

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

Tuesday, March 2, 2004

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 8:49 a.m., with members as follows:

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

THE PLEDGE OF ALLEGIANCE WAS RECITED

1. **Closed Session**

Matter: Pursuant to Government Code Section 54957.6, to receive information from and provide instructions to the County's Chief Negotiator regarding negotiations with the Deputy Sheriff's Association.

Proceedings: a. The Chairman announced the aforesaid matter; and
b. The Chairman advised there was no announcement as a result of Closed Session

Motion/Second: Chairman direction
Order: Adjourn to Closed Session.

2. **Minutes**

Matter: Approve the Minutes of February 17, 2004.
Motion/Second: Supervisor Hansen/Supervisor Bungarz
Order: Approve the aforesaid Minutes
Vote: Unanimous by members present.

3. **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. Barbara Reed, Cooperative Extension Service advised that the County Directors of Glenn, Colusa and Tehama Counties will be meeting this week regarding replacing the position of Livestock & Natural Resources as a temporary two year position, which will focus on livestock and natural resources education with interim funding until the State budget turns around so that a permanent position could then be filled.

4. **Consent Calendar**

Matter: Review and take actions related to the Consent Calendar set forth on Attachment "A".

Motion/Second: Supervisor Bungarz/Supervisor Hansen
Order: Approve Consent Calendar as set forth on Attachment "A"
Vote: Unanimous by members present.

5. **Willows Emergency Relief Fund**

Also Present: Keith Corum, Treasurer of the Willows Emergency Relief Fund

Matter: Report by Mr. Corum regarding the work of the Willows Emergency Relief Fund which helps people in emergency situations who are not eligible for assistance through any other manner.

Proceedings: Mr. Corum reviewed the Willows Emergency Relief Fund Program which began in 1963 to help people who were not eligible for assistance through County Programs, advised that they accept donations, and they have a monthly singing program which several Churches in the community participate, that helps fund this program.

THE CHAIRMAN ADJOURNED TO THE GLENN COUNTY BOARD OF EQUALIZATION

6. **Board of Equalization**

Matter: Recommendation of Assessor Vince Minto to accept withdrawals on the following Assessment Appeal Applications:

Application No.	Fiscal Year	Applicant	Parcel No.
2001-01S	2001/02	Ultramar Inc.	040-14-3-001-0
2001-02S	2001/02	Ultramar Inc.	040-14-3-002-0
2001-03S	2001/02	Ultramar Inc.	040-31-0-005-9
2001-04S	2001/02	Ultramar Inc.	040-31-0-010-0

Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

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7. **Board of Equalization**

Matter: Recommendation of Assessor Vince Minto to accept stipulations on the following Assessment Appeal Applications:

Application No.	Fiscal Year	Applicant	Parcel No.
2002-23	2002/03	ATS/PCS LLC	924-110-0-10-0
2002-24	2002/03	ATS/PCS LLC	914-15-0-018-0
2002-25	2002/03	ATS/PCS LLC	917-02-0-002-0
2002-26	2002/03	ATS/PCS LLC	944-05-0-003-0
2002-27	2002/03	American Tower, LP	919-09-0-003-9
2002-28	2002/03	American Tower, LP	937-08-0-004-0
2002-29	2002/03	American Tower, LP	924-27-0-017-9

Motion/Second: Supervisor Hansen/Supervisor McGowan
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

THE CHAIRMAN ADJOURNED TO THE GLENN COUNTY BOARD OF SUPERVISORS

8. **Glenn County Resource Conservation District/Resolution**

Matter: Recommendation of Director of Finance Don Santoro to adopt Resolution 2004-16 "Authorizing Loan of Funds to Glenn County Resource Conservation District".

Motion/Second: Supervisor McGowan/Supervisor Bungarz
Order: Adopt Resolution 2004-16
Vote: Unanimous by members present.

9. **Hamilton City J Levee**

Matter: Recommendation of Supervisor Keith Hansen to:

- a. Hold discussion regarding supporting the US Corp of Engineer's Planning and Environmental Review Process for the Hamilton City J Levee Project;
- b. Authorize the Chairman of the Board of Supervisors to execute letters to legislators as appropriate; and
- c. Consider sending one Board member to the conference in Washington D.C. to represent the Project.

Proceedings: Supervisor Hansen reviewed the aforesaid matter
Motion/Second: Supervisor McGowan/Supervisor Bungarz
Order: Approve matters as set forth above, and approve (c) above by authorizing a Supervisor to go to Washington DC if necessary, funding to be determined at that time, with first priority for funding to come from the Flood Protection Budget
Vote: Unanimous by members present.

