



# Lassen County

## Meeting Agenda

### Board of Supervisors

**LASSEN COUNTY SUPERVISORS:**  
**DISTRICT 1 - BOB PYLE-CHAIRMAN; DISTRICT 2 - JIM CHAPMAN; DISTRICT 3 - JEFF HEMPHILL;**  
**DISTRICT 4 - AARON ALBAUGH; DISTRICT 5 - TOM HAMMOND**

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Tuesday, September 22, 2015

9:00 AM

Board Chambers  
707 Nevada Street  
Susanville, CA 96130

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#### ADDRESSING THE BOARD

\*Any person desiring to address the Board shall first secure permission of the presiding officer.

\*Speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular Agenda item. Cards are available on the table by the door and shall be completed and presented to the Clerk in advance of speaking.

\*Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the Public at the time provided in the Agenda under Public Comment. The Board limits testimony on those items to three minutes per person and no more than three individuals shall address the same subject.

\*As required by Govt. Code Section 54957.5, any public record distributed to the Board of Supervisors less than 72 hours prior to this meeting in connection with any agenda item shall be made available for public inspection at the office of the Clerk of the Board, 220 S. Lassen St., Suite 5, Susanville CA 96130. Public records distributed during the meeting will be available for public inspection at the meeting if prepared by the County. If the public record is prepared by any other party and distributed at the meeting, it will be made available for public inspection following the meeting at the office of the Clerk of the Board.

\* Parties with a disability as provided by the Americans with Disabilities Act who require special accommodations or aides in order to participate in the public meeting should make the request to the County Clerk of the Board's Office three full business days prior to the meeting at (530) 251-8217.

\*Next Resolution in line for adoption: No. 15-053

THE BOARD OF SUPERVISORS MAY RECESS AT 11:45 AM AND RECONVENE AT 1:30 PM.

THE BOARD MAY HOLD CLOSED SESSION AS THE AGENDA SCHEDULE PERMITS.

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

1. PUBLIC COMMENT (Suggested for addressing items to be considered under Closed Session)
2. CLOSED SESSION

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

1) Conference with Legal Counsel: Significant exposure to Litigation Pursuant to Subdivision (d)(2) of Government Code Section 54956.9 (if needed).

#### B. 9:30 A.M. OPENING CEREMONIES

##### Pledge of Allegiance and Invocation

1. ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION

2. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS
3. PUBLIC COMMENTS
4. UNAGENDIZED REPORTS BY BOARD MEMBERS (Immediately following public comment and no later than 10:00 a.m.)

### C. PUBLIC HEARINGS

These matters are scheduled at the time stated, and will be heard by the Board as close to the time stated as possible.

#### HEALTH AND SOCIAL SERVICES

- 1                    10:15 am CDBG GRANT #10-EDEF-7266  
SUBJECT: Public Hearing on Close Out of CDBG Grant #10-EDEF-7266  
FISCAL IMPACT: None.  
ACTION REQUESTED: Conduct a Public Hearing.

Attachments:        [BOS Letter CDBG CloseOut](#)

### D. MATTERS SET FOR TIME CERTAIN

These matters have been set at the time stated to accommodate the participants, and will be heard by the Board as close to the time stated as possible.

#### ADMINISTRATIVE SERVICES

- 1                    10:25 am SITE VISIT  
SUBJECT: Site visit and presentation of preliminary floor plan of 2950 Riverside Drive, Susanville:Proposed Itinerary (actual times subject to the discretion of the Chairman):  
10:25 a.m. Recess for site visit of 2950 Riverside Drive, Susanville. Public and media may attend, but will need to provide own transportation.  
10:35 a.m. Reconvene at 2950 Riverside Drive, Susanville, for a site visit to be orchestrated by County staff; however no Board of Supervisor business will be conducted. Public may attend; however, no public comment will be solicited from the Public.  
11:00 a.m. Recess to return to 707 Nevada Street, Susanville.  
11:10 a.m. Reconvene at 707 Nevada Street, Susanville, to receive presentation of the preliminary floor plan, conduct business and to receive public comment on the item.  
FISCAL IMPACT: None.  
ACTION REQUESTED: No action required.

