

Board of Supervisors

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COUNTY OF COLUSA

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BOARD CHAMBERS
547 MARKET STREET, SUITE 108
COLUSA, CA 95932

Agenda

February 25, 2014

Welcome to a meeting of the Colusa County Board of Supervisors. If you are scheduled to address the Board, please state your full name for the record. The Board will not address timed items before they are scheduled. The "Consent Calendar" may be adopted by one motion. Regularly numbered items may be considered at any time during the meeting. All items are listed in accordance with the Ralph M. Brown Act. We invite all members of the public to attend.

9:00 a.m. CALL TO ORDER

- Opening Prayer – Pledge of Allegiance.
- Approval of Minutes of February 4, 2014 Workshop Minutes and February 11, 2014 Regular Session.
- Period of Public Comment.
- Announcement of Closed Session.

9:05 a.m. STAFF REPORTS- Note: 3 minutes allowed per Department for Staff Reports.

This time is available for any County Staff who may wish to update the Board of Supervisors on projects as they relate to their respective Departments.

9:10 a.m. PERSONNEL

A. **Child Support Services – 2017**

Consider authorizing the following formal appointment as a result of the Board of Supervisors Closed Session announcement on January 17, 2014: John Contreras, Director – Child Support Services, PFT, DH Range 28, Step 2, \$6,219.00 per month, effective March 1, 2014.

B. **Clerk Recorder - 2070**

Consider approving the following:

Delete: Deputy Clerk of the Board of Supervisors I/II, PFT, CNF Range 18/22, \$2,598.00 - \$3,318.00/\$2,865.00-\$3,659.00 per month, effective January 31, 2014.

Chief Deputy Clerk of the Board of Supervisors, PFT, CNF Range 32, \$3,659.00 - \$4,672.00 per month, effective January 31, 2014.

County Administrative Office - 1012

Add: Deputy Clerk of the Board of Supervisors I/II, PFT, CNF Range 18/22, \$2,598.00 - \$3,318.00/\$2,865.00-\$3,659.00 per month, effective February 1, 2014.

Chief Deputy Clerk of the Board of Supervisors, PFT, CNF Range 32, \$3,659.00 - \$4,672.00 per month, effective February 1, 2014.

C. **Sheriff – 2021**

Consider bilingual pay of \$50.00 per month for Carina Morales, Sheriff Technician, effective February 26, 2014.

D. **District Attorney – 2016**

Consider adding a third position of DA Investigator, PFT, DSA Range 39, \$4,470.00 - \$5,707.00 per month effective April 1, 2014.

E. **Probation – 2035**

Consider approving first Modification to Employment Agreement C12-219, between the County of Colusa and **William E. Fenton** to compensate as a limited term employee with benefits effective March 1, 2014 with terms and conditions as set forth in the Modification, with all other terms and conditions to remain in full force and effect and authorize the Chair to sign.

F. **Public Works – Solid Waste – 4000**

Consider deleting the position of Fee Collector, PFT, MSC Range 1, \$1,712.00 - \$2,188.00 per month, effective April 1, 2014 and authorize the Personnel Director to initiate lay off procedures pursuant to Chapter 45.7 and Layoff Policy No 303 in conjunction with the Director of Public Works.

9:15 a.m. COUNTY ADMINISTRATIVE OFFICE

A. Consider approving Policy and Procedures Manual; Policy Compliance; Policy Review and Amendment and direct the Clerk of the Board to take the actions necessary to incorporate the Policy into the County's Policy Manual and to distribute same to all County employees.

B. Consider approving a revised County Mission Statement which shall read as follows:

“Mission Statement

Colusa County will provide responsive, quality governmental services in a fiscally responsible manner; will also strive to preserve our Agricultural

heritage, promote Economic Development,
and support the interests of our communities"

- C. Consider approving Administrative-Operational Organization of the County; Definition of Administrative Sub-Divisions; Organization Charts Policy and Implementation Plan and direct the Clerk of the Board to take the actions necessary to incorporate the Policy into the County's Policy Manual and to distribute same to all County employees.
- D. Monthly County Administrative Office implementation update.

9:25 a.m.

