

# 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

**May 19, 1998**

Dr. Joni Samples, Management Council Chairman, called a duly noticed informal meeting of the Board of Supervisors and the Management Council to order at 8:18 a.m., in the Board of Supervisors Chambers, 526 West Sycamore Street, Willows, with Board members as follows:

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

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

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

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

#### **Proceedings:**

- a. Resource, Planning & Development Director John Benoit spoke of Regional Council of Rural Counties selecting him to participate in a committee regarding water issues;
- b. Supervisor Bungarz introduced Battalion Chief Mike Chuchel of the California Department of Forestry;
  1. Mr. Chuchel spoke regarding the upcoming fire season and wished to work closely with locals;
  2. Sheriff Kevin Donnelley commended Mr. Chuchel, as he was a great deal of help during this year's flooding;
- c. Supervisor Hansen and County Council Norman Herring commented on a previous Reclamation Board meeting which they had attended, whereby Mr. Herring was commended for his presentation;
- d. Dr. Samples spoke regarding the possible participation of a \$10,000,000 grant with Butte College;
- e. Human Resource Agency Director Kim Gaghagen spoke of:
  1. Welfare-to-Work Program, and requested the assistance of a supervisor to produce a letter of interest to welfare-to-work recipients, whereby Supervisor Bungarz offered his assistance; and Mr. Gaghagen also commented on the reduction of \$1.6 million on welfare, and an increase in foster care;
  2. Vehicle License Fee issue, and the impact it will have on the County;
  3. Proposal for a dispatch study with the City of Orland, which will supplement the Sheriff's budget.

**The Chairman ordered the meeting in recess at 8:50 a. m. to reconvene at 9:00 a.m. in the Board of Supervisors Chambers, 526 West Sycamore Street, Willows, CA.**

The Chairman of the Board of Supervisors of the County of Glenn, State of California, called the meeting to order at 9:03 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

## THE PLEDGE OF ALLEGIANCE WAS RECITED

### 1. Minutes

**Matter:** Approve the Minutes of May 5, 1998.

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

**Order:** Approve the aforesaid Minutes

**Vote:** Unanimous.

### 2. Consent Calendar

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

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

**Order:** The aforesaid matters were ordered

**Vote:** Unanimous

#### a. Transfer of Funds

Approved the following intradepartmental Transfer of Funds:

Trans No.	Department	Description	\$ Amount
5547	Data Processing	Estimated budget required for BiTech Payroll & Personnel Click, Drag & Drill report training	5,100.00
5549	Cops Fast	Additional appropriation to cover deputy in Cops Fast Grant Program through end of fiscal year, funded 75% grant / 25% County match	10,904.00
5553	Willows Airport	Transfer funds to pay fuel invoice	7,730.00
5554	Sheriff	Appropriate funds to cover expenditure of grant dollars as approved on 2/18/98, from Bureau of Justice Block Grant for surveillance equipment	1,300.94
5555	Personnel	Appropriate Professional Services account from Personnel budget, should have been budgeted in Employee Benefits budget	2,655.00
5557	County Counsel	Transfer from Salaries account to Office expense account to cover purchase of computers	5,000.00
5559	Elections Relocation	Expenses incurred against the Property Tax Admin. Account to hire an Electrician to accommodate the Elections Department	1,089.83
5560	Elections Relocation	Transfer required to move funds to appropriate expenditure accounts	113.51
5574	Board of Supervisors	Appropriate maintenance & office account for remainder of fiscal year	1,803.01

5578	Peace Officer Standards & Training	Additional appropriation needed to send staff to P.O.S.T., 100% reimbursable	3,550.00
5579	Personnel	Transfer required to correct previously approved Transfer No.5338, transfer was to Services & Supplies account, and should have been to Equipment account for authorized purchases	8,212.00

b. **Resolution/Agriculture**

Upon the recommendation of Agriculture Commissioner Ed Romano, adopted Resolution 98-144 regarding Cal Trans signing a Memorandum of Understanding for coordination of Noxious Weed Control and to rescind its current policy of reduced herbicide along the right-of-ways within Glenn County.

