

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 9:01 a.m., with members as follows:

Present: Supervisors Bungarz, Freeman, McGowan, Sprague, and Hansen (Chairman)

Also Present: Brigham Jones, County Counsel
Debbie Lambert, Deputy Clerk

THE PLEDGE OF ALLEGIANCE WAS RECITED

**THE CHAIRMAN CALLED FOR A MOMENT OF SILENCE,
DEDICATED TO THE MEMORY OF BILL THORNTON.**

1. **Minutes**
Matter: Approve the Minutes of January 16, 2001.
Motion/Second: Supervisor Freeman/Supervisor Bungarz
Order: Approve the aforesaid Minutes with correction to Minute Order 8 to reflect Supervisor Freeman voted Noe
Vote: Unanimous.
2. **Consent Calendar**
Matter: Review and take actions related to the Consent Calendar set forth on Attachment "A".
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve Consent Calendar as set forth in Attachment "A"
Vote: Unanimous.
3. **Health Services Agency**
Also Present: Mike Cassetta, Health Services Director
Matter: Pursuant to Letter from Department of Alcohol and Drug Programs dated December 29, 2000 regarding "Substance Abuse and Crime Prevention Act of 2000 Funding" and on the recommendation of Mr. Cassetta to:
 - a. Establish the Proposition 36 Coordinating Council and appoint Judge Don Byrd, District Attorney Bob Holzapfel, Chief Probation Officer Linda Shelton, and Health Services Director Mike Cassetta. (Determine if committee should be added to Committee Roster, or if a limited term Ad Hoc Committee)
 - b. Direct Health Services to prepare a Resolution identifying the Alcohol and Drug Division of the Health Services Agency as the Local Lead Agency responsible for development of the plan which will be written in cooperation with the Proposition 36 Coordinating Council and submitted to the Board of Supervisors by July 1, 2001.Proceedings:
 - a. Mr. Cassetta reviewed the aforesaid matter;
 - b. Supervisor Sprague recommended adding a Supervisor to the Coordinating Council;
 - c. On motion of Supervisor Freeman, seconded by Supervisor Bungarz, it was ordered to approve the aforesaid matter, add Supervisor Bungarz as a fifth member of said Council, and establish as a regular committee; and
 - d. Upon discussion, above motion was amended by Supervisor Freeman, seconded by Supervisor Bungarz, to appoint Supervisor Hansen as alternate member to said Council.
4. **Unscheduled Matters**
Matter: Receive comments from the audience, staff and Board members, and if deemed necessary, refer the subject matter to the appropriate department for follow-up and/or schedule the matter on a subsequent Board agenda.
Proceedings:
 - a. Reports and issues were discussed by Supervisors, with no action taken.
 - b. Supervisor Sprague advised that the Water Advisory Committee adopted their Mission Statement, and upon discussion it was recommended that Public Works and Development Services Agency Chief Deputy Director John Benoit draft a letter for the Chairman to execute recommending the Water Districts complete their Basin Management Objective, and to agendaize for the February 6, 2001 meeting.

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

c. **Agricultural Commissioner**

Also Present: Ed Romano, Agricultural Commissioner

Proceedings: Mr. Romano submitted a draft Proposition 13 Proposal for a grant application with a deadline of February 1, 2001, which finances the demonstration of new sprayers which reduce the amount of pesticides used in orchards by 30% to 50%; whereupon, on motion of Supervisor Freeman, seconded by Supervisor Bungarz, it was unanimously ordered to find that this matter arose after the posting of the agenda, to add this matter to agenda for the protection of health and safety needs of the County, and authorize the Agricultural Commissioner to apply for said grant.

d. Human Resource Agency Director Kim Gaghagen advised that the Low Income Home Energy Assistance Program is reestablished for rural counties with a \$640,000.00 budget, that the State is authorizing a new lease to resolve the phone problems Human Resource Agency has been experiencing, and that Budget Preparation shows an increase in funding and State mandates with no effect on the County Budget.

e. Later this date Supervisor Freeman submitted fax copy from Joan Smith, Supervisor, Siskiyou County regarding ordinance on land use and the land use plan/land and resource management plan.

