

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

Tuesday, March 15, 2005

Chairman John Amaro called a duly noticed informal meeting of the Board of Supervisors and Department Heads to order at 8:17 a.m., in the Board of Supervisors Conference Room at 526 West Sycamore Street, Willows, with Board members as follows:

Present: Supervisors Bungarz, Freeman, and Amaro (Chairman)
Absent: Supervisor Hansen and McGowan
Also Present: Debbie Lambert, Deputy Clerk

1. **Supervisors/Department Heads**

Matter: Informal session with the County Department Heads to receive reports and updates on departmental activities.

- Proceedings:
- a. Planning & Public Works Director Dan Obermeyer advised that he will be requesting authorization to conduct a Request For Proposal for a Permit Tracking System, which will also have the ability to apply for permits and submit plans electronically, and is looking at different ways to finance the equipment, with two possibilities being increased revenues from productivity and a permit surcharge;
 - b. Director of Finance Don Santoro advised that he is writing the Ordinance for the Master Fee Schedule, and that the Schedule will be reviewed annually as part of the County budget process; also advised that the Budget Committee will be looking at baselines and projections, with Budget Papers going out the first week in April;
 - c. Chief Probation Officer Linda Shelton advised that Proposition 69 mandates that all felons on probation and incarcerated be DNA tested, finger and palm printed, and that there is some state funding available to cover costs; also advised that a Grant will be submitted for placing a Probation Officer on middle school campuses;
 - d. Personnel Director John Greco advised that there have been 25 applicants for the County Administrative Officer position, with the final filing date being March 18, 2005;
 - e. Health Services Agency Director Mike Cassetta advised that a new Deputy Director will report to work April 4, 2005;
 - f. Administrative Representative Kim Gaghagen spoke regarding the Federal Budget process in Washington, D.C.;
 - g. Supervisor Freeman submitted and reviewed a newsletter from National Association of Counties (NACo) titled RAC News regarding the 2005-Legislative Conference; and
 - h. The Chairman adjourned the meeting at 8:55 a.m.

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 9:10 a.m., with members as follows:

Present: Supervisors Bungarz, Freeman, McGowan, Amaro (Chairman)
Absent: Supervisor Hansen
Also Present: Belinda Blacketer, County Counsel
Sandra Pergson, Deputy Clerk

THE PLEDGE OF ALLEGIANCE WAS RECITED

1. **Minutes**

Matter: Approve the Minutes of March 1, 2005.
Motion/Second: Supervisor McGowan/Supervisor Freeman
Order: Approve the aforesaid Minutes
Vote: Unanimous.

2. **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.
 - b. County Counsel advised she had an urgency ordinance to be placed on agenda later this date.

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- c. Sheriff Larry Jones and Sergeant Warren advised that the Sheriff's Office and Probation had a computer virus last week which their software could not quarantine, requiring Sheriff Jones to shut down the system before it affected the data bank, and advised that it would cost approximately \$3,000 to repair system, and that they are working with Matson & Isom on Office of Emergency Service Security, which is a monitoring devise to detect where virus comes from.
- d. Planning & Public Works Director Dan Obermeyer advised that the Planning Department is now open during lunch time to issue permits.
- e. Human Resource Agency Kim Gaghagen spoke to the President of the Board of Mosquito and Abatement District.

**County Counsel Left the Meeting
County Counsel Entered the Meeting**

f. **County Code Title 21.04 Surface Mining and Reclamation – Hearing Procedures**

Matter: Later this date County Counsel Belinda Blacketer submitted for adoption Ordinance 1171 *"An Urgency Ordinance by the Board of Supervisors of the County of Glenn Amending Title 21, Chapter 21.04, Surface Mining and Reclamation by Adding Section 21.04.600 and Amending 21.04.610 of the Glenn County Code to Take Effect Immediately"*, which adopts hearing procedures for the Appeal from Planning Commission Action, due to the County Code Title 21.04 Surface Mining and Reclamation having no procedure for holding an appeal hearing; whereupon, on motion of Supervisor Freeman, seconded by Supervisor Bungarz, it was unanimously ordered by members present to:

- (1) Find that this matter arose after the posting of the agenda, and to add this matter to agenda for discussion, due to the need for clear appeal procedures for the March 29, 2005 hearing; and
- (2) Supervisor Freeman having read title of Ordinance set forth above, on motion of Supervisor Freeman, seconded by Supervisor Bungarz, it was unanimously ordered by members present to waive further reading and adopt Ordinance 1171.

3. **Consent Calendar**

Matter: Review and take actions related to the Consent Calendar set forth on Attachment "A".
Motion/Second: Supervisor Freeman/Supervisor Bungarz
Order: Approve Consent Calendar
Vote: Unanimous.

