



# Lassen County

## Meeting Minutes

### Board of Supervisors

*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, September 11, 2018

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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

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

Alan Schumacher: Discussed the Lassen County Fair and Fair Manager.

Judy Cooper: Current member of the Clear Creek Community Services District. Discussed the current turmoil within the district and the lack of participation with board members. Requested additional help for the District from the Board of Supervisors.

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

CAO Egan announced the following closed session items:

Employee performance evaluation: Fair Manager.

#### CLOSED SESSION

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

Closed session was held from 9:09 a.m. - 9:56 a.m.

County Counsel Burns was absent from 9:10 a.m. - 9:25 a.m.

RECESS: 9:56 a.m. - 10:01 a.m.

#### B. 10:01 A.M. OPENING CEREMONIES

## Pledge of Allegiance and Invocation

After the flag salute Supervisor Gallagher offered invocation in memory of those who served and we're lost in the September 11, 2001 attack on the United States.

### ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

CAO Egan announced the following closed session items:

- 1) Employee performance evaluation: Fair Manager. The performance evaluation for the Fair Manager will be continued to the end of the meeting.

### AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

Supervisor Hemphill requested to have the meeting adjourned in memory of Ron Harrison and Dr. Tom Pyle; Supervisor Gallagher requested to have the meeting adjourned in memory of Lynn Haas.

### PUBLIC COMMENTS

Gary Felt: Vice President of the Lassen County Chamber of Commerce discussed an upcoming two-day Import/Export Expo to be held at Lassen College in 2019. Gary discussed the different activities the Chamber is planning to be held at this event. The public can view this event at [www.rural-america.com](http://www.rural-america.com).

## PUBLIC HEARINGS

### BUDGET

SUBJECT: Fiscal Year 2018 - 2019 Budget Hearing and Budget Adoption.

FISCAL IMPACT: Provide appropriations for 2018-2019 Fiscal Year.

ACTION REQUESTED: 1) Conduct a public hearing on the 2018-2019 Lassen County Budget; and 2) either continue the public hearing or take action as follows: a) Adopt Resolution Establishing Appropriations Limit in the amount of \$34,284,925, for Fiscal Year 2018 - 2019 Pursuant to California Constitution Article XIII-B and Government Code §7910; and/or b) approving the 2018 - 2019 Lassen County Budget and Setting the 2018 - 2019 Tax Rate.

Attachments: [18-19 Recommended Expenditures](#)  
[18-19 Recommended Fund Summary](#)  
[18-19 Budget Committee Issues](#)  
[18-19 Budget Memo and Resolution](#)  
[18-19 Fund Balance Classifications](#)  
[18-19 Recommended Revenues](#)  
[18-19 Allocated Positions](#)

CAO Egan gave a detailed report of the recommended expenditures,

recommended fund summary, budget committee issues, budget memo and resolution, fund balance classifications, recommended revenues and allocated positions for the 2018-19 Fiscal Year (FY) budget. Discussion was also held regarding process of Trindel funds and the Teeter funds. Auditor Diana Wemple briefly discussed the Teeter funds and the effect it has on the other departments and General Fund.

The Public Hearing was open from 10:34 a.m. - 10:51 a.m.

**SPEAKERS:**

Auditor Diana Wemple: Reminded the Board that due to budget cuts services will be delayed and possibly may not be met. In order to get work done, need to have a staff. Briefly discussed cash flow.

Sheriff/Coroner Dean Growdon: Discussed the budget for the Sheriff's Office, jail and current and future FTE. Also discussed possible additional revenue in the upcoming Fiscal Year. Sheriff Growdon briefly discussed boating and animal control.

Treasurer/Tax Collector Nancy Cardenas: Reiterated what Auditor Wemple previously stated regarding eliminated positions and the additional stress that will be caused on the current staff.

Brief discussion was held by the Board.

**A motion was made by Supervisor Hammond, seconded by Supervisor Teeter, that this Resolution No. 18-060 be adopted. The motion carried by the following vote:**

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

RECESS: 11:01 a.m. - 11:10 a.m.

**MATTERS SET FOR TIME CERTAIN**

**PLANNING AND BUILDING SERVICES**

**SUBJECT:** Proposal to Update the Housing Element of the Lassen County General Plan for the 2019-2024 Cycle.

**FISCAL IMPACT:** To be paid from Geothermal Fund/Budget Unit No. 174-1741.

**ACTION REQUESTED:** 1) Receive report; and 2) Find that "there is no new geothermal development and substantial planning, maintenance, and environmental mitigation of geothermal development has been achieved" as referenced in Public Resources Code Section 3824.5 in order to use the County's geothermal fund to pay for said update; and  
3) Consider approval of the attached draft contract with Michael Baker International, Inc., to update the Housing Element for the 2019-2024 cycle in the amount of \$48,115.