c. **Resolution/Finance Department**

Upon the recommendation of Director of Finance Joe Sites, adopted Resolution 98-143 *"Authorizing and Approving the Borrowing of Funds for Fiscal Year 1998/1999; The Issuance and Sale of a 1998/1999 Tax and Revenue Anticipation Note Therefor and Participation in the California Communities Cash Flow Financing Program."*

d. **Ordinance/Animal Control**

Pursuant to Minute Order 11 of May 5, 1998, adopted Ordinance 1099 *"Amending Sections 8.04.010, 8.04.330, 8.04.340, 8.04.360 and 8.04.550 of the Glenn County Code Pertaining to Animal Control."*

e. **Ordinance/Purchasing**

Pursuant to Minute Order 16 of May 5, 1998, adopted Ordinance 1100 *"Amending Sections 4.04.020, 4.04.040, 4.04.050, 4.04.080, 4.04.090, and 4.04.100 and Repealing Sections 4.04.055, and 4.04.060 of the Glenn County Code Relating to Purchasing Procedures."*

f. **Contract/Health Services**

Upon the recommendation of Health Services Director Mike Cassetta, approved Extension of Agreement of Public Health Officer Services for Fiscal Year 1998/1999 with R. Barry Engrahm, M.D., for a 12-month period commencing July 1, 1998, and ending June 30, 1999. (County Contract 615)

**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. Various issues and reports were given by Supervisors;
- b. Supervisor Hansen requested that letter from the Orland Cemetery District be placed on June 2, 1998 Agenda;
- c. Discussion was held with County Counsel regarding letter to the Reclamation Board on floodway in Butte County;
- d. Tom Tinsley, Public Works Director spoke regarding road conditions in County;
- e. John Hammiter, Glenn County resident spoke regarding trespassing problems along the Glenn-Colusa Canal; whereupon, Sheriff Kevin Donnelley spoke regarding enforcement of trespassing;
- f. **Sheriff-Coroner**

**Also Present:** Chuck Stewart, California Department of Justice

**Matter:** Sheriff Kevin Donnelley spoke regarding Tagmet Memorandum of Understanding, and \$47,000.00 leftover in the (OCJP) Office of Criminal Justice Planning; whereupon discussion was held with Board, and County Counsel did advise that this matter could be heard at a special meeting of the Board of Supervisors; thereafter the Board by general consensus agreed that a special meeting would be held on May 26, 1998 at 9:00 a.m., for discussion of the Sheriff's matter.

#### **4. County Clerk-Recorder**

**Also Present:** Vince T. Minto, County Clerk-Recorder

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

- a. Approve sole source purchase of a File Master II and related accessories for \$5,000.00 for the Micrographics Department; (Findings set forth therein)
- b. Approve Transfer of Funds 5577/Micrographics for \$7,500.00.

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

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

**Vote:** Unanimous.

#### **5. Probation**

**Also Present:** Wayne Landberg, Chief Probation Officer

**Matter:** Recommendation of Mr. Landberg to approve transferring \$1,580.44 from the Title IV-A Trust Fund to the appropriate line items within the Juvenile Hall budget for the purchase of various items needed for the safety and security of the institution and staff.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

#### **6. Sheriff**

**Also Present:** L.K. Donnelley, Sheriff-Coroner & Sean Arlin, Sergeant & Steve Delgado, Drug Enforcement Agency Officer & Roger Norman, Drug Enforcement Agency Officer

**Matter:** Drug Enforcement Agency to present Sergeant Sean Arlin with award for his on-going work in Drug Enforcement.

**Proceedings:**

- a. Sheriff Donnelley introduced Mr. Delgado and Mr. Norman;
- b. Mr. Delgado presented Sean Arlin with a plaque for his work in drug enforcement.

#### **7. Service Center**

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

**Matter:** Recommendation of Mr. Buckner to approve sole source purchase of the following vehicles with findings set forth therein:

- Five (5) 1997 Special Service Patrol Vehicles \$102,035.70
- One (1) 1998 Econoline 15 Passenger Van \$23,194.96

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

#### **8. Health Services**

**Also Present:** Mike Cassetta, Health Services Director & Jenny Vereschagin, Acting Director of Nurses

**Matter:** Recommendation of Mr. Cassetta to approve application and authorize Health Services Director to enter into grant for a collaborative grant between Health Services, Northern Valley Indian Health and Del Norte Clinics which would provide county wide monies to offer dental care for uninsured poor.