4. **Retirement Resolution/County Service Recognition**

Also Present: John F.B. Tolley, Agriculture Department Environmental Biologist IV
Matter: a. Recommendation of Agricultural Commissioner Bill Duckworth to adopt and present Resolution 2005-15 *"In Honor of John F.B. Tolley"*, in recognition of 34+ years of service with the County of Glenn; and
b. Present County Service Pin to Mr. Tolley in recognition of 30 years of service.
Proceedings: The Chairman read and presented Resolution 2005-15 to John Tolley and presented him with a thirty year recognition pin for his service to Glenn County
Motion/Second: Supervisor Freeman/Supervisor McGowan
Order: Adopt Resolution 2005-15
Vote: Unanimous by members present.

5. **Recognition - Probation**

Also Present: Linda Shelton, Chief Probation Officer
Matter: Recommendation of Mrs. Shelton to:
a. Recognize Teri Barry-Snook for receiving the State Employee of the Year Award from the Chief Probation Officers of California; and
b. Recognize Seth Roach for receiving his Eagle Scout Badge for his landscaping project at Juvenile Hall.
Proceedings: Mrs. Shelton introduced and recognized Teri Barry-Snook for her contribution to the Juvenile Hall Children, and introduced and recognized Seth Roach for his Eagle Scout project in landscaping the Juvenile Hall Facility.

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6. **Amend Position Allocation List – Agricultural Commissioner**

Also Present: Bill Duckworth, Agricultural Commissioner
 Matter: Recommendation of Mr. Duckworth to adopt Resolution 2005-17 “Amending the Position Allocation List for the Glenn County Department of Agriculture”, which increases the hours for Senior Secretary position from 75% to 100%. (Budgeted)
 Motion/Second: Supervisor Bungarz/Supervisor McGowan
 Order: Adopt Resolution 2005-17
 Vote: Unanimous by members present.

7. **Amend Position Allocation List - Department of Finance**

Also Present: Don Santoro, Director of Finance
 Matter: Recommendation of Mr. Santoro to adopt Resolution 2005-18 “Amending the Position Allocation List for the Department of Finance”, which reclassifies Account Clerk III to Tax Manager. (Budgeted)
 Motion/Second: Supervisor Bungarz/Supervisor McGowan
 Order: Adopt Resolution 2005-18
 Vote: Unanimous by members present.

**9:58 a.m. -- The Chairman Called the Meeting in Recess
 Deputy Clerk Debbie Lambert Entered the Meeting and
 Deputy Clerk Sandra Pergson Left the Meeting
 10:07 a.m. -- The Chairman Called the Meeting to Order**

8. **Conditional Use Permit #2004-01 – Jongsma Dairy**

Also Present: Dan Obermeyer, Director of Planning & Public Works Agency
 Matter: Recommendation of Mr. Obermeyer to:
 a. Approve and authorize the Chairman of the Board of Supervisors to execute an Agreement between Glenn County and Quad Knopf (Consultant) for preparation of an Environmental Impact Report for the Jongsma Dairy, for \$77,475.00 (paid for by Jongsma Dairy); and
 b. Approve and authorize the Chairman of the Board of Supervisors to execute an Agreement between Glenn County and Henry Jongsma and Son Dairy for ten percent administrative fees to be paid to the Planning & Public Works Agency for contract administration, \$7,747.50.
 Proceedings: Mr. Obermeyer reviewed the aforesaid matter
 Motion/Second: Supervisor Freeman/Supervisor McGowan
 Order: Approve the aforesaid matter
 Vote: Unanimous by members present.

9. **Transfer of Funds**

Matter: Approve the following intradepartmental Transfer of Funds, 4/5 vote required: (No general fund impact)

Trans No.	Department/ Budget	Description	Amount
5116	Human Resource Agency/Community Action Division	To appropriate unanticipated revenue to cover services & supplies expenses for the Community Action Home Investment Partnership program.	\$ 19,600.00
5117	Human Resource Agency/Community Action Division	To appropriate unanticipated revenue to cover services & supplies expenses for the Community Action Emergency Food & Shelter program.	\$ 1,026.00
5121	Human Resource Agency/Community Action Division	To appropriate unanticipated revenue to cover services & supplies expenses in the Community Action Small Counties Initiative program.	\$ 20,000.00
5122	Sheriff/Probation Computer	To appropriate unanticipated revenue to cover laptop communication expenses.	\$ 20,685.56
5123	Assessor	To transfer appropriations and appropriate unanticipated revenue from the Assessor Property Admin Trust to cover professional services expenses in the Assessor budget.	\$ 27,920.00
5124	Human Resource Agency/Community Action Division	To appropriate unanticipated revenue to cover services & supplies expenses for the Community Action Block Grant program.	\$ 50,000.00

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Motion/Second: Supervisor Freeman/Supervisor Bungarz
Order: Approve the aforesaid Transfers of Funds
Vote: Unanimous by members present.

