

County Facilities Planning Committee

Glenn County, California

MINUTES

Monday, July 23, 2018

Members Present:

Di Aulabaugh, General Services Director & Chairperson	Ed Lamb, DOF Director and Vice Chairperson
Dwight Foltz, Board Supervisor	Linda Durrer, ADA Compliance Officer
Keith Corum, Board Supervisor(Remote)	Chip Meriam, Assessor/Clerk/Recorder
Rich Warren, Sheriff-Coroner	Dr. Mohammad Qureshi, Public Works Director

Also Present:

Ricardo Valdez, General Services/Facilities	Brandon Thompson, Probation
Barb Scow, General Services/Facilities	Donald Rust, PCDS Director
Tina Brothers, General Services	Cindy Holley, Veterans
Marcie Skelton, Ag/AP	Tammy Phifer, Veterans
Nathan Mendes, Public Works/Road Engineer	

Di Aulabaugh, Chairman of the County Facilities Planning Committee of the County of Glenn, State of California, welcomed members and others, confirmed a quorum of voting members and called the meeting to order at 10:30 a.m.

1. Minutes

Matter: Approve Minutes of April 23, 2018
Documents: Minutes of April 23, 2018
Proceeding: Motion by Keith Corum to adopt the minutes, second by Chip Meriam.
Order: Approve minutes of April 23, 2018
Vote: Unanimous

2. Unscheduled Matters

Ed Lamb stated he had a conference call regarding the Courthouse project.

3. Staff Report

Matter a: County Facilities-planned and on-going maintenance projects
Documents: None
Proceedings: County Facilities - Ricardo Valdez stated they are concentrating on maintenance work at this time.

- i. Veterans Freeway Signs – Dr. Qureshi stated there was a delay due to the vendor having an issue printing the signs. At this point he is waiting on Caltrans to install them.
- ii. Boat Launches - Ricardo Valdez reported the moneybox at Butte City was broken in again. This time the individual(s) used a blowtorch. The pay tube at Ord Bend Boat Launch continues to be broken into so additional lighting was installed by the bathroom and launching pad. Keith Corum asked about the possibility of installing a debit/Credit Card machine that could print out a receipt to place on the dash of the vehicles or the option of not charging a fee. Di Aulabaugh advised the fee is regulated by the State however she will look into the Card Reader option.

Di Aulabaugh also mentioned she is working with the Hamilton City Lions Club on a park improvement grant that includes sidewalks and a gazebo.

Matter b: ADA Transition Plan-Linda Durrer, ADA Coordinator
Documents: None
Proceedings: Linda Durrer stated ADA work continues on to make all facilities compliant. Ricardo Valdez reported they are working on the building located at Villa Street painting, replacing carpet and door handles.
i. Hamilton City Library & Community Hall project – Nathan Mendes, Road Engineer for Public Works stated the request for qualification for the Community Development Block Grant is 80% complete. The RFP for hiring an Architect will be going out on July 31, 2018.

4. Projects/Scope of Committee Work

Matter a: Receive reports from departments on facility related issues or on-going projects
Documents: None
Proceeding: Brandon Thompson stated he has been working with Facilities to come up with a plan to utilize the Juvenile Hall for additional office space. Di Aulabaugh stated Brandon is preparing a diagram of the changes made to the building spaces. Ed Lamb mentioned that the State would be paying to rebuild the glazing wall at the annex. The Court's 2016 Appraisal was misplaced so they are having to start over.

Matter b: Veteran Service Organizations Kitchen Upgrade Project:
Documents: None
Proceeding: Keith Corum stated Hether Baker sketched a proposed floor plan for updating the kitchen at the Willows Memorial Hall. Recommended a subcommittee be established with two Veteran members to participate. Once the committee finalizes project, the plans will be submitted to Environmental Health for review. Dwight Foltz has concerns with the stairs behind the kitchen requested a list of everything that needed updated in the kitchen and mentioned that he knows an individual from Orland that sells used commercial appliances and suggested narrowing the staircase. Di Aulabaugh stated the Road Engineering Staff is completing the request for qualification related to the Community Development Block Grant project for an architect and that person or firm once under contract could be engaged to assist with other County projects.

Matter c: Memorial & Community Hall Rentals:
Documents: None
Proceedings: Cindy Holley stated they are in need of new chairs however the budget is tight. The water bill for Orland Memorial Hall is \$1,000.00 on a monthly basis. The Willows Memorial Halls needs about 150 new chairs and the Orland Hall chairs are in worse shape. Brandon Thompson stated he will be bringing a recommendation to the Board of Supervisors in the near future. Keith Corum asked if there was a need to increase the rental fees and it was suggested that Cindy Holley prepare report of the rental fees and bring back for discussion at the next meeting.

- Matter d: Strategic Planning Items (review, assign members): discuss and take possible action on:
- Documents: None
- Proceedings:
- i. Capital Improvements Plan (2016 Strategic Plan item 3.1)
 - 1. Aircon Energy Efficiency Project-Ed Lamb stated he is almost done finalizing all the contracts and hopefully we won't have any equipment fail in the mean while.
 - 2. Roof/Repair/Replacements-Di Aulabaugh stated the solar and roofing bids are going to the Board of Supervisors for approval. Keith Corum asked if we would qualify for an assistance program in regards to the watering issue. Ricard Valdez advised the watering is set on timers. Dr Mohammad Qureshi suggested zero landscaping as an option.
 - ii. Co-location of staff (2016 Strategic Plan item 3.2)
 - 1. Changes in locations (recent & upcoming)
 - a. Glenn Success Square (NOVA) – Erin Valdez stated some of the staff have moved in.
 - b. N. Villa Health Services Building – carpet, paint, exterior improvements – Erin Valdez stated they are moving forward with the remodeling of the Villa Street Building removing old carpet and replacing it with carpet squares tiles. Di Aulabaugh mentioned the square carpet tiles may work at the Juvenile Hall and reminded everyone any projects over \$1,000.00 trigger prevailing wage. Di Aulabaugh also mentioned that Health and Human Services Agency has decided to keep the Walker Street building and a proposal for additional facilities staff is going before the Board of Supervisors for approval on July 31, 2018.
 - iii. Surplus Property Policy Review (2016 Strategic Plan item 3.4) - Di Aulabaugh stated the Board approved the District Attorney's request for new fencing around the impound area and the generator at Laurel Street was surplus, sold and is being removed.

Agenda Items for Next Meeting

Consensus of committee was to carry over standing items and add Juvenile Hall under Co-Location of Staff.

5. Next Regular Meeting

Monday, October 22, 2018 at 10:30 pm.
 Willows Memorial Hall, 2nd floor Conference Room
 525 W. Sycamore Street, Willows

Meeting adjourned at 11:30 a.m..