

**TRINITY COUNTY
BOARD OF SUPERVISORS**
Trinity County Library
Conference Room
Weaverville, CA

MEETING MINUTES

2016-06-07

Chairman

Supervisor Karl Fisher - District 3

Vice Chairman

Supervisor John Fenley - District 5

Supervisor Keith Groves - District 1

Supervisor Judy Morris - District 2

Supervisor Bill Burton - District 4

VACANT - County Administrative Officer

Margaret Long - County Counsel/Clerk of the Board

Naomi Merwin - Deputy Clerk of the Board

Meeting called to order in open session at 9:00 AM.

Pledge of Allegiance - Supervisor Burton

Public Comment - Josh Bowes, Liz McIntosh, Chris Schaefer, Duncan McIntosh.

Presentations

Board of Supervisors

1.01 Adopted a proclamation recognizing Becky Helsley for 25 years of service in providing early education to the children in Trinity County.

Received comments from Becky Helsley.

Motion: Morris **Second:** Groves **Carried** Vote: 5-0

Transportation

1.02 Adopted a proclamation of appreciation recognizing Orrin Lee, Regional Engineer for the Federal Highway Administration - Central Federal Lands Highway Division, upon his retirement.

Received Comments from Director of Transportation Rick Tippet and Orrin Lee.

Motion: Fenley **Second:** Groves **Carried** Vote: 5-0

Consent

Auditor/Controller

Auditor/Controller

- 2.01** Adopted Resolution No. 2016-044 which removes from the Working Capital Copier Department's Capital Asset Inventory listing:
Asset ID 13104, a Canon IR 600 copier;
Asset ID 13247, a Canon IR 7095 copier; and
Asset ID 13240, a Canon IR 5020 copier.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.02** Approved a budget adjustment in the General Fund Department (Dept. 1000) increasing revenues by \$472; approved a budget adjustment in the Contributions to Other Funds Department (Dept. 1990) increasing Transfers Out by \$472; and approved a budget adjustment in the Hospital (Dept. 9100) increasing Transfers In by \$472 and decreasing revenues by \$472.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.03** Approved a budget adjustment in the Public Defender Department (Dept. 2170) transferring \$3,649 of appropriations within Services & Supplies.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.04** Approved a budget adjustment in the Public Defender Department (Dept. 2170) transferring \$3,649 of appropriations within Services & Supplies.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.05** Approved a revised agreement with Rodney Craig Goodman, Jr., CPA updating insurance requirements to perform budget development services for the 2016-17 annual County budget.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.06** Approved amendment number 1 to the agreement with Ray Morgan Company to add four copiers to the maintenance contract and remove and recycle four copiers no longer under maintenance.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.07** Approved amendment number 4 to the agreement with Rodney Craig Goodman, Jr., CPA increasing the maximum cost by \$80,000 and extending the term to June 30, 2017 to assist the Auditor's office with the annual financial audit.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.08** Approved the purchase of four copiers for Copier Trust to be assigned to the Sheriff's, General Services, and Health & Human Services Departments and approved a budget adjustment in the Working Capital Copier Trust Department (Dept. 8802) increasing Fixed Assets by \$20,748 and decreasing Services & Supplies by \$11,000.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Behavioral Health Services

- 2.09** Approved amendment number 1 to the Memorandum of Understanding with Trinity County Probation Department increasing the transfer to Probation by \$3,326.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.10** Approved an agreement with Cascade Circle, Inc., to provide a post-conviction DUI program and provide rental space for the program at 1450 Main Street, Weaverville, CA.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.11** Approved an agreement with Gary Ernst to provide fiscal training and consultation.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Behavioral Health Services

2.12 Approved an agreement with Outlook Associates, LLC., to provide project coordination and support.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Board of Supervisors

2.13 Adopted a proclamation recognizing May 2016 as Older Americans Month.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.14 Authorized the Chairman to sign a letter to Assembly Member Evan Low in opposition of AB2395 - An act to add Section 711 to the Public Utilities Code, relating to telecommunications.

