

# Glenn County Board of Supervisors

Charles Harris, Sr. District 1  
 Gary Freeman, District 2  
 Dick Mudd, District 3

## MEETING MINUTES

Denny Bungarz, District 4  
 Keith Hansen, District 5  
 Norman Herring, County Counsel

**February 17, 1998**

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called a duly noticed informal meeting of the Board of Supervisors and the Management Council to order at 8:20 a.m., in the Jail Administration Conference Room at 141 South Lassen, Willows, with Board members as follows:

**Present:** Supervisors Freeman, Bungarz, Hansen, Harris & Mudd (Chairman)

**Also Present:** Connie Oreggia, Assistant Clerk-Board of Supervisors

### **1. Management Council/Supervisors**

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

**Proceedings:** Various issues and reports were given.

**The Chairman ordered the meeting in recess at 8:53 a. m.  
 to reconvene at 9:00 a.m. in the  
 Board of Supervisors Chambers**

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

**Present:** Supervisors Freeman, Hansen, Harris, Bungarz, and Mudd (Chairman)

**Also Present:** Norman Herring, County Counsel  
 Sandy Kennedy, Technician Board of Supervisors  
 Connie Oreggia, Assistant Clerk-Board of Supervisors

### **THE PLEDGE OF ALLEGIANCE WAS RECITED**

### **2. Minutes**

**Matter:** Approve the Minutes of February 3 and 4, 1998.

**Motion/Second:** Supervisor Bungarz/Supervisor Freeman

**Order:** Approve the aforesaid Minutes, with paragraph 4 of the February 3, 1998 Minutes to read as follows:

*"...continued to Wednesday, February 4, 1998...."*

**Vote:** Unanimous

### **3. Consent Calendar**

**Matter:** Various matters listed on Consent Calendar as set forth below.

**Motion/Second:** Supervisor Freeman/Supervisor Hansen

**Order:** The aforesaid matters were ordered

**Vote:** Unanimous

#### **a. Taxes and Assessments**

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

Name	Parcel No. Parcel No.	Correction No.	Corr No. / Fiscal Year
Bruce, Clara et al	023-13-0-014-9	79-B	1997-98

**b. Transfer of Funds**

Approved the following intradepartmental Transfer of Funds:

Trans No.	Department	Description	\$ Amount
5300	Assessor	Transfer to cover Xerox Lease	515.85
5304	Courthouse & Annex Renovation	Transfer to cover final costs of Courthouse & Annex Renovation Project	11,035.67
5313	Agricultural Commissioner	To cover shipping and handling charges for computer upgrade	106.00
5314	Sheriff – Drug Enforcement Trust	Transfer to cover Professional Services expense for fiscal year 1997/98	5,894.00
5318	Elections	Transfer from Office Expense to various Salaries account to cover overtime pay	1,080.10

**c. Disposition of County Property**

Upon the recommendation of the Director of Finance, approved Disposition of County Property from various Departments consisting of a collection of surplus data processing equipment, to be transferred to the Superintendent of Schools, that can be used in whole or for parts by the students of Glenn County, with a total value of \$16,834.00.

**d. Resolution/Bottled Water**

Upon the recommendation of County Counsel Norman Y. Herring, adopted Resolution 98-108 *"Amending Title 4 of the Administrative Manual to Add Section 4.02.10 Bottled Water Purchasing Policy,"* whereby County offices can purchase bottled water through the Building & Grounds Department or Health Services Department upon meeting certain criteria.

**e. Resolution/Purchasing**

Upon the recommendation of Service Center Director Bill Buckner, adopted Resolution 98-109 *"Increasing the Purchasing Limits Applicable to the Purchase of Parts and Supplies by the County Service Center,"* which authorizes purchases not to exceed \$2,500.00 per purchase.

