

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

March 2, 1999

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 8:47 a.m., with members as follows:

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

Also Present: Norman Herring, County Counsel
 Sandy Kennedy, Assistant Clerk of the Board

THE PLEDGE OF ALLEGIANCE WAS RECITED

1. Minutes

Matter: Approve the Minutes of February 16, 1999.

Motion/Second : Approve Minutes of February 16, 1999 with the correction to Minute Order 22 to include the sole source purchase of one duplexer.

Order: Supervisor Freeman/Supervisor Harris

Vote: Unanimous.

2. Consent Calendar

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

Proceedings: Supervisor Hansen requested item 2 (b) be pulled from the Consent Calendar for discussion

Motion/Second : Supervisor Freeman/Supervisor Harris

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

Vote: Unanimous.

3. Resolution

Matter: Upon the direction of the Board of Supervisors adopt Resolution 99-31 *"Reappointing Norman Y. Herring County Counsel of Glenn County for a four-year Term Commencing July 1, 1999."*

Proceedings: Supervisor Hansen recommended that future items pertaining to employment positions be listed under "Business - No Appointment" on the agenda, should there be need for discussion

Motion/Second : Supervisor Freeman/Supervisor Hansen

Order: Adopt Resolution 99-31

Vote: Unanimous.

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. Various issues and reports were given by Supervisors;
- b. Supervisor Freeman advised the meeting with the Sheriff's office at Hamilton City received good reception; and spoke re Welfare-to-Work program;
- c. Human Resource Agency Director Kim Gaghagen spoke regarding Welfare-to-Work and the allocations of CalWorks dollars, and the establishment of an employer hotline providing standby

counselors with twenty minute response time; and introduced new HRA Deputy Director Christine Applegate;

d. Supervisor Bungarz advised of town meeting with Citizens In Action of Hamilton City, to be held in the evening at the high school cafeteria.

5. Resolution/Buildings & Grounds

Also Present: Dan Gardner, Building Maintenance & Inspection Director

Glenn Padula, Undersheriff

Matter: Recommendation of Mr. Gardner to adopt Resolution 99-32 *"Authorizing Submission of Proposal for Juvenile Facility Construction Grants Under The Federal Violent Crime Control and Law Enforcement Act."*

Proceedings: Mr. Gardner reviewed matter and advised complete package would be brought back to the Board on the March 16, 1999 meeting

Motion/Second : Supervisor Hansen/Supervisor Freeman

Order: Adopt Resolution 99-32

Vote: Unanimous.

6. Resolution/Buildings & Grounds

Also Present: Dan Gardner, Building Maintenance & Inspection Director

Glenn Padula, Undersheriff

Matter: Recommendation of Mr. Gardner and Sheriff Shadley to adopt Resolution 99-33 *"To Authorize Application for Adult Detention Facility Construction Under the Federal Violent Crime Control and Law Enforcement Act Grant Program."*

Proceedings: Mr. Gardner reviewed matter and advised complete package would be brought back to the Board on the March 16, 1999 meeting

Motion/Second : Supervisor Freeman/Supervisor Hansen

Order: Adopt Resolution 99-33

Vote: Unanimous.

7. Service Center/District Attorney

Also Present: Bill Buckner, Service Center Manager

Matter: Recommendation of Mr. Buckner to authorize sole source purchase of one 1997 Ford Thunderbird for \$14,890.75 to be funded by the District Attorney/Child Support Division based on findings set forth therein.

Proceedings:

a. Chairman Bungarz advised of memo re "Correction of Agenda Item" having been received reflecting an error in the funding source, and advising of proper funding source from SRVP Grant/01042091;

b. Mr. Buckner reviewed matter;

c. On motion of Supervisor Mudd, seconded by Supervisor Harris, it was unanimously ordered to approve said purchase, with SRVP Grant/01042091 as the funding source.

9:47 a.m. – The Chairman Called The Meeting In Recess

9:53 a.m. – The Chairman Called The Meeting To Order

**Adjourn to a Meeting of the
Glenn County Board of Equalization**

8. Equalization, Board of

Matter: Recommendation of Assessor Vince Minto to accept withdrawal of Assessment Appeal Application No. 2 for Dilip Patel.

Motion/Second : Supervisor Freeman/Supervisor Harris

Order: Approve the aforesaid matter

Vote: Unanimous.

9. Equalization, Board of

Matter: Recommendation of Assessor Vince Minto to accept withdrawal of Assessment Appeal Applications No.

7 and 8 for Royale Energy.