Received comments from Debbie Lono.

Motion: Morris **Second:** Fenley **Carried** **Vote:** 5-0

2.15 Authorized the chairman to sign a letter to Maria Cantwell, Ranking Member of the Committee on Energy and Natural Resources, in support of H.R. 167 the Wildfire Disaster Funding Act regarding fire transfers.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Building & Development Services

2.16 Adopted Resolution No. 2016-045 authorizing the Local Enforcement Agency to Submit applications for CalRecycle grants.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.17 Reappointed Jero Salva as the Solid Waste Expert and appointed Samuel Frink as the member-at-large to the Solid Waste Hearing Panel to serve four-year terms, effective June 19, 2016.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Clerk of the Board

2.18 Adopted Resolution No. 2016-046 confirming the continuance of a Local Emergency due to drought conditions.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.19 Approved special meeting minutes of May 13, 2016 and regular meeting minutes of May 17, 2016 as submitted by the Clerk.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.20 Authorized the Chairman to sign a letter to the California Department of Transportation in support of the Trinity County Fair's application for an encroachment permit for the Annual Trinity County Fair Parade on August 14, 2016 in Hayfork, CA.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.21 Found no objection to the issuance of a daily alcoholic beverage license to the Weaverville Lions Club to serve alcohol during the annual Fourth of July activities in the softball field area of Lowden Park, Weaverville, CA on June 30-July 4, 2016, and the arena area of Lowden Park on July 4, 2016.

Received comments from Patty Hymas and Diana Sheen.

Motion: Morris **Second:** Burton **Carried** **Vote:** 4-0
Groves - RECUSED

Clerk of the Board

- 2.22** Pursuant to County Policy number 3-93 found no objection to the issuance of a Catering Authorization to CG Foods for Diamond W Productions to serve alcohol during the annual Fourth of July activities in the arena area of Lowden Park in Weaverville, CA on July 1-3, 2016.

Received comments from Diana Sheen.

Motion: Burton **Second:** Fenley **Carried** Vote: 4-0
Groves - RECUSED

- 2.23** Ratified the Chairman's signature on a proclamation recognizing Scott Alvord for his service as Weaverville Fire Chief.

Motion: Morris **Second:** Fenley Vote: Fenley, Morris, Groves, Burton and Fisher - AYE

County Administrative Officer

- 2.24** Modified the action taken by the Board on April 19, 2016 and change the Step of the Accounting Technician II in the County Administrative Office from step D to step E, effective May 1, 2016.

Received comments from County Counsel Margaret Long.

Motion: Burton **Second:** Fenley **Carried** Vote: 5-0

County Counsel

- 2.25** Approved an agreement with Humboldt County to provide Agricultural Commissioner/Sealer of Weights and Measures services.

Motion: Morris **Second:** Fenley Vote: Fenley, Morris, Groves, Burton and Fisher - AYE

District Attorney

- 2.26** Adopted Resolution No. 2016-047 authorizing the District Attorney's Office Business Manager to submit an application to receive funding for the Trinity County Victim Witness Assistance Program to the California Office of Emergency Services and authorized the District Attorney's Office Business Manager to sign the Grant Award Agreement, including any extensions or amendments thereof.

Motion: Morris **Second:** Fenley Vote: Fenley, Morris, Groves, Burton and Fisher - AYE

- 2.27** Approved the purchase of one (1) new vehicle for the District Attorney's Office and approved a budget adjustment in the District Attorney's Asset Seizure Fund Department (Dept. 8588) increasing Revenue by \$31,010, County Audit by \$10 and Fixed Assets by \$31,000.

Motion: Morris **Second:** Fenley Vote: Fenley, Morris, Groves, Burton and Fisher - AYE

- 2.28** Authorized the Chairman to sign the FY 16/17 Victim Witness Assistance Program Grant VOCA Certificate of Assurance of Compliance form.

