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**Minute Order of the Board of Supervisors**  
**March 3, 2020 Regular Meeting**  
**County of Glenn, State of California**

1. **ROLL CALL**  
Proceedings: Roll call of Supervisors was taken, attendance as follows: 
Supervisors Present: Supervisors Barr, Corum, Minto and Viegas  
Supervisors Absent: Supervisor McDaniel  
Also Present: Scott H. De Moss, County Administrative Officer  
William Vanasek, County Counsel  
Ashlee Veneman, ASA II - Deputy Clerk
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2. **MINUTES**
   Motion/Second: Supervisor Barr/Supervisor Viegas
   Vote: Unanimous by members present.
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3. **UNSCHEDULED MATTERS**

Matter: Receive comments from the audience, staff and Board Members. Unless the matter qualifies for an exemption under the provisions of Government Code Section 54954.2(b), action or Board discussion cannot be taken on "Unscheduled Matters". (Ralph M. Brown Act)

Proceedings:

a. Health and Human Services Agency Director, Christine Zoppi, introduced Emergency Preparedness Coordinator, Laura Medina, who provided a status report on the impact of the COVID-19 virus in Glenn County as well as preventative measures the County will be engaging in. Residents may visit the Public Health department page on the County website or call (530) 934-6588 for more information;

b. Mrs. Zoppi provided information on the difference between the 2020 United States Census and the American Community Survey, stating though both are issued by the United States Census Bureau, they are independent surveys that serve different purposes;

c. Planning and Community Development Services Agency Director, Don Rust, stated the second General Plan Advisory Committee meeting will take place March 4, 2020 at the department's new location at 225 N. Tehama Street, Willows, CA. 95988. Mr. Rust also provided updates on the department's transition to the new location.
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4. **CONSENT CALENDAR**  
Matter: Review and take actions related to the Consent Calendar as follows.
a) **COUNTY ADMINISTRATIVE OFFICE - AGREEMENT / CHICO STATE ENTERPRISES AND NORTH STATE PLANNING AND DEVELOPMENT COLLECTIVE, GEOGRAPHICAL INFORMATION CENTER**  
Authorize the County Administrative Officer to sign Agreement with Chico State Enterprises and North State Planning and Development Collective, Geographical Information Center, contingent upon the review and approval of County Counsel and the Director of Finance, for an amount of $15,000 to provide commercial property inventory and mapping services.

Motion/Second: Supervisor Minto/Supervisor Barr  
Order: Approve the Consent Calendar.  
Vote: Unanimous by members present.
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**CONSENT CALENDAR**

Matter: Review and take actions related to the Consent Calendar as follows.

b) **DISTRICT ATTORNEY - PAYMENT AUTHORIZATION / ALEC SCOTT ROSE, ATTORNEY AT LAW**

Recommend the Board of Supervisors authorize the County Administrative Officer to authorize payment of invoices from Alec Scott Rose for services provided under the agreement approved by the Board of Supervisors on June 16, 2015. All funds shall be paid from the District Attorney's Professional Services budget.

Motion/Second: Supervisor Minto/Supervisor Barr  
Order: Approve the Consent Calendar.  
Vote: Unanimous by members present.
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**County of Glenn, State of California**

**CONSENT CALENDAR**

Matter: Review and take actions related to the Consent Calendar as follows.

c) **PUBLIC WORKS - AGREEMENT / USDA FOREST SERVICE**

Authorize the Public Works Director, or designee, to execute Basic Agreement for Right of Entry with the United States Department Agriculture (USDA) Forest Service, Mendocino National Forest.

Motion/Second: Supervisor Minto/Supervisor Barr

Order: Approve the Consent Calendar.

Vote: Unanimous by members present.
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5. **BUDGET CHANGES**
   a) **#205044 HEALTH & HUMAN SERVICES AGENCY $42,537 PUBLIC HEALTH**
      Approve budget transfer as submitted by Health & Human Services Agency to recognize additional federal funds and bring the budget in line with actual expenditures.
      Motion/Second: Supervisor Viegas/Supervisor Minto
      Order: Approve budget transfers #205044, 205045, 205046 and 205048.
      Vote: Unanimous by members present.
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5. **BUDGET CHANGES**  
   b) **#205045 HEALTH & HUMAN SERVICES AGENCY $424,689 CALWORKS**  
   Approve budget transfer as submitted by Health & Human Services Agency to recognize additional revenue and adjust accounts to reflect the increase.  
   Motion/Second: Supervisor Viegas/Supervisor Minto  
   Order: Approve budget transfers #205044, 205045, 205046 and 205048.  
   Vote: Unanimous by members present.
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5. **BUDGET CHANGES**
   
c) **#205046 HEALTH & HUMAN SERVICES AGENCY $6,500 CWS/CMS LAB**
   
   Approve budget transfer as submitted by Health & Human Services Agency to appropriate anticipated additional costs.

   Motion/Second: Supervisor Viegas/Supervisor Minto

   Order: Approve budget transfers #205044, 205045, 205046 and 205048.

