

County Facilities Planning Committee

Glenn County, California

MINUTES

Monday, October 22, 2018

Members Present:

Di Aulabaugh, General Services Director & Chair
Linda Durrer, ADA Compliance Officer
Keith Corum, Board Supervisor
Christine Zoppi, HHSA

Ed Lamb, DOF Director and Vice Chair
Chip Meriam, Assessor/Clerk/Recorder
Dr. Mohammad Qureshi, Public Works

Also Present:

Ricardo Valdez, General Services/Facilities
Barb Scow, General Services/Facilities
Tina Brothers, General Services
Donald Rust, PCDS

Erin Valdez, HHSA
Tammy Phifer, Veterans
Cindy Holley, Veterans
Mary Daniels, Veterans

Di Aulabaugh, Chair 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 10:33 a.m.

1. Minutes

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

2. Unscheduled Matters

Christine Zoppi stated there are Capitol Funds available and she requested adding the item HHSA Capitol Funds to future agendas.

Cindy Holley stated there is a crack in the sidewalk on the eastside of the Memorial Hall and three individuals have fallen down.

3. Staff Report

Matter a: 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 he is still waiting for Caltrans to receive the signs.
ii. Boat Launches – Di Aulabaugh stated she has received one of the Boat Launch Permits, waiting on Army Corp and hopes the routine maintenance can be performed by next year. Keith Corum inquired about the electronic payment machines.

Matter b: ADA Transition Plan-Linda Durrer, ADA Coordinator
Documents: None
Proceedings: Linda Durrer wasn't present at the time this item was discussed. Di Aulabaugh stated the Site Improve software was purchased and installed on the County's website. Linda Durrer entered the meeting at 11:15 a.m. and informed the group that the Child Support Services project is

moving forward due to having received \$100,000.00 in State funding. Di Aulabaugh stated the project must be completed prior to June 30, 2019. Linda Durrer also mentioned she had two ADA trainings since the last committee meeting.

Matter c: Hamilton City Library & Community Hall Project
Documents: None
Proceedings: Di Aulabaugh stated RFP for bids closed on Friday, October 19, 2018. Three responses were received.

4. **Projects/Scope of Committee Work**

Matter a: Receive reports from departments on facility related issues or on-going projects
Documents: None
Proceeding: Christine Zoppi stated she is in need of finding warehouse/yard space for Community Action Department with low cost rent in the next three to twelve months.

Matter b: Veteran Service Organizations Kitchen Upgrade Project Update
Documents: None
Proceeding: Mary Daniels stated they are looking at purchasing a 60" stove and a refrigerator. Veterans are going to have a fundraiser and hope to raise enough money to purchase both appliances. Di Aulabaugh stated she met with Veterans to go over pricing, they also plan on going with stainless shelving. Di Aulabaugh informed the group the kitchen would likely need to be a commercial kitchen based on the report provided by Environmental Health. Cindy Holley had concerns about renting out the Memorial Hall Auditorium while work is being done in the kitchen, whereby Di Aulabaugh stated a schedule could be worked out to avoid having to block out significant time. Cindy Holley also stated they would need to go before the Board of Supervisors for approval of purchasing special stainless steel cleaning supplies, whereby Christine Zoppi suggested there may be funds available to support the project.

Matter c: Memorial & Community Hall Rentals:
Documents: None
Proceedings: Cindy Holley stated Glenn Coral donated chairs for the Orland Memorial Hall however, the Willows Memorial Hall is still in need of chairs. Keith Corum suggested figuring out how many chairs are needed and submit report to the Board Budget & Finance Committee for review.

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 had nothing to report. Di Aulabaugh stated an email was sent out to Department HeadS in regards to the scheduling of projects and having heard no response the project was moving forward as proposed.
2. Roof/Repair/Replacements-Di Aulabaugh stated the Jail and Willows Memorial hall roof project started today, County staff met with the contractors involved last week. Mrs. Aulabaugh also mentioned the first units were placed at 821 S. Street (Orland Courthouse) due to a system failure in the unit serving the holding cells.
ii. Co-location of staff (2016 Strategic Plan item 3.2)
1. Changes in locations (recent & upcoming)

- a. Glenn Success Square (NOVA) – Christine Zoppi stated everyone has moved in, they need signs to identify the offices for the public. Erin Valdez mentioned one of the signs would require a crane for its placement.
 - b. N. Villa Health Services Building – carpet, paint, exterior improvements – Ricardo Valdez stated three quarters of the project was completed.
 - c. Juvenile Hall – Di Aulabaugh stated that Brandon Thompson had submitted a layout of the hall with notes for modifications. The project Architect/Engineer will finalizing the plans, prepare a cost estimate and then the project will go before the Board of Supervisors for approval so funding could be allocated in the next budget. Development Impact Fees may be a possible source of funding for the expansion of services.
- iii. Surplus Property Policy Review (2016 Strategic Plan item 3.4) - Di Aulabaugh stated Fleet Services was out to bid for an auctioneer.

5. Agenda Items for Next Meeting

Consensus of committee was to carry over standing items and add HHSA Capital Funding Opportunities and the Child Support Services Project.

6. Next Regular Meeting

Monday, January 28 at 10:30 pm.
Willows Memorial Hall, 2nd floor Conference Room
525 W. Sycamore Street, Willows

The Chair adjourned the Meeting at 11:25 a.m.