**Attachments:** [PB M Baker Contract 9-11-18pckt](#)

Assistant Director of Planning and Building Services Gaylon Norwood gave an overview of the draft contract with Michael Baker International Inc. Also discussed geothermal and housing development. Brief discussion was held.

SPEAKERS: Director of Health and Social Services Barbara Longo.

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

**Aye:** 4 - Gallagher, Teeter, Hemphill and Hammond

**Nay:** 1 - Albaugh

### **INFORMATION/CONSENT CALENDAR**

Supervisor Gallagher pulled Item No. G4 - County Surveyor and G5 - Prison Trial Costs Reimbursement Program Items; Supervisor Albaugh pulled Item No. G7c - Central Valley Regional Water Quality Control Board Notice of Public Workshop for October 4 - 5, 2018, for further discussion.

### **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

### **BOARD OF SUPERVISORS**

SUPERVISOR GALLAGHER

SUBJECT: Approval of a letter of support for Lassen County Fire Safe Council, Inc. Diamond Mountain Forest and Watershed Restoration Project application for the Sierra Nevada Conservancy's Watershed Improvement Program.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve and authorize the Chairman to sign.

**Attachments:** [180911 Ltr of Support Diamond Mtn](#)

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

### **COUNTY ADMINISTRATIVE OFFICE**

PERSONNEL REPORT

SUBJECT: Personnel Movement Report for August, 2018.

FISCAL IMPACT: None.

ACTION: Receive and file.

Attachments: [Personnel Report](#)

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

COUNTY CLERK-RECORDER

MINUTES

SUBJECT: Meeting minutes of August 28, 2018.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: [Draft Minutes](#)

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

SHERIFF'S DEPARTMENT

ADULT CORRECTIONAL CORE ACADEMY

SUBJECT: Travel authorization for Correctional Deputy Miller to attend the required Standard Training for Corrections (STC) training from September 13, 2018 through October 12, 2018. The total estimated cost of training is approximately \$3,543.63.

FISCAL IMPACT: Funds have been appropriated within Fund/Budget Unit No. 130-0525.

ACTION REQUESTED: Approve.

Attachments: [SO - Attach](#)

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

MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:

a) Lassen County Technical Advisory Committee Meeting Agenda for August 23, 2018.

b) Lassen County Technical Advisory Committee Meeting Agenda for September 6, 2018.

\*\* c) THIS ITEM WAS PULLED FROM CONSENT BY SUPERVISOR ALBAUGH.\*\*

d) Honey Lake Valley Resource Conservation District special agenda for August 31, 2018.

e) Honey Lake Valley Resource Conservation District Regular Meeting Minutes for June 27, 2018.

f) Lassen County Planning Commission Agenda for September 5, 2018.

g) Susanville City Council Special Meeting agenda for September 4, 2018.

h) ) Susanville City Council Regular Meeting agenda for September 5, 2018.

Attachments: [Misc Corr](#)

Item No. G7c - Central Valley Regional Water Quality Control Board Notice of

Public Workshop for October 4 - 5, 2018, was pulled by Supervisor Albaugh. The motion was made to approve Item No. G7a & b and G7d - h.

**These Reports, except Item No. G7c, were received and filed on the Consent Agenda.**

## DEPARTMENT REPORTS

### PLANNING AND BUILDING SERVICES

#### COUNTY SURVEYOR

SUBJECT: Resolution to approve Parcel Map No. 2018-003, a Parcel Map Waiver for Patrick & Beverly Wood and Keith Wood, located in a portion of Section 5, Township 36 North, Range 10 East, and in a portion of Section 32, Township 37 North, Range 10 East, Mount Diablo Base and Meridian.

FISCAL IMPACT: None.

ACTION REQUESTED: Adopt Resolution.

Attachments: [PB PM2018-004 Wood 9-11-18](#)

County Surveyor Don Willis gave a brief description of the parcel map waiver.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Hemphill, that this Resolution No. 18-061 be adopted.**

**The motion carried by the following vote:**

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

### PRISON TRIAL COSTS

#### 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 2017 through June 2018.

FISCAL IMPACT: None.

ACTION REQUESTED: Receive and file.

Attachments: [Prison Trial Cost Reports](#)

CAO Egan explained to the board how a claim for the Prison Trial Cost Reimbursements are submitted and the amount of time that is allowed to be paid by the Superior Court. County Counsel Burns briefly discussed the State Controller's procedure pertaining to this type of a claim. Associate Treasurer/Tax Collector Kristina Divine also discussed the policy and procedure of the State Controller and the Superior Court. Brief discussion was held.

