

## Board of Supervisors

Kim Dolbow Vann District I  
John D. Loudon, District II  
Mark D. Marshall, 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  
Michelle Ponse, Deputy Clerk  
Patricia Rodriguez, Deputy Clerk  
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**Board Chambers**  
**546 Jay Street Suite 108**  
**Colusa, CA 95932**

# Minutes

May 3, 2016

The Board of Supervisors of the County of Colusa, State of California meets in Regular Session this 3rd day of May 2016 at the hour of 9:00 a.m. Present: Supervisors Denise J. Carter, Chair, Mark D. Marshall, Gary J. Evans, John D. Loudon. Absent: Supervisor Kim Dolbow Vann.

Present: Marcos Kropf, County Counsel.  
Wendy Tyler, CAO/Clerk to the Board/Risk Manager.  
Peggy Scroggins, Robert Zunino, Auditor-Controller's Office.  
Cindy Lovelace, Director, Human Resources.  
Debbie Hickel, Purchasing & Procurement.  
Terence Rooney, Director, Behavioral Health.  
Scoot Lanphier, Director, Public Works Department.  
Stacy Costello, Director, Library.  
Don Parsons, Veterans Services.  
Greg Pankey, Director, Information Technologies.  
Renee McCormick, Ag. Commissioner's Department.  
Mary Winters, Rob Moriconi, Colusa citizens.  
Ann Nordyke, Michelle Ponse, Board Clerks.

Opening Prayer - Pledge of Allegiance.

### MINUTES APPROVAL

1. Minutes Approval Board of Supervisors – Regular Meeting – April 19, 2016.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gary J. Evans, District IV
<b>SECONDER:</b>	Mark D. Marshall, District III
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

PERIOD OF PUBLIC COMMENT

None.

ANNOUNCEMENT OF CLOSED SESSION.

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

1. COUNTY COUNSEL  
CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
California Government Code Section 54956.9(d)(4).  
Potential initiation of litigation: one matter.

**I. STAFF REPORTS**

Ms. Lovelace updates the Board Members on items as they pertain to her Department.

She further announces the following individuals received Kudos cards in the months of March and April.

March Kudos cards:

**EMPLOYEE**

Kent Johanns  
Tomika Arce

**DEPARTMENT**

Planning and Building  
Behavioral Health

April Kudos cards:

**EMPLOYEE**

Linda Walker  
Val Durbin  
Margaret VanWarmerdam  
Chantelle Estess  
Eb Mendenhall  
Kim Vasco  
Alice Solis  
Debbie Walker

**DEPARTMENT**

Assessor  
Assessor  
Auditor - Controller  
Behavioral Health  
Health and Human Services  
Health and Human Services  
Treasurer - Tax Collector  
Treasurer - Tax Collector

She states the winner for the month of March is Kent Johanns and the winner for the month of April is Linda Walker. She further states Mr. Johanns and Ms. Walker will receive a \$25.00 gift card to a Colusa County vendor.

Ms. Costello updates the Board Members on items as they pertain to her Department.

**II. HUMAN RESOURCES CAO - BOARD OF SUPERVISORS SECTION - 1012**

1. Consider amending the position allocation chart by extending the limited term position of Chief Deputy Clerk of the Board of Supervisors, LT (May 1 to June 30, 2016), CNF 32, \$3799.00 - \$4,867.00 per month.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gary J. Evans, District IV
<b>SECONDER:</b>	Mark D. Marshall, District III
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

### III. AUDITOR

1. Consider approving Intra Budget Adjustments Nos: 16044 through 16046.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark D. Marshall, District III
<b>SECONDER:</b>	John D. Loudon, District II
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

Chair Carter makes time for a presentation and discussion of Revenue and Expenditures Status Reports for the County operating funds for the month ended March 31, 2016.

Ms. Scroggins states Revenue is at 55% and Expenditures are at 58%. Discussion is held, with no action taken.

### IV. LIBRARY

1. Consider approving updated **Policy No. 507, Library Usage Policy and User Agreement**, effective May 3, 2016. **Further**, direct the Clerk to update Policy Manual and distribute same.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark D. Marshall, District III
<b>SECONDER:</b>	John D. Loudon, District II
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

### V. PUBLIC WORKS/ROAD DEPARTMENT

**C16-049** 1. Consider approving a contract between the County of Colusa and **Kjeldsen, Sinnock Neudeck, Civil Engineers and Land Surveyors (KSN)**, to assist with the preparation of Flood Protection Feasibility Studies for the Small Communities of Princeton, Colusa, and Grimes, and for the preparation and submittal of the small communities grant program application effective May 3, 2016 through December 31, 2017 with other terms and conditions as set forth in the contract and authorize the Chair to sign.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	John D. Loudon, District II
<b>SECONDER:</b>	Gary J. Evans, District IV
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