### E. STUDY SESSION

### F. BOARDS AND COMMISSIONS

**G. INFORMATION/CONSENT CALENDAR**

These matters are routine in nature and usually approved by a single vote. Prior to action of the Board, the public will be given the opportunity to comment on any consent item

## BOARD OF SUPERVISORS

- 1** DISCRETIONARY FUND REQUEST  
SUBJECT: Supervisor Hammond Contribution to NorCal Cancer Advocates.  
FISCAL IMPACT: From Special Department Expense Fund 100-0011(will reduce total available for Supervisors' discretionary funding from Fund 100-0011).  
ACTION REQUESTED: Approve.

## ADMINISTRATIVE SERVICES

- 2** PERSONNEL  
SUBJECT: Personnel Movement Report for August, 2014.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Receive and file.

Attachments: [Personnel Report](#)

## AUDITOR AND TREASURER DEPARTMENTS ITEM

- 3** AGREEMENT  
SUBJECT: UNICOM Systems, Inc. three (3) year product license and support agreement with UNICOM Systems, Inc. for the county financial system at the rate of \$9,999. for 2015-16, \$11,998.80 for 2016-17 and \$14,398.56 for 2017-18 (20% increase each year).  
FISCAL IMPACT: To be expensed out of Fund 100-0311. A portion of the expense, as part of the financial system costs, will be recovered though the annual cost plan.  
ACTION REQUESTED: Approve and authorize the CAO to sign.

Attachments: [UNICOM](#)

- 4** REPORT  
SUBJECT: Fund balance report for August 2015.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Receive report.

Attachments: [LASSEN COUNTY FUND BALANCES 08-31-2015](#)

## CHILD SUPPORT SERVICES

- 5 PLAN OF COOPERATION  
SUBJECT: California Department of Child Support Services Plan of Cooperation Federal Fiscal Year (FFY) 2016.  
FISCAL IMPACT: There is no fiscal impact to the County General Fund. There is no net increase to appropriations.  
ACTION REQUESTED: Authorize Child Support Director's signature on the California Department of Child Support Services Plan of Cooperation FFY 2016.

Attachments: [DCSS staff rpt 9.22.15](#)  
[DCSS poc ffy 2016](#)

#### DISTRICT ATTORNEY

- 6 VICTIM/WITNESS PROGRAM  
SUBJECT: Resolution approving the undertaking of the Lassen County District Attorney's Victim/Witness Assistance Program to accept and deposit contributions from the State of California Prison Industry Authority (CalPIA) for the direct purpose of compensating victims of crime.  
FISCAL IMPACT: Unknown. The contributions will be a revenue source for the program and deposited into the Lassen County Victim Witness Emergency Fund.  
ACTION REQUESTED: Adopt resolution.

Attachments: [rev DA Vic Wit](#)

#### PROBATION DEPARTMENT

- 7 PROBATION  
SUBJECT: Memorandum of Understanding (MOU) between the Fort Sage Unified School District, Lassen County Office of Education, Long Valley Charter, Susanville School District, Westwood Charter School, Westwood Unified School District and the Lassen County Probation Department for the Truancy Reduction Program.  
FISCAL IMPACT: Revenue agreement for Probation 145-0561 of \$34,500.  
ACTION REQUESTED: Approve the MOU for FY 2015/2016 between the agencies.

Attachments: [Probation MOU](#)

#### PUBLIC WORKS DEPARTMENT

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## PUBLIC WORKS

SUBJECT: First Amendment to Agreement Between Lassen County and Semingson Architects, Inc.

FISCAL IMPACT: The additional cost for this First Amendment is \$70,000 which makes the maximum amount payable under this contract \$85,000, to be paid from Fund 151-1511.

