COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: September 19, 2017
BRIEF SUBJECT/ISSUE DESCRIPTION:
At the September 5, 2017 Board of Supervisors meeting under Item #12, it was ordered for staff to prepare a policy for energy savings and disbursements. The staff has prepared such policy for review and, if accepted, suggest it be incorporated in the County Administrative Manual as 05.21 “Utilities”.

<table>
<thead>
<tr>
<th>Submitting Department(s):</th>
<th>Department of Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Edward J. Lamb</td>
</tr>
<tr>
<td>Phone</td>
<td>934-6476</td>
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</tbody>
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**AGENDA PLACEMENT**

APPOINTMENT – Appearances by: (Specify Name & Title)

<table>
<thead>
<tr>
<th>Required Minutes</th>
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☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

**AFFECTED DEPARTMENT(S)**

☐ Receive Concurrency

**ATTACHMENTS**

☐ Board Report  ☐ County Counsel
☐ Letter       ☐ Personnel
☐ Minute Order  ☐ Finance
☐ Contract     ☐ Transfer
☐ Transfer     ☐ Grant App.
☐ Resolution   ☐ Ordinance
☐ Proclamation ☐ Policy Update
☐ Ordinance    ☐ Code Update
☐ Proclamation ☐ Other

**LEGAL/PERSONNEL/FISCAL**

☐ CLERK INSTRUCTIONS

☐ Return Minute Order
☐ Return Certified Copy Of:

☐ Other:

**PUBLIC HEARINGS & COMMITTEE VACANCIES**

Public Hearings:
☐ Published
☐ Affidavit on File w/Clerk
☐ Affected Parties Notified

Committees:
☐ Vacancy Posted
☐ Application Attached

**LEGISLATION**

<table>
<thead>
<tr>
<th>State</th>
<th>Federal</th>
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<tbody>
<tr>
<td>Bill#</td>
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☐ Latest Version of Bill
☐ Draft Letter Attached
☐ List of Supporters/Opposers
☐ Statement of Relevance to County Interests
☐ Description Attached

**FUNDING SOURCE/IMPACT**

☐ General Fund Impact
☐ Other: ______
☐ Budgeted
☐ Transfer Attached
☐ 4/5ths Vote Required
☐ Contingency Request

**CONTRACTS, LEASES & AGREEMENTS**

☐ New
☐ Renewal
☐ Amendment
☐ Insurance Certificate
☐ Contract Report

Date of Original Contract:
Contract:
Contract No.:
Fiscal Year:

**RECOMMENDED ACTION/MOTION:**

1. Review energy savings and disbursement policy;
2. Adopt the policy as written or direct staff on changes as the Board may deem fit;
3. Instruct the Clerk of the Board to post this policy with any changes required to the County Administrative Manual and title it 5.21 “Utilities”.

**Reviewed By (if applicable):**

Department Head

Personnel Director

Department of Finance
RESOLUTION NO. 2017 - _____

RESOLUTION ADDING CHAPTER 5.21 TO THE GLENN COUNTY ADMINISTRATIVE MANUAL, TITLED “UTILITIES”

BE IT RESOLVED that Chapter 5.21-Utilities of the Glenn County Administrative Manual is hereby added to read as set forth in Exhibit A.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting held this September 19, 2017 by the following vote:

AYES:
NOES:
ABSENT OR ABSTAIN:

KEITH CORUM, CHAIRMAN
Glenn County Board of Supervisors

ATTEST:

Di Aulbaugh,
Clerk of the Board of Supervisors
County of Glenn, California

ALICIA EKLAND
County Counsel
County of Glenn, California

APPROVED AS TO FORM:
CHAPTER 5.21
Utilities

5.21 Utilities

It is the policy of the County to save monies, conserve resources, and establish standards against which the various agencies, departments, and special districts under control of the County should be held accountable wherever practicable, and when such action does not conflict with Federal, State or funding source requirements. In case of such conflict, the County’s policy should be implemented unless the funding source requirement is more restrictive.

To this aim, the County previously established the Information Services Coordinating Committee to consolidate, and standardize computer hardware and software purchase and usage. In a similar vein, utilities are the single largest expense that touch all agencies, departments, and special districts under control of the County. Utilities are defined for this purpose to include electricity, gas, water, phone/fax, and information network services. Therefore to further this policy, all agencies, departments, and special districts under control of the County will, rather than making individual claims for payment of utilities, forward the billings to the Department of Finance for payment consolidation and disbursement.

The Department of Finance will check for duplicate billings, pay the vendors, and utilizing the best metrics available to distribute the expense to the various agencies, departments, and special districts under control of the County. Such metrics may include, but are not limited to, individual bills, known usage, individual meters, devices, drops, population, and square footage.

The Department of Finance will periodically have utility audits performed to insure that the bills are proper, the rates charged are the lowest available, and will also compare actual results against predicted savings on any project undertaken to reduce such bills.
The following Minute Order of the Board of Supervisors is being sent to you for information or possible action. If you have any questions concerning this matter, please call the Board’s office.

**Minute Order of the Board of Supervisors**  
**September 5, 2017 Regular Meeting**  
**County of Glenn, State of California**

12. **PUBLIC HEARING- ENERGY AND FACILITY IMPROVEMENT PROJECT**
   
   **Also Present:** Di Aulabaugh, Deputy Director Planning & Public Works  
   Ed Lamb, Director of Finance  
   
   a. Hold Public Hearing to hear comments on the proposed energy and facility improvement project; and  
   b. Adopt Resolution 2017-76 “Adopting Required Findings and Authorizing County to Execute and Energy Services Contract” under Government Code 4217; and  
   c. Direct staff to initiate requests for qualifications and proposals in order to acquire a lender and engage bond counsel; and  
   d. Prepare and submit Clean Renewable Energy Bond application.

   **Proceedings:**
   a. Mrs. Aulabaugh reviewed the aforesaid matter stating that it was taken through the Facilities Planning Committee and the Board Budget Finance Committee and the project options have been provided as tasked;  
   b. County Counsel Alicia Eklund stated the Public Hearing must be opened as staff's testimony is part of the hearing; whereby the Chairman opened the Public Hearing;  
   c. Mr. Lamb stated that there are two projects going simultaneously, an energy efficiency project and the solar energy portion which has a special funding source under clean renewable energy bonds which provides a tax credit, and spoke regarding the project cost, savings and financing;  
   d. Aircon Director of Energy Member Services Andy Roth reviewed the program and discussion was held regarding the produced savings with more efficient products;  
   e. The Chairman opened the Hearing for public comment, whereupon no comments were heard and the Chairman closed the Hearing to public comment;  
   f. The Chairman called for exhibits, whereby the Clerk advised there were none;  
   g. Mr. Lamb stated that a goal is to centralize and pay utility bills out of one location;
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Minute Order of the Board of Supervisors
September 5, 2017 Regular Meeting
County of Glenn, State of California

h. Supervisor Corum asked how long it takes for a bond to be sold; whereby Mr. Lamb stated approximately 6 weeks and that no work is done until that is accomplished;

i. On motion of Supervisor McDaniel, seconded by Supervisor Viegas it was unanimously ordered by members present to adopt Resolution 2017-76;

j. On motion of Supervisor McDaniel, seconded by Supervisor Viegas it was unanimously ordered by members present to approve items (c) and (d) above;

k. On motion of Supervisor McDaniel, seconded by Supervisor Foltz it was unanimously ordered by members present to direct staff to prepare a policy for energy savings and disbursements.