Proceedings: Supervisor Freeman/Supervisor Mudd

Motion/Second : Approve the aforesaid matter

Order: Unanimous.

Vote:

Adjourn to a Meeting of the Glenn County Board of Supervisors

10. Resolution/Human Resource Agency

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

Adopt Resolution 99-34 "*Application For Federal Emergency Shelter Grant to State Of California, Department of Housing and Community Development, Division of Community Affairs*"; and

Authorize the Chairman to execute Statement of Certifications, Certification of Local Approval, Certification of Local Approval-Voucher Program and Certification of Religious Compliance.

Motion/Second : Supervisor Freeman/Supervisor Hansen

Order: Adopt Resolution 99-34 and approve (b) as listed above

Vote: Unanimous.

11. Assessor

Matter: Recommendation of Assessor Vince Minto to approve and execute Purchase Agreement with Gateway Business for ten new computers for a cost not to exceed \$19,000.00 for fiscal year 1998/99.

Motion/Second : Supervisor Freeman/Supervisor Harris

Order: Approve the aforesaid matter

Vote: Unanimous.

12. Public Works

Matter: Recommendation of Public Works Director Tom Tinsley to approve a Service Contract for Professional Engineering Services with Martin & Kane Consulting Engineers for designing the County Road "P" Bridge replacement using State Transportation Improvement Program funding, and authorize Director to execute said contract.

Motion/Second : Supervisor Freeman/Supervisor Harris

Order: Approve matter as listed above and ask Public Works Director to make clarifications on project manager responsibilities

Vote: Unanimous.

13. County Clerk-Recorder/Board

Matter: Recommendation of County Clerk-Recorder Vince Minto, approve Transfer of Funds No. 5252 of \$1,604.00 to 1011121-03180/Board Relocation for costs related to Board Relocation/conference room. (County Contract 1282.b)

Motion/Second : Supervisor Harris/Supervisor Freeman

Order: Approve the aforesaid matter

Vote: Unanimous.

10:00 a.m. - Deputy Clerk Sandra Pergson Entered the Meeting

10:00 a.m. - Assistant Clerk of the Board Sandy Kennedy Left the Meeting

14. Public Hearing

Also Present: Robert A. Shadley Jr., Sheriff-Coroner

Glenn Padula, Undersheriff

Matter: Pursuant to Affidavit of Publication of File in the County Clerk's Office, hold public hearing to consider adoption of a Resolution 99-35 "*Implementing Statutes 1997, Chapter 587, Section 1, Authorizing New One Dollar Fee on Vehicle Registrations to Fund Fingerprint Identification Equipment Effective March 2, 1999.*"

Proceedings:

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

- b. Undersheriff Padula reviewed matter;
- c. The Chairman opened the hearing to public comment; whereupon no comments being heard, the Chairman closed hearing to public comment;
- d. On motion of Supervisor Harris, seconded by Supervisor Hansen, it was ordered by the following vote to conclude and decide matter, and adopt Resolution 99-35 with sunset date of 2004, and subject to County Counsel finding that appropriate fee is being charged within statutes allowed:

Ayes: Supervisors Hansen, Mudd, Freeman, and Bungarz

Noes: Supervisor Harris.

15. Northeast Willows Community Services District

Matter: Recommendation of Northeast Willows Community Services District to approve Conflict of Interest Code, as set forth therein.

Motion/Second : Supervisor Mudd/Supervisor Hansen

Order: Approve the aforesaid matter

Vote: Unanimous.

16. Human Resource Agency

Matter: Recommendation of Human Resource Agency Director Kim Gaghagen to authorize the Director, or designee, to execute contract, amendments, enter into delegate agreements, or required documents necessary to administer the 1998/99 Federal Emergency Management Agency (FEMA) Phase XVII for emergency food and shelter.

Motion/Second : Supervisor Freeman/Supervisor Hansen

Order: Approve the aforesaid matter

Vote: Unanimous.

17. Department Head Evaluations

Matter: Ratify letter dated February 22, 1999 from the Board of Supervisors, re "*Proposed Schedule for Department Head Evaluations*", advising department heads of the abandonment of original schedule sent January 22, 1999.

Motion/Second : Supervisor Hansen/Supervisor Mudd

Order: Ratify matter as set forth above

Vote: Unanimous.

18. Service Center

Matter: Recommendation of Service Center Manager Bill Buckner to change mileage costs to compensate for changing fuel costs as follows:

	Outside Fleet	Mid-Size Fleet	Large Fleet	Sheriff Fleet	Orland Police Fleet	Willows Police Fleet
Present Costs (Per Mile)	\$50/hour	.23	.27	.37	.41	.40
Recommended (Per Mile)	\$50/hour	.22	.27	.38	.42	.40

Motion/Second : Supervisor Hansen/Supervisor Harris

Order: Approve the aforesaid matter

Vote: Unanimous.