   Vote: Unanimous by members present.
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5. **BUDGET CHANGES**

   d) **#205048 SHERIFF $179,554 SCHOOL RESOURCE OFFICER TOBACCO GRANT VAPE DETECTORS**
   
   Sheriff recommends approval of budget transfer in the amount of $179,554 to bring Department of Justice School Resource Tobacco Grant budgets in line with actual grant allocations.
   
   Motion/Second: Supervisor Viegas/Supervisor Minto
   
   Order: Approve budget transfers #205044, 205045, 205046 and 205048.
   
   Vote: Unanimous by members present.
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*March 3, 2020 Regular Meeting*

*County of Glenn, State of California*

6. **GLENN COUNTY GRAND JURY ALUMNI ASSOCIATION - PROCLAIM MARCH AS GRAND JURY APPRECIATION MONTH**


Proceedings:

a. Supervisor Corum reviewed the aforesaid matter and read the proclamation into the record;

b. Glenn County Grand Jury Alumni Association President, Shirley Boracci, thanked the Board for the proclamation and provided historical and current information on the Grand Jury, as well as updates to training procedures and cost saving measures being implemented;

c. On motion by Supervisor Viegas, seconded by Supervisor Minto, it was unanimously ordered by members present to proclaim March as Grand Jury Appreciation Month.
7. **SHERIFF - PROJECT APPROVAL, CONTRACT AMENDMENT, AND APPROPRIATION OF RESERVE FUNDS #205047 / RADIO INFRASTRUCTURE REPLACEMENT**

**Matter:**
1. Sheriff recommends Board approve projects to replace aging and failing Public Safety and Emergency Services radio infrastructure utilizing County designated Radio Communications Contractor, Silke Communications, and equipment purchased using government contract pricing;
2. Authorize Sheriff or designee to execute amendment to existing contract with Silke Communications to include infrastructure replacement projects;
3. Approve appropriation and transfer of reserve funds within the Sheriff's Office Law Enforcement Discretionary and County SLESA budgets in the amount of $179,000.

**Proceedings:**
- a. Supervisor Corum asked what the acronym SLESA stood for, whereby Sheriff Warren stated the Supplemental Law Enforcement Services Account (SLESA) Budget provides money from the State to offset utilizing line staff for administrative duties and projects;
- b. Sheriff Warren reviewed the aforesaid matter, stating the department's radio infrastructure is failing and shared concerns about the effects this could have on operations if not replaced;
- c. On motion by Supervisor Minto, seconded by Supervisor Barr, it was unanimously ordered by members present to approve the aforesaid matter.
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8. **GENERAL SERVICES - AGREEMENT / UNITED BUILDING CONTRACTORS, INC.**  
Matter: Authorize County Administrative Officer to sign agreement with United Building Contractors, Inc. for $560,192 for Americans with Disabilities Act upgrades at the Hamilton City Community Hall and Chester Walker Memorial Library; and to sign any amendments, task orders or other documentation necessary to complete construction, contingent upon review and approval of County Counsel, County Administrative Officer and Director of Finance, in an amount not to exceed $600,701.60, which includes change order authority of $40,509.60 per California Public Contract Code section 20142.

Motion/Second: Supervisor Barr/Supervisor Minto  
Order: Approve the aforesaid matter.  
Vote: Unanimous by members present.
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9. HEALTH AND HUMAN SERVICES AGENCY - RESOLUTION / HOUSING NAVIGATORS GRANT
Matter: Adopt Resolution 2020-012 of the Glenn County Board of Supervisors "Authorizing Application for and Acceptance of The County Allocation Award Under the Housing Navigators Program" with the California Department of Housing and Community Development to assist young adults in securing and maintaining housing.

Motion/Second: Supervisor Viegas/Supervisor Barr
Order: Adopt Resolution 2020-012.
Vote: Unanimous by members present.
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10. **HEALTH AND HUMAN SERVICES AGENCY - RESOLUTION / TRANSITIONAL HOUSING GRANT**
Matter: Adopt Resolution 2020-013 of the Glenn County Board of Supervisors "Authorizing Application For and Acceptance of The County Allocation Award Under the Transitional Housing Program" with the California Department of Housing and Community Development to assist young adults in securing and maintaining housing.

   Motion/Second: Supervisor Viegas/Supervisor Minto
   Vote: Unanimous by members present.
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11. **PUBLIC WORKS - AGREEMENT AMENDMENT / NV5, INC. FOR THE LANDFILL CLOSURE PROJECT**
   Matter: 1. Authorize the Public Works Director, or designee, to execute Contract Amendment #1 to Agreement No. PPW 2457, resulting in a contract increase amount of $56,278, for a total contract amount of $143,094.
   2. Authorize the Public Works Director, or designee, to execute contract change orders in an amount up to $14,309, resulting in a total not-to-exceed amount of $157,403.
   