APPOINTMENTS

- A. **Colusa County Airport Advisory Committee**
Consider appointment of Vincent Andreotti to the Colusa County Airport Advisory Committee, effective February 25, 2014 and to serve at the pleasure of the Board of Supervisors. **(Applications received: Vincent Andreotti)**
- B. **Colusa County Historical Records Commission**
Consider appointment of Theresa Bright to the Colusa County Historical Records Commission, effective February 25, 2014 through February 25, 2018. **(Applications received: Theresa Bright)**

9:30 a.m.

PUBLIC HEARINGS**County Counsel**

- A. Public Hearing to consider a proposed Ordinance Of The Colusa County Board of Supervisors Amending, Deleting And Adding Various Sections, And Subsections To Chapter 45 Of The Colusa County Code.
- B. Consider second reading, by title only, and adoption of a proposed Ordinance Of The Colusa County Board of Supervisors Amending, Deleting And Adding Various Sections, And Subsections To Chapter 45 Of The Colusa County Code and authorize the Chair to sign and direct the Clerk to publish and post.

9:35 a.m.

AG COMMISSION

Consider appointment to the Colusa County Water Users Group (WUG) of the following individuals:

Tehama Colusa Canal Services Area
Dan Ruiz
Tom Charter
Darrin Williams, Alternate to Tom Charter

Non-Organized Areas
Peter Bradford
Richard Selover
Ben Carter

Cities and PUDs
Greg White

Sacramento River Settlement Contract Area
Sandy Denn
Doug McGeoghegan

9:40 a.m. PUBLIC WORKS

Consider approving purchase of a budget fixed asset as follows:

One (1) Dell PowerEdge R720 rack server, in the amount of \$4,649.98, to be funded from 13/14 Road Department funds and utilizing the Western States Contracting Alliance (WSCA) contract pricing scheduled.

9:45 a.m. CENTRAL SERVICES

Consider declaring vehicles as surplus county property and authorize the disposal by public auction using Bar None. (List on file in the CAO's Office)

10:10 a.m. RECESS

10:15 a.m. PERSONNEL/EMPLOYEE RECOGNITION

Employee Recognition Presentation honoring County Employees reaching milestone years of service for the County of Colusa between July 1, 2013 and December 31, 2013. Reception immediately following in the Board of Supervisors Conference Room 102B, First Floor, Historic Courthouse.

NAME	JOB TITLE	YEARS
Hazel Renee McCormick	Fiscal Administrative Officer	10
Peggi Cooney	Social Worker Supervisor II	15
Tina Jessee	Payroll/Employee Benefits Specialist	15
Kevin Richardson	Road Maintenance Worker II	15
Timothy Tomlinson	Road Maintenance Worker III	15
Lucinda Whittaker	Librarian	15
Gricelda Orozco	Eligibility Worker II	20
Estella Kittle	Vocational Assistant	25
Myra Leber	System Support Analyst	25
Sandra Morgan	Account Clerk Supervisor	25

10:45 a.m. CLOSED SESSION: If the Board of Supervisors does not complete the Closed Session items in the time allotted they will reconvene as time permits.

CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION - Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2): one matter.

12:00 NOON RECESS

3:00 p.m. TRANSPORTATION AND TRANSIT AGENCY MEETING

CONSENT AGENDA ITEMS 1-5

All items are approved by one motion unless pulled by a Board member for separate discussion or action.

1. AUDITOR: Approve changes in Revenue and Appropriations as follows: Requires 4/5 votes

DEPARTMENT NAME	FUND #	DEPT #	ACCT#	AMOUNT
<i>Increase Revenue & Appropriations:</i>				
Jail-SLESF	02341	002341	453408	\$0.00
Total				\$0.00
Jail-SLESF	02341	002341	53230	\$1,932.68
Jail-SLESF	02341	002341	57010	\$92.88
Jail-SLESF	02341	002341	57064	\$166.84
Jail-SLESF	02341	002341	57360	\$1,536.00
Total				\$3,728.40

