

Board of Supervisors

Kim Dolbow Vann, District I
John D. Loudon, District II
Kent S. Boes, District III,
Vice-Chairman
Gary J. Evans, District IV,
Chairman
Denise J. Carter, District V



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
(530) 458-0510
colusacountyca.igam2.com
www.countyofcolusa.org

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

Minutes

February 20, 2018

The Board of Supervisors of the County of Colusa, State of California meets in Regular Session this 20th day of February 2018 at the hour of 9:00 a.m. Present: Denise J. Carter, John D. Loudon, Kent S. Boes, Kim Dolbow Vann, and Gary J. Evans.

Present: Marcos Kropf, County Counsel.
Wendy Tyler, CAO/Clerk of the Board/Risk Management.
Peggy Scroggins, Robert Zunino, Auditor-Controller.
Patricia Leland, Director, Human Resources.
Scott Lanphier, Mike Azevedo, Public Works.
Greg Plucker, Director, Community Development Department.
Greg Hinton, Ag Commissioner.
Elizabeth Kelly, Director, Health and Human Services.
Rose Gallo-Vasquez, Clerk-Recorder.
Debbie Hickel, Purchasing and Procurement.
Kaline Moore, CAO Budget Analyst.
Jeff Gilbert, Williams Fire Chief.
David Markss, City Councilman.
Lloyd Green, Brian Pearson, Susan Meeker, Williams Pioneer Review.
Mary Winters, Colusa citizen.
Ann Nordyke, Patricia Rodriguez, Board Clerks.

Opening Prayer - Pledge of Allegiance.

MINUTES APPROVAL

1. Minutes Approval
Board of Supervisors – Regular Meeting – February 6, 2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John D. Loudon, Supervisor
SECONDER:	Kent S. Boes, Vice-Chair
AYES:	Carter, Loudon, Boes, Vann, Evans

PERIOD OF PUBLIC COMMENT

None.

ANNOUNCEMENT OF CLOSED SESSION.

None.

I. STAFF REPORTS

Ms. Tyler states the Cannabis Community Workshops will be commencing soon, and the Workshop flyer will be published in the William's Pioneer Review, the Colusa Sun Herald, and throughout the community. She states the first meeting will be held in Williams on February 27, 2018 at 6:00 p.m. and will be facilitated by the DeNovo Group. She further states there will be an online survey on the County website starting Wednesday, February 21, 2018 for feedback from the community. She further states starting Friday, March 2, 2018 she will be holding a series of training sessions for the new budget software at CIP.

Chairman Evans makes time for a presentation of a Proclamation Recognizing the 10th Anniversary of the Pioneer Review.

Mr. Green thanks the Board of Supervisors for the recognition and thanks his staff stating he could not have come this far without them.

II. BOARD OF SUPERVISORS

1. Adopt A Proclamation Recognizing the 10th Anniversary of the Pioneer Review.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, Supervisor
SECONDER:	Kent S. Boes, Vice-Chair
AYES:	Carter, Loudon, Boes, Vann, Evans

III. HUMAN RESOURCES/BEHAVIORAL HEALTH SERVICES - ADMINISTRATIVE DIVISION

1. Authorize extending a Temporary PERS Annuitant/extra help position of Account Clerk II, TPT, MSC Range 12, Step 6, \$19.00 per hour, from March 1, 2018 to May 2, 2018 if necessary.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John D. Loudon, Supervisor
SECONDER:	Denise J. Carter, Supervisor
AYES:	Carter, Loudon, Boes, Vann, Evans

HUMAN RESOURCES/COMMUNITY DEVELOPMENT-ENVIRONMENTAL HEALTH DIVISION

2. Approve revised job description for the Environmental Health Manager effective February 21, 2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, Supervisor
SECONDER:	John D. Loudon, Supervisor
AYES:	Carter, Loudon, Boes, Vann, Evans

IV. AUDITOR

1. Approve 2017-18 Revenue and Appropriations Inter-Budget Adjustment No.'s 036 - 037. **4/5th vote required.**

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John D. Loudon, Supervisor
SECONDER:	Kent S. Boes, Vice-Chair
AYES:	Carter, Loudon, Boes, Vann, Evans

V. PURCHASING AND PROCUREMENT/LIBRARY

1. Pursuant to County Policy Number 401, Section 5.2, make a finding that competitive bidding would not be in the best interest of the public for end panels for library shelving and authorize the Purchasing Coordinator to issue a purchase order for said end panels with Demco, in an amount not to exceed \$10,476.54.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Denise J. Carter, Supervisor
SECONDER:	John D. Loudon, Supervisor
AYES:	Carter, Loudon, Boes, Vann, Evans

CONSENT AGENDA

Approve Consent Agenda Items No.'s 1 through 16.

