

## Board of Supervisors

Kim Dolbow Vann District I  
John D. Loudon, District II  
Mark D. Marshall, District III,  
Chair  
Gary J. Evans, District IV,  
Vice-chair  
Denise J. Carter, District V



## County of Colusa

Robert J. Muszar, Interim Clerk to  
the Board of Supervisors/Risk/Safety  
Manager  
Yolanda Tirado, Chief Deputy Clerk  
to the Board  
Ann Nordyke, Deputy Clerk to the  
Board II  
(530) 458-0508  
(530) 458-0510  
colusacountyca.iqm2.com  
[www.countyofcolusa.org](http://www.countyofcolusa.org)

# Minutes

March 10, 2015

The Board of Supervisors of the County of Colusa, State of California meets in Regular Session this 10th day of March 2015 at the hour of 9:00 AM. Present: Mark D. Marshall, Chair, Denise J. Carter, Gary J. Evans, Kim Dolbow Vann and John D. Loudon. Absent: None.

Chairman Marshall calls to order the March 10, 2015 Regular Session at 9:00 a.m., with all Supervisors present.

Present: Marcos Kropf, County Counsel.  
Bob Muszar, CAO/Clerk to the Board/Safety/Risk Management.  
Elizabeth Kelly, Director, Health & Human Services.  
Peggy Scroggins, Auditor-Controller.  
Terry Rooney, Director, Behavioral Health.  
Cindy Lovelace, Director, Human Resources Department.  
Scott Lanphier, Michael Azevedo, Public Works Department.  
Joe Damiano, Mary Fahey, Ag Commission.  
Kaline Moore, Purchasing & Procurement.  
Robert Zunino, Assistant Auditor-Controller.  
Mary Winters, Colusa citizen.  
John Ashbaugh, Chamber of Commerce.  
Miguel Villasenor, Cecilia Biggs, Russ Jones, Sheriff's Office.  
Yolanda Tirado, Ann Nordyke, Board Clerks.

Opening Prayer - Pledge of Allegiance

### MINUTES APPROVAL

1. Minutes Approval  
Board of Supervisors – Regular Meeting – February 24, 2015

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Denise J. Carter, District V
<b>SECONDER:</b>	John D. Loudon, District II
<b>AYES:</b>	Denise J. Carter, Gary J. Evans, Kim Dolbow Vann, John D. Loudon
<b>ABSTAIN:</b>	Mark D. Marshall

Chairman Marshall calls for a period of public comment. Hearing none, Chairman Marshall closes the period of public comment.

#### ANNOUNCEMENT OF CLOSED SESSION

Mr. Kropf announces the Board will consider the following Closed Session matters:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Gov. Code § 54957 - Title: Director of Child Support Services.
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Gov. Code § 54957 - Title: Director of Behavioral Health Services.
3. PUBLIC EMPLOYMENT - California Government Code 54957. One matter.

#### I. STAFF REPORTS

Ms. Lovelace states three employees received Kudo Cards in the month of February as follows:

Tamika Arce - Behavioral Health Services - Medical Billing,  
Thomas Corella - Public Works - Road Maintenance Division and  
Oscar Vaca - Public Works - Road Maintenance Division.

She further states the winner for the month of February was Thomas Corella. She states Mr. Corella will receive a \$25 gift card to a Colusa County vendor.

#### II. PERSONNEL

##### **1. Health and Human Services - Health Division - 4012**

Consider approving the following:

Delete: Vocational Assistant, PPT(67%), MSC Range 3, \$1,205.00 - \$1,540.00 per month, effective March 10, 2015, and

Add: Vocational Assistant, PFT, MSC Range 3, \$1,798.00 - \$2,298.00 per month, effective March 11, 2015.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kim Dolbow Vann, District I
<b>SECONDER:</b>	Gary J. Evans, District IV
<b>AYES:</b>	Carter, Evans, Vann, Loudon, Marshall

2. PERSONNEL

**DHHS - Human Services Division - 5011**

Consider approving the following flexibly staffed position:

Adding: 1-Social Worker I/II/III/IV, PFT, PF 19/23/27/29,  
\$2,688.00 - \$3,434.00/\$2,965.00 –  
\$3,787.00/\$3,270.00 - \$4,176.00/\$3,434.00 –  
\$4,385.00 per month, effective March 1, 2015,  
**and**

