

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 2, 1999

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 8:15 a.m., with members as follows:

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

Also Present: Sandra Pergson, Deputy Clerk

Absent: Supervisor Harris, and County Counsel Norman Herring

THE PLEDGE OF ALLEGIANCE WAS RECITED

1. Minutes

Matter: Approve the Minutes of January 19, 1999.

Motion/Second: Supervisor Freeman/Supervisor Mudd

Order: Approve the aforesaid Minutes

Vote: Unanimous.

2. Consent Calendar

Matter: Review and take actions related to the Consent Calendar set forth on [Attachment "A."](#)

Motion/Second: Supervisor Mudd/Supervisor Freeman

Order: Approve Consent Matters as set forth in Attachment "A"

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. Supervisor Freeman submitted letter from California State Association of Counties to Governor Gray Davis regarding a meeting of the State budget proposal;

8:34 a.m. -- Supervisor Harris Entered the Meeting

- b. Various issues and reports were given and no action was taken.

4. Proclamation/National Patriotism Week

Matter: Recommendation of American Chairman Daryle D. Boheman, from the Willows Elks No. 1786, to proclaim February 15 through 22, 1999 as National Patriotism Week.

Motion/Second: Supervisor Mudd/Supervisor Hansen

Order: Proclaimed February 15 through 22, 1999 as set forth above

Vote: Unanimous.

5. Joint Powers Authority

Also Present: Scott Schimke, Joint Powers Authority Risk Manager
Rick Krepelka, Matson & Isom

Matter: Present, review, and hold discussion regarding the results of the Y2K assessment Study Report regarding the County of Glenn, and take appropriate action to address, correct, and minimize interruptions

stemming from the Y2K problems.

Proceedings: Mr. Schimke and Mr. Krepelka reviewed the aforesaid matter

Motion/Second: Supervisor Freeman/Supervisor Hansen

Order: Refer matter to Information Services Coordinating Committee for a recommendation back to the Board of Supervisors on where and how they are going to comply with the Y2K problem

Vote: Unanimous.

6. Sheriff-Coroner

Also Present: Robert A. Shadley, Jr., Sheriff-Coroner
Marybeth Stanbery, Support Services Supervisor
Richard Warren, Sheriff's Sergeant

Matter: Recommendation of Sheriff Shadley to:

- a. Authorize Sheriff to execute grant award and Special Conditions document for the 1998 State Criminal Alien Assistance Program for \$131,871.00; and
- b. Adopt Resolution 99-14 *"Establishing the Dept of Justice SCAAP Grant Trust Fund #02563000."*

Motion/Second: Supervisor Freeman/Supervisor Mudd

Order: Approve matter in (a) above and adopt Resolution 99-14

Vote: Unanimous.

7. Sheriff-Coroner

Also Present: Robert A. Shadley, Jr., Sheriff-Coroner
Marybeth Stanbery, Support Services Supervisor
Richard Warren, Sheriff's Sergeant

Matter: Recommendation of Sheriff Shadley to adopt Resolution 99-15 *"Amending the Position Allocation List for the Sheriff's Department Adding the Positions of Sheriff's Jailer and Lieutenant."*

Motion/Second: Supervisor Mudd/Supervisor Freeman

Order: Adopt Resolution 99-15

Vote: Unanimous.

8. Sheriff-Coroner

Also Present: Robert A. Shadley, Jr., Sheriff-Coroner
Marybeth Stanbery, Support Services Supervisor
Richard Warren, Sheriff's Sergeant

Matter: Recommendation of Sheriff Shadley to:

- a. Adopt Resolution 99-16 *"Authorizing Designated Officials to Execute Documents for the Purpose of Obtaining Financial Assistance"*; and
- b. Approve Agreement with Governor's Office of Emergency Services Assistance Agreement from October 1, 1998 to September 30, 1999, which provides assistance to the County up to \$18,014 for the State and Local Assistance 50 Program, and authorize Sheriff to execute agreement.

Motion/Second: Supervisor Hansen/Supervisor Freeman

Order: Adopt Resolution 99-16 and approve (b) as set forth above

Vote: Unanimous.