5. **County Counsel**

Also Present: Charles Frost

Matter: Recommendation of Mr. Frost to hold discussion regarding the office of Glenn County Counsel.

Proceedings: a. Mr. Frost, spokesperson for eight Senior Members of the California Bar Association, three former Department Heads of the County, and a retired Superior Court Judge, recommends changing County Counsel position to part time, and to form a committee to investigate the above matter and report back to the Board; whereby, Supervisor Sprague advised forwarding this matter to discuss with agenda item number 12 in the Afternoon Session;

b. It was the general consensus to continue matter to the Afternoon Session to discuss with agenda item number 12.

6. **Agricultural Commissioner**

Also Present: Ed Romano, Agricultural Commissioner

Matter: Recommendation of Mr. Romano to authorize the Chairman to execute letter in support of Assembly Bill 11, which will allow Boards of Supervisors to establish Pest Control Districts for the eradication and control of Olive Pests, such as the Olive Fruit Fly, on requests by the County olive growers.

Motion/Second: Supervisor Bungarz/Supervisor McGowan

Order: Approve the aforesaid matter with Agricultural Commissioner to draft letter

Vote: Unanimous.

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| ADJOURN TO A MEETING OF THE GLENN COUNTY AIR POLLUTION CONTROL DISTRICT |
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7. **Public Hearing/Resolution**

Also Present: Ed Romano, Agricultural Commissioner

Kevin Tokunaga, Air Pollution Program Manager

Matter: Pursuant to Affidavit of Publication on file in the office of the County Clerk, hold public hearing to:

a. Consider adopting Resolution 2001-01 "Amending Program Procedures of the Glenn County Air Pollution Control District Pertaining to Title V", which amends the program submittal for Title V and clarifies Environmental Protection Agency issues regarding agricultural sources and insignificant activities at stationary sources; and

b. Consider adopting Resolution 2001-02 "Amending Regulations of the Glenn County Air Pollution Control District Pertaining to Title V", which clarifies District regulations that have been resolved over the last seven years.

Proceedings: a. The Chairman opened the aforesaid matter for public hearing;

b. Mr. Tokunaga reviewed the aforesaid matter;

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

- c. The Chairman called for exhibits, whereupon the Clerk advised that no exhibits were submitted;
- d. The Chairman opened the hearing for public comments; whereupon none having been heard, the Chairman closed the hearing to public comments; and
- e. On motion of Supervisor Sprague, seconded by Supervisor McGowan, it was unanimously ordered to conclude hearing, decide matter, and adopt Resolution 2001-01 and Resolution 2001-02.

**10:10 a.m. -- The Chairman Called the Meeting in Recess
Deputy Clerk Sandra Pergson Entered the Meeting and
Deputy Clerk Debbie Lambert Left the Meeting
10:15 a.m. -- The Chairman Called the Meeting to Order**

**ADJOURN TO A MEETING OF THE GLENN COUNTY
BOARD OF SUPERVISORS**

8. **Agricultural Commissioner/Ordinance**

Also Present: Dan Kennedy, Farmer
Bill Duckworth, Assistant Agricultural Commissioner

Matter: Presentation and overview by Mr. Kennedy and Mr. Duckworth regarding proposed changes to Chapter 7.26 of the Glenn County Code, and Ordinance 1081 "*Relating to Control of Verticillium Dahliae Infestation*" and schedule a public hearing date and time of proposed changes thereto.

Proceedings: a. Mr. Duckworth reviewed the aforesaid matter;
b. Mr. Kennedy read statement previously submitted, and did request that the original Ordinance stay in place, and make the new ordinance an amendment.

Motion/Second: Supervisor Freeman/Supervisor Bungarz
Order: Schedule hearing for February 20, 2001 at 1:30 p.m.
Vote: Unanimous.

The Chairman Adjourned to a Meeting of the Glenn County Board of Equalization

9. **Equalization, Board of**

Matter: Recommendation of Assessor Vince Minto to accept or deny appeal application for John H. Knutzen, Assessor Parcel No. 046-11-0-015-9, and if accepted, schedule hearing for March 20, 2001.

Motion/Second: Supervisor Freeman/Supervisor McGowan
Order: Accept appeal and set hearing as set forth above
Vote: Unanimous.

