



# Lassen County

## Meeting Minutes

### Board of Supervisors

*LASSEN COUNTY SUPERVISORS:*

*DISTRICT 1 - MIKE SCANLAN; DISTRICT 2 - GARY BRIDGES - VICE CHAIRMAN; DISTRICT 3 - TOM NEELY - CHAIRMAN; DISTRICT 4 - AARON ALBAUGH; DISTRICT 5 - JASON INGRAM*

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Tuesday, February 11, 2025

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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#### **9:00 A.M. CALL TO ORDER**

Present: Supervisors Scanlan, Bridges, Neely, and Ingram. Also present: County Administrative Officer (CAO) Tony Shaw, County Counsel Amanda Uhrhammer, and Deputy Clerk of the Board Michele Yderraga.

Supervisor Albaugh arrived at 9:09 a.m.

**Present:** 5 - Mike Scanlan, Gary Bridges, Tom Neely, Aaron Albaugh and Jason Ingram

**Excuse:** 0

#### **PUBLIC COMMENT**

None.

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

CAO Shaw 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.
- 2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: Lisa Leonard v County of Lassen; United States District Court Case No. 2:23-CV-01189-DMC.
- 3) Threat to Public Services or Facilities (54957) Consultation with Lassen County District Attorney.

#### **CLOSED SESSION**

Closed session was held from 9:02 a.m. - 9:45 a.m.

Present: Supervisors Scanlan, Bridges, Neely, and Ingram. Also present: CAO Shaw, County Counsel Uhrhammer, and Deputy Clerk of the Board Yderraga.

Supervisor Albaugh arrived at 9:09 a.m.

District Attorney S. Melyssah Rios was present from 9:02 a.m. - 9:38 a.m.

RECESS: 9:45 a.m. - 9:52 a.m.

**9:52 A.M. OPENING CEREMONIES**

**Pledge of Allegiance and Invocation**

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

**ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION**

CAO Shaw reported 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.

No reportable action.

2) Conference with Legal Counsel: Existing litigation pursuant to Subdivision (d)(1) of Government Code Section 54956.9: Lisa Leonard v County of Lassen; United States District Court Case No. 2:23-CV-01189-DMC.

No reportable action.

3) Threat to Public Services or Facilities (54957) Consultation with Lassen County District Attorney.

No reportable action.

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

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

**PUBLIC COMMENTS**

Chris Cole: Requested a copy of the audio for today's board meeting.

**UNAGENDIZED REPORTS BY BOARD MEMBERS**

Supervisor Scanlan: 1) Attended a Lassen Regional Solid Waste Management meeting; 2) attended the Regional Area Plan Update community meetings; 3) spoke with representatives from the Local Area Revitalization Project Cooperative (LARP) regarding their history and vision; 4) attended a Lassen Transit Service Agency (LTSA) meeting; 5) attended a Westwood Chamber of Commerce meeting.

Supervisor Bridges: 1) Attended the Regional Area Plan Update community meetings; 2) attended a retirement party for Richard Egan and Brian Dahle; 3) attended a Lassen County Transportation Commission (LCTC) meeting; 4) attended a Behavioral Health Advisory Board (BHAB) meeting; 5) attended a

Lassen County Local Agency Formation Commission (LAFCo) meeting; 6) will be attending California State Association of Counties (CSAC) meetings in Sacramento; 7) requested to adjourn the meeting in memory of John Schaap, Robert Genasci, and Dennis James Sutton.

Supervisor Ingram: 1) Attended an LTSA meeting; 2) attended an LCTC meeting; 3) thanked the Lassen County Office of Education (LCOE) for partnering to host Career Day at Lassen High School; 4) discussed strategies of drug overdoses.

Supervisor Albaugh: 1) Attended the 8th grade Big Valley Class tour of the Superior Court. Judge Robert Burns and District Attorney (DA) S. Melyssah Rios gave a nice presentation. Thanked Judge Burns and DA Rios for taking the time for the discussion; 2) attended the Sportsman Summit (formerly known as the Coyote Drive). Thanked CAO Shaw for drafting a letter; 3) discussed flooding in Big Valley. Thanked Sheriff/Coroner John McGarva and Office of Emergency Services (OES) Chief Silas Rojas for being present; 4) thanked Supervisor Bridges for attending the transportation meeting in his absence; 5) attended Richard Egan and Brian Dahle's retirement party.