Motion: Morris **Second:** Fenley Vote: Fenley, Morris, Groves, Burton and Fisher - AYE

General Services

- 2.29** Approved an agreement with Jane Davidson for as needed Spanish interpreting and or translation services.

Motion: Morris **Second:** Fenley Vote: Fenley, Morris, Groves, Burton and Fisher - AYE

- 2.30** Approved an agreement with Mike's Heating and Air for as needed HVAC services in Trinity County.

Motion: Morris **Second:** Fenley Vote: Fenley, Morris, Groves, Burton and Fisher - AYE

General Services

- 2.31** Approved an agreement with Mike's Heating and Air for as needed low pressure steam boilers and condensing chillers services in Trinity County.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.32** Approved an agreement with Oakley's Pest Control for as needed pest control services on Trinity County buildings.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.33** Approved an agreement with Roger Smith Plumbing for as needed plumbing services in Trinity County.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.34** Approved an agreement with Shane Brookins Earthmoving to provide as needed heavy equipment services in Trinity County.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.35** Approved an agreement with Tony's Refrigeration for as needed refrigeration services in Trinity County.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.36** Approved an agreement with Trinity Heating and Air for as needed HVAC services in Trinity County.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Grants

- 2.37** Approved an agreement with Community Development on Call to provide services in preparing 2016 Community Development Block Grants.

Received comments from Grants Consultant Jim Cook.
Motion: Morris **Second:** Fenley **Carried** **Vote:** 5-0

Health & Human Services

- 2.38** Appointed Letty Garza, Health and Human Services Director, to the Partnership HealthPlan of California (PHC) Commission to serve a 4-year term beginning June 1, 2016.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.39** Approved a budget adjustment in the Public Guardian Department (Dept. 5100) transferring appropriations within Services & Supplies of \$4,785.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE
- 2.40** Approved a Memorandum of Understanding between the Health & Human Services Department (HHS) and the Information Technology Department (IT) for HHS to fund one full-time Information Systems Specialist II to provide dedicated support to HHS with the addition of a five-year commitment.

Received comments from Director of Health and Human Services Letty Garza and County Counsel Margaret Long.
Motion: Burton **Second:** Morris **Carried** **Vote:** 5-0
- 2.41** Approved amendment number 1 to the agreement with Christina Tissot, MFT, increasing the maximum cost to \$15,000 per year and extending the term to June 30, 2019 to provide mental health services.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Health & Human Services

- 2.42** Approved amendment number 1 to the agreement with SMART Business Resource Center increasing the maximum cost to \$35,000 per year and extending the term to June 30, 2019 to provide job search and job readiness services.

Received comments from Director of Health and Human Services(HHS) Letty Garza and Jennifer Addison HHS Eligibility and Employment Services Program Manager.

Motion: Morris **Second:** Fenley **Carried** Vote: 5-0

- 2.43** Approved an agreement with the California Department of Health Care Services to ensure the privacy and security of Medi-Cal Personally Identifiable Information.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

- 2.44** Awarded to RUSH Personnel Services Inc. the contract for Employer of Record services for the Trinity County Subsidized Employment and Temporary Employment Programs.

Received comments from Director of Health and Human Services Letty Garza and County Counsel Margaret Long.

Motion: Morris **Second:** Burton **Carried** Vote: 5-0

Personnel

- 2.45** Approved amendment number 2 to the agreement with Koff and Associates, Inc. extending the term to October 31, 2016 to conduct a classification and compensation survey.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

- 2.46** Approved the allocation of positions listing effective June 1, 2016.

Received comments from County Counsel Margaret Long and Personnel Analyst Monica Stygar.

