

# 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 3, 1998**

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  
Sandra Pergson, Deputy Clerk  
Sandy Kennedy, Technician-Board of Supervisors

### THE PLEDGE OF ALLEGIANCE WAS RECITED

#### **1. Minutes**

**Matter:** Approve the Minutes of February 17, 1998.

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

**Order:** Approve the aforesaid Minutes

**Vote:** Unanimous.

#### **2. Consent Calendar**

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

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

**Order:** The aforesaid matters were ordered

**Vote:** Unanimous.

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

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

Name	Parcel No.	Fiscal Year	Corr No.
Brazil, Elaine	019-04-0-014-9	1993-94	502-B
Brazil, Elaine	019-04-0-014-9	1994-95	427-B
Brazil, Elaine	019-04-0-014-9	1995-96	313-B
Brazil, Elaine	019-04-0-014-9	1996-97	265-B

##### **b. Health Services**

Upon the recommendation of Health Services Director Mike Cassetta, executed contract with State Department of Alcohol and Drug Programs for additional revenues of \$10,309.00 for fiscal year 1997/98 to provide Alcohol and Drug Services and Perinatal Treatment expansion programs. (County Contract 537)

##### **c. Human Resource Agency**

Upon the recommendation of Human Resource Agency Director Kim Gaghagen, authorized the Director,

or designee, to execute Statement of Agreement, Financial Reporting Standard Agreement, Fund-Raising Policies for participating Agencies, and any other agreement contracts, subcontract and documents necessary to administer the 1998 Butte-Glenn United Way Agreement. (County Contract 755)

### 3. Transfer of Funds

**Matter:** Approve the following intradepartmental Transfer of Funds:

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

**Order:** Approve the aforesaid mater

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

Noes: Supervisor Hansen.

Trans No.	Department	Description	\$ Amount
5334	Probation Relocation	Adjust budget line items per construction bid amounts contracted for work, and professional services – architect fee is increased	45,110.00
5335	District Attorney Family Support	To extra help account per failure of Statewide Computer Project causing labor intensive environment, with additional help needed to stay in compliance with Federal time requirements	5,000.00
5336	District Attorney Family Support	Transfer revenue as approved on 11/18/97 to pay for new file server and related equipment	8,868.10
5338	Personnel	Salary savings transfer to supplies & services account 03280 to provide funding for future purchase of office furniture & computer equipment	8,212.00
5341	Assessor	Charge for Assessor's portion of Xerox lease for the remainder of the fiscal year.	900.00

### 4. Disposition of County Property

**Matter:** Approve Dispositions of County Property, as recommended by the Department Heads:

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

**Order:** Approve the aforesaid matter, with recommendation that Mr. Minto, Clerk-Recorder send note to department heads and the Superintendent of Schools advising that a Fujitsu SP830 Printer w/ sheetfeeder is available, if no response, may be placed in County auction.

**Vote:** Unanimous.

Department	Description	Tag #	Disposition
Personnel	Merlin 4 line control box, feature package, and two 34 button phones	2485,2504, & 2487	Store with additional phone equipment in Old Jail storage area

Consolidated Courts	Sharp Fax machine FO 3300	4139	Auction
Health Services	Surplus data processing equipment	List of Tag Numbers on file with County Clerk	Transfer to County Schools
Elections	Sharp Copier #36200016, Document Feeder #36713967, and Document Sorter	2076,2077, & 2078	County Auction
Recorder	Fujitsu SP830 Printer w/ sheetfeeder and Uni-directional Tractor for Fujitsu SP83	2264,2412	County Auction
Human Resources Agency – Social Services	1989 Cavalier Station Wagon (red) – VIN#1G1JC8111KJ251780	3433	County Auction
Human Resources Agency – Social Services	1990 Ford Tempo (blue) – VIN#2FAPP36XOLB193839	3821	County Auction
Human Resources Agency – Social Services	1989 Dodge Aries Sedan (lt. blue) – VIN#3B3BK46D7KT943319	3278	County Auction
Human Resources Agency – Social Services	1989 Chevrolet Celebrity Station Wagon (white) – VIN#1G1AW81R3K6216058	3181	County Auction

## 5. **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 discussed by Supervisors;
- b. Tom Tinsley, Public Works Director spoke and submitted "Designation of Applicant's Agent Resolution" for agenda item No. 21, relating to agents for federal or State disaster assistance.