2. PUBLIC WORKS/ROAD DEPARTMENT

Consider reaffirming "PROCLAMATION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF COLUSA, STATE OF CALIFORNIA PROCLAIMING THE COUNTY OF COLUSA AS A PURPLE HEART COUNTY" adopted on May 14, 2013. **Further**, approve a letter to Assemblyman Gallagher requesting he commence the process of having the State Legislature adopt a resolution identifying the following State Highways within the County of Colusa as segments of the Purple Heart Trail:

- 1) Interstate 5, from the Yolo County Line to the Glenn County Line
- 2) State Route 20, from the Sutter County Line to the Lake County Line
- 3) State Route 45 from the Glenn County Line to the Yolo County Line

and authorize the Chair to sign.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	John D. Loudon, District II
<b>SECONDER:</b>	Mark D. Marshall, District III
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

Chair Carter makes time to consider making a finding pursuant to Colusa County Purchasing Policy section 8.2.1.2 that competitive bidding would not be in the public's best interest and approving a contract with Gaynor Telesystems Incorporated in an amount not to exceed \$10,758.38.

Ms. Hickel states the dollar amount of \$10,758.38 is incorrect and states it should be \$10,785.38, and requests the correction be made.

VI. PURCHASING AND PROCUREMENT/AG DEPARTMENT

**C16-050** 1. Consider making a finding pursuant to Colusa County Purchasing Policy section 8.2.1.2 that competitive bidding would not be in the public's best interest. **Further**, approve contract between the County of Colusa and **Gaynor Telesystems Incorporated** in an amount not to exceed ~~\$10,758.38~~ \$10,785.38, effective May 3, 2016, with terms and conditions as set forth in the contract and authorize the Chair to sign and the Purchasing Agent to purchase the same.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark D. Marshall, District III
<b>SECONDER:</b>	John D. Loudon, District II
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

**C16-051** 2. PURCHASING AND PROCUREMENT

Consider approving a contract between County of Colusa and **Shannon & Wilson, Inc.**, for field investigation, soil sampling and analysis, and foundation recommendations to support future hanger and taxi way construction, in an amount not to exceed \$19,100.00, effective May 3, 2016 with all other terms and conditions as set forth in the contract and authorize the Chair to sign.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark D. Marshall, District III
<b>SECONDER:</b>	John D. Loudon, District II
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

Chair Carter makes time for approval of Consent Items 1 through 14.

Supervisor Loudon requests Consent Item No. 9 be pulled from the Consent Agenda and considered separately.

Chair Carter so directs and states Consent Item No. 9 will be considered following approval of the Consent Agenda.

### **CONSENT AGENDA**

Approve Consent Agenda Item Nos. 1 through 8 and 10 through 14 as follows:

#### **C16-052** 1. HEALTH AND HUMAN SERVICES

Approve Affiliation Agreement between the County of Colusa Health and Human Services and the **University of Phoenix** for their Bachelor of Science in Human Services (BSHS) program to allow placement of student interns with the Department of Health and Human Services' (DHHS) Public Health Division, effective May 3, 2016, at no cost to the county, with a thirty (30) day written termination clause by either party and authorize the Chair to sign.

#### **C16-053** 2. COUNTY COUNSEL

Approve First Modification of Lease C15-137 between the County of Colusa and **John Lichty**, for the office space located 320 5<sup>th</sup> Street, Suite A, Colusa, California, modifying the party the County is doing business with from Jerry Payne to John Lichty and the location as to where payments and notifications are sent, effective May 3, 2016, with all other terms and conditions as set forth in the agreement and authorize the Chair to sign.

#### 3. SHERIFF

Adopt **Resolution No. 16-014**, a Resolution Of The Colusa County Board Of Supervisors Certifying The Continuance Of A Local Drought Emergency and authorize the Chair to sign.

#### **C16-054** 4. PURCHASING AND PROCUREMENT/BEHAVIORAL HEALTH

Approve First Modification of Contract C15-154, between the County of Colusa and **Colusa County One Stop Partnership**, modifying Section 2 extending the term of the contract to June 30, 2017, effective May 3, 2016, with all other terms and conditions as set forth in the contract and authorize the Chair to sign.

#### **C16-055** 5. PURCHASING AND PROCUREMENT/ BEHAVIORAL HEALTH SERVICES

Approve Second Modification to contract C13-087, between the County of Colusa and **Auburn Counseling Services, Inc.**, modifying Section 2, ending date of contract to June 30, 2017 and modifying Exhibit "B" rate of pay to \$675.00 per month, with a total compensation not to exceed \$8,100.00 per fiscal year, effective May 3,

2016, with all other terms and conditions as set forth in the contract and authorize the Chair to sign.