19. Miscellaneous

Matter: Recommendation of Chairman Bungarz to consider matter to allow the Chairman of the Board of

Supervisors, or a Board Member to write a letter stating the Glenn County position on an issue when that position on that issue has previously been approved by the Board of Supervisors and the issue has not substantially changed and when the timing of the request is such that full Board of Supervisors action cannot be taken. (A copy of the letter will be placed on the next Board of Supervisors agenda for ratification)

Motion/Second : Supervisor Freeman/Supervisor Hansen

Order: Approve the aforesaid matter

Vote: Unanimous.

20. Miscellaneous

Also Present: John Benoit, Information Services Coordinator

Matter: Pursuant to Minute Order 5 of February 2, 1999, review responses from various departments regarding Compliance Plan for the Y2K Problem, and on the recommendation of Information Services Committee, take the following actions:

- a. Authorize the Chairman to send a letter to those departments who have not replied to the inventory and (or) Matson and Isom response letters;
- b. Direct County Counsel to review responses to the Matson and Isom report and identify responses that should be revised from a liability perspective; and
- c. Direct the Chairman to send a new letter to the departments asking them to:
 - (1) Prioritize critical Y2K items and send their prioritization plans back to the Board for IS Committee review; and
 - (2) Begin performing the necessary research to identify the Y2K status for all important items and cost.

Proceedings:

- a. Mr. Benoit reviewed the aforesaid matter;
- b. Mr. Benoit submitted proposed letter and form for 2000 preparedness;
- c. Discussion was held by Board members;
- d. Scott Schimke, Joint Powers Authority Risk Manager spoke and advised Board that Matson & Isom was very qualified to help with the Y2K problem.
- e. Mr. Benoit advised he would draft letters for Chairman signature

Motion/Second : Supervisor Freeman/Supervisor Hansen

Order: Approve (a) (b) and (c) as set forth in matter above

Vote: Unanimous.

21. Legislation

Matter: Recommendation of Supervisor Freeman to send appropriate letters of support for Child Care Senate Bill 259, which assures child care for children ages 11 or 12 will be provided for CALWORKs participants.

Motion/Second : Supervisor Freeman/Supervisor Hansen

Order: Approve the aforesaid matter

Vote: Unanimous.

22. Northern California Water Association

Matter: Recommendation of Northern California Water Association to direct County Counsel to prepare a Resolution stating fallowing of agricultural land is not an acceptable means to provide water for CALFED or any other program.

Motion/Second : Supervisor Freeman/Supervisor Mudd

Order: Direct County Counsel to draft Resolution stating county's position is opposed to permanent following of agricultural land

Vote: Unanimous.

23. Department of Finance/Personnel

Also Present: Joe Sites, Director of Finance

Matter: Request of Mr. Sites to upgrade position allocation of Accountant II to Accountant III in the Department of Finance.

Motion/Second : Supervisor Mudd/Supervisor Harris

Order: Mr. Sites to work with Personnel Director for position and salary, and return back to Board for approval

Vote: Unanimous.

24. Transfer of Funds

Also Present: Joe Sites, Director of Finance

Matter: Request of Mr. Sites to approve Transfer of Funds 5246 from 09900/ Contingency to 03230/Professional Services for \$6,000.00 to cover contract with Matson & Isom for analysis of computer system to identify deficiencies and to plan for growth.

Motion/Second : Supervisor Mudd/Supervisor Harris

Order: Approve the aforesaid matter

Vote: Unanimous.

25. Northern California Council for the Arts/Glenn County's Arts Council

Also Present: Joe Sites, Interim Director, Glenn County's Arts Council

Matter: Report of Mr. Sites regarding February 17, 1999 meeting of the Northern California Council for the Arts.

Proceedings: Mr. Sites presented report, and advised next meeting of the Council for the Arts is March 17, 1999 at 5:30 p.m., at the Glenn County Theatre Building.

26. Revenue, Expenditure and Fiscal Committee

Also Present: Joe Sites, Director of Finance

Matter: Report from the Revenue, Expenditure and Fiscal Committee regarding an Electronic System Use Policy as follows:

- a. Circulate the Electronic Systems Policy to all departments;
- b. Request departmental responses regarding the policy; and
- c. Consider adoption of the Electronic Systems Policy.