- c. Kim Gaghagen, Human Resource Agency Director spoke.

### **Sandy Kennedy, Technician-Board of Supervisors Left The Meeting**

#### **6. Grand Jury**

**Also Present:** Bob Rist, Grand Jury Public Safety Committee & Milton Walker, Grand Jury Foreman

**Matter:** Presentation of 1997/98 fiscal year Glenn County Grand Jury Interim Report Number One.

**Proceedings:**

- a. Mr. Walker submitted "Interim Report # 1 – 1997/98 Glenn County Grand Jury";
- b. Mr. Walker and Mr. Rist reviewed matter set forth in (a) above;
- c. Whereupon, discussion was held with no action taken.

#### **7. Assessor**

**Also Present:** Vince Minto, Assessor

**Matter:** Recommendation of Mr. Minto to:

- a. Approve Agreement with Cirone Computer Consulting, Inc., for Data Conversion Services to migrate required data that resides on Glenn County's Crest Tax System to Visual PAMSPPro 97.
- b. Approve Transfer of Funds No. 5340 for \$9,000.00 from the Assessor's 1011070 67054/Inter Revenue Trust to 3280/Special Department Account to provide necessary funding for said Agreement.

**Motion/Second:** Supervisor Bungarz/Supervisor Harris

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

#### **8. Buildings & Grounds**

**Also Present:** Dan Gardner, Building Maintenance & Inspection Director

**Matter:** Recommendation of Mr. Gardner to authorize the Director to execute Agreement with Cindy Pancoast to install a soda machine in the Courthouse Annex, with 10% of gross soda sales to be paid each month to offset and pay for electrical costs.

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

**Order:** Approve the aforesaid matter pending approval by County Counsel

**Vote:** Unanimous.

#### **9. Resolution-Health Services**

**Also Present:** Mike Cassetta, Health Services Director

**Matter:** Recommendation of Mr. Cassetta to adopt Resolution 98-115 "*Authorizing Public Health Fee Waivers in the Event of Natural Disasters or Disease Outbreaks,*" which allows the Health Services Director to waive appropriate fees when there is a catastrophic event which endangers the health of the public.

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

**Order:** Adopt Resolution 98-115

**Vote:** Unanimous.

#### **10. Health Services**

**Also Present:** Mike Cassetta, Health Services Director

**Matter:** Recommendation of Mr. Cassetta to support, in concept, salary and circumstances re hiring of a psychiatrist, and authorize recruitment at \$144,000.00 flat rate plus benefits, for hiring psychiatrist as a regular County position, contract position or a contract employee.

**Motion/Second:** Supervisor Bungarz/Supervisor Harris

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

#### **11. Health Services**

**Also Present:** Mike Cassetta, Health Services Director

**Matter:** Pursuant to the provisions of County Contract 496, consider recommendation of Mr. Cassetta to ratify

letter of intent giving 60-day notice to terminate property lease agreement with Wayne Ellefson at 6722 County Road 20, Orland, California, where property is used for the Discovery House Program.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **12. Health Services**

**Also Present:** Mike Cassetta, Health Services Director

**Matter:** Pursuant to closures of various Health Services locations due to recent flooding, consider recommendation of Mr. Cassetta to authorize payment pursuant to Memorandum of Understanding (MOU), Article 4.05 - Temporary Closing Leave to Health Services employees for their time while unable to work from February 19, 1998, and to be extended until B & K Building in Orland is habitable or employees are reassigned, said approval to include employees not covered under said MOU.