**f. Resolution/Committees - Information Services Coordinating**

Upon the recommendation of Resource, Planning and Development Director John Benoit:

- (1) Adopted Resolution 98-110 *"Amending Chapter 4.04 to the Administrative Manual"*, which establishes a procedure for county departments that require board approval for fixed asset computer purchases;
- (2) Approved name change for the Data Processing Coordination Committee to Information Services Coordinating Committee.

**g. Memberships - CAOAC**

Pursuant to Invoice dated January 28, 1998, from County Administrative Officers Association of California (CAOAC), approved payment for CAOAC dues of \$100.00, for fiscal year 1997/98, from Board of Supervisors 1010/03200 Memberships account.

#### **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. Supervisors presented reports of meetings and issues were discussed.

b. City of Orland

(1) Supervisor Freeman advised of letter dated February 5, 1998 received from Orland City Administrator/Planner Orland Randy Johnsen concerning flooding along County Road 200 between Lely-Aquatic Park and Orland-Haigh Airport and recommending City and County to reconsider past proposal to construct pipe connecting Lely Aquatic Park to the Airport overflow hole.

(2) Upon discussion, the Chairman directed Supervisors Freeman and Harris review matter for report to the Board.

c. Emergency Services

**Also Present:** Glen Rader, Federal Emergency Management Agency (FEMA), Community Relations

Mr. Rader presented review of FEMA activities in relation to recent flooding in Glenn County and submitted flyer giving information re disaster victims registering for federal and state disaster assistance programs.

d. The Chairman invited comments from the audience; whereupon comments were heard from Human Resources Agency Director Kim Gaghagen.

#### **5. Personnel/County Office Closure**

**Also Present:** John Greco, Personnel Director

**Matter:** Pursuant to Minute Order 3 (e) (1) (a) of February 4, 1998, consider recommendation of Mr. Greco for discussion and necessary action regarding compensation of County employees for days on which county offices were closed, February 3, February 5 and 6, 1998, said closures due to flooding caused by the El Niño storms.

**Proceedings:**

a. Mr. Greco submitted proposed Resolution for consideration by the Board;

b. Upon discussion, on motion of Supervisor Bungarz, seconded by Supervisor Freeman, it was unanimously ordered to adopt Resolution 98-111 *"Setting Compensation for County Employees During the El Nino Caused Closing of County Offices on February 3, 5 & 6, 1998"* with the following changes:

(1) Commencing with Paragraph 5:

*"1. That all employees who were scheduled to work.... Those employees who were not at work on the above days for reasons related unrelated to the County closing shall have the time not at work reported in accordance with standard payroll reporting procedures.*

*"3. (sub-paragraph a) Employees shall be granted the time off on a [n] hour to hour [day to day] basis.*

*"3. (sub-paragraph b) The time off granted shall be controlled by the Department*

*Head and reported as time worked on the time card when taken. This time off credit must be taken on or before December 31, 1998."*

(2) Commencing with paragraph 6, to read as follows:

*"It is further ordered that although the Board of Supervisors recognizes the valuable contribution made by public safety employees during this and other emergencies, this resolution is not applicable to employees in classifications covered by the Public Safety Officers Procedural Bill of Rights as defined in Government Code Section 3301 because of the unique responsibilities of these individuals. Compensation shall be in accordance with the provisions of the county rule or memorandum of understanding applicable to employee's classification."*

## **6. Resolution – County Counsel**

**Present:** Norman Herring, County Counsel & John Greco, Personnel Director

**Matter:** Recommendation of Mr. Greco to consider adoption of Resolution 98-112 "Reorganizing County Counsel's Department," whereby class specification of Legal Office Manager/Small Claims Advisor is approved at Salary Range 129 and the Position Allocation List is amended as follows:

<b>Position Title</b>	<b>Current FTE</b>	<b>Proposed Change</b>	<b>New FTE</b>
County Counsel	1.00		1.00
Executive Legal Secretary/Paralegal	1.00	(1.00)	0.00
Legal Office Manager/Small Claims Advisor	0.00	1.00	1.00
Senior Clerical Assistant-Legal	1.00		1.00

