

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

**Tuesday, September 30, 2003**

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 8:34 a.m., with members as follows:

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

**THE PLEDGE OF ALLEGIANCE WAS RECITED**

1. **Closed Session**

Matter: a. Pursuant to Government Code Section 54957.6, hold Closed Session to receive information from and provide instructions to the County's Chief Negotiator regarding negotiations with the Deputy Sheriff's Association and the Peace Officer's Association.  
b. Pursuant to Government Code Section 54956.9 (a), possible conference with Legal Counsel, the Board of Supervisors shall meet in Closed Session to consider appeal filed by the Sacramento Valley Mirror.

Proceedings: As a result of Closed Session the Chairman announced the County has agreed to continue the existing Contracts with Deputy Sheriff's Association and Peace Officer's Association until a new agreement is reached or impasse by either of the Unions, and that there was no action regarding Closed Session for the Sacramento Valley Mirror.

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

2. **Minutes**

Matter: Approve the Minutes of September 16, 2003.  
Motion/Second: Supervisor Sprague/Supervisor Hansen  
Order: Approve the aforesaid Minutes  
Vote: Unanimous.

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. Administrative Representative Kim Gaghagen advised that he will attend a County Administrative Officer (CAO) meeting in October, and also advised that the bid for legal advertisement has been completed and both local newspapers will be executing contracts in near future.  
c. Interim Agricultural Commissioner Bill Duckworth submitted and reviewed a letter dated September 29, 2003 to growers and related industry regarding new regulations by the Central Valley Regional Water Quality Control Board (Regional Board) under California Water Code Section 13260, which requires any person or entity that discharges into waters of the state to file a Report of Waste Discharge (ROWD) to ensure that all discharges are consistent with the water quality objectives set by the Regional Board.  
d. Later this date, Supervisor Freeman advised that Supervisor Bungarz will be receiving an award from California State Association of Counties (CSAC) for his work on the Probation Services Task Force.

4. **Consent Calendar**

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

Proceedings: Supervisor Freeman requested that items (b) and (c) be pulled from the Consent Calendar for discussion

Motion/Second: Supervisor McGowan/Supervisor Freeman  
Order: Approve (a) on Consent Calendar  
Vote: Unanimous.

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5. **Health Services Agency – Inkwell Contract**

Matter: Recommendation of Health Services Agency Director Mike Cassetta to execute *Extension of Agreement with the Inkwell, Fiscal Year 2003/2004*. (County Contract 1645) (No General Fund Impact)

Proceedings: Supervisor Freeman suggested that prices for purchases should be reviewed for the best value with different vendors; whereupon the Chairman ordered that this matter be reviewed by Director of Finance and Administrative Representative as requested.

Motion/Second: Supervisor Freeman/Supervisor Sprague

Order: Approve the aforesaid matter

Vote: Unanimous.

6. **Department of Finance – Sheriff’s Office**

Matter: Recommendation of Assistant Director of Finance Debbie Newman to approve claim for payment to issue travel reimbursement for expenses incurred over one year ago in the amount of \$156.43 for the Sheriff’s Office.

Proceedings: Supervisor Freeman questioned why this was so late in being paid; whereupon Director of Finance Don Santoro advised that all claims over a year old must be approved by the Board of Supervisors. Sheriff Bob Shadley advised that the individual had inadvertently failed to submit the claim until recently, and advised that any future claims not submitted timely will not be reimbursed.

Motion/Second: Supervisor Freeman/Supervisor Sprague

Order: Approve the aforesaid matter

Vote: Unanimous.

7. **Service Pins - Probation**

Also Present: Brandon Thompson, Supervising Probation Officer  
Lynn Prather, Office Technician II

Matter: Present County Service Pin to Rick Beatty and Lynn Prather in recognition of 10 years of service with the County of Glenn.

Proceedings: Chief Probation Officer Linda Shelton advised that Rick Beatty, Deputy Probation Officer II, was not able to be present this date, and that Brandon Thompson would be accepting his 10 year service pin; whereupon the Chairman presented service pins to Mr. Thompson and Lynn Prather for 10 years of service with the County of Glenn.

8. **Planning Department/Buildings & Grounds/Personnel**

Also Present: Kim Gaghagen, Administrative Representative  
John Greco, Personnel Director

Matter: Recommendation of ad hoc Planning Director Review Committee to adopt Resolution 2003-108 *“Creating the Glenn County Planning and Development Services Agency; and Creating the Classification of Planning and Community Development Services Agency Director; and Creating the Position Allocation List for the Agency and Superceding That Portion of Resolution 2002-110 Pertaining to the Planning Department”*.

