

Board of Supervisors

J. Merced Corona, District I
John D. Loudon, District II
Kent S. Boes, District III
Gary J. Evans, District IV, Vice Chair
Denise J. Carter, District V, Chair



County of Colusa

Wendy G. Tyler, CAO/Clerk to the Board of Supervisors/Risk Manager
Ann Nordyke, Chief Deputy Clerk to the Board of Supervisors
Patricia Rodriguez, Deputy Clerk
Melissa Kitts, Deputy Clerk
(530) 458-0508/0509/0735
FAX (530) 458-0510
colusacountyca.iqm2.com
www.countyofcolusa.org

Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

Minutes

March 24, 2020

The Board of Supervisors of the County of Colusa, State of California meets in Regular Session this 24th day of March 2020 at the hour of 9:00 a.m. Present: Supervisors Kent S. Boes, John D. Loudon, Gary J. Evans, J. Merced Corona, and Denise J. Carter.

NOTE: This meeting was agendized to allow staff and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 dated March 17, 2020.

Present: Marcos Kropf, County Counsel.
Wendy G. Tyler, CAO, Clerk of the Board/Risk Manager.
Ann Nordyke, Melissa Kitts, Board Clerks.
Robert Zunino, Andrea Navarro, Auditor-Controller's Office.
David Prentice, Human Resources Department.
Michael Azevedo, Public Works Department.
Angela Gross, CAO's Office.
Greg Pankey, Information Technology Department.
Terry Rooney, Behavioral Health Department.
Greg Hinton, Anastacia Allen, Ag Commissioner's Office.
Greg Plucker, Community Development Department.
Elizabeth Kelly, Bonnie Davies, Health and Human Services Department.
Hailey Apaseo, Williams citizen.
Susan Meeker, Pioneer Review.

Present via Teleconference: Natalie Dillon, Child Support Services Department.
Michael Rogers, Probation Department.
Dan Charter, Cindy Dillard, Treasurer-Tax Collector's Office.
Michael Bradwell, Sheriff's Office.
Maisha Bullock, Ag Commissioner's Office.
Gregory Burt, Elvert Richardson, Health & Human Services Department.
Devin Kelly, District Attorney's Office.
Melissa Brandley, Reinard W. Brandley.

Pamela Kelly, Lodoga citizen.

Opening Prayer - Pledge of Allegiance

PERIOD COMMENT

Mr. Alvarado speaks to items pertaining to Colusa County IHSS workers.

Ms. Kelly inquires as to whether the Board will discuss the opening of East Park Reservoir during the meeting.

Chair Carter states it is not on the agenda.

ANNOUNCEMENT OF CLOSED SESSION

Mr. Kropf announces Closed Session as follows:

1. **Sitting as the In-Home Supportive Services Public Authority Board**
CONFERENCE WITH LABOR NEGOTIATOR
California Government Code 54957.6
Agency Negotiator: Patrick Clark
Employee Organizations: In-Home Supportive Services (IHSS)
2. CONFERENCE WITH LABOR NEGOTIATOR
California Government Code 54957.6
Agency Negotiator: Patrick Clark
Employee Organizations: Management Coalition and Deputy Sheriff's Association
3. THREAT TO PUBLIC SERVICES
California Government Code section 54957(a)
Consultation with County Counsel

I. PUBLIC HEALTH/HEALTH AND HUMAN SERVICES

1. Update from County Public Health Officer, Gregory W. Burt, M.D., on the COVID-19 Pandemic.

Comments received by Dr. Burt, Ms. Kelly, and Ms. Davies.

II. STAFF REPORTS

Mr. Azevedo states the transfer station continues to operate and the tire amnesty event will continue during March. He further states that maintenance facilities are operating and East Park Reservoir will be opening on schedule.

Mr. Plucker states that the Colusa Groundwater Authority (CGA) was awarded grant funding to supplement the development of the Groundwater Sustainability Plan for the Colusa Sub-Basin in addition to other funds received previously through efforts of the CGA Board and Department of Water Resources.

CONSENT AGENDA

Chair Carter makes time for approval of Consent Agenda Item No.'s 1 through 10.

Ms. Tyler request Item No. 2 and 4 be pulled and considered separately.

Chair Carter so directs.