Deleting: 1-Social Worker IV, PFT, PF Range29, \$3,434.00 –  
\$4,385.00 per month, effective February 28,  
2015.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Denise J. Carter, District V
<b>SECONDER:</b>	John D. Loudon, District II
<b>AYES:</b>	Carter, Evans, Vann, Loudon, Marshall

III. AUDITOR

1. Consider approving Intra Budget Adjustments Nos: 15051 through 15053.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gary J. Evans, District IV
<b>SECONDER:</b>	Denise J. Carter, District V
<b>AYES:</b>	Carter, Evans, Vann, Loudon, Marshall

2. AUDITOR

Presentation and discussion of Revenue and Expenditures Status Reports for the County operating funds for the month ended January 31, 2015.

<b>RESULT:</b>	<b>CONTINUED to the Budget Preparation Workshop scheduled for 1:00 p.m. later this day.</b>
----------------	---------------------------------------------------------------------------------------------

IV. HEALTH AND HUMAN SERVICES

1. Consider the Department of Health and Human Services' (DHHS) Indigent Cremation Assistance Policy and formally adopting the same as the county standard for interment of indigent persons in Colusa County. Brief discussion is held.

**RESULT:** CONTINUED until reagendaed.

V. PURCHASING AND PROCUREMENT

1. Consider awarding the proposal for the Jail Facility Project - Project Management Services for the Colusa County Sheriff's Office to Vanir Construction Management in the amount of \$99,040.00.

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Kim Dolbow Vann, District I  
**SECONDER:** Gary J. Evans, District IV  
**AYES:** Carter, Evans, Vann, Loudon, Marshall

2. ADMINISTRATION

**C15-021** Consider approving a contract for jail facility project management services between the Colusa County Sheriff's Office and **Vanir Construction Management**, effective March 11, 2015, with terms and conditions as set forth in the contract and authorize the Chair to sign.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Kim Dolbow Vann, District I  
**SECONDER:** Denise J. Carter, District V  
**AYES:** Carter, Evans, Vann, Loudon, Marshall

3. PURCHASING AND PROCUREMENT

Consider awarding bid for a Video Surveillance System for the Colusa County Sheriff's Office to Total Security Concepts, in the amount of \$10,084.37.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Gary J. Evans, District IV  
**SECONDER:** Kim Dolbow Vann, District I  
**AYES:** Carter, Evans, Vann, Loudon, Marshall

4. SHERIFF

**C15-022** Consider approving a contract between the County of Colusa and **Total Security Concepts** for a Video Surveillance System for the Colusa County Sheriff's Office, effective March 10, 2015, in an amount not to exceed \$10,084.37, with a fifteen (15) day written termination clause by either party and authorize the Chair to sign.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Denise J. Carter, District V  
**SECONDER:** Gary J. Evans, District IV  
**AYES:** Carter, Evans, Vann, Loudon, Marshall

VI. AG COMMISSION

Ms. Fahey updates the Board on the new legislation in effect stating "the County is in a good place", but, this legislation will change the way the groundwater is managed. She states with this new legislation the county must demonstrate sustainable groundwater management over time in order to retain control over its groundwater

resource. She states this is a large responsibility that will require a commitment from County Water Resources staff, local irrigation districts, cities, public utility entities and landowners. Brief discussion is held regarding the formation of joint GSAs, using the Water Users Group to assist in this matter.

Following discussion, Ms. Fahey states a public information outreach meeting has been scheduled for March 12, 2015 at the County fairgrounds from 6:30 p.m. through 8:30 p.m., with the following as topics of discussion:

- Water Law Basics
- Overview - Colusa County Groundwater Conditions
- GSMA Overview
- County Perspective

Chairman Marshall thanks Ms. Fahey for the update.

**9:34 A.M. (9:30 AM ITEM ON AGENDA) PUBLIC HEARING**

1. Chairman Marshall makes time for a Public Hearing to consider a Revised Program Income Agreement for Community Development Block Grant (CDBG) Program based on requested changes from the State.

Mr. Zunino informs the Board the State (HCD) has requested a verbiage change within the Resolution and speaks in support of same.

9:36 a.m. Chairman Marshall opens the Public Hearing and calls for public comment. Hearing none, Chairman Marshall closes the Public Hearing.