1. PURCHASING AND PROCUREMENT/SENIOR CITIZEN COUNSEL
Approve Contract No. **C18-015**, Fourth Modification to Use Agreement Number C11-293 with the **City of Colusa**, for the non-exclusive use of the building commonly known as the Scout Cabin, extending the term of the agreement to December 31, 2018 and authorize the Chair to sign.
2. APPOINTMENT/COLUSA COUNTY WATER WORKS DISTRICT #1
Appoint Vernon F. Jones, Jr. (Dist. 2) to the Colusa County Water Works District #1, to fill the vacancy created by the resignation of Miguel Martinez, effective February 20, 2018. **(Applications received: Vernon F. Jones)**
3. AG COMMISSIONER/2060
Approve Contract No. **C18-016**, a Memorandum of Understanding (MOU) with the **California Agricultural Commissioners and Sealers Association (CACASA)** for pesticide use reporting, effective January 1, 2018 through June 30, 2018, for revenue in the amount of \$3,399.00 and authorize the Chair to sign.
4. PURCHASING AND PROCUREMENT/SHERIFF'S DEPARTMENT
Declare a 2015 Ford Explorer assigned to the Sheriff's Office as surplus and authorize the Purchasing Agent to remove the vehicle from inventory and dispose of same utilizing the most cost efficient manner.
5. PURCHASING AND PROCUREMENT/PUBLIC HEALTH 4012
Approve Contract No. **C18-017** with the **Regents of the University of California, on behalf of its UC San Diego School of Medicine Moores Cancer Center**, for county-specific Student Tobacco Survey data, in an amount not to exceed \$36,000, effective February 20,

2018 through March 30, 2019 and authorize the Chair to sign.

6. CLERK RECORDER/ELECTIONS

Ratify Contract No. **C18-018** a revenue agreement with the **California Secretary of State** to receive up to \$10,000 in federal funds for reimbursement of purchases and election activities to comply with the requirements of the Help America Vote Act (HAVA) Section 251(b)(2)(A) effective December 1, 2017 through June 30, 2019.

7. PURCHASING AND PROCUREMENT/SHERIFF'S DEPARTMENT

Approve the purchase of one 2018 Ram 2500 crew cab with Hanlees Ram in the amount of \$30,818.46 and authorize the Purchasing Coordinator to issue a purchase order for same.

8. PURCHASING AND PROCUREMENT/PUBLIC WORKS

Approve the purchase of two Chevrolet Traverse with Winner Chevrolet in an amount not to exceed \$57,209.34 and authorize the Purchasing Coordinator to issue a purchase order for same.

9. PURCHASING AND PROCUREMENT/AIRPORT SPECIAL

Ratify Contract No. **C18-019** Change Order #1 with **Martin Brothers**, effective January 18, 2018 and approve Contract No. **C18-020** Change Order #2, with **Martin Brothers**, cumulatively increasing compensation to Contractor by \$17,883.84 for unforeseen additional work under the Taxiway and Apron Pavement Preservation Reconstruct Box Hangar Taxi-lane construction project and authorize the Chair to sign Change Order #2.

10. PURCHASING AND PROCUREMENT/BOARD OF SUPERVISORS

Approve Contract No. **C18-021**, a First Modification of contract C17-226 with **DeNovo Planning Group** adding services and increasing compensation to Contractor from \$18,060 to \$21,060 and authorize the Chair to sign same.

11. PURCHASING AND PROCUREMENT/PUBLIC WORKS

Approve Contract No. **C18-022** with **Chrisp Company** for roadway traffic striping in various county road locations in an amount not to exceed \$899,147.13, and authorize the Chair to sign.