The Chairman Adjourned to a Meeting of the Glenn County Board of Supervisors

10. **Resolution/Administrative Manual**

Matter: Recommendation of Office of County Counsel to adopt Resolution 2001-07 "*Amending Provisions of the Appendix to Title 8 of the Glenn County Administrative Manual Relation to Conflict of Interest*".

Proceedings: Supervisor Freeman/Supervisor Bungarz
Motion/Second: Adopt Resolution 2001-07
Order: Unanimous.
Vote:

11. **Resource Advisory Committee**

Matter: Pursuant to the Secure Rural Schools and Community Self-Determination Act of 2000 (HR 2389), determine the boundaries of the Resource Advisory Committee as either Glenn County boundaries or join Colusa County and declare the boundaries the same as that of the two counties, and begin the recruitment of Resource Advisory Committee members. (Determine the establishment of said committee)

Proceedings: Supervisor Bungarz reviewed the aforesaid matter and advised that Colusa County had phoned earlier this date and announced the Colusa County Board of Supervisors unanimously voted to join Glenn County, and that their applications will be received by February 22, 2001 and February 27, 2001 they would appoint to committee, with the Secretary of Agriculture to make the appointments

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

Motion/Second: Supervisor Bungarz/Supervisor Sprague
Order: Join Colusa County with Glenn County as boundaries of the Resource Advisory Committee, and direct the Clerk to advertise recruitment process for Resource Advisory Committee with provided Resource Advisory Committee application
Vote: Unanimous.

12. **Miscellaneous**

Also Present: Deborah Russell, Governor's Office of Emergency Services
Bob Shadley, Sheriff-Coroner
Janet Walther, Community and Government Affairs Representative for Pacific Gas and Electric

Matter: Recommendation of Supervisor Sprague to hold discussion for possible action regarding the energy crisis that is currently affecting California, and what actions can, and will be taken by local City and County agencies in case of blackouts that could last for several days.

Proceedings:

- a. Sheriff Shadley submitted and reviewed Memorandum dated January 29, 2001 regarding "Energy Crisis Update", and advised that emergency procedures are in place for the jail, and that the generator needs to be fueled once a day;
- b. Janet Walther spoke regarding procedures for rotating blackouts, and advised that the federal orders for gas distribution are only in effect until February 6, 2001;
- c. Deborah Russell, Office of Emergency Services spoke regarding procedures by the Office of Emergency Services;
- d. Ed Romano, Air Pollution Control Officer advised that notification should be made to Air Pollution Office if changing fuels;
- e. Dan Gardner, Building Maintenance & Inspection Director advised that he has used 71% of the utilities budget as of the end of January and most likely will fall short before the end of the fiscal year;
- f. Brad Mallory, Willows Fire Chief advised that the fire department has an auto generator in the fire house;
- g. John Viegas, Orland Police Chief spoke regarding emergency plans for the Orland area;
- h. Bernie Hieptas, Glenn Medical Center advised that the hospital has a 72 hour generator;
- i. Steve Soeth, Office of Education advised that there is no emergency backup and classes can go on at least two hours without power;
- j. Kim Gaghagen, Human Resource Agency Director questioned if there is a procedure for a declaration of emergency for blackouts; whereupon Ed Romano advised he would check if there is a procedure or code in place for a declaration of emergency in this instance;
- k. Supervisor Freeman spoke regarding California State Association of Counties and Regional Council of Rural Counties plan to conserve 10% or more by setting temperatures lower in public buildings, and further that in Glenn County to possibly have a directive from the Board of Supervisors that all county departments conserve;
- l. Doug Holvik, Interim Public Works Director submitted and reviewed letter dated January 24, 2001 regarding "Energy Crisis Preparedness of the Public Works Department" ;
- m. Todd Chadd, California Highway Patrol advised that the Highway Patrol office has a backup generator and their building is self sufficient;
- n. Rick Shipley, Willows Police Chief reviewed their plans for safety within the city;
- o. Doug Ross, Independent Newspaper reporter spoke regarding life support systems within the County and questioned if there is an inventory on residents who are on life support.