Motion/Second : Supervisor Freeman/Supervisor Hansen

Order: Adopt Recommendation of Mr. Sites and authorize Chairman to execute letter, and have responses due by March 26, 1999 for the April 6, 1999 Board Meeting.

Vote: Unanimous.

27. Miscellaneous

Also Present: Joe Sites, Director of Finance

Jody Samons, Administrative Assistant, Cooperative Extension

Matter:

- a. Report from the Revenue, Expenditure and Fiscal Committee regarding cellular phone, pager, and two-way radio communication services; and
- b. Recommendation of the Committee to authorize the preparation and disbursement of a Request for Proposal for communication services that includes cellular phones, pagers, and two-way radio communications.

Motion/Second : Supervisor Hansen/Supervisor Freeman

Order:

- a. Accept report as presented; and

- b. Authorize (b) above, with County Counsel to prepare a Request for Proposal

Vote: Unanimous.

28. Supervisors

Matter: Hold discussion to consider cancellation of March 30, 1999 Board of Supervisors Meeting.

Proceedings: Discussion was held on this matter, and no action was taken.

29. Miscellaneous

Matter: Letter dated February 17, 1999 from Sukhvinder Singh Cheema requesting a statement to Department of Alcoholic Beverage Control from Board of Supervisors, stating that there is a necessity/public convenience for an off-sale beer and wine license for the Beacon Gas and Mini Mart located in Hamilton City.

Proceedings:

- a. Jose Puente, Hamilton City Citizens In Action spoke in opposition to liquor license;
- b. County Counsel advised this matter should be sent to Resource, Planning and Development and Sheriff Department for a recommendation back to the Board of Supervisors;
- c. Upon further discussion, on motion of Supervisor Harris, seconded by Supervisor Hansen, it was unanimously ordered to deny request until information is received from Resource, Planning & Development and Sheriff's Department.

30. Air Pollution/Underground Storage Tank Program

Also Present: Candis Woods, Administrative Assistant, Agricultural Commissioner
Bill Duckworth, Assistant Agricultural Commissioner

Matter: Recommendation of Agricultural Commissioner Mr. Romano to authorize \$10,000.00 from General Fund to be allocated to the Underground Storage Tank Program (UST) so that work required can be carried out this fiscal year.

Proceedings: Mrs. Woods submitted Title 27 and letter dated February 23, 1999 to Board of Supervisors from CUPA Ad Hoc Committee

Motion/Second : Supervisor Freeman/Supervisor Mudd

Order: Approve the aforesaid matter

Vote: Ayes: Supervisors Freeman, Mudd, Harris, and Bungarz
Noes: Supervisor Hansen.

31. Sheriff/Agricultural Commissioner

Also Present: Robert A. Shadley Jr., Sheriff-Coroner
Bill Duckworth, Assistant Agricultural Commissioner
Marybeth Stanbery, Sheriff Support Services Supervisor

Matter: Recommendation of Sheriff Shadley and Agricultural Commissioner Mr. Romano to:

- a. Authorize sole source purchase of an Motorola radio repeater for a frequency that will be utilized for law enforcement communications;
- b. Approve change of licensing of frequency from Agricultural Department to the Sheriff's Department;
- c. Authorize Sheriff to execute Purchase Agreement with Mobile Radio Engineers, Inc., for one Motorola, MTR 2000, 100 watt, VHF radio repeater for \$6,700.00;
- d. Approve Transfer of Funds 5285 from 09900/Contingency to 07360/Special Department Equipment (Radio Repeater) for \$6,700.00.

Motion/Second : Supervisor Hansen/Supervisor Harris

Order: Approve matters as set forth above, not to exceed \$7,000.00

Vote: Unanimous.

32. Sheriff

Also Present: Robert A. Shadley, Jr., Sheriff-Coroner
Marybeth Stanbery, Sheriff Support Services Supervisor

Matter: Hold discussion for possible action regarding computer update for the Sheriff's Department as the State is requiring County to be ready to switch to a new system to access the California Law Enforcement Telecommunications System (CLETS) by June 30, 1999.

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

33. Public Works/Road Department

Matter: Recommendation of Public Works Director to amend the 1998/99 Road Department Budget to add an additional service truck body to the fixed asset item with a budget amount of \$3,800.00.

Motion/Second : Supervisor Mudd/Supervisor Hansen

Order: Approve the aforesaid matter

Vote: Unanimous.

34. Willows Airport

Matter: Pursuant to Minute Order 28 of February 2, 1999, consider response of Public Works Director Tom Tinsley to request from Doug Memmott to repair 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.