9:13 a.m. - The Chairman Called The Meeting In Recess

9:18 a.m. - The Chairman Called The Meeting To Order

9. Finance/Cal-Card Visa

Also Present: Joe Sites, Director of Finance
Debbie Newman, Assistant Director of Finance-Audit Division

Matter: Present report for possible action regarding the Cal-Card Visa pilot program.

Proceedings: Mr. Sites reviewed the aforesaid matter

Motion/Second: Supervisor Freeman/Supervisor Hansen

Order: Direct the Director of Finance to include all county departments, and cancel remaining American Express Cards when appropriate

Vote: Unanimous.

10. Fund Transfers/ACO Fund

Also Present: Joe Sites, Director of Finance

Debbie Newman, Assistant Director of Finance - Audit Division

Matter: Pursuant to Minute Order 5 of November 3, 1998 and on the recommendation of Mr. Sites to approve transfer of fund 5211 from General Fund Contingency to the ACO fund for \$150,000.00, and \$91,814.00 from General Fund Contingency to Debt Services Fund, which will relieve the Accumulated Capital Outlay Fund (ACO) from financing all of the jail payment, for a total of \$241,814.00 from the General Fund Contingency.

Motion/Second: Supervisor Freeman/Supervisor Harris

Order: Approve the aforesaid matter

Vote: Unanimous.

11. Finance/Budget

Also Present: Joe Sites, Director of Finance

Debbie Newman, Assistant Director of Finance-Audit Division

Matter: Hold discussion and review of the 1998/99 mid year budget analysis report presented by the Revenue, Expenditure and Fiscal Committee.

Proceedings: Mr. Sites reviewed budget, and no action was taken on this matter.

12. Agricultural Commissioner

Also Present: Bill Duckworth, Assistant Agricultural Commissioner

Matter: Recommendation of Mr. Romano to adopt Resolution 99-17 *"Requesting Governor Davis to Declare Glenn County a Disaster Area due to Freezing Temperatures."*

Motion/Second: Supervisor Freeman/Supervisor Hansen

Order: Adopt Resolution 99-17

Vote: Unanimous.

13. Service Center

Also Present: Bill Buckner, Service Center Manager

Matter: Recommendation of Mr. Buckner to approve request for sole source purchase of one used 1997 Ford Explorer 4x4 for \$22,077.08 from Corning Ford Mercury based on five findings as set forth therein.

Motion/Second: Supervisor Freeman/Supervisor Mudd

Order: Approve the aforesaid matter

Vote: Unanimous.

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

14. Equalization, Board of

Matter: Recommendation of Assessor Vince Minto to accept withdrawal of 1998/99 assessment appeal applications 12 through 27 for Vintage Petroleum.

Motion/Second: Supervisor Freeman/Supervisor Mudd

Order: Approve the aforesaid matter

Vote: Unanimous.

15. Equalization, Board of

Matter: Recommendation of Assessor Vince Minto to reschedule 1998/99 assessment appeal applications 3 through 6 for Xerox Corporation to April 20, 1999.

Motion/Second: Supervisor Mudd/Supervisor Harris

Order: Approve the aforesaid matter

Vote: Unanimous.

The Chairman Adjourned to a Meeting of the

Glenn County Board of Supervisors

16. Board of Supervisors

Matter: Pursuant to Minute Order 20 of January 19, 1999, Introduce Ordinance "Confirming to the Salaries of the Members of the Board of Supervisors."

Proceedings: Supervisor Mudd having read title of Ordinance set forth above, on motion of Supervisor Mudd, seconded by Supervisor Harris, it was unanimously ordered to waive further reading and accept introduction of said Ordinance.

17. Public Works/Willows Airport

Matter: Recommendation of Public Works Director Tom Tinsley to adopt Resolution 99-18 "Approving an Application for the Willows-Glenn County Airport and Authorizing Execution of the Loan Agreement with the State of California and all other Documents Relating to the Loan."

Motion/Second: Supervisor Freeman/Supervisor Mudd

Order: Adopt Resolution 99-18

Vote: Unanimous.

18. Public Works

Matter: Recommendation of Public Works Director Tom Tinsley to adopt Resolution 99-19 "Approving and Authorizing Execution of Program Supplements Nos. 008-M and 009-M to Administering Agency-State Agreement No. 03-5911."