ACTION REQUESTED: Approve the First Amendment with Semingson Architects, Inc., Cottonwood, California and authorize the CAO to sign.

Attachments:

[Semingson](#)

[Amendment #1 - Semingson Architects](#)

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## PUBLIC WORKS

SUBJECT: Bid Award: Ravendale Airport Widen Runway, Taxiway Rehabilitation and Restripe Pavement Project (LAS-4-10-1) and Overlay Runway and Tiedown Area Project (LAS-4-11-1 & LAS-4-14-1).

FISCAL IMPACT: Funding is available within the current FY 2015/16 Aviation Budget, Fund 124 with reimbursable funding in the amount of 90% of the project cost coming from the California Aid to Airports Program (CAAP). A total of \$840,000 has been budgeted for this project.

ACTION REQUESTED: 1) Award the contract for "Ravendale Airport Widen Runway, Taxiway Rehabilitation and Restripe Pavement Project (LAS-4-10-1) and Overlay Runway and Tiedown Area Project (LAS-4-11-1 & LAS-4-14-1)" to Hat Creek Construction and Materials, Inc., Burney, CA the lowest bidder meeting the specifications, in the amount of \$543,454 2) Authorize the Director of Public Works to sign the Agreement once it has been approved by Caltrans and County Counsel 3) Authorize the Director of Public Works to authorize Change Orders up to a "not-to-exceed" amount of \$ 108,500 (approximately 20%) or a total contract not-to-exceed cost of \$651,954.

Attachments:

[Ravendale](#)

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## ROAD

SUBJECT: Second Amendment to Agreement Between Lassen County and SHN Consulting Engineers and Geologists, Inc.

FISCAL IMPACT: The additional cost for this Second Amendment is \$30,275 which makes the maximum amount payable under this multi-year contract \$139,775. Costs are split equally between Muddy Slough Bridge 7C-88 and Muddy Slough Bridge 7C-89 where funding is available in the current FY 2015-16 Road Construction Budget 122-1222. Federal Highway Bridge Program (HBP) funding is available for these projects on a 100% reimbursable basis.

ACTION REQUESTED: 1) approve the Second Amendment with SHN Consulting Engineers and Geologists, Inc., Redding, California 2) authorize the Public Works Director to sign the Second Amendment.

Attachments:

[SHN Consulting](#)

- 11** ROAD  
SUBJECT: Program Supplement Agreement No. N032, Rev. 2 to Administering Agency-State Agreement for Federal-Aid Projects No. 02-5907R, for the Realignment of Mooney Road (County Road A-21).  
FISCAL IMPACT: Total allocation in the amount of \$2,367,470 (\$2,220,722 federal funds and \$146,748 local funds). Project is funded in Road Construction Budget 122-1222 - multiple fiscal years budgets.  
ACTION REQUESTED: 1) Approve the execution of Program Supplement Agreement No. N032, Rev. 2 to Administering Agency-State Agreement for Federal-Aid Projects No. 02-5907R for the Realignment of Mooney Road (County Road A-21) and corresponding Resolution, and  
2) Authorize the Chairman to sign.

Attachments: [Mooney Road \(2\)](#)

#### SHERIFF'S DEPARTMENT

- 12** JAIL  
SUBJECT: Training request for Correctional Deputies McArthur and Norton to attend the mandatory Correctional Officer Core Course in Modesto, CA from October 6 - November 13, 2015.  
FISCAL IMPACT: \$6,044.60 from the jail budget 130-0525.  
ACTION REQUESTED: Authorize the training and approve the full per diem amount to be provided prior to the start of the course.

Attachments: [Jail](#)

#### TREASURER/TAX COLLECTOR

- 13** CONTRACT  
SUBJECT: Pre-Sort Contract, creation of all envelopes, tax forms and bills required by the Tax Collector's Office, as well as the partial printing and mailing of the Lassen County Secured property tax bills.  
FISCAL IMPACT: \$15,000 per year from budget units 140-6787 and 100-0073.  
ACTION REQUESTED: To Approve the three year contract with Pre-Sort of Stockton Inc., and direct the CAO to sign.