12. PURCHASING AND PROCUREMENT/CLERK/RECORDERS

Approve Contract No. **C18-023**, a three-year software subscription agreement with **SouthTech Systems** for Form 700 filing software to provide County with the ability to electronically transmit mandated Form 700 filings at a cost of \$15,740.68 over 3 years effective January 24, 2018 and authorize the Chair to sign.

13. TREASURER/1022

Accept the Treasurer's Monthly Investment Report for January 2018.

14. BOARD OF SUPERVISORS

Approve out of state travel for Supervisor John D. Loudon to attend National Association of Counties (NACo) Legislative Conference in Washington, D.C., March 3-7, 2018.

15. COOPERATIVE EXTENSION
Approve 2018 California State Fair Counties Exhibits Entry Form and authorize the Chair to sign.
16. CLERK RECORDER/ELECTIONS
Adopt Resolution No. **18-06**, a Resolution Of The Colusa County Board Of Supervisors Superseding Resolution 18-05, Vacating Its Prior Appointments Under That Resolution, And Appointing Trustees To Reclamation District No. 479 and authorize the Chair to sign.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kim Dolbow Vann, Supervisor
SECONDER:	John D. Loudon, Supervisor
AYES:	Carter, Loudon, Boes, Vann, Evans

VII. SUPERVISORS' REPORTS OR COMMENTS

Supervisor Carter

Meetings/functions attended:

- Colusa Farm Show
- Colusa Groundwater Subcommittee meeting
- CSAC Board of Directors meeting
- Presentation of check for tree pruning at the Princeton Cemetery
- Sites Reservoir Committee meeting
- Sac River Fire District meeting with Chief
- Cattlemen's Dinner

Supervisor Carter states that CSAC intends to expend funding to oppose the repeal of SB1.

Supervisor Loudon

Meetings/functions attended:

- Colusa City Council meeting
- Colusa Farm Show
- Premier Mushroom Grant breakfast
- Colusa Chamber of Commerce meeting
- Sac River Fire Dinner
- Colusa County Office of Education showcase presentation
- Sierra Flowers ribbon cutting ceremony
- Cattlemen's Dinner
- NCCC meeting with Executive Director
- Bagna Cauda Fund Raiser
- Behavioral Health Board meeting
- VFW meeting
- RD108 Board meeting
- NCCC Governing Board meeting
- NCCC Workforce Board meeting

Supervisor Boes

Meetings/functions attended:

- Farm Show
- Cattlemen's Dinner

Bagna Cauda
Transit Manager meeting

Supervisor Boes states the Williams Pioneer Review will host an open house at their office located at 611 Bridge Street in Colusa on Thursday, February 22, 2018 from 10:00 a.m. to 3:00 p.m.

Supervisor Vann
Meetings/functions attended:
Tulare Farm Show

Supervisor Evans
Meetings/functions attended:
CDBG meeting
Sites meeting
Bagna Cauda

VIII. STATE OR FEDERAL LEGISLATION/GENERAL BUDGETARY MATTERS

Supervisor Vann states there could possibly be parole changes where the State is trying to move the parole system to the counties.

9:30 a.m. PUBLIC HEARING

Chairman Evans makes time for a public hearing, second reading by title only and possible adoption of An Ordinance Of The Colusa County Board Of Supervisors Amending Subsection 38-6(D) Of Section 38-6 Of Chapter 38 Of The Colusa County Code To Clarify Fire District Development Impact Fee Exemptions And Eliminate The Agricultural Development Exemption.

Mr. Plucker states the proposed hearing is to amend Subsection 38-6(D) to clarify certain language relating to county-wide exemptions from fire development impact fees and remove county-wide agricultural building exemptions. He states that this only applies to three fire districts which have implemented impact fees as of today, but doesn't prevent existing Districts or future Districts from determining at their local level the application of impact fees. He further states it allows the Fire District Boards and Fire Chiefs to determine the appropriate exemptions given their capital improvement needs.

9:32 a.m. Chairman Evans opens the Public Hearing and calls for public comment. Hearing none, Chairman Evans closes the Public Hearing.