**Motion/Second:** Supervisor Freeman /Supervisor Bungarz

**Order:** Adopt Resolution No. 98-112

**Vote:** Unanimous.

**10:00 a.m. – Deputy Clerk Sandra Pergson Entered The Meeting**

**10:00 a.m. – Assistant Clerk – Board of Supervisors Connie Oreggia Left The Meeting**

**10:00 a.m. – Technician Sandy Kennedy Left The Meeting**

## **7. Public Works**

**Also Present:** Tom Tinsley, Public Works Director

**Matter:** Consider execution of Lease Agreement Between the County of Glenn and Glenn Valley, LLC for lease of certain lands at the Orland Haigh Field Airport consisting of approximately ten acres described as parcels 1,2, and 3 for the purpose of constructing, maintaining, and utilizing a building for a manufacturing/commercial purpose which will increase job opportunities in the Glenn County area.

**Proceedings:**

- a. Mr. Tinsley reviewed the aforesaid matter;
- b. Wayne Bennett, Glenn Valley Homes spoke

**Motion/Second:** Supervisor Harris/Supervisor Freeman

**Order:** Approve the aforesaid matter subject to re-writing a legal description of parcels

**Vote:** Unanimous.

**10:14 a.m. – The Chairman Called The Meeting In Recess**

**10:20 a.m. – The Chairman Called The Meeting To Order**

## **8. Airport Commercial Operator Lease**

**Also Present:** Tom Tinsley, Public Works Director

**Matter:** Pursuant to Affidavit of Publication on file in the County Clerk's Office and Resolution No. 97-150, hold proposal opening for grant of commercial fixed base operator lease at Orland-Haigh Airport known as the Pilot's Lounge consisting of approximately 788 square feet to be occupied jointly by fixed base operator and employees, agents or officers of Glenn County.

**Proceedings:**

- a. Pursuant to Proposal deadline of February 16, 1998 being a County Holiday, County Counsel Norman Herring did advise Clerk to have the Public Works Department notify vendors who were sent specifications for this proposal opening that they could submit bids on Tuesday, February 17, 1998 by 10:00 a.m.; whereupon, the Clerk did advise Public Works;
- b. Mr. Tinsley opened and read bid aloud as follows: A letter submitted by Steven Hatfield of Red Bluff, California with no bid amount specified;
- c. Upon the recommendation of County Counsel, and on motion of Supervisor Bungarz, seconded by Supervisor Harris, it was unanimously ordered to refer letter in (b) above to Public Works Director for his recommendation.

## **9. Public Works**

**Also Present:** Tom Tinsley, Public Works Director

**Matter:** Pursuant to letter dated January 29, 1998, from Pacific Gas and Electric Company, requesting the following:

- a. Review of standard right-of-way document with map describing and showing the location of proposed easement of County lands,
- b. Execute and date "P.G. & E. Co. Copy" in the presence of Notary Public, using provided notary form.

**Proceedings:** At the request of Mr. Tinsley, this matter was pulled from the regular Agenda to have Mr. Tinsley review.

## **10. Buildings & Grounds**

**Also Present:** Clay Dawley, Sr., Building Inspector

**Matter:** Recommendation of Mr. Gardner to adopt Resolution 98-113 "Waiving Building Permit Fees Related to Loss or Damage to Structures Resulting From The 1998 Floodwaters, Glenn County."

**Motion/Second:** Supervisor Bungarz/Supervisor Hansen

**Order:** Adopt Resolution 98-113

**Vote:** Unanimous.

## **11. Buildings & Grounds**

**Matter:** Recommendation of Mr. Gardner to execute Change Order No. 6 with Interiors Inc., for Courthouse Renovation, Phase 1, part b, which Change Order increases County Contract No. 1057 by \$20,669.30 for a SpaceSaver high density file storage system with electrically assisted mobile carriages needed to provide storage for Consolidated Courts.