Approve Consent Agenda Item No.'s 1, 3 and 5 through 10.

1. BOARD OF SUPERVISORS

Approve the Minutes from the March 10, 2020 Board of Supervisors meeting and the March 18, 2020 Special Closed Session.

3. BOARD OF SUPERVISORS/LOCAL CHILD CARE PLANNING COUNCIL

Approve the Certification Statement regarding the Composition of the Local Child Care Planning Council (LPC), and reappoint Ginger Harlow to the Colusa LPC, as a Community Representative, effective March 4, 2020 through March 3, 2022.

(Application received: Ginger Harlow)

5. SHERIFF

Approve Contract No. **C20-040**, a Memorandum Of Understanding (MOU) with the **State of California Campaign Against Marijuana Planting (CAMP)** program, effective July 1, 2020 and authorize the Sheriff to sign.

6. PURCHASING AND PROCUREMENT/INFORMATION TECHNOLOGY

Approve Contract No. **C20-041** with **Atel Communications Inc.** for the purchase of telephone equipment to upgrade County Telephone System.

7. PURCHASING AND PROCUREMENT/WELFARE ADMINISTRATION

Approve Contract No. **C20-042**, an Amendment to Agreement EW-2019-05 with the **Regents of the University of California on behalf of its UC Davis Extension**, for mandatory training of Eligibility Workers, effective January 31, 2020.

8. PURCHASING AND PROCUREMENT/REALIGNMENT - HEALTH

Approve Contract No. **C20-043** with **ADW Communications Services, Inc.** for Lodoga Peak Radio Tower Site Enhancements.

9. PURCHASING AND PROCUREMENT/CENTRAL SERVICES

Approve 5 year Lease Agreements with **Wells Fargo US Bank** for the following departments:

C20-044	Auditor,
C20-045	Board of Supervisors,
C20-046	Central Services (Purchasing),
C20-047	Health & Humans Services and
C20-048	District Attorney

for copy machines. Further, approve Maintenance Agreements with **Advanced Documents** for the same copiers/Departments and authorize the Purchasing Agent to sign all Leases and Maintenance Agreements.

10. COLUSA COUNTY COMMUNITY ADVOCATES FOR PARENTS & CHILDREN (CAPC)

Adopt a Proclamation declaring the month of April 2020 as Child Abuse Prevention Month.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Boes
SECONDER:	Corona
AYES:	Boes, Loudon, Evans, Corona, Carter

Chair Carter makes time for Consent Item No. 2.

2. TREASURER

Accept February 2020 Treasury Monthly Investment Report as presented.

Comments received by Mr. Charter and Ms. Tyler.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Boes
SECONDER:	Corona
AYES:	Boes, Loudon, Evans, Corona, Carter

Chair Carter makes time for Consent Item No. 4.

4. PURCHASING AND PROCUREMENT

Approve Contract No. **C20-049** with **Reinard W. Brandley, doing business as Brandley Engineers, Consulting Airport Engineers**, to provide airport consulting services, with amended language in Section 3, regarding compensation.

Comments received by Ms. Tyler.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Corona
SECONDER:	Loudon
AYES:	Boes, Loudon, Evans, Corona, Carter

IV. HUMAN RESOURCES/PLANNING & BUILDING

1. A. Adopt the revised job title and job description of the Director of Planning and Building to the Director of Community Development; and approve the salary range change from DH Range38 (\$8,347 - \$10,688 per mo.) to DH Range42, (\$9,215 - \$11,799 per mo.) effective March 1, 2020.

B. Approve the salary range change for the Water Resource Manager, MGT Range 18, \$5,105 - \$6,543 per month to MGT Range 22, \$5,639 - \$7,224 effective March 1, 2020.

Comments received by Mr. Prentice and Ms. Tyler.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evans
SECONDER:	Loudon
AYES:	Boes, Loudon, Evans, Corona, Carter

HUMAN RESOURCES/PUBLIC WORKS DEPARTMENT

2. Adopt job description for the new classification of Assistant Director of Public Works/Road Commissioner; Salary Range MGT38 (\$8,382 - \$10,730 per mo.) and amend the Position Allocation Schedule for same.