Proceedings: a. Mr. Gaghagen reviewed the aforesaid matter and advised that the word “Community” was missing from the title of the Resolution and also on Exhibit A of the Resolution, under “Distinguishing Characteristics”, should read as follows:  
*“These functions include, but are not limited to, planning, economic development, resource management...”*

b. Supervisor Freeman reviewed “Planning and Community Development and Building Services Agency Planning Director Chart” that was previously submitted. Discussion was held regarding the process of getting a qualified person to fill the position, that the ad hoc committee should meet monthly and report quarterly to the Board, and that the position should take sixty days or less to fill with a statewide search.

Motion/Second: Supervisor Freeman/Supervisor McGowan

Order: Adopt Resolution 2003-108 with change to title and Exhibit A as set forth above

Vote: Unanimous.

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9. **Enloe Medical Center - Agreement**

Also Present: John Greco, Personnel Director  
Matter: Recommendation of Mr. Greco to execute *Agreement Between the County of Glenn and Enloe Medical Center* for Pre-employment Physical Examination Services, fees set forth therein.

**10:12 a.m. – Deputy Clerk Debbie Lambert Entered the Meeting and  
Deputy Clerk Sandra Pergson Left the Meeting**

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

10. **Labor Day River Event/Sheriff**

Also Present: Bob Shadley, Sheriff-Coroner  
Matter: Sheriff Bob Shadley to report on the impact and costs to the Sheriff's Department for the Labor Day River Event.  
Proceedings: Sheriff Shadley reviewed the aforesaid matter and discussed the *Mutual Aid* cooperation between Glenn and Butte Counties.

**10:17 a.m. -- The Chairman Called the Meeting in Recess  
10:23 a.m. -- The Chairman Called the Meeting to Order with Supervisor McGowan Absent**

11. **Public Hearing – 2003/2004 Final Budget**

Also Present: Don Santoro, Director of Finance  
Kim Gaghagen, Administrative Representative  
Matter: a. Pursuant to Affidavit of Publication on file in the office of the County Clerk, hold Public Hearing to consider adopting Resolution 2003-109 "2003-2004 Final Budget".  
Proceedings: a. The Chairman opened the aforesaid matter for public hearing;

**10:24 a.m. -- Supervisor McGowan Entered the Meeting**

- b. Mr. Santoro reviewed the aforesaid matter and Mr. Gaghagen commended the Department of Finance for their effort and success in balancing the budget;
- c. The Chairman opened the hearing for public comments; whereupon none having been heard, the Chairman closed the hearing to public comments;
- d. On motion of Supervisor Freeman, seconded by Supervisor Sprague, it was unanimously ordered to conclude hearing, decide matter, and adopt Resolution 2003-109, direct the Finance Director to develop more complete/restrictive criteria for Departmental access to budget contingency funds and direct the Finance Director to initiate mid-year budget review as soon as six months of complete expenditure and revenue data are available.

**THE CHAIRMAN ADJOURNED TO A MEETING OF THE  
GLENN COUNTY AIR POLLUTION CONTROL DISTRICT**

**10:34 a.m. -- Supervisor Sprague Left the Meeting**

12. **Public Hearing – 2003/2004 Air Pollution Control District Budget**

Also Present: Bill Duckworth, Interim Air Pollution Control Officer  
Candis Woods, Air Pollution Administrative Services Officer  
Matter: b. Pursuant to Affidavit of Publication on file in the office of the County Clerk, hold Public Hearing to consider adopting Resolution 2003-01 "2003-2004 Air Pollution Control District Budget".  
Proceedings: a. The Chairman opened the aforesaid matter for Public Hearing;  
b. Mrs. Woods reviewed the aforesaid matter;  
c. The Chairman opened the hearing for public comments; whereupon none having been heard, the Chairman closed the hearing to public comments;  
d. Ms. Woods advised that the difference between Revenues and Expenditures is being covered by Reserves;  
e. The Chairman called for exhibits, whereupon the Clerk advised that no exhibits were submitted;

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- f. On motion of Supervisor McGowan, seconded by Supervisor Hansen, it was unanimously ordered by members present as follows, to conclude hearing, decide matter, adopt Resolution 2003-01.  
Ayes: Supervisors Bungarz, Freeman, Hansen and McGowan  
Absent: Supervisor Sprague