Motion: Morris **Second:** Fenley **Carried** Vote: 4-1
Burton - NO

Probation/Collections

- 2.47** Approved an agreement with Corrections Software Solutions, L.P. for maintenance and support of Probation's case management system.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Sheriff

- 2.48** Approved a budget adjustment in the Justice Asset Seizure Department (Dept. 8587) increasing Services & Supplies and decreasing Fixed Assets by \$42,234.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

- 2.49** Approved the 2016 Cooperative Law Enforcement Annual Operating Plan & Financial Plan (16-LE-11051360-029) with the USDA, Forest Service, Shasta-Trinity National Forest to receive funding to conduct operations to suppress manufacturing and trafficking of controlled substances on or affecting National Forest Systems Lands.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

- 2.50** Approved the 2016 Cooperative Law Enforcement Annual Operating Plan & Financial Plan (16-LE-11051360-030) with the USDA, Forest Service, Six Rivers National Forest to receive funding to conduct operations to suppress manufacturing and trafficking of controlled substances on or affecting National Forest Systems Lands.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Sheriff

2.51 Approved the 2016 Cooperative Law Enforcement Annual Patrol Operations Plan & Financial Plan (16-LE-11051360-029) with the USDA, Forest Service, Shasta-Trinity National Forest to receive funding to conduct patrol activities in campgrounds within the Shasta-Trinity National Forest.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.52 Approved the 2016 Cooperative Law Enforcement Annual Patrol Operations Plan & Financial Plan (16-LE-11051360-030) with the USDA, Forest Service, Six Rivers National Forest to receive funding to conduct patrol activities in campgrounds within the Six Rivers National Forest.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Solid Waste

2.53 Approved amendment number 1 to the agreement with JKH Door Service Company increasing the maximum cost by \$12,500 and changing the expiration terms to automatically renew annually for as needed labor, materials and preventative maintenance service on rolling steel doors.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.54 Approved an agreement with Peterson Power Systems, Inc. to provide repair services for Solid Waste vehicle.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Transportation

2.55 Adopted Resolution No. 2016-048 approving the Master Agreement Administering Agency-State Agreement for Federal-Aid Projects (02-5905F15) and authorizing the Director of Transportation to execute all Project Specific Program Supplements.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.56 Adopted Resolution No. 2016-049 certifying Trinity County's 2015 Maintained Road System Mileage.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.57 Adopted Resolution No. 2016-050 which removes from the Department of Transportation's Capital Asset Inventory Departmental Listing:
Asset ID 12564 , a 1990 International 5 yard Dump Truck (VIN 1HTSDZ7R5LH235590);
Asset ID 11014 , a 1994 Diamond Master Tiltbed Trailer (VIN 1D9FB3438RC231070);
Asset ID 12561, a 1985 International Flat Bed truck (VIN 1HTLAHEL3FHA44375);
Asset ID 03205, a 1972 CAT D8 Tractor (Serial 46A27120); and
Asset ID 13332, a VERUS Diagnostic Equipment (Serial EEMS323).
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.58 Adopted the Ruth Airport Runway Overlay and Re-stripe Pavement Project Construction Plans and Specifications, authorized the Director of Transportation to make revisions as necessary and authorized the solicitation of bids for construction.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.59 Approved a Memorandum of Understanding to convey property currently held by Trinity County General Services (TCGS) to Trinity County Department of Transportation (DOT) Transit.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

2.60 Authorized the Director of Transportation to purchase a diagnostic scanner and laptop for the mechanic shop.
Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Transportation

2.61 Ratified the Chairman's signature on an agreement with the United States Forest Service (USFS) to make emergency repairs at the Minersville boat ramp.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

10:00 AM Public Hearings

Solid Waste

3.01 Conducted a public hearing to consider comments and take action regarding the number of units assessed to a given parcel for the annual Solid Waste Parcel Fee.

Received comments from Deputy Director of Solid Waste Diane Rader.

Motion: Fenley **Second:** Groves **Carried** Vote: 5-0

Reports/Announcements

Reports/Announcements

4.01 I. Received reports from Director of Health and Human Services Letty Garza, Director of Transportation Rick Tippett and County Counsel Margaret Long.

