



Lassen County

Meeting Minutes Board of Supervisors

DRAFT

LASSEN COUNTY SUPERVISORS:

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

Tuesday, January 19, 2021

9:00 AM

Lassen County Fairground
Jensen Hall
195 Russell Ave
Susanville, CA 96130

9:32 A.M. OPENING CEREMONIES

Present: Supervisors Gallagher, Bridges, Hemphill, Albaugh and Hammond.

Also Present: County Administrative Officer (CAO) Richard Egan, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Michele Yderraga.

Present: 5 - Tom Hammond, Chris Gallagher, Jeff Hemphill, Aaron Albaugh and Gary Bridges

Excuse: 0

Pledge of Allegiance and Invocation

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

ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

Supervisor Albaugh stated closed session was not held.

AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

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

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

PUBLIC COMMENTS

None.

UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Hemphill: Nothing to report.

Supervisor Hammond: 1) The OEA Grant application is close to being complete; 2) Doyle town cleanup is nearly complete; 3) thanked Kathy Catron and Jason Ingram for their effort and contribution with the Doyle cleanup; 4) requested to donate \$814.45, for the Herlong cleanup, \$919.48, for the Doyle cleanup, and \$584.32, for the Leavitt Lake cleanup, to C&S Waste.

Supervisor Bridges: Attended a Fair Advisory Board meeting.

Supervisor Gallagher: 1) Attended a Lassen Volcanic Legacy Community Partnership Committee meeting; 2) the Westwood Community Services District (WCSD) would no longer continue to support the George Young Park in Westwood and is actively seeking another entity to replace WCSD.

Supervisor Albaugh: 1) Attended a Rural Council Representatives of California (RCRC) meeting; 2) discussed juvenile justice, homeless housing funding and additional state funding to county fairs in California; 3) discussed Solid Waste employees and expenses.

BOARDS AND COMMISSIONS

FAIR ADVISORY BOARD

SUBJECT: Vacancies on the Lassen County Fair Advisory Board for one appointment in District 2 (exp. 03/31/2021), one appointment in District 3 (exp. 3/31/2023), and one appointment in District 5 (exp. 03/31/2023).

FISCAL IMPACT: None.

ACTION REQUESTED: Consider making appointments. (Applicants for District 2: Christina Rose; Applicants for District 3: Claudio A. Bustamante, and Alan Siemer; Applicants for District 5: Tim Ochotorena, Barbara D. Lee and Robin Hanson).

Attachments: [F1 Attach](#)

Fair Manager Kaitlyn Downing stated she had discussed the candidates with the majority of the Board and all candidates were equally qualified. Fair Manager Downing also stated she agreed with Supervisor Bridges the Fair Advisory Board would benefit with having alternate board members. Brief discussion was held.

A motion was made by Supervisor Hemphill to appoint Claudio Bustamante to the Fair Advisory Board District 3, seconded by Supervisor Gallagher. The motion carried by the following vote:

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

Supervisor Bridges gave a brief overview of the District 2 candidate, Christina Rose.

A motion was made by Supervisor Bridges to appoint Christina Rose to the Fair Advisory Board District 2, seconded by Supervisor Hemphill. The motion carried by the following vote:

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

Supervisor Hammond stated he agreed with Supervisor Bridges suggestion of alternate Fair Advisory Board members.

A motion was made by Super Hammond to appoint Tim Ochotorena to the Fair Advisory Board District 5, seconded by Supervisor Bridges. The motion carried by the following vote:

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

Brief discussion was held regarding the possibility of appointing alternate board members to the Fair Advisory Board.

INFORMATION/CONSENT CALENDAR

Supervisor Albaugh requested to pull Item# G3 - Agreement and Item# G7 - Letter.

Approval of the Consent Agenda

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

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

COUNTY CLERK-RECORDER

MINUTES

SUBJECT: Meeting Minutes of December 15, 2020.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2020-12-15](#)

These Minutes were approved on the Consent Agenda.

MINUTES

SUBJECT: Meeting Minutes of January 12, 2021.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2021-01-12](#)

These Minutes were approved on the Consent Agenda.

SHERIFF'S DEPARTMENT

OFF HIGHWAY VEHICLE

SUBJECT: Grant funding for Off Highway Vehicle grant G-19.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Approve grant funding; and 2) adopt Resolution for grant.

Attachments: [SO - OHV](#)

This Action Item was approved on the Consent Agenda.