**Proceedings:** Mr. Cassetta introduced Jenny Vereschagin

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **9. Human Resource Agency**

**Also Present:** Kim Gaghagen, Human Resource Agency Director

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

- a. Adopt Resolution 98-145 "*Amending the Position Allocation List for the Human Resource Agency*" which authorizes modification of all Human Resource Agency Personnel Allocation Lists; and
- b. Authorize Human Resource Agency Director to appoint Senior Secretary to E Step of the Administrative Assistant salary range.

**Proceedings:** Later this date Mr. Gaghagen submitted Department MOU dated May 15, 1998

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

**Order:** Adopt Resolution 98-145, and approve (b) as set forth above

**Vote:** Unanimous.

## **10. Wildlife Preserve Acquisition**

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

**Matter:** Recommendation of Mr. Benoit to authorize Chairman to execute letter to US Fish and Wildlife Service regarding notification of the proposed Wildlife Preserve Acquisition of 383 acres from the Nature Conservancy.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

**10:30 a.m. – The Chairman Called The Meeting In Recess**

**10:36 a.m. – The Chairman Called The Meeting To Order**

## **11. Resource, Planning & Development/Tri-Counties EDC**

**Also Present:** John Benoit, Resource, Planning & Development Director & Jon Gregory, Tri-County Economic Development Corporation

**Matter:** Recommendation of Mr. Benoit to adopt Resolution 98-146 "Approving an Application for Funding and the Execution of a Grant Agreement from the Economic Development Planning and Technical Assistance (PTA) Allocation of the State Community Development Block Grant (CDBG) Program."

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

**Order:** Adopt Resolution 98-146 with change to page 2, No. 3 to read \$1,400.00

**Vote:** Unanimous.

## **12. Buildings & Grounds**

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

**Matter:** Recommendation of Mr. Gardner to authorize sole source purchase for a Snapper Riding Lawn Mower from Willows Hardware for \$7,498.92. (Findings set forth therein)

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **13. Buildings & Grounds/Finance Department**

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

**Matter:** Recommendation of Mr. Gardner for discussion and direction regarding Glenn Medical Center, responsibility of maintenance issues.

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

**Order:** Supervisor Mudd, Finance Director, Building Maintenance & Inspection Director to meet with Hospital Staff and report back to the Board

**Vote:** Unanimous.

## **14. Finance Department**

**Also Present:** Joe Sites, Finance Director

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

- a. Authorize Director to purchase additional disc drive for computer system in the Finance Department; and
- b. Approve Transfer of Funds 5440/Assessor for \$12,000.00.

**Proceedings:**

- a. Mr. Sites reviewed the aforesaid matter and advised he would be purchasing disc drive from Solution Centers International for \$2,529.60;
- b. Later this date Mr. Sites submitted HP9000 Disk Proposal Analysis

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

**Order:** Approve proposal from Solution Centers International for \$2,529.60 as recommended by the Finance Director, and approve transfer of funds as submitted

**Vote:** Unanimous.

### **15. Local Emergency**

**Matter:** Pursuant to Resolution 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 change in conditions.

**Proceedings:** Sheriff Donnelley submitted report requesting that local emergency be continued

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

**Order:** Continue local emergency to June 2, 1998 regular meeting

**Vote:** Unanimous.

### **16. Human Resource Agency**

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

- a. Adopt Resolution 98-147 "*Authorizing Execution of an Agreement with the State of California, Department of Community Services and Development for Department of Energy (DOE) Low-Income Weatherization (WX) Assistance Program and Any Amendments Thereto*"; and
- b. Approve the following Line Item Budget for Community Action Division, Fund No. G/L 0499-9615 J/L 0499-9615 DOE – Weatherization 1998 for \$18,741.00.