Supervisor Neely: 1) Attended an LTSA meeting; 2) attended an LCTC meeting; 3) attended a pool meeting; 4) attended the Regional Area Plan Update meeting; 5) requested to adjourn in memory of Dr. Ray White.

## BOARDS AND COMMISSIONS

FAR NORTHERN REGIONAL CENTER

SUBJECT: Request from Far Northern Regional Center for consultation in re-appointing Timothy Howard to the Far Northern Coordinating Council on Developmental Disabilities.

FISCAL IMPACT: None.

ACTION REQUESTED: Consider making appointment.

Attachments: [Far Northern Regional Center](#)

Supervisor Albaugh stated it appeared Mr. Howard had been doing a good job. Brief discussion was held.

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

## INFORMATION/CONSENT CALENDAR

Supervisor Albaugh requested to pull Item# G1 - Personnel Report, and Item# G2 - Personnel Report. Supervisor Ingram requested to pull Item# G7 - Asphalt Emulsion Oil, Item# G8 - Asphalt Rubber Crack and Joint Sealant, Item# G9 - Chip Seal 3/8" Aggregate, and Item# G10 - Sand for Chip Seal Project.

## Approval of the Consent Agenda

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

PRISON TRIAL COSTS REIMBURSEMENT PROGRAM ITEMS  
SUBJECT: Recap of High Desert State Prison Trial Costs Reimbursement billing for the months of July, 2024, through December 2024.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Receive and file.

Attachments: [Prison Trial Cost Report](#)

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

COUNTY CLERK-RECORDER

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF DECEMBER 17, 2024  
SUBJECT: Meeting Minutes of December 17, 2024.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2024-12-17](#)

**These Minutes were approved on the Consent Agenda.**

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF JANUARY 21, 2025  
SUBJECT: Meeting Minutes of January 21, 2025.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2025-01-21](#)

**These Minutes were approved on the Consent Agenda.**

LASSEN COUNTY BOARD OF SUPERVISORS MEETING MINUTES OF JANUARY 28, 2025  
SUBJECT: Meeting Minutes of January 28, 2025.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS 2025-01-28](#)

**These Minutes were approved on the Consent Agenda.**

SHERIFF'S DEPARTMENT

SAFETY ONE SNOW-CAT TRAINING  
SUBJECT: Safety One Snow-Cat Training.

FISCAL IMPACT: \$3,973.32 from Title III Funding, Fund/Budget Unit No. 130-0522.

ACTION REQUESTED: Approve.

Attachments: [Snow-Cat Board Packet 2025](#)

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

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

- a) Planning and Service Area Agency on Aging Advisory (PSA2 AAA) Meeting Agenda for January 31, 2025.
- b) Planning and Service Area Agency on Aging Advisory (PSA2 AAA) Public Notice, Calling for Letters of Intent.
- c) Fair Advisory Board Meeting Minutes of December 10, 2024.
- d) Lassen Transit Service Agency Meeting Agenda for February 6, 2025.
- e) Lassen Local Agency Formation Commission (LAFCo) Regular Meeting Agenda for February 10, 2025.

Attachments: [MISC CORR](#)

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

**DEPARTMENT REPORTS**

COUNTY ADMINISTRATIVE OFFICE

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for November 2024.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Personnel Report - Nov](#)

Supervisor Albaugh stated he was making the same comment for Item# G1 - Personnel Reports and Item# G2 - Personnel Report. Supervisor Albaugh said the Personnel Reports reflect hires, losses, and retirees. The issue the county was having was that it was losing more staff than being hired. The workforce isn't available. The report also showed a good analysis of what departments were gaining and losing employees.

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for December 2024.

FISCAL IMPACT: None.

ACTION: Receive and file

Attachments: [Personnel Report - Dec](#)

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

PUBLIC WORKS DEPARTMENT

ASPHALT EMULSION OIL

SUBJECT: Bid Award: Asphalt Emulsion Oil / Albina Asphalt.

FISCAL IMPACT: Funding is available in the Road Operating Fund/Budget Unit No. 122-1221.