**Proceedings:** Supervisor Freeman reviewed the aforesaid matter

**Motion/Second:** Supervisor Freeman/Supervisor Bungarz

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

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

## **12. Assessment Appeals**

**Matter:** Upon the recommendation of Assessor Vince Minto, reschedule 1997-98 Assessment Appeal Applications 24 through 64/Venoco Inc. or if notified by applicant, accept withdrawal of said applications.

**Motion/Second:** Supervisor Bungarz/Supervisor Hansen

**Order:** Accept Withdrawal of the aforesaid applications

**Vote:** Unanimous.

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

### **13. Local Emergency**

**Matter:** Pursuant to Resolution No. 98-008 *"Ratifying Declaration of Local Emergency and Requesting the Governor to Proclaim a State of Emergency,"* due to conditions of extreme peril to the safety of persons and property in Glenn County from the effects of flood and storm, determine if declaration of local emergency should be terminated due to a change in conditions.

**Motion/Second:** Supervisor Freeman/Supervisor Hansen

**Order:** Extend local emergency to March 3, 1998

**Vote:** Unanimous.

### **14. Flooding/Hamilton City Community Services District**

**Also Present:** D.J. Weber, Orland Resident

**Matter:** Recommendation of Mr. Weber to hold discussion regarding concerns of property owners north of Hamilton City and east of Road 203 (Canal Road) regarding the unregulated raising of the Butte County levees on the east side of the Sacramento River.

**Proceedings:**

- a. Mr. Weber submitted letter "Butte County Is Killing Us" ;
- b. Mr. Weber reviewed letter with Board;
- c. Del Stoltenberg, Orland resident spoke;
- d. Danny Paul, Chairman, Board of Directors, Hamilton City Community Services District spoke;
- e. Bill Paris, Attorney for Hamilton City Community Services District spoke;
- f. Tom Tinsley, Public Works Director spoke;
- g. County Counsel reviewed;
- h. Upon further discussion by the Board, it was the consensus of the Board that Supervisor Hansen, Supervisor Freeman work with County Counsel, and Public Works director for a possible solution on the aforesaid matter, and also that D.J. Weber would be consulted in this matter so that he is kept informed of progress.

### **15. Willows Elks No. 1786**

**Also Present:** Daryle D. Boheman, Americanism Chairman, Willows Elks No. 1786

**Matter:** Recommendation of Mr. Boheman, to proclaim February 16 through February 23, 1998 as National Patriotism Week.

**Proceedings:** The Chairman presented Mr. Boheman with Proclamation Proclaiming February 16, 1998 through February 23, 1998 as National Patriotism Week

**Motion/Second:** Supervisor Bungarz/Supervisor Hansen

**Order:** Approve the aforesaid matter, and authorize the Chairman to execute

**Vote:** Unanimous.

### **16. Resource, Planning & Development**

**Also Present:** John Benoit, Resource, Planning & Development Director

**Matter:** Pursuant to award of grant for \$40,000.00 from the U. S. Forest Service to compile an Agricultural Industry Business Action Plan and to develop a Logo for Glenn County's agricultural products, consider recommendation of Mr. Benoit to:

- a. Execute Contract with MC2 Design Group for Logo Development for a maximum amount of \$1,250.00.

- b. Execute Contract with Janet Farris to provide the required technical Assistance review services for the Glenn County Agricultural Industry Business Action Plan, for a maximum of \$3,000.00.

**Motion/Second:** Supervisor Bungarz/Supervisor Harris  
**Order:** Approve matter as set forth in (a) and (b) above  
**Vote:** Unanimous.

### **17. Department of Fish & Game**

**Matter:** Adopted Resolution No. 98-114 "*Commending Lieutenant Bob Hawks,*" upon his retirement from the California Department of Fish & Game on February 28, 1998.

**Motion/Second:** Supervisor Bungarz/Supervisor Freeman  
**Order:** Adopted Resolution 98-114  
**Vote:** Unanimous.

### **18. Assessor**

**Matter:** Recommendation of Assessor Vince Minto to execute Agreement with Harold W. Bertholf, Inc., to conduct property tax audits and for the purpose of establishing the assessed valuation of trade fixtures and business tangible personal property for the maximum amount of \$12,000 for the initial term of December 1, 1997 through June 30, 1998, with required insurance to be submitted and approved prior to commencement of work.

