



# Lassen County

## Meeting Agenda

### Board of Supervisors

*LASSEN COUNTY SUPERVISORS:*

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

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Tuesday, December 17, 2019

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 or [lcclerk@co.lassen.ca.us](mailto:lcclerk@co.lassen.ca.us).

\*Next Resolution in line for adoption: No. 19-055

\*Next Ordinance in line for adoption: No. 2019-13

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).

2) Liability Claim; - Claimant: C. Strange, Agency claimed against: Lassen County, Claim# TIBT-600166.

### 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.

**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.

- 1                    10:00 a.m.: PROCLAMATION  
SUBJECT: Proclamation recognizing Robert Shockley (Health and Social Services) on his retirement from Lassen County.  
FISCAL IMPACT: None.  
ACTION: Adopt.

**Attachments:**        [Proclamation 2019 -- Robert Shockley](#)

- 2                    10:00 a.m.: RECOGNITION COMMITTEE PRESENTATION  
SUBJECT: 20 Years: Yvonne Hawkes (Lassen Works).  
FISCAL IMPACT: None.  
ACTION: Present awards.
- 3                    10:05 a.m.: LASSEN COUNTY CHILDREN AND FAMILIES COMMISSION  
SUBJECT: Review of First 5 Lassen Strategic Plan, Long Range Financial Plan, and Annual Audit on behalf of Lassen County Children & families Commission.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Receive reports.

**Attachments:**        [1363\\_001](#)

10:25 a.m.: RECESS

**E. STUDY SESSION****F. BOARDS AND COMMISSIONS**

- 1 LASSEN COUNTY BEHAVIORAL HEALTH ADVISORY BOARD  
SUBJECT: Vacancy on the Lassen County Behavioral Health Advisory Board Category 3.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Consider appointing Brady Reed to the Lassen County Behavioral Health Advisory Board, Category 3 - General Public representing law/justice, health care, and/or human services community partners.

**Attachments:** [doc08611720191213160155](#)

## 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 LASSEN COUNTY WATERWORKS DISTRICT 1  
SUBJECT: Approval of a letter of support for Lassen County Waterworks District 1 (Bieber) Fire Hydrant and Water Meter Replacement Project.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve letter and authorize the Chairman to sign.

**Attachments:** [Admin - Lassen County Waterworks Attach](#)

### AUDITOR

- 2 FUND CASH BALANCES  
SUBJECT: Treasurer's Fund Balance Report and Auditor's verification for the month of November 30, 2019.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

**Attachments:** [LASSEN COUNTY FUND BALANCES 11-30-19](#)

### CHILD SUPPORT SERVICES

- 3 JOB DESCRIPTION  
SUBJECT: Job description approval for Assistant Director.  
FISCAL IMPACT: There is no fiscal impact to the General Fund; there is no net increase to appropriations.  
ACTION REQUESTED: 1) Approve Assistant Director job description; and 2) adopt Resolution; and/or 3) provide direction to staff.

**Attachments:** [12.17.19 Board of Supervisor Staff Report](#)  
[Child Support New - Job Description Assistant Director of Child Support Service](#)  
[12.17.19 Resolution](#)

## COUNTY CLERK-RECORDER

- 4 MINUTES  
SUBJECT: Meeting Minutes of December 10, 2019.  
FISCAL IMPACT: None.  
ACTION REQUESTED: Approve.

Attachments: [DRAFT MINS](#)

## HEALTH AND SOCIAL SERVICES

- 5 PUBLIC HEALTH  
SUBJECT: Approval of Children's Health & Disability Prevention (CHDP), California Children's Services (CCS), and Health Care Program for Children in Foster Care (HCPFC) Program Plans and Budgets for Fiscal Year 2019-2020.  
FISCAL IMPACT: There is no impact to County General Fund. Submitting the approved plans and budgets ensures the availability of state funds for program operations.  
ACTION REQUESTED: 1) Approve the Program Plans and Budgets; and 2) authorize the County Administrative Officer to execute the certification.

Attachments: [BOS PH Letter CHDP CCS HCPFC Plan & Budget 12.17.19](#)

- 6 BEHAVIORAL HEALTH  
SUBJECT: Amendment A02 to Substance Abuse Block Grant (SABG) Agreement No. 17-94135 with Department of Health Care Services (DHCS) for July 1, 2017 through June 30, 2020.  
FISCAL IMPACT: There is no impact to County General Funds. This is a revenue agreement.  
ACTION REQUESTED: 1) Approve Agreement No. 17-94135 and Amendment A02; and 2) authorize the County Administrative Officer to sign.

Attachments: [BH 17.20 SABG Amendment #17-94135 A02 12.17.19](#)

- 7 AGREEMENT  
SUBJECT: Performance Agreement #18-95250 with California Department of Health Care Services for Fiscal Year 2018/2021.  
FISCAL IMPACT: No impact to County General Fund; performance agreement only.  
ACTION REQUESTED: 1) Approve the Agreement; and 2) authorize the County Administrative Officer to execute the Agreement.