ACTION REQUESTED: Award the bid for asphalt emulsion oil to Albina Asphalt, 801 Main Street, Vancouver, WA, 98660. the lowest bidder meeting the specifications in the amount of \$336,152.64 for asphalt emulsion oil bidder plus an additional amount of \$25,000 for spreading costs and an additional \$75,000 (22% of low bid) to cover volatility in oil prices for a not to exceed amount of \$436,152.64.

Attachments: [PW Asphalt Emulsion Oil Bid Award Attach](#)

Supervisor Ingram asked if the four items he pulled were all for one project. Deputy Public Works Director Kayla Neely stated it was for a single project, however the department bid each item individually. Brief discussion was held.

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

ASPHALT RUBBER CRACK AND JOINT SEALANT

SUBJECT: Bid Award: Asphalt Rubber Crack and Joint Sealant / CrafcO, Inc.

FISCAL IMPACT: Funding is available in the Road Operating Fund/Budget Unit No. 122-1221.

ACTION REQUESTED: Award the bid to CrafcO, Inc., 6165 West Detroit St, Chandler, AZ, 85226, the lowest bidder meeting the specifications, in the amount of \$48,348.30 for Asphalt Rubber Crack and Joint Sealant.

Attachments: [PW Asphalt Rubber Crack and Joint Sealant Attach](#)

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

CHIP SEAL 3/8" AGGREGATE

SUBJECT: Award Chip Seal 3/8" Aggregate / Larranaga Trucking, Inc.  
FISCAL IMPACT: Funding is available in the Road Operating Fund/Budget Unit No. 122-1221.

ACTION REQUESTED: Award the bid for the 3/8" chip seal aggregate (Asphaltic Emulsion Seal Coat Screenings per section 37 of the Caltrans Standard Specification 2022) to Larranaga Trucking, Inc. in the amount of \$178,813; and 2) authorize the Director of Public Works to execute the agreement.

**Attachments:** [PW Chip Seal Aggregate - Bid Award Attach](#)

CAO Shaw stated there were two actions for this item being requested. County Counsel Uhrhammer read both actions.

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

SAND FOR CHIP SEAL PROJECT

SUBJECT: Award sand for Chip Seal Project / Sierra Cascade Aggregate and Asphalt Products, Inc.

FISCAL IMPACT: Funding is available in the Road Operating Fund/Unit Budget No. 122-1221.

ACTION REQUESTED: Award the bid for sand (chip seal fine aggregate 1/4" max, per section 37 of Caltrans Standard Specification 2022) to Sierra Cascade Aggregate and Asphalt Products, Inc. in the amount of \$30,459, the lowest bidder meeting specifications.

**Attachments:** [PW Chip Seal Fine Aggregate - Bid Award Attach](#)

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

## BOARD OF SUPERVISORS

This item was removed from the agenda.

SUPERVISOR INGRAM

SUBJECT: Discussion and direction to staff regarding live streaming of Board of Supervisors Meetings from the Board of Supervisors Chambers at 707 Nevada Street, Susanville.

FISCAL IMPACT: Initial impact of approximately \$20,000 in one-time fees and hardware/equipment costs, and reoccurring fees of approximately \$10,000 annually.

ACTION REQUESTED: 1) Direct staff to create a new project to provide live streaming of Board of Supervisors meetings from the Board of Supervisors

Chambers located at 707 Nevada Street, Susanville; and/or 2) provide direction to staff.

**Attachments:** [250211 Live Streaming of Supervisors Meetings](#)

Supervisor Ingram extensively discussed live streaming (live streaming at the Historic Courthouse, 707 Nevada Street, live streaming software and hardware, platforms), and stated they owed it to the public to provide transparency. Supervisor Albaugh asked Supervisor Ingram why he thought the county was not transparent and needed to live stream in order to be. Supervisor Albaugh continued to state the doors to the board chambers were always open, unless it was during closed session, and the audio was being recorded. Supervisor Scanlan also discussed transparency and stated live streaming would be an enhancement. Supervisor Scanlan said it would be beneficial to the community. Discussion was held pertaining to cost and budget. Supervisor Neely asked if all the equipment had been installed at the Historic Courthouse. Information Services Department Technical Support Specialist Travis Stading said certain equipment was installed but not everything. County Counsel Uhrhammer reminded the board this item did not have an action, that it was just direction to staff. CAO Shaw explained the quote received from Granicus. CAO Shaw stated he needed crystal clear direction from the board regarding the installation of live streaming. Supervisor Scanlan said he would like to see the live streaming completed within a month. County Counsel Uhrhammer reiterated this item was only to provide direction to staff and read the action item.