Motion/Second: Supervisor Freeman/Supervisor Mudd

Order: Adopt Resolution 99-19

Vote: Unanimous.

19. Public Works

Matter: Recommendation of Public Works Director Tom Tinsley to authorize Director to execute documents pertaining to a Pollution Liability Insurance Pool to spread the risk of "reasonable foreseeable (groundwater) releases" as required by the California Integrated Waste Management Board, along with the Counties of Colusa, Calaveras, Inyo, Mariposa, Mono and Trinity. (Funds to come from the Glenn County Solid Waste Enterprise Fund)

Motion/Second: Supervisor Freeman/Supervisor Mudd

Order: Approve the aforesaid matter

Vote: Unanimous.

20. Public Works/Resource, Planning & Development Department

Also Present: Tom Tinsley, Public Works Director

John Benoit, Resource, Planning & Development Director

Matter: Recommendation of Mr. Tinsley, and Mr. Benoit to consider adopting Resolution 99-20 "Creating the Public Works and Development Services Agency" which will consolidate the Public Works Department and Resource, Planning, and Development Department.

Motion/Second: Supervisor Harris/Supervisor Mudd

Order: Adopt Resolution 99-20

Vote: Ayes: Supervisors Harris, Mudd, Freeman, and Bungarz

Noes: Supervisor Hansen.

9:57 a.m. - The Chairman Called The Meeting In Recess

10:06 a.m. - The Chairman Called The Meeting To Order

21. Resource, Planning & Development

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

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

- a. Consider adoption of Ordinance 1108 "Amending the County Code, Amending Title 17, (ER # 98-07)" with finding that the proposed code change will provide a benefit to Glenn County by clarifying procedures for voluntary mergers and appeals.

b. Consider adoption of:

1. Negative Declaration with three findings as set forth therein;
2. Ordinance 1109 *"Amending the County Code, Amending Title 19, (ZC # 98-02); and Adopt Resolution 99-21 "Making Determinations, Reasons and Findings and Adopting Forms and Procedures to Implement the Farmland Security Zone Program."*

Proceedings:

- a. The Chairman called the aforesaid matter for public hearing;
- b. Mr. Benoit reviewed matters;
- c. The Chairman opened hearing for public comment; whereupon, no comments being heard, the Chairman closed hearing to public comment;
- d. The Chairman entered the following exhibit into record:

Document	Staff Exhibit
Staff Report dated January 11, 1999	A
Staff Report dated January 11, 1999	B

- e. On motion of Supervisor Freeman, seconded by Supervisor Harris, it was unanimously ordered to close public hearing and decide matter, and Supervisor Freeman having read title of Ordinance set forth above, it was unanimously ordered to waive further reading and adopt Ordinance 1108;
- f. On motion of Supervisor Freeman, seconded by Supervisor Hansen, it was unanimously ordered to adopt Negative Declaration as set forth above; and
- g. Supervisor Freeman having read title of Ordinance, on motion of Supervisor Freeman, seconded by Supervisor Harris to waive further reading and adopt Ordinance 1109, and adopt Resolution 99-21.

22. Purchasing

Matter: Pursuant to Minute Order 27 of August 4, 1998, and on the recommendation of County Counsel Norman Herring, approve agreement with The Inkwel for the purpose of providing standardized pricing for office supplies and products for term to December 31, 1999.

Motion/Second: Supervisor Freeman/Supervisor Hansen

Order: Approve the aforesaid matter

Vote: Unanimous.

23. Air Pollution Control

Matter: Pursuant to Minute Order 25 of January 19, 1999, consider response from Air Pollution Control Officer Ed Romano regarding letter from Regional Council of Rural Counties advising of the California Environmental Protection Agency on behalf of the Governor to conduct a public hearing on January 20, 1999 in Sacramento to accept public testimony on the University of California's report "Health and Environmental Assessment of MTBE (Methyl Tertiary-Butyl Ether), and requesting that letters be written calling for a ban on the use of MTBE in California.

Proceedings: The aforesaid matter was reviewed with no action taken.