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

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

## MISCELLANEOUS CORRESPONDENCE ITEMS

ACTION REQUESTED: Receive and file the following correspondence:  
c) Central Valley Regional Water Quality Control Board Notice of Public Workshop for October 4 - 5, 2018.

Supervisor Albaugh requested to have a representative attend the Central Valley Regional Water Quality Control Board Workshop in Redding, Ca. CAO Egan stated he would see about having someone attend.

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

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

## BOARDS AND COMMISSIONS

## FAIR ADVISORY BOARD

SUBJECT: Vacancy on the Fair Advisory Board District 5. Term is set to expire on March 31, 2019.

FISCAL IMPACT: None.

ACTION REQUESTED: Consider making appointment. (Applicants: Wilma Kominek; Eric Fletcher).

Attachments: [Applicants](#)

CAO Egan informed the Board that there were two applicants and one vacancy. Supervisor Hammond nominated Eric Fletcher to fill the vacancy. Supervisor Gallagher recommended that the other applicant be considered for another board.

**A motion was made by Supervisor Hammond, seconded by Supervisor Hemphill, that Eric Fletcher be Appointed to the Fair Advisory Board. The motion carried by the following vote:**

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

## TREASURER/TAX COLLECTOR'S OFFICE

## OFFICE OF RECOVERY &amp; REIMBURSEMENT

SUBJECT: Resolution to Approve Sliding Fee Scale for Financial Evaluations and Collecting Moneys Owed to the County.

FISCAL IMPACT: Possible increase in revenue.

ACTION REQUESTED: Approve Resolution authorizing Financial Evaluation Officer to utilize sliding fee scale based on Federal Poverty guidelines where applicable by law for collections.

Attachments: [ORR SLIDING FEE SCALE BOS LTR](#)

Associate Treasurer/Tax Collector Kristina Divine gave a detailed presentation

regarding the Sliding Fee Scale for Financial Evaluations and Collecting Monies owed to the County and all clients receiving fair treatment. Brief discussion was held.

SPEAKERS: Chief Probation Officer Jennifer Branning and Treasurer/Tax Collector Nancy Cardenas.

**A motion was made by Supervisor Albaugh, seconded by Supervisor Teeter, that this Resolution No. 18-062 be adopted. The motion carried by the following vote:**

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

#### COUNTY ADMINISTRATIVE OFFICE

##### SURPLUS PROPERTY

SUBJECT: County Owned Real Property located at 476 Alexander Ave, Susanville.

FISCAL IMPACT: Unknown.

ACTION REQUESTED: Adopt Resolution.

Attachments: [Real Property Alexander Ave](#)

CAO Egan gave a follow up presentation to the Board regarding the county owned real property located at 476 Alexander Avenue in Susanville. Brief discussion was held.

**A motion was made by Supervisor Hemphill, seconded by Supervisor Teeter, that this Resolution No. 18-063 be adopted. The motion carried by the following vote:**

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

#### UNAGENDIZED REPORTS BY BOARD MEMBERS

Supervisor Hemphill: 1) Requested to have a discussion regarding housing development and development within Lassen County at a future board meeting; and 2) attended a Lassen Transit Service Agency (LTSA) meeting.

Supervisor Albaugh: 1) Recognized Supervisor Gallagher and thanked him for a wonderful invocation he offered this morning; 2) attended a Sierra Nevada Conservancy meeting; 3) attended a dinner at the Mountain Fair; and 4) will be attending a Regional Council Representatives of California (RCRC) meeting at the end of the month and will be putting together a basket that represents Lassen County. Welcomes any suggestions or recommendations for the basket that represent Lassen County.

Supervisor Teeter: Attended a Behavioral Health Advisory Board meeting.

Supervisor Gallagher: Hunted in Colorado.

**\*\*Supervisor Hammond requested to postpone his report for the follownig Board Meeting.**



**DEPARTMENT REPORTS - CONTINUED**

## COUNTY ADMINISTRATIVE OFFICE

## SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

CAO Egan announced he will be coming back with action items at a later meeting to implement the budget that was adopted today.

Supervisor Gallagher expressed that he would like the county to be involved with the Export/Import Expo next year and plan an exhibit on behalf of Lassen County.

## CLOSED SESSION - CONTINUED

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

Fair Manager Jim Wolcott arrived at 12:02 p.m.

Closed session was held from 12:00 p.m. - 12:44 p.m.

CAO Egan announced the following:

1) Employee performance evaluation: Fair Manager. The Board unanimously issued a satisfactory performance evaluation.

**ADJOURNMENT**

There being no further business, the meeting is adjourned at 12:44 p.m. in memory of Lynn Haas, Ron Harrison and Dr. Tom Pyle.

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

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

ATTEST:

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