**11:29 a.m. -- The Chairman Called the Meeting in Recess
Deputy Clerk Debbie Lambert Entered the Meeting and
Deputy Clerk Sandra Pergson Left the Meeting
11:37 a.m. -- The Chairman Called the Meeting to Order**

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

13. **Treasury Oversight Committee**

- Also Present: Don Santoro, Director of Finance
Scott Schimke, Golden State Risk Management Authority
Dan Calabrese, Pillar Point Capital Management, Inc.
- Matter: Hold discussion for possible action regarding contract on Investment program in Glenn County.
- Proceedings: a. Mr. Santoro stated that the Independent Auditor advised and Treasury Oversight Committee voted to go out to bid for Investment Services, and that a Request for Proposal was mailed to eighteen firms, excluding Pillar Point;
b. Mr. Calabrese advised he was a fee only advisor and recommended not internally managing funds without appropriate personnel and software.

AFTERNOON SESSION

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 1:30 p.m., with members as follows:

- Present: Supervisors Bungarz, Freeman, McGowan, Sprague, and Hansen (Chairman)
- Also Present: Brigham Jones, County Counsel
Sandy Kennedy, Assistant Clerk of the Board

14. **County Counsel/Personnel**

- Also Present: John Greco, Personnel Director
- Matter: Recommendation of Mr. Greco to provide information to the Board regarding the status of the recruitment of County Counsel position with applications closing on January 26, 2001, and receive information from the Board regarding the next step in the selection process for position therein.
- Proceedings: a. Supervisor Sprague spoke regarding the difference in cost for a part time versus full time position; whereupon discussion was held regarding the comparison of costs and duties of the County Counsel's position;
b. Mr. Frost claimed that if the position is handling only legal issues, half time is appropriate; whereupon Supervisors Bungarz and Freeman advised of the additional issues handled by former County Counsel Norman Herring, such as: Code Enforcement, negotiation of Public Defenders Contact, and dealing with departments on a daily basis, also advised that prior to the hiring of former County Counsel, the County spent 30% in additional funds, during the period of using an interim County Counsel;
c. Mr. Greco advised that there were five applicants for the position and briefly reviewed their experience; whereby, recommended that the Board review the applications in Closed Session on February 6, 2001; and
d. On motion of Supervisor Bungarz, seconded by Supervisor McGowan, it was unanimously ordered to hold a Closed Session on February 6, 2001 to review applications and direct Mr. Greco to provide a cost comparison of the current costs for part time services of Interim County Counsel versus a full time position.

15. **Board of Supervisors/Personnel/Finance**

- Also Present: John Greco, Personnel Director
Charles Frost
- Matter: Recommendation of Mr. Greco and pursuant to Glenn County Code Section 2.04.030, hold discussion for possible action regarding the compensation of the Glenn County Board of Supervisors.
- Proceedings: a. Mr. Greco advised that in comparison with certain counties, the Glenn County Board is 33% out in their current salary, and advised that Director of Finance would provide figures from the recent salary study the first meeting in March;
b. Supervisor Freeman recommended that the Board receive the raise in the same manner as the employees, such as: take 50% now and remainder over a period of time or tie a percentage to the department heads;
c. It was Chairman Direction to continue matter to February 6, 2001 for further discussion and direct Personnel Director to come back with further information.

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

16. **Personnel/Finance**

Also Present: John Greco, Personnel Director
Matter: Recommendation of Mr. Greco and pursuant to Glenn County Code Section 3.06, hold discussion for possible action regarding the compensation of Department Heads and Non-represented Employees of Glenn County.