2. AUDITOR

Consider adopting **Resolution No. 15-010**, A Resolution of the Colusa County Board of Supervisors Revoking Resolution 14-019 and Approving Contract No. **C15-022a** "Community Development Block Grant Program (CDBG) Program Reuse Agreement" authorize the Chair to sign the Resolution and the Assistant Director of Public works to sign the Income Reuse Agreement.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Denise J. Carter, District V
<b>SECONDER:</b>	Kim Dolbow Vann, District I
<b>AYES:</b>	Carter, Evans, Vann, Loudon, Marshall

**CONSENT AGENDA**

Approve Consent Agenda Item Nos. 1 through 7 as follows:

1. PURCHASING AND PROCUREMENT  
**C15-023** Approve legal services contract between the County of Colusa and **Jennifer Beck** to provide the Department of Health and Human Services (DHHS) with child welfare legal counsel in a substitute capacity when the primary legal counsel is unavailable, effective February 1, 2015 through June 30, 2017, with a fifteen (15) day written termination clause by either party and authorize the Chair to sign.

2. HEALTH AND HUMAN SERVICES  
Approve out-of-state travel for Public Health staff member Ted Mamoulelis to attend the National Preparedness Summit in Atlanta, Georgia from April 14 -17, 2015.
3. ADMINISTRATION  
Approve Out-of-State Travel for Supervisors Kim Dolbow Vann and Mark D. Marshall to attend the NACo conference, May 19, 2015 through May 23, 2015 in Hawaii.
4. SHERIFF  
Adopt **Resolution No. 15-011**, A Resolution Of The Colusa County Board Of Supervisors Approving An Application For Grant Funding From The Off-Highway Vehicle Trust Fund For Law Enforcement Services; Authorizing The Sheriff Of Colusa County To Negotiate, Execute, And Submit All Necessary Documents In Relation To The Grant Application; And Accept And Appropriately Use Any Awarded Grant Funds and authorize the Chair to sign.
5. HEALTH AND HUMAN SERVICES  
Approve a letter of support for AB171 to establish a continuous appropriation of \$5.6 million for county veterans services programs and authorize the Chair to sign.
6. COUNTY ADMINISTRATIVE OFFICE  
**C15-024** Approve General Release, Hold Harmless, And Indemnity Agreement between the County of Colusa and **Benden Farms** which will allow the Colusa County Sheriff's Office to conduct training exercises on property owned by Benden Farms at no charge to the County, effective March 10, 2015, with terms and conditions as set forth in the General Release and authorize the Chair to sign.
7. PUBLIC WORKS/ROAD DEPARTMENT  
Set a public Hearing for March 24, 2015 at 9:30 a.m. to consider a possible Community Development Block Grant (CDBG) application for the 2015 Notice of Funding Availability (NOFA) and direct the Clerk to publish and post Notice of same.

<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	John D. Loudon, District II
<b>SECONDER:</b>	Gary J. Evans, District IV
<b>AYES:</b>	Gary J. Evans, Kim Dolbow Vann, John D. Loudon, Mark D. Marshall
<b>ABSTAIN:</b>	Denise J. Carter

**VIII.** ADMINISTRATION

1. Discussion regarding a Joint Cities County Meeting. **(Continued from February 24, 2015)**

Supervisor Marshall states this matter was continued from the February 24, 2015 Board meeting due to some members being unable to attend an April 23rd Joint Cities County Meeting. Discussion is held.

Following discussion, it is the consensus of the Board members to

tentatively set April 29, 2015 at 6:00 p.m. at the Steelhead Lodge for the Joint Cities County Meeting.

2. ADMINISTRATION

Consider revising the scheduled meetings of May 19, 2015 and December 1, 2015 on the Board's Calendar for 2015.

Supervisor Marshall states the May 19, 2015 and December 1, 2015 Board meetings conflict with other meetings and suggests either cancelling or moving the dates. Brief discussion is held.

Following discussion, it is the consensus of the Board members to move the May 19, 2015 Board meeting to May 12, 2015 and the December 1, 2015 Board meeting to November 17, 2015.

**IX.** Supervisor Carter

Meetings/functions attended:

- Transportation & Transit Commission.
- Indian Gaming meeting.
- First Five Board meeting.
- IRWMP Board meeting.
- CSAC-EIA Board meeting.
- LAFCo meeting.
- NCWA Annual meeting.
- Farm Bureau Annual dinner.