Comments received by Mr. Prentice.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Evans
SECONDER:	Boes
AYES:	Boes, Loudon, Evans, Corona, Carter

Chair Carter trails Item No. 3, the adoption of a Resolution establishing temporary additional personnel policies, to follow Closed Session.

V. AUDITOR

1. Approve Special Claims.
There were no Special Claims.

VI. HEALTH AND HUMAN SERVICES/WELFARE ADMINISTRATION

1. Presentation by DHHS on the current state of food banks in Colusa County and their funding sources.

Comments received by Ms. Kelly and Mr. Richardson.

VII. COMMUNITY DEVELOPMENT DEPARTMENT/PLANNING & BUILDING

1. Annual Progress report regarding General Plan.

Comments received by Mr. Plucker.

2. Ratify the Arbuckle-College City Fire Protection District's adopted ordinance amending the 2019 California Fire Code and designate the Arbuckle-College City Fire District's Chief as the enforcing officer within the District.

Comments received by Mr. Plucker, Ms. Allen, and Chief Cox.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Corona
SECONDER:	Boes
AYES:	Boes, Loudon, Evans, Corona, Carter

VIII. PURCHASING AND PROCUREMENT/MHSA - HOUSING

1. Approve Contract No. **C20-050** one year Residential Lease Agreement and Rent Cap and Just Cause Addendum with **Gurcham Gill** for a four bedroom, two bath dwelling located at 106 Sioc Street, #B, Colusa, CA.

Comments received by Mr. Rooney and Ms. Tyler.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Loudon
SECONDER:	Boes
AYES:	Boes, Loudon, Evans, Corona, Carter

Chair Carter declares a recess at 10:13 a.m. and reconvenes at 10:19 a.m. in Regular Session with all Supervisors present.

Present:

Marcos Kropf, County Counsel.
Wendy G. Tyler, CAO, Clerk of the Board/Risk Manager.
Ann Nordyke, Melissa Kitts, Board Clerks.
Robert Zunino, Andrea Navarro, Auditor-Controller's Office.
David Prentice, Human Resources Department.
Michael Azevedo, Public Works Department.
Angela Gross, CAO's Office.
Greg Pankey, Information Technology Department.
Terry Rooney, Behavioral Health Department.
Greg Hinton, Anastacia Allen, Ag Commissioner's Office.
Greg Plucker, Community Development Department.
Elizabeth Kelly, Bonnie Davies, Health and Human Services Department.
Hailey Apaseo, Williams citizen.
Susan Meeker, Pioneer Review.

Present via Teleconference:

Natalie Dillon, Child Support Services Department.
Michael Rogers, Probation Department.
Dan Charter, Cindy Dillard, Treasurer-Tax Collector's Office.
Michael Bradwell, Sheriff's Office.
Maisha Bullock, Ag Commissioner's Office.
Gregory Burt, Elvert Richardson, Health & Human Services Department.
Devin Kelly, District Attorney's Office.
Melissa Brandley, Reinard W. Brandley.
Pamela Kelly, Lodoga citizen.

IX. COUNTY COUNSEL

1. Repeal Policy 106, Department Liaison Program, and adopt amended Policy 107, County Administrative Officer Duties and Responsibilities.

Comments received by Mr. Kropf.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Boes
SECONDER:	Loudon
AYES:	Boes, Loudon, Evans, Corona, Carter

X. BOARD OF SUPERVISORS/COUNTY ADMINISTRATIVE OFFICE

1. Appoint two Board members to an Ad Hoc Committee for the purpose of

negotiating a maintenance agreement with the Glenn Colusa Irrigation District and Glenn and Colusa counties.

Comments received by Ms. Tyler.

Chair Carter appoints Supervisor Evans and Boes to the Ad-Hoc committee.

BOARD OF SUPERVISORS/SHERIFF/OES/PUBLIC HEALTH

2. Adopt **Resolution No. 20-007** ratifying Public Health Officer's Declaration of Local Health Emergency and Sheriff's Proclamation of Local Emergency both issued 03-18-2020 due to threat of COVID-19.