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

35. Certificates of Insurance/Personal Vehicles

Matter: Recommendation of Chairman Bungarz to review for possible action regarding the 1997/98 Final Grand Jury Report recommendation 98-21, that the Board of Supervisors appoint one department to be in charge of receiving and maintaining a current valid insurance file for Certificates of Insurance to be provided by employees who operate their personal vehicles on county business, as stated in Section 9.06.06 of the Glenn County Administration Manual; whereby the Board of Supervisors concurred with this recommendation, but did not take action to implement.

Motion/Second : Chairman direction

Order: Direct a letter to all department heads to contact Joint Powers Authority for liability required, require department heads to make annual report to the Board of Supervisors on all employees using personal vehicles.

36. Community Development Block Grant Loan Committee

Matter: Notice of Unscheduled Vacancy being posted, and no response being received thereto, consider appointment of Vickie Miller to the Community Development Block Grant Loan Committee to fill vacancy of Gary L. Morris, said appointee to serve at the pleasure of the Board of Supervisors.

Motion/Second : Supervisor Freeman/Supervisor Harris

Order: Appoint Vickie Miller

Vote: Unanimous.

37. Controller, State of California

Matter: Information letter from Kathleen Connell, Controller of the State of California advising of the results from the 1997-98 Fiscal Year Single Audit Report Certification and Audit Finding Resolution.

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

38. Fish & Game Commission, State of California

Matter: Information letter from the State of California Fish and Game Commission providing copy of notices of proposed regulatory action relative to mammal hunting and trapping regulations in Title 14, California Code of Regulations, that will appear in the California Regulatory Notice Register.

Motion/Second : Chairman direction

Order: Refer matter to the Glenn County Fish, Game & Recreation Commission

39. Miscellaneous

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

- a. Portfolio Summary – Settled Trades as of January 31, 1999 from Director of Finance Office.
- b. Auditor's Cash Report for the month ending December 31, 1998.
- c. Auditor's Cash Report for the month ending January 31, 1999.

The Chairman Ordered Meeting to Reconvene at 1:00 p.m.

AFTERNOON SESSION

40. The Chairman called the meeting to order at 1:00 p.m. with the following members Present:

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

Also Present: Deputy Clerk Sandra Pergson

Absent: County Counsel Norman Herring

41. Closed Session

Matter: Closed Session regarding Labor Negotiations pursuant to Government Code Section 54957.6.

Motion/Second : Chairman direction

Order: Adjourn to Closed Session.

The Chairman excused Deputy Clerk Sandra Pergson, and waived attendance at Closed Session for Performance Evaluation

42. Closed Session

Matter: Closed Session pursuant to Government Code Section 54957, hold Public Employee Performance Evaluation for Joseph Sites.

Motion/Second : Chairman direction

Order: Adjourn to Closed Session.

43. The Chairman adjourned the meeting at 2:40 p.m.

ATTACHMENT 'A'

2. Consent Calendar

Matter: Review and take actions related to the Consent Calendar

Motion/Second : Supervisor Freeman/Supervisor Harris

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
5244	Assessor	To set up Appropriations.	49,197.00
5248	Recorder	To cover cost of a New Map Case and restoring old maps.	13,658.00
5257	Probation	To set up budget for the Juvenile Crime Enforcement and Accountability challenge Grant II	15,000.00

5260	Orland Airport	To cover budget deficiency from Gas & Oil to Additional Help & ISF Allocation.	14,000.00
5272	Human Resource Agency/Social Services Division	To cover purchase of vans for transportation of Computer Center/Welfare Reform participants for Butte College Enhancement.	44,975.00
5273	Human Resource Agency/Social Services Division	To cover expenditures related to staff turnover.	4,515.00
5276	Human Resource Agency/Social Services Division	To establish a Misc Office Equipment and Special Department Expense account as required by Department of Finance.	4,500.00
5277	Human Resource Agency/Social Services Division	To establish funds for unanticipated increase in computer equipment for enhanced computer usage and updated transition for direct linkage with Department of Finance.	13,000.00
5278	Human Resource Agency/Community Action Division	Food Stamp Employment & Training	17,103.00
5280	District Attorney/Family Support	To return money transferred in error on case #5529 for Brian Lacroix.	81.70
5283	Buildings & Grounds #1120	Appropriate unanticipated revenue, per Transfer of Funds 5198	5,000.00

b. District Attorney

Corrected Minute Order 5 of February 16, 1999, to read as follows:

...based on findings submitted by District Attorney for cost of \$24,547.00.