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

**Order:** Adopt Resolution 98-147, and approve (b) above

**Vote:** Unanimous.

### **17. Sheriff**

**Matter:** Recommendation of Sheriff Kevin Donnelley to Adopt Resolution 98-148 "*Establish Petty Cash Fund for Glenn County Sheriff*", in the amount of \$200, for purchase of supplies and postage of packages.

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

**Order:** Adopt Resolution 98-148

**Vote:** Unanimous.

### **18. Transportation Commission**

**Matter:** Recommendation of Transportation Commission Executive Director Thomas Tinsley to adopt Resolution 98-149 "*Establishing Fixed Route Transit Service Fund and Transit Service Capital Reserve Fund*", providing the ability to closely monitor and evaluate the progress of the additional transit service budgets.

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

**Order:** Adopt Resolution 98-149

**Vote:** Unanimous.

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

**Matter:** Recommendation of Building Maintenance & Inspection Director Dan Gardner, to execute Amendment and Change Order #2, Heating, Ventilating, & Air Conditioning (HVAC) Improvements for the Glenn County Jail, Willows, California County Contract #1102, with North State Air Conditioning, extended through June 30, 1998.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

### **20. Grand Jury**

**Matter:** Approve response of the Board of Supervisors to the 1997/98 Grand Jury Report Number One, for submission to the Superior Court Judge.

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

**Order:** Approve matter as set forth above

**Vote:** Unanimous.

### **21. Sheriff/INS Contract**

**Also Present:** Kevin Donnelley, Sheriff-Coroner & Stan Kephart, Undersheriff

**Matter:** Hold discussion for possible action to appoint a review/negotiation committee to consider the proposed INS Contract or other possible contracts for housing out-of-county inmates in the Glenn County Jail and to make recommendations to the Board of Supervisors.

**Proceedings:** Discussion was held with Sheriff Donnelley and Undersheriff Kephart regarding the INS Contract

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

**Order:** Create a committee with the Sheriff and Undersheriff as Chairman of this committee and appoint Chairman Mudd, County Counsel, Finance Director, and Supervisor Hansen to review proposed INS Contract or any other related Contracts and report back to the Board by June 16, 1998.

**Vote:** Unanimous.

**11:32 a.m. – The Chairman Called The Meeting In Recess**

**11:35 a.m. – The Chairman Called The Meeting To Order**

### **22. Closed Session**

**Matter:**

a. Adjourn to Closed Session regarding litigation, Glenn County Peace Officer's Association, Linda Oliver, Lisa Fisher vs. County of Glenn Board of Supervisors, Sheriff's Department, et al.

b. Adjourn to Closed Session pursuant to Government Code Section 54957.6 regarding labor negotiations, and to receive information and provide instructions to the County's Chief Negotiator concerning negotiations with the Glenn County Employees Association, Deputy Sheriff's Association, and the Peace Officer's Association.

**Motion/Second:** Chairman direction

**Order:** Adjourn to Closed Session

**12:08 p.m. – Supervisor Freeman Left The Meeting**

### **23. Consolidated Courts**

**Matter:** Pursuant to Minute Order 23 of May 5, 1998, consider response of Consolidated Courts, Court Executive Officer Linda L. Millspaugh of the County Audit Report ending June 30, 1997 for County of Glenn, Glenn County Court System, and Management Report.

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

**Order:** Received and reviewed audit

**Vote:** Unanimous.

## **24. Public Works**

**Matter:** Recommendation of Public Works Director Tom Tinsley, to approve Findings of Fact, as to Proposed Purchase of Aboveground Aviation Fuel Storage/Dispensing System and authorize bidding without public advertisement.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **25. Sheriff/Jail**

**Matter:** Pursuant to Minute Order 20 (c) of February 4, 1998, regarding a Budget reduction in Sheriff/Jail Department to meet loss of revenues in Safety Fund/Out of County Housing, approve Transfer of Funds No. 5533 for Sheriff/Jail from Sheriff/01042140/Salaries & various service accounts to Contingency/01047020-09900 and from Contingency/01047020-09900 to Sheriff/65606-Out of County Housing for \$87,500.00.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **26. Finance Department/Budget**

**Matter:** Recommendation of Finance Director Joseph Sites to approve "1998-99 Budget Schedule", with amended dates as follows:

- a. Begin Final Budget Hearing on September 15, 1998, instead of September 1, 1998; and
- b. Adopt Final Budget on September 29, 1998, instead of September 15, 1998.