**C16-056**      6      PURCHASING AND PROCUREMENT/ BEHAVIORAL HEALTH SERVICES

Approve third Modification of contract C14-205, between the County of Colusa and **Tracy Woo**, for consulting services, modifying Section 2, Term to June 30, 2017, effective May 3, 2016, with all other terms and conditions as set forth in the contract to remain in full force and effect and authorize the Chair to sign.

**C16-057**      7.      PURCHASING AND PROCUREMENT /DEPARTMENT OF PUBLIC WORKS

Approve contract between Colusa County Department of Public Works and **Cascade Software Systems, Inc.**, to provide support services and maintenance for the Cost Accounting Management System (CAMS), effective July 1, 2016 to June 30, 2017, in an amount not to exceed \$20,000, with all other terms and conditions as set forth in the contract and authorize the Chair to sign.

8.              ADMINISTRATION

Adopt **Resolution No. 16-015**, A Resolution Of The Colusa County Board Of Supervisors Designating The Colusa County Arts Council As The Official Arts Organization For The County Of Colusa and authorize the Chair to sign.

10.            PURCHASING AND PROCUREMENT

Ratify Change Order No.1 (PC16-027) in the amount of \$1,200.00 and Change Order No. 2 (PC16-028) in the amount of \$246.00 to contract C16-021 between the County of Colusa and **MCM Roofing** for the re-roofing of the Health and Human Services building.

**C16-058**      11.      AG COMMISSIONER

Approve contract #16-0151-SA between the County of Colusa and the **California Department of Food and Agriculture**, for the Certified Farmers Market Program, effective July 1, 2016 through June, 30, 2017, in the maximum amount of \$1,275.00, with a thirty (30) day written termination clause by either party and authorize the Chair to sign.

12.            TREASURER

Accept the March 2016 Treasurer Monthly Investment Report.

13.            ADMINISTRATION

Correct Minutes of April 5, 2016 Regular Session regarding Consent Agenda Item No. 13 as follows:

"13. HUMAN RESOURCES

Approve Memorandums of Understanding (MOU)s between the County of Colusa and the following:

**C16-036-** Colusa County Employee Association (CCEA) - Miscellaneous,

**C16-037-** Confidential and

**C16-038-** Professional-Admin., Units,

effective January 1, 2016 to September 30, 2019, with terms and conditions as set forth in the MOUs and authorize the Chair to sign."

**C16-059** 14. HUMAN RESOURCES

Approve the Memorandum of Understanding (MOU) between the County of Colusa and the **Colusa County Management Coalition (CCMC)** Unit, effective January 1, 2016 to September 30, 2019, with terms and conditions as set forth in the MOU and authorize the Chair to sign.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark D. Marshall, District III
<b>SECONDER:</b>	Gary J. Evans, District IV
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

Chair Carter makes time to consider Consent Agenda Item No. 9 as follows:

9. PURCHASING AND PROCUREMENT/ PLANNING & BUILDING

Approve Plans, Notice to Bidders and Scope of Work for the remodel at the Colusa Veterans Hall. **Further**, set June 1, 2016, at 2:00 p.m. to receive and open sealed bids and authorize the Clerk to publish and post notice of same.

Supervisor Loudon states the scope of work for the kitchen calls for the installations of (1) 6'0 4818-SND stainless steel exposed sloped exhaust only canopy hood and the design sheet does not reflect the same.

County Counsel suggests noting it on the plans or having the Designer send over a corrected drawing. Discussion is held.

9. PURCHASING AND PROCUREMENT/PLANNING & BUILDING

Approve Plans, Notice to Bidders and Scope of Work for the remodel at the Colusa Veterans Hall, with corrected drawings. Further, set June 1, 2016, at 2:00 p.m. to receive and open sealed bids and authorize the Clerk to publish and post notice of same.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark D. Marshall, District III
<b>SECONDER:</b>	John D. Loudon, District II
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

Supervisor Marshall speaks in support of funding for the Glenn Valley School House. He further states the funds would be coming from his Special Projects Funds. Discussion is held.

**VIII.** ADMINISTRATION

1. Consider approving a request from the Sacramento Valley Museum to aide in the completion of the restoration and operation of the Glen Valley

School House, (GVHS) living history collection display in the amount of ~~\$25,000~~ \$20,000. Further, the funds will be from Supervisor Marshall's Special projects fund.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark D. Marshall, District III
<b>SECONDER:</b>	Gary J. Evans, District IV
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

Chair Carter makes time for approval of a Facility Use License Agreement with the Sites Project Authority for the Authority's initial 6 month use of a County building in Maxwell, as the Authority's headquarters.