A. Received a Code Enforcement Update from Director of Transportation Rick Tippett and County Counsel Margaret Long.

II. Received a report regarding the County Administrative Officer position from County Counsel Margaret Long.

III. Received reports from Members of the Board of Supervisors.

Transportation Commission

RECESSED AS THE BOARD OF SUPERVISORS AND CONVENED AS THE TRANSPORTATION COMMISSION

Transportation Commission

5.01 Approved the priorities established by the Trinity County Transportation Commission and authorized the Transportation Commission to submit the grant application to the Active Transportation Program.

Received comments from Executive Secretary Rick Tippett

Motion: Morris **Second:** Fenley **Carried** Vote: 5-0

ADJOURNED AS THE TRANSPORTATION COMMISSION AND RECONVENED AS THE BOARD OF SUPERVISORS

County Matters

Behavioral Health Services

6.01 Pursuant to Trinity County Code Section 2.60.410(2) authorize hiring an Administrative Services Officer at Range M193 Step E effective June 1, 2016.

Received comments from Behavioral Health Services Director Noel O'Neill and County Counsel Margaret Long.

Motion: Fenley **Second:** Morris **Carried** Vote: 5-0

County Council

- 6.02** Introduced and waived the reading of an ordinance to amend County Code Section 2.34.050 changing the composition of the First 5 Commission.

Received comments from County Council Margaret Long and Behavioral Health Services Director Noel O'Neill.

Motion: Morris **Second:** Groves **Vote:** Groves, Morris, Burton, Fenley and Fisher - AYE

Personnel

- 6.03** Adopted Resolution No. 2016-051 amending the County's agreement with CalPERS to include Pre-Retirement Option 2W Death Benefits for the miscellaneous employees and authorized the Chairman to sign the Certificate of Compliance with Government Code Section 7507.

Comments received from Personnel Analyst Monica Stygar, County Council Margaret Long and Donna Harrison.

Motion: Morris **Second:** Fenley **Vote:** Fenley, Morris, Groves, Burton and Fisher - AYE

Closed Session

- 7.01** Government Code Section 54954.5(e) - Public Employee Evaluation: County Council

Evaluation was held.

Addendum

Clerk of the Board

A Pursuant to County Policy number 3-93 found no objection to the issuance of a Catering Authorization to New York Saloon to serve alcohol during the destruction derby in the arena area of Lowden Park in Weaverville, CA on July 4, 2016.

Motion: Morris **Second:** Fenley **Carried** Vote: 4-0
Groves - RECUSE

General Services

B Authorized the Chairman to sign a grant agreement with Shasta Regional Community Foundation for the purchase of playground equipment at Lowden Park.

Received comments from Facilities Operations Superintendent Tony Miller.

Motion: Morris **Second:** Burton **Carried** Vote: 5-0

Planning

C Introduced, waived the reading of and enacted Urgency Ordinance No. 315-815 amending Zoning Ordinance No. 315 to establish an emergency moratorium prohibiting three-acre timberland conversion exemptions.

Received comments from Director of Transportation Rick Tippett, Senior Planner Carson Anderson, CalFire representative John Ramaley, CalFire representative Ben Rowe, Debbie Lono, Diana Sheen, Josh Bowes, Duncan McIntosh, Tom Ballanco, Everett Harvey, Mark Lancaster, Liz McIntosh, Tom Walz, Mike McHugh, Clarence Rose and County Counsel Margaret Long.

Motion: Fenley **Second:** Groves Vote: Groves, Fenley, Morris, Burton and Fisher - AYE

ADJOURN

TRINITY COUNTY BOARD OF SUPERVISORS

L. KARL FISHER, CHAIRMAN
Board of Supervisors, County of
Trinity, State of California

Attest:

MARGARET E. LONG
Clerk of the Board of Supervisors

By: _____
Deputy