**Motion/Second:** Supervisor Bungarz/Supervisor Harris

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **13. Certificates of Appreciation**

**Matter:** Recommendation of Supervisor Bungarz to authorize preparation and execution of Certificates of Appreciation to various organizations and departments for extra effort put forth during the floods of 1998.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

**10:21 a.m. - The Chairman Called Meeting in Recess**  
**10:28 a.m. – The Chairman Called The Meeting to Order**  
**with Supervisor Hansen Absent**

## **Supervisor Hansen Entered The Meeting**

## **14. Sheriff/Director of Finance**

**Matter:** Pursuant to Minute Order 24 of February 4, 1998, consider letter of Mr. Sites dated February 13, 1998, concerning accounting on missing 33 special service vehicles, and recommending scheduling of Closed Session with Sheriff Donnelley to review Highway Patrol "internal affairs investigation" and the "evidence" that needs to be further investigated.

**Proceedings:** County Counsel reviewed the aforesaid matter regarding time needed to finish investigation of vehicles

**Motion/Second:** Chairman direction

**Order:** Direct the previous and present liaison to work with the Sheriff to determine how long investigation will take, and report back to the Board.

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

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

**Matter:** Recommendation of Mr. Benoit to authorize the Chairman to execute draft letter to US Fish and Wildlife Service regarding Fish and Wildlife Plan to acquire 68.72 acres adjacent to the Sacramento River (River Orchard Ranch).

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **16. Public Works**

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

**Matter:** Pursuant to Minute Order 20 of January 20, 1998, and bid opening held in the Public Works Department, consider recommendation of Mr. Tinsley to award bid to construct the Proposition 116 Pedestrian Walkway Project in Hamilton City to Bogart Construction of Orland, low bidder, in the amount of \$184,629.90 and authorize the Public Works Director to execute the construction contract.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

### **17. Service Center**

**Also Present:** Bill Buckner, Service Center Manager

**Matter:** Recommendation of Mr. Buckner to:

a. Authorize call for bids for the following vehicles:

- (1) One Sub-Compact Wagon
- (1) One 8 Passenger Van
- (1) One Intermediate 4-Door Sedan
- (1) One Full Size ¾ ton Cab and Chassis
- (1) One Full Size 4x4 pickup/Standard Wheel Base
- (3) Three Extended Cab Compact Pickups

b. Approve bid closing for Monday, April 6, 1998, at 2:00 p.m., and bid opening, Monday April 6, 1998 at 3:00 p.m., in the County Clerk's Office;

c. Approve expenditure of funds for the purchase of the aforesaid vehicles from the Service Center Equipment Replacement Reserve Fund.

**Motion/Second:** Supervisor Bungarz/Supervisor Harris

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

**Vote:** Unanimous.

### **18. Service Center**

**Also Present:** Bill Buckner, Service Center Manager

**Matter:** Recommendation of Mr. Buckner to:

a. Authorize sole source purchase of three used vehicles from Corning Ford, said purchase being in the best interest of the County based on findings recommended by Mr. Buckner:

- One 1996 Mercury Sable Wagon - \$14,563.38
- One 1996 Mercury Mystique Sedan - \$10,809.64
- One 1995 Ford Taurus Wagon - \$13,490.88

b. Approve expenditure of funds for purchase of the aforesaid vehicles from the Service Center Equipment Replacement Reserve Fund.

**Motion/Second:** Supervisor Bungarz/Supervisor Harris

**Order:** Approve matters as set forth in (a) and (b) above

**Vote:** Unanimous.

### **19. Buildings & Grounds**

**Matter:** Recommendation of Personnel Director John Greco to adopt Resolution 98-116 "Amending the Classification Specifications of Building Inspector, Senior Building Inspector, and Building Maintenance and Inspection Director."