COMMUNITY DEVELOPMENT

1. Adopt **Ordinance No. 791**, an Ordinance Of The Colusa County Board Of Supervisors Amending Subsection 38-6(D) Of Section 38-6 Of Chapter 38 Of The Colusa County Code To Clarify Fire District Development Impact Fee Exemptions And Eliminate The Agricultural Development Exemption and authorize the Chair to sign. **(Introduced at the February 6, 2018 meeting)**

RESULT:	APPROVED [4 TO 1]
MOVER:	Kim Dolbow Vann, Supervisor
SECONDER:	Kent S. Boes, Vice-Chair
AYES:	John D. Loudon, Kent S. Boes, Kim Dolbow Vann, Gary J. Evans
NAYS:	Denise J. Carter

9:33 a.m. PUBLIC HEARING

Chairman Evans makes time for a public hearing to consider a proposed Ordinance of the Colusa County Board of Supervisors renaming and amending code compliance and enforcement provisions under Chapter 42 of the Colusa County code.

Mr. Plucker updates the Board members on the proposed amendments and speaks to the following:

- Administrative Enforcement
- Ordinance Summary
- Administrative Enforcement Process
- Proposed Ordinance
- Summary of Administrative Enforcement Process

Lengthy discussion is held regarding the tracking system for complaints, and how fines are imposed.

9:50 a.m. Chairman Evans opens the Public Hearing and calls for public comment. Hearing none, Chairman Evans closes the Public Hearing.

COMMUNITY DEVELOPMENT

2. Approve first reading by title only of a proposed Ordinance Of The Colusa County Board Of Supervisors Renaming And Amending Code Compliance And Enforcement Provisions Under Chapter 42 Of The Colusa County Code.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kim Dolbow Vann, Supervisor
SECONDER:	Denise J. Carter, Supervisor
AYES:	Carter, Loudon, Boes, Vann, Evans

Chairman Evans declares a recess at 9:52 a.m. and reconvenes at 10:00 a.m. in Regular Session with all Supervisors present.

- Present:
- Marcos Kropf, County Counsel.
 - Wendy Tyler, CAO/Clerk of the Board/Risk Management.
 - Peggy Scroggins, Robert Zunino, Auditor - Controller.
 - Scott Lanphier, Mike Azevedo, Public Works.
 - Elizabeth Kelly, Director, Health and Human Services.
 - Patricia Leland, Director, Human Resources.
 - Greg Plucker, Director, Community Development Department.
 - Rose Gallo-Vasquez, Clerk-Recorder.
 - Kaline Moore, CAO Budget Analyst.

Jeff Gilbert, Williams Fire Chief.
Susan Meeker, Pioneer Review.
Ann Nordyke, Patricia Rodriguez, Board Clerks.

X. COUNTY ADMINISTRATIVE OFFICE

1. Chairman Evans makes time to discuss the 2017-18 County Budget at mid-year, 2018-19 budget preparation, and long term objectives for the organization.

Ms. Tyler updates the Board members on Mid-Year Budget matters and speaks to the following:

Total Budget
Grand Total Revenue
Grant Total Expenditures
General Fund Revenue by Source
General Fund Expenditures by Source
17/18 Revenue Status Report at December 31, 2017
17/18 Expenditures Status Report at Dec. 31, 2017
18/19 Budget Development
Expenditure Predictions
Suggested Goals and Objectives
Fiscal Year 2018-2019 Budget Preparation Schedule

Lengthy discussion is held regarding revenue and expenditures, new software for auditing, and training with Department Heads on new software.

Further discussion is held regarding looking at expenditure predictions to include more economic development, the communications plan, and external expenditures.

Ms. Tyler informs the Board members of the upcoming schedule for the preparation of the budget and inquires what the Board members preferences are in holding the Department Heads to status quo regarding their budgets.

Supervisors Vann and Loudon state they support the status quo budget.

Chairman Evans opens up for discussion long term objectives for the organization.

The following topics were identified:

- Economic Development
- Establishment of Multi-Year Budgets
- Needs Assessment for Infrastructure
- Capital Projects for Energy Efficiency
- Communications Plan
- Flood Protection
- Fleet Services

Chairman Evans adjourned the meeting at 11:25 a.m. to reconvene in Regular Session on March 6, 2018 at the hour of 9:00 a.m.

Gary J. Evans, Chairman

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

BY _____
Patricia Rodriguez, Deputy Clerk