Comments received by Ms. Kelly, Mr. Bradwell, and Ms. Tyler.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Corona
SECONDER:	Loudon
AYES:	Boes, Loudon, Evans, Corona, Carter

XI. SUPERVISORS' REPORTS OR COMMENTS

Supervisor Loudon

Meetings/functions attended:

City of Colusa Economic Development Workshop
Colusa City Council meeting
VFW meeting
Board of Supervisors Special Closed Session meeting

Supervisor Boes

Meetings/functions attended:

Tax Share Ad-Hoc Committee meeting
Williams City Council Meeting
Board of Supervisors Special Closed Session meeting
Various COVID-19 related meetings

Supervisor Corona

Meetings/functions attended:

Constituent meetings/calls
Board of Supervisors Special Closed Session meeting

Supervisor Evans

Meetings/functions attended:

Sites meetings
Tax Share Ad-Hoc Committee meeting
Board of Supervisors Special Closed Session meeting
Constituent meetings/calls

Supervisor Carter

Meetings/functions attended:

City of Colusa Economic Development Workshop
Board of Supervisors Special Closed Session meeting

RCRC Board of Directors meeting
ESJPA Board of Directors meeting
Senior Project meeting regarding Capitol window display
Daily conference calls with public health
Developed joint letter with City of Colusa and Williams
COVID-19 video with Dr. Burt
Created County Facebook Page

XII. STATE OR FEDERAL LEGISLATION/GENERAL BUDGETARY MATTERS

Ms. Tyler states that budget instructions have been distributed to departments and states a budget will be ready for adoption prior to the end of the fiscal year. She further states they are monitoring backfill for state and local governments to ensure the County receives any reimbursements that become available.

Supervisor Carter states she's been asked about whether property tax submission dates will change. She states that the date is set by statute, so there will be no extensions.

Chair Carter declares a recess at 10:45 a.m. to convene in Closed Session.

Present: Marcos Kropf, County Counsel.
Wendy G. Tyler, CAO, Clerk of the Board/Risk Manager.
David Prentice, Human Resources Department.

XIII. CLOSED SESSION/COUNTY COUNSEL

Mr. Kropf announces Closed Session as follows:

Chair Carter declares a recess at 10:47 a.m. and states they are now sitting as the In-Home Supportive Services Public Authority Board with all Directors present.

Present: Marcos Kropf, County Counsel.
Wendy G. Tyler, CAO, Clerk of the Board/Risk Manager.
Patrick Clark, Agency Negotiator.
David Prentice, Human Resources Department.

**1. Sitting as the In-Home Supportive Services Public Authority Board
CONFERENCE WITH LABOR NEGOTIATOR**

California Government Code 54957.6. Agency Negotiator: Patrick Clark
Employee Organizations: In-Home Supportive Services (IHSS). He states there is no reportable action.

Chair Carter adjourns as the In-Home Supportive Services Public Authority Board at 10:57 a.m. and reconvenes in Closed Session with all Supervisors present.

Present: Marcos Kropf, County Counsel.
Wendy G. Tyler, CAO, Clerk of the Board/Risk Manager.
Patrick Clark, Agency Negotiator.
David Prentice, Human Resources Department.

**2. CONFERENCE WITH LABOR NEGOTIATOR
California Government Code 54957.6. Agency Negotiator: Patrick Clark.**

Employee Organizations: Management Coalition and Deputy Sheriff's Association. He states there is no reportable action.

3. THREAT TO PUBLIC SERVICES

California Government Code section 54957(a). Consultation with County Counsel. He states there is no reportable action.

Chair Carter adjourns Closed Session and reconvenes in Regular Session at 12:17 p.m. with all Supervisors present.

Present: Marcos Kropf, County Counsel.
Wendy G. Tyler, CAO, Clerk of the Board/Risk Manager.
Ann Nordyke, Melissa Kitts, Board Clerks.
David Prentice, Human Resources Department.

HUMAN RESOURCES

3. Adopt **Resolution No. 20-008** Establishing Temporary Additional Personnel Policies.

Comments received by Ms. Tyler, Mr. Kropf and Mr. Prentice.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Corona
SECONDER:	Loudon
AYES:	Boes, Loudon, Evans, Corona, Carter

Chair Carter adjourned the meeting at 12:26 p.m. to reconvene in Regular Session on April 7, 2020 at the hour of 9:00 a.m.

Denise J. Carter, Chair

Attest: Wendy G. Tyler,
Clerk to the Board of Supervisors

BY _____
Melissa Kitts, Deputy Clerk