**Motion/Second:** Supervisor Bungarz/Supervisor Harris

**Order:** Adopt Resolution 98-116

**Vote:** Unanimous.

### **20. HRA-Community Action Division**

**Matter:** Recommendation of Human Resources Agency Director Kim Gaghagen to:

a. Adopt Resolution 98-117 titled "Application for Federal Emergency Shelter Grant to State of California, Department of Housing and Community Development, Division of Community Affairs," authorizing the Director to execute all required certifications, apply for and accept the Federal

Emergency Shelter Grant, for \$100,000, to enter into a Standard Agreement and any amendments thereto and execute subcontracts needed to provide needed services.

b. 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 Bungarz/Supervisor Freeman

**Order:** Adopt Resolution 98-117, and approve (b) as set forth above

**Vote:** Unanimous.

## **21. Floods**

**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:

a. Consider recommendation of Director of Emergency Services Kevin Donnelley related to status of emergency; and

b. Determine if declaration of local emergency should be terminated due to a change in conditions.

**Proceedings:** Sheriff Donnelley having submitted letter requesting that declaration of local emergency should be continued; whereupon, on motion of Supervisor Bungarz, seconded by Supervisor Freeman, it was unanimously ordered to continue local emergency to March 17, 1998.

## **22. Public Works**

**Matter:** Recommendation of Public Works Director Tom Tinsley, adopt Resolution 98-118 "*Designating Agents for Federal or State Disaster Assistance*," which authorizes designated agents to execute on behalf of the County of Glenn, any application and to file it in the State Office of Emergency Services for the purpose of obtaining certain federal financial assistance.

**Proceedings:** Mr. Tinsley having submitted earlier this date "Designation of Applicant Agent Resolution" as part of the Resolution to be executed by the Chairman; whereupon, on motion of Supervisor Bungarz, seconded by Supervisor Harris, it was unanimously ordered to adopt Resolution 98-118, and authorize the Chairman to execute Applicant Agent Resolution.

## **23. Solid Waste Disposal/Public Works/Illegal Trash Dumping**

**Matter:** Recommendation of Public Works Director Tom Tinsley, adopt Resolution 98-119 "*Requesting an Amendment to the California Penal Code Regarding Illegal Trash Dumping*," with revision allowing local prosecutors to charge ordinary illegal trash dumping as either a misdemeanor or an infraction.

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

**Order:** Adopt Resolution 98-119 striking "Ordinary" from Resolution and that copies of the Resolution be sent to California State Association of Counties and Regional Council of Rural Counties

**Vote:** Unanimous.

## **24. Courts**

**Also Present:** Joe Sites, Director of Finance & Linda Millspaugh, Court Administrator & Cathy Ehorn, Department of Finance

**Matter:** Presentation of Trial Court Assembly Bill 233 Analysis, and discussion of Court revenue and expenditure analysis.

**Proceedings:**

a. Mr. Sites submitted "Amended Trial Court AB233 Analysis"

b. Mr. Sites and Mrs. Millspaugh reviewed the aforesaid matter and no action was taken.

## **25. Human Resource Agency/Community Action Division/Social Services Division**

**Matter:** Recommendation of Human Resource Agency Director Kim Gaghagen to authorize Director or designee to execute Lease Agreement with Pitney Bowes Corporation for a Postage Machine, Electronic Postage Meter and Postage Scale and associated service maintenance agreement for a 63 month lease, at \$4,092.00.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **26. Assessor**

**Matter:** Recommendation of Assessor Vince Minto to:

- a. Approve Postage Meter Rental Agreement No. 95920322 with Pitney Bowes, Inc. prepared October 29, 1996; and
- b. Ratify execution of said Agreement by Sheryl Thur, Assessment Analysis Systems Administrator, on behalf of Mr. Minto.