DEPARTMENT NAME	FUND #	DEPT #	ACCT#	AMOUNT
<i>To Increase (Decrease) Appropriations:</i>				
Sheriff-SLESF	02340	002340	51012	\$349.14
Sheriff-SLESF	02340	002340	51021	\$77.84
Sheriff-SLESF	02340	002340	51022	\$24.52
Sheriff-SLESF	02340	002340	53050	\$1,462.51
Sheriff-SLESF	02340	002340	53090	\$2,385.61
Sheriff-SLESF	02340	002340	53120	\$2,290.59
Sheriff-SLESF	02340	002340	53170	\$1,031.37
Sheriff-SLESF	02340	002340	53230	\$7,101.77
Sheriff-SLESF	02340	002340	53231	\$42.99
Sheriff-SLESF	02340	002340	57003	\$954.10
Sheriff-SLESF	02340	002340	57004	\$582.42
Sheriff-SLESF	02340	002340	57011	\$6,884.22
Sheriff-SLESF	02340	002340	57014	\$480.47
Sheriff-SLESF	02340	002340	57034	\$2,445.58
Sheriff-SLESF	02340	002340	57057	<u>\$690.64</u>
Total				\$26,803.77
Sheriff	00101	2021	51012	\$2,286.26
Sheriff	00101	2021	51022	\$174.90
Total				\$2,461.16

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2. AUDITOR: Approve Intra Budget Transfer Nos. 14013 through 14028.
 3. TREASURER-TAX COLLECTOR: Accept the Colusa County Treasurer's Monthly Investment Report for January 2014.
 4. HEALTH AND HUMAN SERVICES: Approve Modification to C11-293 between the County of Colusa Health and Human Services and the **City of Colusa** for use of the Scout Cabin for community related events and activities, with terms and conditions as set forth in the Modification, effective January 1, 2014, with all other terms and conditions to remain in full force and effect and authorize the Chair to sign.
 5. HEALTH AND HUMAN SERVICES: Approve Modification to C13-159, between the County of Colusa Health and Human Services and **Colusa County One-Stop** for the purpose of providing Subsidized Employment services to Cal WORKS participants, with terms and conditions as set forth in the Modification, effective February 25, 2014, with all other terms and conditions to remain in full force and effect and authorize the Director of Health and Human Services to sign.

END OF CONSENT AGENDA

OTHER ITEMS TO BE CONSIDERED AS TIME PERMITS:

6. Supervisors' Reports or Comments.
7. State or Federal Legislation/General Budgetary Matters.
8. Review Claims Register Sheets.

ADJOURN

PERIOD OF PUBLIC COMMENT: Any person may speak about any subject of concern, provided it is within the jurisdiction of the Board of Supervisors and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of 15 minutes per issue and each individual or group will be limited to no more than 5 minutes each within the 15 minutes allocated per issue. **Note**: *No board action shall be taken on comments made under this comment period.*

ORDINANCES AND PUBLIC HEARINGS: If you challenge in a court action a decision of the Colusa County Board of Supervisors regarding a zoning, planning, land use, or environmental protection matter made at any public hearing described in this notice, you may be limited to raising only those issues (1) you or someone else raised at such public hearing, or (2) raised in written correspondence delivered to the Colusa County Board of Supervisors at, or prior to, such public hearing.

ADA COMPLIANCE: Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with a disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to the County Board Clerk, specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

All supporting documentation is available for public inspection and review in the Office of the Board Clerk (located in the Board Chamber), 547 Market Street, Suite 102, Colusa, CA 95932 during regular business hours 8:30 a.m. to 5:00 p.m., Monday through Friday.

AGENDA NOTE:

The Board of Supervisors will be conducting a yearly evaluation of the job performance of the **County Librarian** on March 11, 2014 in a Closed Session meeting. Comments relevant to this subject may be submitted on a form provided by the Personnel Department (458-0420) prior to 5:00 p.m. Wednesday March 5, 2014. Comments need to be written and signed.

The Board of Supervisors will be conducting a yearly evaluation of the job performance of the **Agricultural Commissioner, Sealer of Weights and Measurers, Director of Air Quality Standards, Director of Airport Operations, Director of Migrant Housing Programs** on March 11, 2014 in a Closed Session meeting. Comments relevant to this subject may be submitted on a form provided by the Personnel Department (458-0420) prior to 5:00 p.m. Wednesday March 5, 2014. Comments need to be written and signed.