Motion #1: Supervisor Ingram made a motion to direct staff to complete the live streaming project within one month. A second motion was made by Supervisor Scanlan. Supervisor Bridges stated he agreed with the motion but would like to bring this item back next week to discuss cost. County Counsel Uhrhammer said the board could make a motion to direct staff and return next week with a proposal.

Motion #2: Supervisor Bridges made a motion to go forward with Granicus, move the equipment from the Historic Courthouse to 707 Nevada Street, and to return with a staff proposal. County Counsel Uhrhammer stated the motion was to come back with equipment that hasn't been purchased. Supervisor Bridges withdrew the motion.

CAO Shaw asked if the county needed to buy an "Owl", or if the board wanted to use TEAMS or Zoom? CAO Shaw again stated he needed clear direction if the board wanted to have a new project.

Motion# 3: Supervisor Albaugh made a motion to reaffirm board direction given on May 14, 2024. The motion was seconded by Supervisor Bridges.

Supervisor Scanlan requested to amend the first motion to remove the "one month" deadline and to replace the wording with "as soon as possible".



Supervisor Ingram made a motion to amend his prior motion to use the Granicus hardware, an "Owl", and software to be used at 707 Nevada Street as soon as possible. The motion was seconded by Supervisor Scanlan.

SPEAKERS: Katie Shroder, Denise Pickens, Chris Cole, Andrea Traphagen, David Teeter, and Tom Wasson.

**A motion was made by Supervisor Ingram, seconded by Supervisor Scanlan, to amend his prior motion to use the Granicus hardware, an "Owl", and software to be used at 707 Nevada Street as soon as possible. The motion carried by the following vote:**

**Aye:** 4 - Scanlan, Bridges, Neely and Ingram

**Nay:** 1 - Albaugh

RECESS: 11:26 a.m. - 11:31 a.m.

#### COUNTY ADMINISTRATIVE OFFICE

This item was removed from the agenda.

#### AMENDMENT TO TITLE 2 ADMINISTRATION AND PERSONNEL OF THE LASSEN COUNTY CODE

SUBJECT: Proposed ordinance to repeal and replace Section 2.06.035(a) of Title 2 of the Lassen County Code amending the powers and duties of the County Administrative Officer to not exclude the Fair Department.

FISCAL IMPACT: None.

ACTION REQUESTED: 1) Introduce the ordinance and read (or waive); and/or 2) provide direction to staff.

**Attachments:** [Chapter 2.06. Proposed Amended](#)  
[Chapter 2.06. County Administrative Officer](#)

CAO Shaw reminded the board they had met twice to discuss the Fair Manager job description and who the Fair Manager should report too. CAO Shaw stated the county code read as the CAO was responsible for assisting the other departments with the exception of the Fair Manager. If it were the pleasure of the board the county code could be amended to have the Fair Manager reporting directly to the CAO or it could remain as it stood. CAO Shaw stated the packet contained a copy of the amendment striking the first clause "...with the exception of the Fair Manager". Brief discussion was held pertaining to the Fair Advisory Board. Supervisor Albaugh asked what was CAO Shaw's philosophy? CAO Shaw said let the department heads be department heads and was willing to work with new department heads on a weekly basis. CAO Shaw also stated he would like to create specific policies pertaining to the Fair Department regarding gratuities, fair sponsors, free wrist bands. alcohol consumption pertaining to peers, and volunteer policies.

SPEAKERS: Denise Pickens.

**A motion was made by Supervisor Bridges, seconded by Supervisor Albaugh, to Introduce and Waive the first reading. The motion carried by the following vote:**

**Aye:** 4 - Scanlan, Bridges, Neely and Albaugh

**Nay:** 1 - Ingram

FAIR

FAIR MANAGER JOB DESCRIPTION

SUBJECT: Approval of Fair Manager Job Description.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve Job Description and/or Provide Direction to Staff.

Attachments: [250211 Fair Manager Job Description](#)

CAO Shaw stated this item was an amendment to the Fair Manager Job Description. The description identified who the Fair Manager reported to and clarified the job summary which included additional responsibilities. Brief discussion was held pertaining to weight lifting requirements and updates to the Board of Supervisors.