Met with:

- Ag Commissioner, Joe Damiano.
- Public Works Director, Scott Lanphier.

Supervisor Loudon

Meetings/functions attended:

- Met with Lora Ceccon, One-Stop.
- CSAC New Supervisors Institute.
- Attended Boy Scout Breakfast Fund Raiser.
- Colusa City Council Special meeting.
- Attended Grimes Fire Department dinner.
- Colusa Golf Board meeting.
- Chamber of Commerce Board meeting.
- Attended Colusa Rural Fire dinner.
- LAFCo meeting.
- Northern California Water Association Annual meeting.
- Farm Bureau Fund Raiser.

Met with:

- Behavioral Health Director, Terry Rooney.
- Child Support Director, John Contreras.
- Chuck Bergson, Williams City Council member.

X. STATE OR FEDERAL LEGISLATION/GENERAL BUDGETARY MATTERS  
None.

XI. CLAIMS

1. AUDITOR

Consider approving Claims Register Sheets from February 24, 2015 through March 9, 2015.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Denise J. Carter, District V
<b>SECONDER:</b>	Gary J. Evans, District IV
<b>AYES:</b>	Carter, Evans, Vann, Loudon, Marshall

2. AUDITOR

Consider approving Special Claims.

<u>Claim #</u>	<u>Fund/Department</u>	<u>Vendor</u>	<u>Amount</u>
569174	Personnel	John Alan Foster PhD	\$400.00
569175	Public Defender	Law Offices of John K Hinely	\$607.50
569176	Public Defender	Law Offices of William Conwell	\$1,863.00
569177	Public Defender	Pamma Law Firm	\$21,400.00
569178	Behavioral Health	Tracy L Woo, MFT	\$1,350.00

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gary J. Evans, District IV
<b>SECONDER:</b>	Denise J. Carter, District V
<b>AYES:</b>	Carter, Evans, Vann, Loudon, Marshall

Chairman Marshall declares a recess at 9:51 a.m. to convene into Closed Session and reconvenes in Regular Session at 1:02 p.m. located at the Colusa Farm Bureau, 520 Market Street, Suite 1, Colusa, CA 95932 to hold its annual Budget Preparation Workshop.

Present:

- Marcos Kropf, County Counsel.
- Bob Muszar, Kaline Moore, CAO's Office.
- Peggy Scroggins, Robert Zunino, Auditor's Office.
- Elizabeth Kelly, Director, Health & Human Services.
- John Poyner, District Attorney.
- Steve Hackney, Karen Anania, Planning & Building.
- Joe Damiano, Renee McCormick, Ag Department.
- Terry Rooney, Director, Behavioral Health Services.
- Scott Lanphier, Mike Azevedo, Kirsten Montejano, Public Works.
- Luis Espino, UC Cooperative Extension.
- Jeanne Broderman, Fanny Reynoso, Probation Department.
- Rose Gallo-Vasquez, Clerk-Recorder.
- Dan Charter, Treasurer/Tax Collector.



Arnold Gross, Assessor.  
Greg Pankey, Information Technology.  
Nancy Smith, Sheriff's Department.  
Ann Nordyke, Board Clerk.

1:02 p.m. (1:00 p.m. item on Agenda) Chairman Marshall welcomes all those in attendance to the Board of Supervisors Annual Workshop.

Mr. Muszar gives a brief recap of the 2014 Workshop. Discussion is held, with no action taken.

Mr. Kropf gives a legal update regarding using personal emails, personal cell phones and texting for County business. Discussion is held, with no action taken.

Ms. Scroggins updates the Board members on various budgets and the status of those budgets, expressing concern regarding the following Departments:

- Assessor
- Elections & Registrations,
- Advertising, Fairs & Exhibits,
- Purchasing & Procurement,
- Grand Jury,
- D.A.-Welfare Investigator,
- Public Defender,
- Boating,
- Jail,
- Flood Soil Water Conservation District,
- Trapper and Realignment-Social Services,
- County Library, and
- Colusa, Maxwell and Williams Veterans Bldgs.

Ms. Scroggins states Revenue is at 49% and Expenditures are at 58%. Discussion is held, with no action taken.

Chairman Marshall makes time for a review of the Fiscal Year (FY) 2015-16 revenue and expenditure forecasts that were included in the FY 2014-15 budget message.