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

### **19. Insurance Certificates**

**Matter:**

- a. Pursuant to Contract with Micro-Solutions, approved on February 4, 1998, with requirement for insurance certificate to be obtained before execution of Contract, acknowledge waiver of insurance requirements by County Counsel. (County Contract 586)
- b. Request County Counsel to prepare Resolution amending the Administrative Policy to allow County Counsel to waive insurance certificates.

**Motion/Second:** Supervisor Bungarz/Supervisor Harris  
**Order:** Approve (a) and (b) as set forth above  
**Vote:** Unanimous.

### **20. Fund Transfer/Resource, Planning & Development Department**

**Matter:** Recommendation of Resource, Planning and Development Director John Benoit to approve Transfer Funds No. 5315 for \$891.00 from Resource, Planning & Development Budget No. 01012280 Account 24141 Williamson Act to 1011010/Board of Supervisors Budget Account 03240 Legal Notices, for reimbursement of costs for publication of Ordinance 1095 re Zone Change No. 97-03 for property currently entering into Williamson Act Contracts.

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

### **21. Resource Conservation District**

**Matter:** Upon the recommendation of the Resource Conservation District:

- a. Accept resignation of Jack Somerville. (Direct posting of position vacancy)
- b. Appoint Dick Sexton as a Director for the term to July 29, 2001.
- c. Direct preparation of Resolution staggering terms of Directors pursuant to the provisions of Public Resources Code, Division 9, with ending terms established as recommended by the District.

**Motion/Second:** Supervisor Bungarz/Supervisor Hansen

**Order:** Approve matters as set forth in (a) (b) and (c) above and direct that letter be prepared for the Chairman to execute, thanking Jack Somerville for his service on District

**Vote:** Unanimous.

## **22. Miscellaneous**

**Matter:** The following matters were considered, with no action taken:

- a. Letter from Martha Coe regarding handicap accessibility in front of the Courthouse.
- b. Letter from Department of Conservation regarding Open Space Subvention Act regulations and proposing an update of the Subvention Act's regulations.
- c. Letter from United States Department of the Interior regarding review of proposals for Ecosystem Restoration Projects.
- d. Letter from the Department of Water Resources regarding the Off Stream Alternatives Evaluation being conducted by the Department of Water Resources.
- e. Booklet from Senator Barbara Boxer titled "Building a Disaster Resistant Community Project Impact".
- f. Letter from Department of Water Resources regarding findings of a Community Assistance Visit to Glenn County re County's administration of its Flood Plain Management Ordinance (Chapter 16.24 of the County Code).
- g. Proposition 65 Notification from Health Services Director Mike Cassetta advising of the release of an unknown amount of gasoline at Sportsman's Market, 6378 County Road 200, Orland on December 16, 1997.
- h. Monthly Update, January 1998 Report from District Attorney Robert Holzapfel advising:
  - a. 146 criminal cases were filed for the period ending January of 1998, as compared to 161 cases for the same period ending January of 1997.
  - b. Collection of \$135,565 child support in January of 1998 as compared to \$125,428 in January of 1997.

## **23. Water Resources**

**Matter:** Letter from the Department of Water Resources, transmitting for comment "Public Review Draft California Water Plan Update Bulletin 160-98" from the Department of Water Resources.

**Motion/Second:** Chairman direction

**Order:** Refer to Resource, Planning & Development Director for his review and recommendation.

## **24. Historic Preservation**

**Matter:** Letter from Office of Historic Preservation State of California transmitting a copy of State Plan on Historic Preservation.

**Motion/Second:** Chairman direction

**Order:** Supervisor Hansen to review the aforesaid matter

25. The Chairman adjourned the meeting at 11:24 a.m.

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