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

FAIR

2025 LASSEN COUNTY FAIR ENTERTAINMENT PURCHASING AUTHORITY RESOLUTION

SUBJECT: Adoption of a resolution establishing negotiation and purchasing authority for the Lassen County Fair Manager to execute agreement(s) for grandstand entertainment for the 2025 Lassen County Fair.

FISCAL IMPACT: \$135,000 cost and estimated ticket revenue of \$250,000 based upon 2024 Lassen County Fair costs and revenue from grandstand entertainment. Actual costs and revenue to be determined. Entertainment agreement(s) are executed in the 2024-2025 fiscal year but the payment for the services or goods provided under the contract will be made in the following fiscal year of 2025-2026.

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

Attachments: [250211 Resolution Fair Entertainment](#)

CAO Shaw stated this item was a resolution to establish negotiations and purchasing authority to the Fair Manager for entertainment expenses for the 2025 County Fair Grand Stand events. CAO Shaw discussed costs to secure entertainment and ticket revenues. Currently the Purchasing Policy had set limits of up to \$50,000 for the CAO's authority and dollar amounts exceeding the CAO's authority would have to be approved by the Board of Supervisors. CAO Shaw said he did not want to disclose the entertainers to preserve the opportunity to market. This also allowed for the artists and agents to promote the event. Supervisor Scanlan suggested to include the CAO's authorization on contracts in addition to the Fair Manager. Discussion was held regarding the Fair Department's expenditures, fair budget, and entertainer contracts. Fair Manager Bill Payer informed the board currently there wasn't any contracted entertainment as of yet. The Fair Department was currently in negotiations for the rodeo but a contract had not been secured. Fair Manager Payer stated entertainment in the past had created a positive revenue flow. Additional discussion was held.

Supervisor Bridges made a motion to adopt the resolution with the amendment to authorize the CAO to execute contracts in addition to the Fair Manager.

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

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

**FAIR MID-YEAR BUDGET MODIFICATIONS FOR FISCAL YEAR 2024-2025**

**SUBJECT:** Resolution approving the Fair Department's mid-year budget modifications for Fiscal Year 2024-2025 to rectify the negative cash balance and increase the budget appropriation for the Fair to operate for the remainder of the Fiscal Year.

**FISCAL IMPACT:** Impact to the General Fund of \$160,000 and reallocation of special one time funds from Fund No. 113 and Fund No. 103.

**ACTION REQUESTED:** 1) Adopt a resolution (4/5 vote required); and/or 2) provide direction to staff.

**Attachments:** [Resolution- Fair Financials](#)

CAO Shaw reminded the board several actions had been taken on the fair budget. The last direction to staff was to return to board with a cleaned up version of the budget that included the current negative cash fund balance and the dollar amount needed to get through the fiscal year. Executive Assistant to the CAO/Budget Analyst Samantha McMullen stated she did not want to continue to run the fair in deficit as they would receive negative interest. Budget Analyst McMullen stated the intent was to bring the Fair Department whole. Funds would be used from the Tribal Assistance Fund for revenue replacement. CAO Shaw informed the board the Fair Department would need an additional

appropriation increase. These funds would also be retained by de-funding the positions for the Deputy CAO and the Executive Assistant to the CAO, as well as the PG&E settlement. CAO Shaw stated the purpose for this recommendation was there had been a cost savings to the general fund as Deputy CAO salary had been cross charged to Health and Social Services as he had been providing administrative oversight services to this department. The Executive Assistant to the CAO had not been recruited. Additional discussion was held pertaining to the fair budget, funding, and the recruitment process.

Supervisor Bridges was absent from 12:30 p.m. - 12:31 p.m.  
Supervisor Ingram was absent from 12:34 p.m. - 12:35 p.m.

**A motion was made by Supervisor Bridges, seconded by Supervisor Scanlan, that this Resolution No. 25-006 be adopted. The motion carried by the following vote:**

**Aye:** 5 - Scanlan, Bridges, Neely, Albaugh and Ingram

COUNTY ADMINISTRATIVE OFFICE

SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Shaw: Nothing to report.

**ADJOURNMENT**

There being no further business, the meeting is adjourned at 12:38 p.m. in memory of John Schaap, Robert Genasci, Dennis Sutton, and Dr. Raymond White.

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

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

ATTEST:

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