24. Buildings & Grounds/Willows Memorial Hall

Matter: Recommendation of Building Maintenance & Inspection Director Dan Gardner to refund \$750.00 to the Lamb Derby Committee for New Year's Dance which was held on December 31, 1998 at the Willows Memorial Hall, and had only six paying customers, and authorize Buildings & Grounds to keep \$75.00 for cost of utilities

and administration.

Motion/Second: Supervisor Mudd/Supervisor Harris

Order: Approve the aforesaid matter

Vote: Unanimous.

25. Human Resource Agency

Matter: Recommendation of Human Resource Agency Director Kim Gaghagen to:

- a. Accept low bid from Micron Electronics for sixteen Micron Electronics computers for total price of \$26,754.93; and
- b. Approve purchase of computers to replace Y2K non-compliant computers used by the administration, for accounting clerks to connect the Department of Finance, for Adult Protective Services, and to complete the phase out of dummy terminals with the GAIN Eligibility Management system (GEMS).

Motion/Second: Supervisor Freeman/Supervisor Harris

Order: Approve matters as set forth above

Vote: Unanimous.

26. Human Resource Agency

Matter: Recommendation of Human Resource Agency Director Kim Gaghagen to authorize the appointment of Wanda Chisholm as an extra-help Principal Program Specialist to Step E (\$12.92) of Salary Range G126, pursuant to Section 10.06.06 (E) of the Glenn County Administrative and Personnel Procedures.

Motion/Second: Supervisor Freeman/Supervisor Mudd

Order: Approve the aforesaid matter

Vote: Unanimous.

27. Public Works

Matter: Recommendation of Public Works Director Tom Tinsley to approve extension beyond the 990 hour limitation for extra help employee Dave Bryant in the 1998/99 fiscal year pursuant to Section 10.08.12 of the Glenn County Administrative Manual (Personnel Policy).

Motion/Second: Supervisor Mudd/Supervisor Harris

Order: Approve the aforesaid matter

Vote: Unanimous.

28. Public Works/Willows Airport

Matter: Letter from Doug Memmott requesting repair of hangar door at the Willows-Glenn County Airport Hangar 35, which has been broken for over two years, and also expressing concerns that there is no fuel service at the airport.

Motion/Second: Chairman direction

Order: Refer matter to the Public Works Director for response to Mr. Memmott with a copy to the Board February 16, 1999 Board Meeting.

29. Districts

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

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

- a. Adopt Resolution 99-22 "*Declaring the Dissolution of the Hunters Creek Water District without an Election*";
- b. Adopt Resolution 99-23 "*Declaring the Annexation of Territory to the Kanawha Water District without an Election.*"

Proceedings:

- a. The Chairman called the aforesaid matter for public hearing;

- b. Mr. Benoit reviewed matter;
- c. The Chairman opened hearing to public comments; whereupon Carmen Palomo representing Hunters Creek Water District and Kanawha Water District spoke;
- d. The Chairman closed hearing to public comment;
- e. The Chairman entered the following exhibit into record as follows:

Document	Staff Exhibit
Staff Report dated January 11, 1999	A

- f. On motion of Supervisor Harris, seconded by Supervisor Freeman, it was unanimously ordered to conclude hearing and decide matter to adopt Resolution 99-22 and Resolution 99-23.

30. Clerk-Recorder

Matter: Recommendation of Assistant Clerk-Recorder Susie Alves to approve the Conflict of Interest Code of the Elk Creek Fire Protection District of Glenn County

Motion/Second: Supervisor Mudd/Supervisor Hansen

Order: Approve the aforesaid matter

Vote: Unanimous.

31. Sheriff-Coroner

Matter: Recommendation of Supervisor Bungarz to authorize letters to Lieutenant Larry Jones, and Corporal Harold White, commending them for excellent work on an award of a grant for \$131,000 for payment for housing illegal aliens in the Glenn County Detention Facility.

Motion/Second: Supervisor Hansen/Supervisor Freeman

Order: Approve the aforesaid matter

Vote: Unanimous.

