORANDUM OF UNDERSTANDING

SUBJECT: Ratification of Memorandum of Understanding (valid from ratification until June 2023) with Lassen County Management and Professional Association.

FISCAL IMPACT: Varied over multiple budget units.

ACTION REQUESTED: 1) Receive report; and 2) ratify MOU with Lassen County Management and Professional Association.

Attachments: [MPA MOU 2020-2023 Draft](#)

CAO Egan informed the Board an agreement had been reached with the Management of Professional Association for a three year bargain agreement. CAO Egan gave a brief overview of the changes agreed upon.

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

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

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: Would be meeting with Assemblywoman Megan Dahle and Senator Brian Dahle to discuss COVID-19.

RECESS: 10:47 a.m. - 10:52 a.m.

CLOSED SESSION - CONTINUED

Closed session was held from 10:52 a.m. - 11:05 a.m.

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

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

County Counsel Burns 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) Employee performance evaluation: County Administrative Officer.

No reportable action.

ADJOURNMENT

There being no further business, the meeting is adjourned at 11:05 a.m. in memory of Maxine Knudson and Yvonne "Bunny" Hawkins.

Chairman of the Board of Supervisors

Date: _____

ATTEST:

Michele Yderraga, Deputy Clerk of the Board