- Proceedings:
- a. **Department Heads**
Mr. Greco advised that this matter was placed on the agenda pursuant to Code, and that increases have been given with the exception of the four certain department heads and the deputies tied to those department heads, with Director of Finance to provide figures, at which time a salary increase will be decided upon depending on the availability of funds; it was general consensus to hold item until information is provided;
 - b. **Non-Represented/Confidential**
 - (1) Mr. Greco advised, that due to Agenda item 24, it was necessary to address the issue of current Confidential classes, that the County has a core group entitled "Confidential" that exist in the offices of Clerk, Personnel, County Counsel, and one employee in the Department of Finance, which are considered a Non-rep and separate bargaining unit, and advised that several departments are wanting to designate certain employees in represented classes as confidential, and advised of the various ways to go about this issue, as follows:
 - (a) Create new classes again for those as confidential, that are separate and distinct from the general class;
 - (b) Leave classes the same, designate the position they occupy as Confidential, and pay the 5% differential upon the approval of the department head
 - (2) Mr. Greco advised that he would have to go back to the bargaining units, with a proposal of leaving employees in their current bargaining unit for purpose of benefits, designate position as Confidential to give them the 5% and that they cannot participate as an officer or as a member of a negotiating team;
 - (3) Supervisor Freeman recommended leaving the core group as is; whereupon, Mr. Greco advised that Confidential in this concept is narrowly defined, according to the Brown Act, as an *employee who has knowledge of employee relations issues prior to the final decision being made*;
 - (4) Upon discussion, it was general consensus of the Board to direct the Personnel Director to use the following procedure:
 - (a) Core group of Confidential employees to remain the same;
 - (b) Upon request of Department Heads that want to designate an employee as "confidential", Personnel Director to work with the bargaining units as a global issue, with the employee to stay in the bargaining unit, having limitations on what they can do within that bargaining unit, but continue to have the benefits, and would be the employees choice to pay union dues;
 - (c) Upon Mr. Greco receiving global authorization with the bargaining units, those department heads that wish to designate an employee as a "confidential" employee will have to come before the Board, at which time the Board will decide if that employee meets the criteria.

17. **County Counsel/Personnel**

- Present: John Greco, Personnel Director
Matter: Recommendation of Office of County Counsel to:
- a. Approve reclassification of Sr. Clerical Assistant – Legal position in County Counsel's Office to Senior Secretary at Range 209;
 - b. Designate Senior Secretary position in County Counsel's Office as a "Confidential" employee;
 - c. Recognize that this position has been "Confidential" since the date of hire of Maria Ehorn and approve payment of retroactive Confidential differential to date of hire; and

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

- Proceedings:
- d. Direct Personnel Director to amend Resolution 2000-146, Exhibit B – Confidential Employees Pay Range Table, to include the position of Senior Secretary.
 - a. Pursuant to earlier review regarding the global issue of Confidential classifications, discussion was held regarding the above position; whereby, Mr. Greco advised that the position couldn't be changed under the County's current structure as position exists across the board and would have to add a classification,
 - b. Supervisor Bungarz recommended that the current position should be classified as "confidential", and Supervisor Freeman recommended to add position to the core group of designated "confidential" employees;
 - c. County Counsel Brigham Jones suggested that the ramifications of retroactivity should be investigated,
 - d. On motion of Supervisor Freeman, seconded by Supervisor Bungarz, it was unanimously ordered to designate the current position as Confidential, effective this date, and direct Personnel Director to provide information pertaining to the classification change on February 6, 2001.

18. **Public Works & Development Services Agency**

- Also Present: Doug Holvik, Interim Public Works & Development Services Agency Director
Bob Johnson, Assistant Road Commissioner
- Matter: Discussion and presentation by Mr. Holvik for award of the 2001 windshield replacement bid to low bidder Mike's Mobile Windshield of Chico, CA in the amount of \$1,631.20.
- Proceedings:
- a. Mr. Holvik advised the Board that the policy was followed in the above bid;
 - b. Supervisor Sprague spoke of a recent viewing of a video on proper windshield installation and reviewed procedure;
 - c. Risk Manager Scott Schimke of Golden State Risk Management Authority spoke regarding safety and liability concerns in having a third party working on County property, whereby advised that independent contractors should show proof of worker's compensation insurance;
 - d. Dave Furtado of Willows Glass spoke regarding the County using local vendors;
 - e. County Counsel Brigham Jones advised that if the Board of Supervisors conclude that service is better with local vendors, they can make that a requirement in the Request for Proposals;
 - f. Supervisor Sprague recommended that the vendors provide certificate of insurance and provide bids for one or two samples of off-road vehicles in their Request for Proposals;
 - g. On motion of Supervisor Bungarz, seconded by Supervisor McGowan, it was ordered to re-bid the project with the following added to the Request for Proposals: (1) Insurance Compensation Coverage; (2) Sample of off-road vehicles; (3) Written identification of warranty; or authorize the department head to include other options deemed necessary;
 - h. County Counsel Brigham Jones advised that the insurance concerns also be met by Risk Manager Scott Schimke.