Attachments: [HSS BH Performance - FY 2018-21 - Lassen - 18-95250](#)  
[BOS BH Performance Agreement 2018.2021](#)

## PUBLIC WORKS DEPARTMENT

- 8** ROAD DEPARTMENT  
SUBJECT: Second Amendment to Agreement between Lassen County and ZT Consulting Group Inc.  
FISCAL IMPACT: An additional \$11,500 is available in the Road Construction Fund/Budget Unit No. 122-1222 for this Amendment where Federal STIP funding is available for reimbursement.  
ACTION REQUESTED: 1) Approve the Second Amendment to Agreement with ZT Consulting Group, Inc.; and 2) authorize the Public Works Director to sign.

Attachments: [PW Attach](#)

#### SHERIFF'S DEPARTMENT

- 9** ADMINISTRATION  
SUBJECT: Authorization of the purchase of a Repeater/Base Station for Hamilton Mountain.  
FISCAL IMPACT: This purchase will come from the Sheriff's Equipment Replacement Fund/Budget Unit No. 185-0540. Those funds will be reimbursed through the Homeland Security Grant Program.  
ACTION REQUESTED: Authorize the purchase of one base station/repeater unit from Daniels Electronics Ltd. at a total cost of \$28,943.91.

Attachments: [SO Attach](#)

- 10** TRAINING  
SUBJECT: Travel authorization for one civil officer to attend the California State Sheriffs' Association Foundation Basic Civil Procedures School in San Diego, Ca, January 27 -31, 2020.  
FISCAL IMPACT: The estimated cost of the training is approximately \$2,605.52; full per diem and tuition are to be provided prior to the start of training session from Sheriff Patrol Fund/Budget Unit No 130-0522.  
ACTION REQUESTED: Approve.

Attachments: [SO Travel Auth Attach \(1\)](#)  
[SO Travel Auth Attach \(2\)](#)

#### TREASURER/TAX COLLECTOR

- 11** PORTFOLIO  
SUBJECT: Treasurer's Investment Report for November 30, 2019.  
FISCAL IMPACT: None.  
ACTION: Receive and file.

Attachments: [LASSEN COUNTY PORTFOLIO 11-30-19](#)

#### BOARD OF SUPERVISORS

- 12 SUPERVISOR HAMMOND  
SUBJECT: Request to designate \$182.84 to C&S Waste for town clean ups.  
FISCAL IMPACT: Appropriation is included in the General Fund, Board of Supervisors Fund/Budget Unit No. 100-0011.  
ACTION REQUESTED: Approve expenditure.

## H. DEPARTMENT REPORTS

### ASSESSOR'S OFFICE / TREASURER/TAX COLLECTOR

- 1 LICENSE AND MAINTENANCE AGREEMENT  
SUBJECT: Approval of the Megabyte Property Tax System Software License Agreement and Megabyte Maintenance Agreement.  
FISCAL IMPACT: \$38,000 County Contribution from General Fund 2019-2020 budget. Remainder of County matching fund requirements (\$299,000) by charging implementation hours, training, and travel to Megabyte for all 3 departments.  
ACTION REQUESTED: 1) Approve both Agreements and the adjustments to revenue and expenditure projections for Fiscal Year 2019-2020; and 2) authorize the Chairman or the County Administrative Officer to execute the Agreements; and/or 2) provide direction to staff.

Attachments: [Assessor Memo To BOS\(MB Agreement 12-19\)](#)  
[MB software agreement-CC reviewed](#)  
[MB maintenance agreement CC-reviewed](#)

### FAIR

- 2 FAIR REPORT  
SUBJECT: Fair Manager's Report.  
FISCAL IMPACT: None.  
ACTION REQUESTED: 1) Receive report; and/or 2) provide direction to staff.

### HEALTH & SOCIAL SERVICES

- 3 THIS ITEM HAS BEEN PULLED
- 4 RANGE INCREASE  
SUBJECT: Range Increase for Specific Positions within Health and Social Services.  
FISCAL IMPACT: There will be no impact to the County General Fund with the increased salaries. There are funds available in Fund 120 and Budget 852.  
ACTION REQUESTED: Approve the requested range increase.

Attachments: [BOS HSS Minimum Wage Range Change 2019](#)

COUNTY ADMINISTRATIVE OFFICE

5 SUBJECT: INFORMATION FOR THE BOARD OF SUPERVISORS

**I. CORRESPONDENCE**

**J. AGENDA ADDENDUM**

**2019 PROPOSED MEETINGS:**

**December 24, 2019 – Holiday – No Board Meeting**

**ADJOURNMENT**