32. Miscellaneous

Matter: The following items were reviewed with no action taken:

- a. Letter from Shasta County Board of Supervisors addressed to Governor Gray Davis regarding "The Balanced Budget Act of 1997" which includes provisions to attract managed care organizations to provide Medicare services in rural regions and requesting that action be taken to ensure payment areas other than counties be used in the determination of provider reimbursement in California.
- b. Letter from the Butte County Mosquito and Vector Control District, providing the meeting attendance record for the 1998 appointee.
- c. Proposition 65 Notification from Health Services Director Mike Cassetta, required of the California Health and Safety Code Section 25108.07, advising of the release of an unknown quantity of diesel at CFN Cardlock, 1005 South Street in Orland on January 15, 1999.
- d. Final report titled "Assessment of the Impact of Welfare Reform on California's County Medical Services Program (CMSP)" regarding the recently completed Welfare Reform Project funded by The California Endowment.
- e. Portfolio Summary-Settled Trades, from Glenn County Joint Powers Authority for month ending December 31, 1998.
- f. Portfolio Summary-Settled Trades, from Glenn County Treasury for month ending December 31, 1998.

33. Proposition 65

Matter:

- a. Proposition 65 Notification from Department of California Highway Patrol Commander M. E. Maurer, required of the California Health and Safety Code Section 25108.07, reporting the clean-up conducted by A/C Industrial Services Corp at Interstate 5 south bound south of the Norman Road January 14, 1999, and submitting the Hazardous Materials Incident Report.
- b. Proposition 65 Notification from Glenn County Health Services Director Mike Cassetta, required of the California Health and Safety Code Section 25108.07 reporting the release of 40,000 pounds of liquid sulfuric acid and airborne plastic and lead from the burning waste batteries at Interstate 5 south bound south of the Norman Road January 14, 1999.

Motion/Second: Chairman direction

Order: Direct copy of letter from the California Highway Patrol to Health Services Director.

10:43 a.m. - The Chairman Called The Meeting In Recess

10:48 a.m. - The Chairman Called The Meeting To Order

34. Courts

Also Present: John Greco, Personnel Director

Matter: Recommendation of Mr. Greco and Judge Byrd to adopt Resolution 99-24 "Amending the Book of Class Specifications, The List of Personnel Classes and Salary Ranges, and the Position Allocation list for the Glenn County Superior Court."

Motion/Second: Supervisor Freeman/Supervisor Mudd

Order: Adopt Resolution 99-24 with change in Resolution to show effective date December 27, 1998

Vote: Unanimous.

35. The Chairman adjourned the meeting at 10:55 a.m.

ATTACHMENT "A"**2. Consent Calendar**

Matter: Review and take actions related to the Consent Calendar

Motion/Second: Supervisor Mudd/Supervisor Freeman

Order: Approve matters as set forth below

Vote: Unanimous.

a. Transfer of Funds

Approved the following intradepartmental Transfer of Funds:

Trans No.	Department	Description	\$ Amount
5198	Superintendent of Schools	To cover remodel expenses and increase in cost allocation	5,941.00
5199	Human Resource Agency – Community Action Division	To appropriate additional funding per Memorandum of Understanding between HRA Social Services and HRA Community Action for Job Development	25,000.00
5200	Human Resource Agency - Community Action Division	To appropriate additional funding per Memorandum of Understanding between HRA Social Services and HRA Community Action for CALWORKS	54,353.00

5201	Human Resource Agency - Community Action Division	To appropriate into the Job Training Partnership Act (JTPA) Allocation Department to account for 1998 Unemployment Benefits Billing not accounted for or budgeted	8,229.00
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b. Health Services

Upon the recommendation of Health Services Director Michael Cassetta, approved Agreement with Humboldt County Mental Health, providing psychiatric inpatient care at Psychiatric Health Facility, for fiscal year 1998/99.

c. Department of Finance

Upon the recommendation of Finance Director Joe Sites, approved Contract with Matson & Isom Accountancy Corporation for audit services for certain Special Districts of Glenn County for fiscal year ending June 30, 1998.

d. Sheriff-Coroner

Upon the recommendation of Sheriff-Coroner and Director of Emergency Services Robert Shadley, authorized employees Undersheriff Glenn L. Padula and Support Services Supervisor M.B. Stanbery to sign claims for payment, transfers of funds, and payroll forms for all departments and funds under his control.