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

**Order:** Approve matters as set forth in (a) and (b) above

**Vote:** Unanimous.

## **27. Health Services**

**Matter:** Recommendation of Health Services Director, to execute Agreement with Local Government Agency and the County of Santa Cruz (Host County) for Medi-Cal Administrative Activities and Targeted Case Management for fiscal year 1997/98. (County Contract No. 1158)

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **28. Orland-Haigh Airport**

**Matter:** Pursuant to proposal opening held on February 17, 1998 (Minute Order 8) for the Airport Commercial Operator Lease at the Orland-Haigh Airport, and one proposal being received in this matter from Steven Hatfield of Red Bluff, California, consider recommendation of Public Works Director Tom Tinsley to reject said proposal, pursuant to *"proposal being unduly burdensome to the County and not consistent with intent of the advertisement."*

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **29. Bay-Delta Water Plan**

**Matter:** Pursuant to letter dated February 10, 1998, re continuance of a workshop on the Bay-Delta Water Plan, agreements to implement, and comments on the two Environmental Impact Reports (EIR), consider recommendation of County Counsel for designation of an individual to attend said meeting on April 21, 1998, and report back with information concerning the EIR process and future hearing date.

**Motion/Second:** Supervisor Bungarz/Supervisor Harris

**Order:** Ask that John Benoit, Resource, Planning & Development Director attend meeting on April 21, 1998, and report back to the Board

**Vote:** Unanimous.

## **30. Rule 20A PG&E Underground Committee**

**Matter:** Pursuant to Notice of Unscheduled Vacancy being posted, and no response being received thereto, consider appointment of member to serve on the Rule 20A PG&E Underground Committee to fill the unscheduled vacancy of Dean G. Semograd, said appointee to serve at the pleasure of the Board.

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

**Order:** Appoint Ron David to the aforesaid Committee

**Vote:** Unanimous.

## **31. Senate Bill 10x**

**Matter:** Letter from Senator K. Maurice Johannessen regarding new legislation, Senate Bill 10x which would lessen the financial burden on local governments when a natural disaster occurs and authorize the Federal Emergency Management Agency (FEMA) to pay up to 75 percent of eligible costs to repair or restore public facilities, and other specified projects, with remaining costs divided between state and local governments, with

the state paying more than 75 percent of that amount.

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

**Order:** Direct letter of support of the aforesaid matter and send copies to California State Association of Counties and Regional Council of Rural Counties

**Vote:** Unanimous.

### **32. Miscellaneous**

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

**Matter:**

- a. Letter from the Support a National Policy Protect Our Children requesting letter to Congressman Vic Fazio asking Congressman Fazio to urge the Democratic leadership to work towards a legislative solution to the problem of youth smoking.
- b. Letter from Bankruptcy Issues Council regarding bankruptcy reform and a legislative update.
- c. Booklet from Willows Public Library, "Historic Willows Tour" which shows the historic homes and sites of Willows and the surrounding areas.
- d. Letter from California Water Commission regarding fiscal year 1999 Federal Appropriations for Water, Flood Control and Fishery Projects in California and advising of a meeting to be held on March 6, 1998 at 8:30 a.m., the Sacramento, California.
- e. Letter from State Water Resources Control Board regarding claims of water rights for stockponds and qualifications for obtaining a water right certificate for a stockpond from the State Water Resources Control Board.
- f. Investment Report from Department of Finance Joseph Sites, including receipts of Inactive Public Deposits as of February 17, 1998.
- g. Cash Report from Director of Finance Joseph Sites, for the month ending January 31, 1998.
- h. Investment Report from Director of Finance Joseph Sites, in the Treasury Division for Month of December 1997.

### **33. Flooding**

**Matter:** Letter from Rudy Larsen advising of concerns with flooding on County Road 48 between Highway 45 and the levee, making it impassable for emergency services to respond quickly enough in the event of an emergency, and requests raising and leveling the stretch of Road 48 into a road bed.

**Motion/Second:** Chairman direction

**Order:** Refer matter to the Public Works Director for a response back to the Board.

### **34. United Way**

**Matter:** Booklet from United Way of Butte-Glenn Counties, providing the "HIV Comprehensive Needs Assessment" of individuals infected and affected by HIV/AIDS living within our county.

**Motion/Second:** Chairman direction

**Order:** Refer to Human Resource Agency Director and Health Services Director for a response back to the Board.

35. The Chairman adjourned the meeting at 12:06 p.m.

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