TREASURER/TAX COLLECTOR

PORTFOLIO

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

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Treas Tax - PORTFOLIO](#)

This Report was received and filed on the Consent Agenda.

FUND BALANCE REPORT

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

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Treas Tax LASSEN COUNTY FUND BALANCES 12-31-2020](#)

This Report was received and filed on the Consent Agenda.

SHERIFF'S DEPARTMENT

ADMINISTRATION

SUBJECT: Approval of Contract with Washoe county Medical Examiner's Office for forensic pathology services.

FISCAL IMPACT: Updated fee schedule resulting in increased cost for services. Actual annual cost to the General Fund is to be determined.

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

Attachments: [1110_001](#)

This Action Item was approved on the Consent Agenda.

DEPARTMENT REPORTS

PUBLIC WORKS DEPARTMENT

AGREEMENT

SUBJECT: Agreement with Modoc County for Sharing of Equipment for Public Works Projects.

FISCAL IMPACT: Cost neutral due to in kind exchange.

ACTION REQUESTED: Consider entering into an agreement with Modoc County for the sharing of equipment between each County's Public Works Department

Attachments: [PW - Modoc County Agreement Attach](#)

Supervisor Gallagher thanked Director of Public Works Pete Heimbigner for

agendizing this item and asked about the seven day request prior to use of the equipment. Director Heimbigner stated Public Works Road Field Supervisor Bob McGarva was the one to thank as he had taken care of the agreement. Director Heimbigner also stated in the event of a significant emergency he believed Modoc County would accomodate Lassen County. Brief discussion was held.

This Action Item was approved on the Consent Agenda.

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

TREASURER/TAX COLLECTOR

LETTER

SUBJECT: 2020/2021 Tax and Revenue Anticipation Notes (TRANS) - Lassen Community College.

FISCAL IMPACT: None.

ACTION REQUESTED: Request the Board of Supervisors direct the Clerk of the Board to sign the letter pursuant to California Government Code 53853 (b) which states that the Board of Supervisors will not authorize issuance of the tax and revenue anticipation notes (TRANS) on behalf of Lassen Community College.

Attachments: [Treas Tax Attach](#)

Treasurer/Tax Collector Nancy Cardenas stated Lassen Community College (LCC) is requesting issuance of the Tax and Revenue Anticipation Notes (TRANS) due to cash flow issues. This would be a temporary loan due no later than the end of Fiscal Year. Treasurer/Tax Collector Cardenas informed the Board the recommendation was to decline the request and encourage LCC to search for another entity on their behalf. 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 - Hammond, Gallagher, Hemphill, Albaugh and Bridges

PLANNING AND BUILDING SERVICES

CONTRACT AMENDMENT

SUBJECT: Amendment number six (6) to the contract with Willdan Engineering which increases the amount payable to Willdan from \$80,000 to \$140,000, and extends the term of the contract to June 30, 2024.

FISCAL IMPACT: Increases general fund expense over a three-year period by \$60,000.00 which is mostly paid for by building permit applicants for plan checks.

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

Attachments: [doc01350320210115152345](#)

Assistant Planning and Building Services Director Gaylon Norwood informed the Board the amendment was for the contract held with Willdan Engineering and gave a brief overview of the services provided. Assistant Director Norwood explained how the contract fees were paid. Supervisor Hemphill asked if it would be cost effective to hire employees to fill the services provided by Willdan Engineering. Assistant Director Norwood stated Planning and Building Services had tried to recruit but was unsuccessful and it was less expensive to contract through Willdan Engineering rather than having employees to provide the services Willdan has. Director of Planning and Building Services Maury Anderson agreed with Assistant Director Norwood and informed the Board his office is often commended on the quick turn around time with plan checks. Discussion was held.

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

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

MATTERS SET FOR TIME CERTAIN

RECOGNITION COMMITTEE PRESENTATION

SUBJECT: 15 Year Award: Carol Neely (Assessor's Office); 20 Year Award: Shiela McGarva (Behavioral Health).

FISCAL IMPACT: None.

ACTION: Present awards.

Supervisor Albaugh recognized the following employees: 15 Year Award: Carol Neely (Assessor's Office); 20 Year Award: Shiela McGarva (Behavioral Health).

DEPARTMENT REPORTS - CONTINUED

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan reported: Reminded the Board there would be a special Board of Supervisors meeting to be held on Thursday, January 2021, pertaining to the Public Hearing for the Doyle Dollar General. Brief discussion was held.

ADJOURNMENT