**THE CHAIRMAN ADJOURNED TO A MEETING OF THE  
GLENN COUNTY BOARD OF SUPERVISORS**

**THE CHAIRMAN ADJOURNED TO A MEETING OF THE  
GLENN COUNTY BOARD OF EQUALIZATION**

13. **Assessment Appeal Application Stipulations – 2002-07 through 2002-22**  
Matter: Recommendation of Assessor Vince Minto to accept Stipulations to value for Viacom Assessment Appeal Applications 2002-07 through 2002-22.  
Motion/Second: Supervisor Bungarz/Supervisor Hansen  
Order: Approve the aforesaid matter  
Vote: Unanimous by members present.

**THE CHAIRMAN ADJOURNED TO A MEETING OF THE  
GLENN COUNTY BOARD OF SUPERVISORS**

14. **Sheriff/Personnel - Resolution**  
Matter: Recommendation of Personnel Director John Greco to adopt Resolution 2003-110 "Amending the Unit Code for the Classification Specification of Food Manager for the Sheriff's Department".  
Motion/Second: Supervisor Freeman/Supervisor McGowan  
Order: Adopt Resolution 2003-110  
Vote: Unanimous by members present.
15. **Department of Finance – Criminal Facility Construction Trust**  
Matter: Recommendation of Assistant Director of Finance Debbie Newman to approve Cash Advance to the Criminal Facility Construction Trust for payment on the annual loan for the Jail Refinance, amount not to exceed \$100,000.00.  
Motion/Second: Supervisor Freeman/Supervisor Hansen  
Order: Approve the aforesaid matter  
Vote: Unanimous by members present.
16. **Buildings & Grounds/Office of Education - Contract**  
Matter: Recommendation of Assistant Clerk of the Board Sandy Kennedy to:  
a. Ratify Architectural Services Agreement dated May 6, 2003 between the County of Glenn and *svwb Architects* for the new Administration Building and Amendment to Agreement to delete, modify and supplement the agreement's provisions as required by the U.S. Department of Agriculture, Rural Development, as conditions of receiving financial assistance, contingent upon review and approval of County Counsel;  
b. Authorize the Chairman to execute all documents relating to the design of the new Administration Building, to be located on Villa Avenue in Willows, with *svwb Architects* for said project, contingent upon review and approval of County Counsel; and  
c. Refer copies of all executed documents to County Contract 1747. (No General Fund Impact)  
Motion/Second: Supervisor Freeman/Supervisor McGowan  
Order: Approve (a), (b), and (c) as set forth above  
Vote: Unanimous by members present.
17. **Board of Supervisors Meetings**  
Matter: Recommendation of Assistant Clerk of the Board Sandy Kennedy to approve the cut off dates for submittal of agenda items for the following Board of Supervisors Meetings:

Board Meeting Date	Cut Off for Submittal of Agenda Items	Reason (Holidays)
November 18, 2003	November 10, 2003 at 12 noon	Veteran's Day – Nov. 11 <sup>th</sup>
December 2, 2003	November 21, 2003 at 12 noon	Thanksgiving – Nov. 27 <sup>th</sup> & 28 <sup>th</sup>

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January 6, 2004	December 23 at 12 noon	Christmas – December 24 <sup>th</sup> & 25 <sup>th</sup> and New Years – December 31 <sup>st</sup> & Jan. 1 <sup>st</sup>
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Motion/Second: Supervisor Freeman/Supervisor McGowan  
Order: Approve the aforesaid matter  
Vote: Unanimous by members present.

18. The Chairman adjourned the meeting at 10:52 a.m.

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DG BUNGARZ, 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 McGowan/Supervisor Freeman  
Order: Approve Consent Calendar as set forth below  
Vote: Unanimous.

a. **Human Resource Agency – CalWORKs Contract**

Upon the recommendation of Human Resource Agency Director Kim Gaghagen, approved the following:

- (1) *Memorandum of Understanding Between the Glenn County Human Resource Agency, Social Services Division and Community Action Division for CalWORKs Services;*
- (2) Authorized the Chairman of the Board, Human Resource Agency Director, and Human Resource Agency Deputy Directors to execute said MOU; and
- (3) Authorized the Human Resource Agency Director, or his designee, to modify or amend the MOU contingent upon County Counsel review and approval.