   Motion/Second: Supervisor Barr/Supervisor Viegas
   Order: Approve the aforesaid matter.
   Vote: Unanimous by members present.
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12. **PUBLIC WORKS - AGREEMENT AMENDMENT / QUINCY ENGINEERING FOR THE COUNTY ROAD 66B BRIDGE REPLACEMENT PROJECT**

Matter:

1. Authorize the Public Works Director, or designee, to execute Amendment No. 1 to Agreement No. PPW 2398, resulting in a total not-to-exceed amount of $393,560.

2. Authorize the Public Works Director, or designee, to execute future amendments, contingent upon the review and approval of County Counsel, County Administrative Officer and Director of Finance, in an amount not to exceed $35,000, resulting in a total not-to-exceed amount of $428,560.

   Motion/Second: Supervisor Viegas/Supervisor Barr
   Order: Approve the aforesaid matter.
   Vote: Unanimous by members present.
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13. **SHERIFF - CONTRACT AMENDMENT / LENSOLOCK AGREEMENT**  
Matter: Authorize Sheriff to execute amendment to existing five year Master Service Agreement to increase number of body-worn cameras utilized by department.  
Motion/Second: Supervisor Viegas/Supervisor Barr  
Order: Approve the aforesaid matter.  
Vote: Unanimous by members present.
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14. **APPOINTMENT - ELK CREEK CEMETERY DISTRICT**

Motion/Second: Supervisor Minto/Supervisor Viegas
Order: Approve the aforesaid matter.
Vote: Unanimous by members present.
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15. **APPOINTMENT - GENERAL PLAN ADVISORY COMMITTEE**  
Matter: Staff recommends the Board of Supervisors appoint Jeffrey Leal Shada of Willows to the General Plan Advisory Committee for the duration of the General Plan update.  
Motion/Second: Supervisor Viegas/Supervisor Barr  
Order: Approve the aforesaid matter.  
Vote: Unanimous by members present.
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16. **APPOINTMENT - LIBRARY ADVISORY COMMITTEE**
Matter: Committee vacancy having been posted pursuant to Government Code 54974, appoint Orland City Librarian, Jody Meza, to the Library Advisory Committee to serve at the pleasure of the Board of Supervisors.

Proceedings:
- a. Supervisor Barr stated his appreciation for Ms. Meza’s application to the committee;
- b. On motion by Supervisor Barr, seconded by Supervisor Viegas, it was unanimously ordered by members present to approve the aforesaid matter.
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17. **LEGISLATION**  
   Proceedings: a. Supervisor Viegas stated he may bring forth legislative items for discussion in the future per his involvement with the Rural County Representatives of California (RCRC) agency;  
   b. County Administrative Officer, Scott H. De Moss, stated the California State Association of Counties (CSAC) Executive Committee Board has adopted certain policy positions and staff will be monitoring those to determine what is applicable to the County.
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18. **COUNTY ADMINISTRATIVE OFFICE - CANCEL MARCH 31, 2020 MEETING**  
Matter: Recommendation of County Administrative Officer to cancel March 31, 2020 meeting holding next regularly scheduled meeting on April 7, 2020.  
Proceedings: On motion by Supervisor Minto, seconded by Supervisor Viegas, it was unanimously ordered by members present to cancel the regularly scheduled Board of Supervisors meeting March 31, 2020.
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19. **SHERIFF - RECOGNIZE DONATION OF EQUIPMENT FROM ELLITHORP FAMILY TRUST**

Matter: Recognize donation of a Will-Bert Pneumatic Heavy-Duty Mast Assembly on behalf of the Sheriff's Department from the Ellithorp Family Trust to be used on the Emergency Services Incident Command Trailer.

Proceedings: Sheriff Warren thanked Michael Ellithorp and the Ellithorp family for their donation of equipment, as well as their time to search and rescue operations. Sheriff Warren acknowledged Sergeant John Owens who has been coordinating search and rescue efforts and is now the liaison for the Glenn County Sheriff Posse. Sheriff Warren further stated his appreciation for the donated equipment and how it will help with emergency functions across the County.
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20. **BOARD MEMBER REPORTS AND FUTURE AGENDA ITEMS**  
Matter: Reports from Board Members and suggestions relative to potential topics for future Board meetings.  
Proceedings:  
a. Supervisors gave reports on various meetings and events they attended;  
b. Supervisor Viegas announced that the Glenn County Sheriff’s Posse will be hosting a poker ride fundraising event March 28, 2020 where Sheriff Warren and others will be serving lunch;  
c. County Administrative Officer, Scott H. De Moss, provided updates from his attendance to the Public Agency Risk Management Association (PARMA) conference;  
d. County Counsel, William Vanasek, stated he and the other County Counsels throughout the state had a conference call to discuss the COVID-19 virus and how to remain prepared;  
e. Supervisor Corum stated the Department of Motor Vehicles (DMV) office in Willows is five months behind in being able to provide a behind the wheel driving test, and he is working with Senator Nielsen’s office to help alleviate the matter. Supervisor Corum later clarified the local DMV office is delayed approximately five months in being able to offer behind the wheel driving tests due to low staffing.
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21. The Vice Chair adjourned the meeting at 9:45 a.m.