**3:18 p.m. – The Chairman Called the Meeting In Recess
Deputy Clerk Sandra Pergson Entered the Meeting
Assistant Clerk of the Board Sandy Kennedy Left the Meeting
3:21 p.m. – The Chairman Called the Meeting to Order with
Supervisor Freeman and County Counsel Brigham Jones Absent**

19. **Public Works & Development Services Agency**

- Also Present: Doug Holvik, Interim Public Works & Development Services Agency Director
Bob Johnson, Assistant Road Commissioner
- Matter: Recommendation of Mr. Holvik to approve the 2000/2001 Road and Bridge Maintenance Projects.

**3:23 p.m. – County Counsel Brigham Jones Entered the Meeting
3:24 p.m. – Supervisor Freeman Entered the Meeting**

- Motion/Second: Supervisor Bungarz/Supervisor Freeman
Order: Approve the aforesaid matter
Vote: Unanimous.

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

20. **Public Works & Development Services Agency/Airports**
Also Present: Doug Holvik, Interim Public Works & Development Services Agency Director
Bob Johnson, Assistant Road Commissioner
Matter: Recommendation of Mr. Holvik to authorize submittal of applications for the five airport projects for the Orland and Willows Airports, and authorize Interim Director or Director to execute all subsequent grant documents related to these projects.
Motion/Second: Supervisor Freeman/Supervisor Sprague
Order: Approve the aforesaid matter
Vote: Unanimous.
21. **Public Works & Development Services Agency/Service Center**
Also Present: Doug Holvik, Interim Public Works & Development Services Agency Director
Bob Johnson, Assistant Road Commissioner
Rick Nunes, Service Center Manager
Matter: a. Recommendation of Mr. Holvik to approve changes to the Fleet Management Operations and Maintenance Fund as follows:
(1) Increase Operations and Maintenance mileage charges to \$0.14;
(2) "Trip Vehicles" will be charged a minimum of \$20 per day or mileage, whichever is greater, plus actual fuel charges;
(3) Include all Road Department light vehicles into the Fleet Operations and Maintenance budget;
(4) Authorize a one time administrative fee of \$24,000 from the Fleet Replacement Fund to cover costs associated with vehicle replacement and preparing vehicles for auction;
(5) Authorize a transfer of \$33,000 from the Fleet Vehicle Replacement Fund to cover such items as building improvements, fuel tank removal, vehicle emissions testing, and other one time expenditures.
b. Approve recommended changes to the Fleet Vehicle Replacement Fund as follows:
(1) Increase the mileage for replacement of patrol vehicles from 80,000 to 90,000; and
(2) Decrease the replacement mileage rate for patrol vehicles from \$0.31 to \$0.29 effective with the January 2001 billing.
Proceedings: Mr. Johnson submitted County of Glenn Fleet Management Income Statement
Motion/Second: Supervisor McGowan/Supervisor Freeman
Order: Approve matters as set forth in (a) and (b) above
Vote: Unanimous.
22. **Finance/Resolution/Administrative Manual**
Also Present: Don Santoro, Director of Finance
Matter: Recommendation of Mr. Santoro to adopt Resolution 2001-08 "Amending Section 5.16.04 of the Glenn County Administrative Manual" so that the Finance Director may made advance payments to a vendor in an amount not to exceed \$100 without an invoice provided that evidence of price, vendor and product is satisfactorily made to the Finance Director by the department head. Employee may be reimbursed for payments made to a vendor upon proper evidence of payment and approval by the department head, and the Finance Director.
Motion/Second: Supervisor Bungarz/Supervisor Sprague
Order: Adopt Resolution 2001-08
Vote: Unanimous.
23. **Probation/Finance**
Also Present: Don Santoro, Director of Finance
Linda Shelton, Chief Probation Officer
Matter: Recommendation of Mr. Santoro to:
a. Accept the Internal Auditor's report regarding a cash loss in the Probation Department in the amount of \$100.00; and
b. Relieve department of accountability for shortage.
Motion/Second: Supervisor Freeman/Supervisor Sprague
Order: Approve matters as set forth in (a) and (b) above
Vote: Unanimous.