10. **Conflict of Interest Code/Hamilton Union School District**

Matter: Recommendation of Assistant Clerk of the Board Sandy Kennedy to review and approve the revised Conflict of Interest Code for the Hamilton Union School District, dated March 11, 2002 and August 14, 2002.

Motion/Second: Supervisor Hansen/Supervisor Bungarz
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

11. **Board of Supervisors Meetings**

Matter: Recommendation of Assistant Clerk of the Board Sandy Kennedy to hold discussion and determine whether to hold the third regularly scheduled Board of Supervisors meeting on March 30, 2004.

Motion/Second: Supervisor Hansen/Supervisor Bungarz
Order: Hold the Board of Supervisors Meeting on March 30, 2004
Vote: Unanimous by members present.

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12. **Kanawha Fire Protection District Audit Report**

Also Present: Chris Johnson, Representing Kanawha Fire Protection District
Matter: Pursuant to Minute Order 12 of December 2, 2003, Mr. Johnson will present quarterly update regarding compliance with audit recommendations by the Audit Committee to the District.
Proceedings: a. Director of Finance Don Santoro advised that the District is complying with the audit and doing a good job with finances and record keeping; and
b. Chris Johnson advised that the District is working on keeping better accountability and taking better Minutes of Meetings, and that they will return in three months for a quarterly update.

13. **Marvin Chapel Cemetery District**

Matter: Notice of Vacancy being posted, consider appointment of Nadine V. Keene to the Marvin Chapel Cemetery District to fill the vacancy of Harriet Farrar, said appointee to serve a four year term from February 3, 2004, to February 3, 2008.
Motion/Second: Supervisor Hansen/Supervisor Bungarz
Order: Approve appointment of Nadine V. Keene as set forth above, and authorize appreciation letter to Harriet Farrar.
Vote: Unanimous by members present.

14. **Miscellaneous**

Matter: Reviewed the following items with no action taken
a. Notice from Agriculture Commissioner Bill Duckworth advising that the next Water Advisory Committee Meeting will be held March 9, 2004 at 5:30 p.m., at the Glenn Colusa Irrigation District Office.
b. Report from Human Resource Agency Director Kim Gaghagen, detailing Human Resource Agency activities through December 30, 2003 as reported by Mr. Gaghagen.

**9:55 a.m. – The Chairman Called the Meeting in Recess
10:02 a.m. – The Chairman Called the Meeting to Order
Deputy Clerk Debbie Lambert Entered the Meeting
Deputy Clerk Sandra Pergson Left the Meeting**

15. **Public Meeting/Glenn County School Administration Building**

Also Present: Daniel Obermeyer, Planning & Community Development Services Agency Director
Matter: Recommendation of Mr. Obermeyer to hold a Public Meeting to consider adopting a Mitigated Negative Declaration for the County School Administration Building with seven Findings and five Mitigating Measures as set forth therein.
Proceedings: a. Mr. Obermeyer reviewed the aforesaid matter;
b. Supervisor Sprague opened the aforesaid matter for public comment, whereby none were heard;
c. Supervisor Bungarz advised that two projects are in the lot, a school building being built with State Bond funds and an Administrative Building being built with Prop 13 money which must be spent with the Office of Education, and that once the building is complete, the Office of Education will be a separate agency from the County, that the Administrative Building Construction loan interest will be deposited in the General fund and the remaining is designated for parks in the County, and Memorial Hall will be available to the County;
d. Supervisor Sprague advised that the cost for residential development on the aforesaid lot is not feasible.
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Adopt Mitigated Negative Declaration for the County School Administration Building with seven Findings and five Mitigating Measures as set forth therein
Vote: Unanimous by members present.

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16. **County of Glenn Investment Policy**

Also Present: Don Santoro, Director of Finance
 Matter: Recommendation of Mr. Santoro to adopt Resolution 2004-17 "Approving the Revised Glenn County Statement of Investment Policy" pursuant to California Government Code Section 53646.
 Motion/Second: Supervisor Bungarz/Supervisor Hansen
 Order: Adopt Resolution 2004-17
 Vote: Unanimous by members present.