10. **Agricultural Commissioner – Resignation of Bill Duckworth**

Matter: Pursuant to letter received from Bill Duckworth, accept the retirement of Bill Duckworth as Agricultural Commissioner, Sealer of Weights and Measures, Air Pollution Control Officer, Director of Certified Unified Program Agency (CUPA) etc., effective April 30, 2005.

Proceedings: a. On motion of Supervisor Freeman, seconded by Supervisor McGowan, to was unanimously ordered by members present to approve the aforesaid matter; and
b. Upon discussion, on motion of Supervisor Freeman, seconded by Supervisor Bungarz, it was unanimously ordered by members present to direct the Personnel Director to do a Statewide recruitment for a two week period, and bring matter back to the April 5, 2005 Board meeting.

11. **Health Services Agency – Benefits**

Also Present: Mike Cassetta, Health Services Agency Director
Matter: Recommendation of Mr. Cassetta to approve three weeks of vacation accrual for the new Deputy Director of Health Services Programs. (No general fund impact)
Proceedings: Mr. Cassetta reviewed the aforesaid matter
Motion/Second: Supervisor McGowan/Supervisor Bungarz
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

12. **Contract – Contingency Transfer**

Also Present: Belinda Blacketer, County Counsel
Matter: Recommendation of County Counsel Belinda Blacketer to:
a. Approve and authorize the Chairman of the Board of Supervisors to execute *Amendment No. 2 to Contract No. 1732, a Contract for Professional Services with Clark, Koortbojian & Associates to Monitor Financial Responsibilities of Glenn Medical Center*, which increases the contract limit from \$16,000.00 to \$25,000.00; and
b. Approve Transfer of Funds No. 5125 for \$24,000.00 to the County Counsel's Professional Services, to cover outside counsel for expected Sheriff recruiting litigation expenses and hospital legal and consultant fees and expenses.
(4/5th vote required)
Proceedings: Ms. Blacketer reviewed the aforesaid matter
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

13. **Glenn Medical Center – Resolution**

Matter: Recommendation of County Counsel Belinda Blacketer to adopt Resolution 2005-19 *"Repealing and Replacing Resolution No. 2004-39 Stating the Intent of the County in Subsidizing Glenn Medical Center's Hospital Emergency Room Services and Hospital Operations"*.
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Adopt Resolution 2005-19
Vote: Unanimous.

14. **Contract – Agricultural Commissioner**

Matter: Recommendation of Agricultural Commissioner Bill Duckworth to approve and authorize Mr. Duckworth to execute an Agreement No. RM04/05-2 with *Ray Morgan Company* for the purchase of a Canon Image Runner C3100 for \$10,399.27, and a Maintenance Agreement for the remainder of the fiscal year. (No general fund impact)
Motion/Second: Supervisor McGowan/Supervisor Bungarz
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

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15. **Contract – Agricultural Commissioner**
Matter: Recommendation of Agricultural Commissioner Bill Duckworth to approve, and authorize Mr. Duckworth to execute, Agreement with *Gallaway Consulting, Inc.*, to prepare and develop Geographic Information System (GIS) mapping that will incorporate existing pesticide use data with available soil, surface water, and groundwater information, cost not to exceed \$15,000, term to July 31, 2005. (No general fund impact)
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve the aforesaid matter
Vote: Unanimous by members present.
16. **Contract - Personnel**
Matter: Recommendation of Personnel Director John Greco to approve increasing the Tri-County Newspapers Annual Advertising Agreement Purchase Order limit from \$6,500 to \$12,000.00 for recruitment advertising.
Proceedings: Discussion was held regarding pulling the aforesaid item, and Mr. Greco advised the Purchase Order increase was due to increased volume in recruiting this year
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve the aforesaid matter
Vote: Unanimous by members present.
17. **Correspondence – Resource Conservation & Development**
Matter: Recommendation of California State Association of Resource, Conservation & Development Councils President Gary Freeman to authorize the Chairman of the Board of Supervisors to execute letters to Senator Feinstein and Congressman Herger, requesting continued support, full funding and nationwide coverage of RC&D.
Proceedings: a. On motion of Supervisor McGowan, seconded by Supervisor Bungarz, it was unanimously ordered by members present to approve the aforesaid matter; and
b. Supervisor Amaro thanked Supervisor Freeman for his contributions through RC&D and Supervisor Freeman advised that the RC&D is a volunteer program.
18. **Water Advisory Committee - Appointment**
Matter: Recommendation of the Water Advisory Committee to:
a. Accept the resignation of District 5 Private Pumpers Representative Judy Brown from the Water Advisory Committee; and
b. Pursuant to Notice of Unscheduled Vacancy having been posted, consider the appointment application of Mark Lohse as District 5 Private Pumpers Representative to the Water Advisory Committee, to serve at the pleasure of the Board of Supervisors.
Proceedings: a. On motion of Supervisor Bungarz, seconded by Supervisor McGowan, it was unanimously ordered by members present to approve the aforesaid matter; and
b. Upon discussion, Supervisor Bungarz amended the aforesaid motion, with Supervisor McGowan concurring, to direct the Department of Agriculture to write a thank you letter to Mrs. Brown, for the Chairman of the Board of Supervisors to execute.
19. **Glenn County Local Child Care Planning Council - Appointments**
Matter: Recommendation of the Glenn County Local Child Care Planning Council to:
a. Remove Colleen Ellis from the Public Agency Representative category and appoint her to the Child Care Consumer Representative position, effective March 10, 2005; and
b. Appoint Becky Hansen to the Public Agency Representative position effective March 10, 2005.
Motion/Second: Supervisor Freeman/Supervisor McGowan
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