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

24. **Finance/Resolution/Administrative Manual**

Also Present: Don Santoro, Director of Finance
 Matter: Recommendation of Mr. Santoro to adopt Resolution 2001-09 "Amending Section 5.10.01 of the Glenn County Administrative Manual" which establishes procedures for notification of shortages to the Director of Finance, directs the Director of Finance to review all shortages and prepare reports and recommendations for the Board, eliminates the need for department heads to report shortages to the Sheriff's Department, and eliminates the need for department heads to appear before the Board of Supervisors for relief of accountability for shortages in their accounts of amounts of \$100 or less by delegating that authority to the Director of Finance.
 Motion/Second: Supervisor McGowan/Supervisor Bungarz
 Order: Adopt Resolution 2001-09
 Vote: Unanimous.

25. **Miscellaneous**

Matter: Reviewed the following items with no action taken:
 a. Letter from United States Fish and Wildlife Service advising of re-opening the comment period for the Sacramento Splittail, which was listed as a federally threatened species in February 1999.
 b. Auditor's Cash Report for the month ending December 31, 2000.

26. **Environmental Health/Solid Waste Landfill**

Matter: Information County of Glenn Local Enforcement Agency Evaluation Results from the California Integrated Waste Management Board, regarding implementation and enforcement of statutory and regulatory requirements at solid waste facilities and disposal sites for the period ending October 2, 2000.
 Motion/Second: Chairman direction
 Order: Send appreciation letter to Environmental Health and Solid Waste Landfill.

27. **Finance**

Matter: Pursuant to Government Code Sections 26920 to 26923, information statement on amount of money in the County Treasury, balanced as of the 31st day of December, 2000.
 Motion/Second: Chairman direction
 Order: Request that Director of Finance explain the Bank of America count on the aforesaid statement.

28. **Closed Session**

Matter: Adjourn to Closed Session to authorize year 2000 Vice-Chairman Charles Harris Sr., to execute Closed Session Minutes of July 18, 2000.
 Motion/Second: Chairman direction
 Order: Adjourn to Closed Session.

29. The Chairman adjourned the meeting at 4:01 p.m.

KEITH HANSEN, Chairman

ATTEST:

Vince T. Minto, County Clerk-Board of Supervisors

BY:

Debbie Lambert, Deputy Clerk

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|---------------|---------------------------|-----------------------|--------------------------|
| Distribution: | Board Members | HRA - Social Services | Orland Library |
| | Buildings & Grounds Dept. | Personnel Director | Willows Library |
| | County Counsel | Recorder | Enterprise-Record |
| | Finance Director | Resource, Planning & | Glenn-Colusa Newspaper |
| | Health Services Dept | Development Director | KIQS Radio Station |
| | HRA - Community Action | Public Works Director | Sacramento Valley Mirror |

**MINUTES
BOARD OF SUPERVISORS
GLENN COUNTY, CALIFORNIA**

Tuesday, January 30, 2001

ATTACHMENT "A"

2. **Consent Calendar**

Matter: Review and take actions related to the Consent Calendar.
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve Consent Calendar as set forth below
Vote: Unanimous.

a. **Transfer of Funds**

Approved the following intradepartmental Transfer of Funds:

| Trans No. | Department | Description | Amount |
|------------------|-------------------|--|---------------|
| 5122 | Drug Court | To allocate California Judicial Council grant award | \$ 30,179.00 |
| 5124 | District Attorney | Unanticipated expense of a computer to view hard disks | \$ 1,361.00 |

b. **Finance**

Upon the recommendation of Assistant Director of Finance Debbie Newman, executed contract with Matson & Isom Accountancy Corporation to perform Special District Audits, for \$18,030.00 to be paid by the individual Districts.

c. **Public Works & Development Services Agency**

Upon the recommendation of Interim Public Works and Development Services Agency Director Doug Holvik, executed contract with Eco-Analysts, to prepare an Environmental Impact Report for a new gravel mining operation for Baldwin Construction Company, Inc., costs to be paid by Baldwin Construction Company, Inc.

d. **California State Association of Counties, Excess Insurance Authority**

Removed Scott Schimke from the California State Association of Counties, Excess Insurance Authority, as a second alternate.