17. **2004/2005 County Budget**

Also Present: Don Santoro, Director of Finance
 Matter: Recommendation of Mr. Santoro to authorize the Chairman of the Board of Supervisors to execute an information request letter to all departments regarding the 2004/05 County Budget as the first step in the budget analysis process.
 Proceedings: a. Discussion was held regarding Fire Districts payroll responsibilities, and Supervisor Hansen recommended that Mr. Santoro send a letter to the Districts to educate on the importance of issuing paychecks with correct withholding and the liability to the Fire Departments if not done correctly;
 b. Discussion was held regarding collecting sales tax for businesses located in the County with points of sale out of the County, and Mr. Santoro advised that he would follow up with information on matter
 Motion/Second: Supervisor Bungarz/Supervisor McGowan
 Order: Approve the aforesaid matter
 Vote: Unanimous by members present.

18. **2003/2004 Mid-Year Budget Reductions/Transfer of Funds**

Also Present: Don Santoro, Director of Finance
 Matter: Recommendation of Mr. Santoro to:
 a. Accept the mid-year budget reduction report; and
 b. Approve Transfer of Funds to reflect the commitments made by departments to address the mid-year budget reductions as follows:

Trans No.	Department	Description	Amount
5184	Assessor/Clerk-Recorder/Elections	Appropriate unanticipated revenues to general fund contingency to address mid-year budget shortfall projections	\$ 91,361.00
5185	Department of Finance	Appropriate unanticipated revenues to general fund contingency to address mid-year budget shortfall projections	\$ 16,298.00
5186	Building Inspector	Appropriate unanticipated revenues to general fund contingency to address mid-year budget shortfall projections	\$ 39,693.00
5187	Flood Control	Appropriate unanticipated revenues to general fund contingency to address mid-year budget shortfall projections	\$ 4,378.00
5188	Agricultural Commissioner	To address the Agricultural Commissioner's portion of the County shortfall. Increased revenue of \$8,952.00, and decreased expenditures of \$11,053.32. Total of \$20,005.82	\$ 20,005.32
5189	Public Guardian	Appropriate unanticipated revenue and reduce expenditures to address mid-year budget reduction request	\$ 1,629.00
5190	Animal Control	Appropriate unanticipated revenue and reduce expenditures to address mid-year budget reduction request	\$ 4,225.00
5191	Cooperative Extension	Appropriate unanticipated revenue and reduce expenditures to address mid-year budget reduction request	\$ 4,891.00
5192	District Attorney	Reduce appropriations to address mid-year budget reduction request	\$ 8,000.00

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Trans No.	Department	Description		Amount
5193	Sheriff	Reduce appropriations to address mid-year budget reduction request	\$	210,598.00
5194	Sheriff	Reduce revenue estimates and appropriations to address mid-year budget revenue shortfall	\$	361,180.00
5195	Probation	To meet department's share of shortfall, decreased salary & benefits by \$52,837. This comes from salary & benefit savings from Juvenile Hall, which are due to not filling vacant position, not utilizing extra help dollars, and substituting Probation Officers into all unfilled shifts.	\$	52,837.00

- Proceedings: a. Mr. Santoro advised that there have been no lay-offs with the aforesaid mid-year reductions; and
b. Mr. Santoro advised that the initial calculation for Salaries and Benefits for fiscal year 04/05 is a \$2.6 million (9%) increase countywide, which comprises of 2½% employee merit increases, 26% Health Insurance, and 50% PERs Retirement, 20% to 25% which are General Fund increases.
- Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Accept the mid-year budget reduction report, approve the aforesaid Transfer of Funds, commending Department Heads for their efforts
Vote: Unanimous by members present.

19. **County Facilities Planning Committee**

- Also Present: Dan Gardner, County Facilities Planning Committee Vice Chairman
Matter: Recommendation of Mr. Gardner to adopt Resolution 2004-18 *"Making Changes to the County Facilities Planning Committee"*, which appoints Daniel Obermeyer, Planning and Community Development Services Agency Director as a Committee member to the County Facilities Planning Committee, authorizes the Building Services Department to give the required 10 days written notice to terminate County Contract No. 946, and approve termination of services by Griffith & Associates as set forth in County Contract No. 946 fifteen days after notice is sent.
- Motion/Second: Supervisor Hansen/Supervisor McGowan
Order: Adopt Resolution 2004-18
Vote: Unanimous by members present.

20. **Loss Control Subsidy Fund (LCSF)**

- Also Present: Dan Gardner, Building Services Department Director
Linda Shelton, Chief Probation Officer
Matter: Recommendation of Mr. Gardner to make available funds by Golden State Risk Management Authority for actively conducting loss control activities for the following Loss Control Subsidy Fund Applications:
a. Hamilton City Park Americans Disabilities Act (ADA) compliant sidewalk;
b. Jane Hahn Juvenile Hall electronic door locks with attachment; and
c. Jane Hahn Juvenile Hall surveillance system/cameras with attachments.
- Proceedings: Mr. Gardner reviewed the aforesaid matter
Motion/Second: Supervisor Bungarz/Supervisor McGowan
Order: Approve the aforesaid matter
Vote: Unanimous by members present.