Mr. Muszar states in FY 2014-2015 the Board established a \$2.4 million General Fund reserve to begin the development and implementation of sustainable fiscal management strategies; reduce the County's reliance on the unknown fund balance carryover each year; prepare for identified and/or anticipated cost increases; and to expand the County's capacity to cope with both anticipated and unanticipated revenue fluctuations. He speaks further to the following:

- Revenues from state-assessed properties will decline by approximately \$192,000,
- State Payments In-Lieu of Taxes (PILT),
- Federal Payments In-Lieu of Taxes will be eliminated and the loss to the General Fund will be about \$200,000,

- Loss of Williamson Act funding will continue and represents approximately and \$847,000 reduction in General Fund revenues,
- Loss of Indian Gaming Revenues, which amounts to about \$292,200 annually, and
- State distribution to counties may be reduced.

He also speaks to the following Expenditure increases:

- Baseline salary and benefit costs,
- County employees will receive a 3% general wage increase effective July 1, 2015,
- Cost of the County's pension contribution will increase, and
- County's required match for the construction grant funds received in support of the Tri County Juvenile Justice Facility.

Mr. Muszar states as FY 2015-16 budget preparations commence the County/staff should strive to maintain adequate contingencies and to build reserves as both will be essential components of the County's FY 2016-17 budget preparations.

Chairman Marshall makes time for update of FY 2015-16 Budget preparations.

Ms. Scroggins speaks to a Financial Management System update noting the update will move the system from an unsupported system to a supported system. She further states with the updated system employees will be able to do electronic processing, attach documents, report writing, export to Excel and potentially reduce outside software and cost. Lengthy discussion is held.

Following discussion, Ms. Scroggins is directed to collaborate with Department Heads and their financial people before placing on the Agenda for consideration.

Chairman Marshall makes time for a presentation regarding Opengov.com.

Ms. Scroggins shows a brief 8 minute video regarding Opengov.com and speaks to same. Discussion is held, with no action taken.

Chairman Marshall declares a recess at 2:35 p.m. and reconvenes at 2:46 p.m. with all Supervisors and County Counsel present.

Present: Bob Muszar, Kaline Moore, CAO's Office.  
Peggy Scroggins, Robert Zunino, Auditor's Office.  
Elizabeth Kelly, Director, Health & Human Services.  
John Poyner, District Attorney.  
Steve Hackney, Karen Anania, Planning & Building.  
Joe Damiano, Renee McCormick, Ag Department.  
Terry Rooney, Director, Behavioral Health Services.  
Scott Lanphier, Mike Azevedo, Kirsten Montejano, Public Works.  
Luis Espino, UC Cooperative Extension.

Jeanne Broderman, Fanny Reynoso, Probation Department.  
Rose Gallo-Vasquez, Clerk-Recorder.  
Dan Charter, Treasurer/Tax Collector.  
Arnold Gross, Assessor.  
Greg Pankey, Information Technology.  
Nancy Smith, Sheriff's Department.  
Ann Nordyke, Board Clerk.

Mr. Muszar distributes "Possible Goals and Objectives, Fiscal Year 2015-16" and speaks briefly to same.

Further discussion is held regarding refining "Goal writing" using the SMART (Specific, Measurable, Achievable, Relevant, Time-specific) approach, budget goals and objectives, integrating the CAO Budget Analyst into budget preparation, mid-year review, and timely accurate submissions of budget documents with no action taken.

Chairman Marshall makes time for announcement of Closed Session.

**XII. CLOSED SESSION**

Mr. Kropf announces the Board considered the following Closed Session matters:

1. PERSONNEL  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Gov. Code § 54957  
Title: Director of Child Support Services.  
He states there was no reportable action.
  
2. PERSONNEL  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Gov. Code § 54957  
Title: Director of Behavioral Health Services.  
He states there was no reportable action.
  
3. COUNTY COUNSEL  
PUBLIC EMPLOYMENT  
California Government Code 54957. One matter.  
He states there was no reportable action.

Chair Marshall adjourns the meeting at 3:01p.m. to reconvene in Regular Session on March 24, 2015 at the hour of 9:00 a.m..

\_\_\_\_\_  
Mark D. Marshall, Chair

Attest: Robert J. Muszar,  
Interim Clerk to the Board of Supervisors

BY \_\_\_\_\_  
Ann Nordyke, Deputy Clerk