Attachments: [Pre-Sort](#)

- 14** REPORT  
SUBJECT: Treasurer's Investment Report for August, 2015.  
FISCAL IMPACT: None.  
ACTION REQUESTED: ACTION: Receive and file.

Attachments: [LASSEN COUNTY PORTFOLIO 08-31-2015](#)

#### MISCELLANEOUS CORRESPONDENCE ITEMS

- 15 ACTION REQUESTED: Receive and file the following correspondence:
- a) Lassen County Technical Advisory Committee Meeting cancellation for September 9, 2015.
  - b) Honey Lake Valley Recreation Authority Governing Board meeting agenda for September 15, 2015.
  - c) Susanville City Council meeting agenda for September 16, 2015.

Attachments: [Misc Corresp](#)

## H. DEPARTMENT REPORTS

### ADMINISTRATIVE SERVICES ITEM

- 1 PROJECT SCHEDULE  
SUBJECT: Project schedule for design and construction of renovations and improvements to county facilities: Riverside Drive, Historic County Courthouse and Courthouse Annex  
FISCAL IMPACT: Project costs will be paid from Fund 151-1511 Capital Projects, Lease Purchase and, where costs are applicable to pay for renovations and improvements for Adult Probation at the Riverside Drive Facility, allowable costs will be paid from Fund 138-0551 Co. Local Revenue Fund (aka Community Corrections Partnership - AB 109).  
ACTION REQUESTED: Provide direction to staff.

Attachments: [H1 Project Schedule](#)

### HEALTH & SOCIAL SERVICES

- 2 ADULTS' SERVICES  
SUBJECT: In-Home Support Services (IHSS) Discussion.  
FISCAL IMPACT: None  
ACTION REQUESTED: No action required; information only and possible direction to staff.

Attachments: [BOS IHSS Discussion 09.22.2015](#)

### PLANNING AND BUILDING SERVICES

- 3 PLANNING  
SUBJECT: Petition for Cancellation of a Williamson Act Contract, Sierra Pacific Industries (File 844.05.01).  
FISCAL IMPACT: No negative impact to the General Fund.  
ACTION REQUESTED: 1) Receive the staff report; and  
2) Ensure that Conditions of the Tentative Cancellation (recorded as Instrument number 2015-03257) have been met; and  
3) Record Notice of Final Cancellation with the County Recorder; or  
4) Alternatively the Board could determine that the required conditions have not been made and deny the request for final cancellation.

Attachments: [Sierra Pacific Industries](#)

COUNTY ADMINISTRATIVE OFFICE

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SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

**I. CORRESPONDENCE**

**J. AGENDA ADDENDUM**

**2015 MEETINGS:**

**September 29, 2015 – No Board Meeting**

**October 6, 2015 – No Board Meeting**

**October 13, 2015 – 9:00 a.m. – Board Meeting**

**October 20, 2015 – 9:00 a.m. – Board Meeting**

**October 27, 2015 – 9:00 a.m. – Board Meeting**

**November 3, 2015 – No Board Meeting**

**November 10, 2015 – 9:00 a.m. – Board Meeting**

**November 17, 2015 – 9:00 a.m. – Board Meeting**

**November 24, 2015 – 9:00 a.m. – Board Meeting**

**December 1, 2015 – No Board Meeting**

**December 8, 2015 – 9:00 a.m. – Board Meeting**

**December 15, 2015 – 9:00 a.m. – Board Meeting**

**December 22, 2015 – 9:00 a.m. – Board Meeting**

**December 29, 2015 – No Board Meeting**

**2016 MEETINGS:**

**January 5, 2016 – No Board Meeting**

**January 12, 2016 – 9:00 a.m. – Board Meeting**

**ADJOURNMENT**