**10:50 a.m. – The Chairman Called the Meeting in Recess
11:12 a.m. – The Chairman Called the Meeting to Order**

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21. **Hamilton City Levee**

- Also Present: Belinda Blacketer, County Counsel
Bill Paris, Hamilton City Community Services District Attorney
Jose Puente, Hamilton City Representative
Mike Billiou, Hamilton City Landowner
- Matter: Pursuant to Minute Order 14 of July 1, 2003, and on recommendation of County Counsel Belinda Blacketer, review comparisons within opinion letter from County Counsel, for possible action on alternatives available to provide a governmental entity to assume responsibility for funding the local match required to build the proposed new Hamilton City Levee as follows:
- a. Add flood prevention to the existing Hamilton City CSD responsibilities;
 - b. Create a new Hamilton City Levee Community Service District;
 - c. Create a Hamilton City Levee District; and
 - d. Form a Hamilton City Levee Zone within the existing County Service Area.
- Proceedings:
- a. Ms. Blacketer reviewed the aforesaid matter, advised of the County's liability concerns, and advised that a map for the alignment of the Levee is needed to complete a benefit assessment, which is needed to form Districts;
 - b. Mr. Paris advised that there is no movement in Hamilton City to form a District, advised that the existing Hamilton City CSD does not want the Levee responsibility, and that at this time the only viable choice is the County;
 - c. Discussion was held regarding the easiest way to form Levee Districts, and Ms. Blacketer recommended hiring consultants who specialize in forming Districts, and advised that the County remains responsible for the Levee until the Districts are formed;
 - d. On motion of Supervisor Bungarz, seconded by Supervisor McGowan, it was unanimously ordered by members present to eliminate 13(a) and 13(d) from the aforesaid matter above, request that County Counsel meet with Mr. Paris and the Hamilton City Community to the aforesaid available options, and report back to the Board on March 30, 2004 with activities taken toward forming either 13(b) or 13(c) set forth in the matter above, with the amendment that the Board supports the Hamilton City Community.

22. The Chairman adjourned the meeting at 12:31 p.m.

FORREST SPRAGUE, Vice Chairman

ATTEST:

Vince T. Minto, County Clerk-Board of Supervisors

BY:

Sandra Pergson, 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"

4. Consent Calendar

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

a. **Correction to Assessment Roll**

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

Name	Parcel No.	Fiscal Year	Corr. No.
Bohringer Wolfgang c/o Thompson Aviation	01-04778E-00	1997/1998	91-B
Watts, Gregory BW	020-03-0-017-9	2003/2004	123-B

b. **Transfer of funds**

Approved the following intradepartmental Transfer of Funds:

Trans No.	Department/Budget	Description	Amount
5162	Human Resource Agency/Community Action Division	Appropriate unanticipated revenue for CalWorks Job Development contract amendment. (No General Fund Impact)	\$ 15,000.00
5170	Fleet Operations	Appropriate retained earnings to cover expenditures incurred for outfitting replacement patrol vehicles. (No General Fund Impact)	\$ 40,000.00
5175	Emergency Services	Appropriate additional Office of Emergency Services performance grant funds. (No General Fund Impact)	\$ 5,937.00
5176	Probation	Appropriate unanticipated Probation fine revenue for apportionment to Cities, County and State according to fine distributions. (No General Fund Impact)	\$ 80,000.00
5182	District Attorney	To set up appropriation to cover longevity pay from January 2003 to June 2004. (No General Fund Impact)	\$ 8,500.00

c. **Human Resource Agency/United Way**

Upon the recommendation of Human Resource Agency Director Kim Gaghagen:

- (1) Authorized Director to execute Agreement with United Way of Butte & Glenn Counties upon review as to form by County Counsel;
- (2) Authorized Director to execute Application for 2004/2005; and
- (3) Authorized the Director or designee of Human Resource Agency to execute same such Agreement and Application and any amendments, subcontracts and other required documents necessary to administer the program. (No General Fund Impact)

d. **Human Resource Agency/Line Item Budget**

Upon the recommendation of Human Resource Agency Director Kim Gaghagen, approved the following Line Item Budget: (No General Fund Impact)

Department	Service Acct	Department Name	Budget Amount
Community Action	04999539	CHAT	\$ 171,150.00