Mr. Kropf states the APN (Assessor's Parcel Number) is incorrect and states it should be 013-033-002. Brief discussion is held.

**C16-060**      2.      COUNTY COUNSEL

Consider approving a Facility Use License Agreement between the County of Colusa and the **Sites Project Authority** for the Authority's initial 6 month use of a County building in Maxwell, as the Authority's headquarters, without cost to the Authority, effective May 3, 2016, this license may be terminated immediately for cause if either party violates the terms or provision of the License or by the County with a thirty (30) days written notice and authorize the Chair to sign.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gary J. Evans, District IV
<b>SECONDER:</b>	Mark D. Marshall, District III
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

**IX.**      SUPERVISORS' REPORTS OR COMMENTSSUPERVISORS' REPORTS OR COMMENTS

SUPERVISOR LOUDON

Meetings/functions attended:

- Colusa City Council Meeting.
- Hospital Board Meeting.
- Resources Conservation Board Meeting.
- RD108 Board Meeting.
- Colusa Flood/Drain Meeting.
- Grand Island Elementary Fund Raiser.
- Candidate's Night ( Colusa).
- CAP (Community Action Partnership).
- City of Colusa Planning Meeting-C.I.P. Sub-Davison.
- Candidate's Night (Williams).
- Wildfire Graduation Night.
- Interview with Pioneer Review -Lloyd Green.
- Annual Chamber of Commerce Dinner.

SUPERVISOR CARTER

Meetings/functions attended:



Colusa Sacramento River State Park meeting.  
 PPAC (Private Pumpers Advisory Committee meeting).  
 Flood Ad Hoc meeting.  
 NQWA Leadership Class.  
 Chamber of Commerce Dinner.  
 Powell Slough Feasibility meeting.  
 Fair Foundation Annual Meeting.  
 Virginia Read.

SUPERVISOR EVANS

Meetings/functions attended:

Chamber of Commerce Dinner.  
 Sites Project Authority meeting.  
 LAFCo meeting.  
 Candidate's Night.  
 Sites Directors/Alternates and Managers Workshop.

Supervisor Evans updates the Board members on items as they pertain to the Sites Project Authority and the new headquarters for same.

SUPERVISOR MARSHALL

Meeting/functions attended:

CDBG meeting.  
 CDBG Workshop.  
 Chamber of Commerce Dinner.  
 Candidate's Night  
 Firefighter Academy Graduation Ceremony.

**X. STATE OR FEDERAL LEGISLATION/GENERAL BUDGETARY MATTERS**

Discussion is held regarding Fish and Game fines and Court fines, with no action taken.

**XI. CLAIMS/AUDITOR**

1. Consider approving Special Claims as follows:

<u>Claim #</u>	<u>Fund/Department</u>	<u>Vendor</u>	<u>Amount</u>
584011	Behavioral Health	S. William Abel	\$470.00
584012	Behavioral Health	John A. Roger	\$470.00
584013	Airport	Ascent Aviation Group	\$28,015.10
584014	Public Defender	Law Offices of John K. Hinely	\$540.00
584015	Public Defender	Law Office of William Conwell	\$783.00

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gary J. Evans, District IV
<b>SECONDER:</b>	Mark D. Marshall, District III
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

2. Consider approving Claim Register Sheets for period April 19, 2016 through May 2, 2016.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark D. Marshall, District III
<b>SECONDER:</b>	John D. Loudon, District II
<b>AYES:</b>	Mark D. Marshall, Gary J. Evans, John D. Loudon, Denise J. Carter
<b>ABSENT:</b>	Kim Dolbow Vann

Chair Carter declares a recess at 9:44 a.m. and reconvenes at 10:49 a.m. with all Supervisors present, except Supervisor Vann.

Present: Marcos Kropf, County Counsel.  
Wendy Tyler, CAO/Clerk to the Board/Risk Manager.  
Ann Nordyke, Michelle Ponse, Board Clerks.

Chair Carter makes time for announcement of Closed Session matters considered.

Mr. Kropf announces the Board considered Closed Session matters as follows:

**XII. CLOSED SESSION**

1. COUNTY COUNSEL  
CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
California Government Code Section 54956.9(d)(4).  
Potential initiation of litigation: one matter.  
He states there is no reportable action.

Chair Carter adjourned the meeting at 10:51a.m. to reconvene in Regular Session on May 17, 2016 at the hour of 9 AM.

\_\_\_\_\_  
Denise J. Carter, Chair

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

BY \_\_\_\_\_  
Michelle Ponse, Deputy Clerk