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

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

**Vote:** Unanimous.

## **27. Resource, Planning & Development/State Mining and Geology Board**

**Matter:** Pursuant to Minute Order 33 of May 5, 1998, regarding State Mining and Geology Board Action, consider recommendation of Resource, Planning Director John Benoit to request California State Association of Counties to pursue the establishment of a grant fund for counties from annual fees paid to the Department of Conservation.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

## **28. Water/Calfed**

**Matter:** Ratify letter to Senator Maurice Johannessen regarding the Senate Select Committee on Calfed, advising that Glenn County, in collaboration with member counties, will be working with the Regional Council of Rural Counties in preparing response to Calfed proposals, for preservation of water in northern California.

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

**Order:** Ratify letter as set forth above

**Vote:** Unanimous.

## **29. County-wide Flood Control District**

**Matter:** Recommendation of Supervisor Bungarz, to hold discussion regarding the concerns of reduction of financial assistance from FEMA re flood damage, and possibility of forming a County-wide Flood Control District.

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

**Order:** Continue the aforesaid matter to June 2, 1998 regular meeting to have Public Works Director Tom Tinsley present

**Vote:** Unanimous.

## **30. Human Resource Agency**

**Matter:** Recommendation of Human Resource Agency Director Kim Gaghagen, to approve the extension of

extra-help Vocational Assistant Jack Kennedy's appointment beyond the 990 hour limit.

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

**Order:** Approve the aforesaid matter

**Vote:** Unanimous.

### **31. Health Services**

**Matter:** Recommendation of Health Services Director Mike Cassetta, to hire at Salary range Step D for Senior Public Health Nurse, with the experience for the job assignment.

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

**Order:** Approve the aforesaid matter

**Vote:**Unanimous.

### **32. Hamilton City Fire Protection District**

**Matter:** Action letter from the Hamilton City Fire Protection District requesting guidance on how to proceed to enact an ordinance regarding fire works, and the establishment of a District-wide fire protection mitigation fee.

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

**Order:** County Counsel to prepare letter to Hamilton city Fire Protection District and distribute to all Supervisors for their review, and then authorize letter to be sent

**Vote:** Unanimous.

### **33. Miscellaneous**

**Matter:** Various matters as set forth below

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

- a. Letter from Glenn County Health Services advising of the Annual Mussel Quarantine order, which extends from April 20, 1998 to October 31, 1998.
- b. Letter from the Governor's Office of Emergency Services, Disaster Assistance Programs Branch, advising of the Small Business Administration assisting fishermen and related businesses of designated counties which suffered economic injury due to the warm water current beginning in June 1997, may file applications until January 13, 1999.
- c. Letter from Health Services Director Mike Cassetta advising of 1998/99 Mental Health Schedule of Rates.
- d. Letter from the Glenn County Harvest Festival Board of Directors advising of update on the donation of the Centennial Celebration funds to the Glenn County Harvest Festival, which will be used to place bronze plaques as lasting tribute to historic Heritage Trail located on the Glenn County Fair Grounds.
- e.
  - a. Proposition 65 Notification from Health Services Director Mike Cassetta reporting, required of the California Health and Safety Code, Section 25180.07, the release of approximately 150 gallons of diesel fuel into Campbell Slough on County Road 50 between County Road Y and County Road Z on April 28, 1998; and
  - b. Hazard Materials Incident Report provided by Department of California Highway Patrol, advising of (a) listed above of said diesel fuel spill into Campbell Slough, and expressed appreciation to members of the Glenn County Department of Public Works, and the Glenn County Sheriff's Department for their cooperation and professionalism.
- f. Statistical Report from Human Resource Agency/Social Services Division for the months of February and March 1998.
- g. Treasury Investment Report from Director of Finance Joseph Sites for the month of March 1998.
- h. Cash Report from the Department of Finance for the month of April 1998.

34. The Chairman adjourned the meeting at 12:27 p.m.