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20. **Miscellaneous**

Matter:

Reviewed the following items with no action taken:

- a. Letter from Paul M. Bartkiewicz advising of a petition for a Temporary Water Transfer during 2005 from Yuba County Water Agency to Department of Water Resources for use within the service areas of the State Water Project and the Central Valley Project.
- b. Proposition 65 notice from Health Services Agency Director Mike Cassetta, required of the California Health and Safety Code, Section 25180.07, reporting the release of an unknown quantity of gasoline from two underground storage tanks, located at 895 N. Tehama Street, Willows.
- c. Annual Report of Local Rabies Control Activities for January through December 2004.
- d. Notice from Assistant Agricultural Commissioner Mark Black advising that the Technical Advisory Committee (for the Water Advisory Committee) meeting has been cancelled for the month of March 2005.

21. The Chairman adjourned the meeting at 11:47 a.m.

JOHN AMARO, Chairman

ATTEST:

Vince T. Minto, County Clerk-Board of Supervisors

BY:

Debbie Lambert, Deputy Clerk

Distribution:	Board Members	KIQS Radio Station	Willows Library
	County Counsel	Sacramento Valley Mirror	Orland Library
	Finance Director	Elections	

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ATTACHMENT "A"

3. **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 by members present.

a. **Correction to the Assessment Roll**

Upon the recommendation of Vince Minto, approved the following Requests for Correction to the Assessment Roll, as follows:

Name	Parcel No.	Fiscal Year	Corr No.
Sunsweet Dryers	037-20-0-016-0	2000/2001	415B
Burress, Jim & Dee J/T	25-000079-00	2004/2005	116-B

b. **Administrative Manual – Conflict of Interest**

Upon the recommendation of Assistant Clerk of the Board Sandy Soeth, adopted Resolution 2005-16 "Amending Provisions of the Appendix to Title 8 of the Glenn County Administrative Manual Relating to Conflict of Interest".

c. **Minute Order Conservation**

Upon the recommendation of Assistant Clerk of the Board Sandy Soeth, corrected Minute Order 3 of January 18, 2005 to reflect that Resolution No. 2005-06 "Amending Provisions of the Appendix to Title 8 of the Glenn County Administrative Manual Relating to Conflict of Interest" shall be reassigned as Resolution No. 2005-13, due to numbering duplication.

d. **Contract – Human Resource Agency**

Upon the recommendation of Human Resource Agency Deputy Director of Administration Scott Gruendl:

- (1) Approved Agreement with *North Central Counties Consortium* for payroll processing services for the AmeriCorps Service Program Members, cost not to exceed \$65,000 for term from February 1, 2005 to January 31, 2006;
- (2) Authorized the Human Resource Agency Director, or his designee, to execute the Agreement; and
- (3) Authorized the Human Resource Agency Director, or his designee, to modify or amend the Agreement contingent upon the review and approval of County Counsel.
(No general fund impact)

e. **Claim Over One Year Old**

Upon the recommendation of Assistant Director of Finance Debbie Newman, approved payment of claim over one year old, to Guadalupe Melgarejo for jail repairs, for \$148.00.

f. **990 Hour Rule/Human Resource Agency**

Upon the recommendation of Human Resource Agency Deputy Director of Community Action Division Cheryl Hagen, approved waiving the 990 hour rule for Public Service Employee Tia Ruelas for the purpose of providing Spanish language services and continuous program support at the Orland Family Resource Center. (Contingent upon review and approval of the Personnel Director)