

BOARD OF SUPERVISORS

REX BOHN  
First District  
ESTELLE FENNEL  
Second District  
MARK LOVELACE  
Chair - Third District  
VIRGINIA BASS  
Vice Chair - Fourth District  
RYAN SUNDBERG  
Fifth District



COUNTY STAFF

AMY S. NILSEN  
County Administrative Officer  
JEFFREY S. BLANCK  
County Counsel  
KATHY HAYES  
Clerk of the Board

**BOARD OF SUPERVISORS  
COUNTY OF HUMBOLDT  
825 FIFTH STREET  
EUREKA, CA 95501  
SUPERVISORS' CHAMBER, FIRST FLOOR  
ACTION SUMMARY**

Tuesday, August 23, 2016

9:00 AM

Regular Meeting

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**A. SALUTE TO THE FLAG**

**B. MODIFICATIONS TO THE AGENDA**

**C. CONSENT CALENDAR**

Board of Supervisors

1. Informational Report on the Re-Appointment of Maureen Genge to the Housing Authority Commission Representing District 1 (Supervisor Rex Bohn)

*Recommendation:* That the Board of Supervisors receive and file the report.

*A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:*

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

2. Informational Report on the Re-Appointment of Kaylen Escarda to the Housing Authority Commission Representing District 4 (Supervisor Virginia Bass)

*Recommendation:* That the Board of Supervisors receive and file the report.

*A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:*

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

3. Informational Report on the Re-Appointment of Patrick Whitechurch to the Housing Authority Commission Representing District 2 (Supervisor Estelle Fennell)

**Recommendation:** That the Board of Supervisors receive and file the report.

**A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that this Informational Report be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

4. Letter to City Council of Camoapa Inviting Two Visitors from Camoapa to attend the Arcata-Camoapa Sister City Project Fund Raising "I Block" Party (Supervisor Mark Lovelace)

**Recommendation:** That the Board of Supervisors authorize the Chair to sign the letter.

**A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

#### **Clerk of the Board**

5. Approval of the Action Summary - Meeting of August 16, 2016

**Recommendation:** That the Board of Supervisors approve the Action Summary from the meeting of August 16, 2016 and authorize the Clerk of the Board and Board Chair to sign the minute book in accordance with California Government Code Section 25103.

**A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

#### **Code Enforcement Unit**

6. Administrative Abatement Funding Transfer and Supplemental Budget (4/5th Vote). Jessica Adams. 7210 Summit Ridge Drive, Eureka, California; AP# 306-291-018

**Recommendation:** That the Board of Supervisors authorize the cost of abatement to be advanced by the County of Humboldt, pursuant to Humboldt County Code section 351-31, and if unpaid by the property owner, that a lien be placed against the parcel in the amount of the costs of abatement pursuant to Humboldt County Code sections 351-33 to 351-44; authorize a transfer from the Code Enforcement Trust Fund, account #3440000, in the amount of \$16,291 to the County Counsel's revenue account #1100-121-631-130 to cover the cost of the abatement, and to pay the expenses associated with the abatement out of account 1100-121-2-403; and authorize the Auditor-Controller to execute the supplemental budget shown in Attachment "A" for fiscal year 2016-2017 (4/5th Vote).

**This item was pulled for discussion.**

**A motion was made by Supervisor Sundberg, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

**County Administrative Office**

7. Approval of Contract for AB 2060 Supervised Population Training Grant 2.0 Funding and Supplemental Budget for Fund 1120, Budget Unit 275, Economic Development, Fiscal Year 2016-2017 (4/5th Vote Required)

**Recommendation:** That the Board of Supervisors authorize and direct the County Administrative Officer (CAO), or designee, to sign the Assembly Bill (AB) 2060 grant contract between the California Workforce Development Board/Employment Development Department and the County of Humboldt Administrative Office/Economic Development (CAO/EcDev); authorize and direct the CAO, or designee, to sign contracts, Memorandum of Understanding (MOU) and fiscal documents, utilizing these funds, after review and approval by County Counsel and Risk Manager; authorize and direct the Workforce Development Board Executive Director, or designee, to sign administrative documents required by the State of California Employment Development Department; approve the AB 2060 Supervised Population MOU between the CAO/EcDev and Department of Health and Human Services, Employment Training Division (DHHS/ETD) and authorize the DHHS director and CAO to sign the MOU; and approve the attached supplemental budget in fund 1120, Budget Unit 275, Economic Development.

**A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

8. Economic Development Administration Grant Award

**Recommendation:** That the Board of Supervisors authorize the County Administrative Officer, or designee, to sign grant award, and all related forms, for the Economic Development Administration's (EDA) Revolving Loan Fund (RLF) grant; and authorize the County Administrative Officer, or designee, to sign all fiscal or programmatic reporting forms required by the EDA RLF grant award.

**A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

9. Headwaters Executive Director Request for Proposal

**Recommendation:** That the Board of Supervisors approve the attached request for proposal (RFP) for a Headwaters Executive Director.

**This item was pulled for discussion.**

**A motion was made by Supervisor Fennell, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

**Department of Health and Human Services: Social Services**

10. Medi-Cal Data Privacy and Security Agreement with the California Department of Health Care Services

**Recommendation:** That the Board of Supervisors approve the attached Medi-Cal Data Privacy and Security Agreement with the California Department of Health Care Services (CDHCS); authorize the Department of Health and Humans Services (DHSS)-Social Services Director to sign the agreement and any subsequent amendments or other documents related to this agreement; and direct the Clerk of the Board to forward one (1) certified copy of the board report to the DHHS-Contract Unit.

**A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

**Human Resources**

11. Disallocation of the Supervising Appraiser position in Budget Unit 113; Removal of the Supervising Appraiser, Supervising Auditor-Appraiser, and Chief Appraiser Classifications from the Compensation Plan; Reallocating Vacant Appraiser I/II/III Positions to Principal Appraiser

**Recommendation:** That the Board of Supervisors approve the disallocation of the currently vacant Supervising Appraiser position (salary range 453, class number 0612, position 01, budget unit 113); adopt Resolution No. \_\_\_\_\_, (attached) approving the Amendment to Attachment 1 of Exhibit A of the Compensation Plan for Management and Confidential and Elected and Appointed Department Heads for fiscal year 2016-2017 to: Remove the Supervising Appraiser job classification (salary range 453, class number 0612) from the classification plan;  
Remove the Supervising Auditor-Appraiser classification (salary range 457, class number 0614) from the classification plan;  
Remove the Chief Appraiser classification (salary range 475, class number 0613) from the classification plan;  
approve the reallocation of the vacant Appraiser I/II/III position (salary range 363/386/405, class number 0628, position 09) in budget unit 113 to Principal Appraiser (salary range 425, class 0656); and approve the reallocation of the vacant Appraiser I/II/III position (salary range 363/386/405, class number 0628, position 10) in budget unit 113 to Principal Appraiser (salary range 425, class 0656) effective immediately following approval.

**A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

**Planning and Building Department**

12. Fruitland Ridge Final Agricultural Preserve Partial Dis-Establishment and Partial Cancellation. Application Number 9886. Case Number AGPN-15-003. Assessor Parcel Numbers 216-011-001, 216-012-005, 216-012-006, 216-013-012, 216-013-014, 216-014-007, 216-015-004, 216-016-004, 216-023-004, 216-024-005, 216-024-006, 223-023-005, 223-024-002, 223-031-002, 223-031-003. Benbow Area

**Recommendation:** That the Board of Supervisors review the request for Final Cancellation submitted by Fruitland Ridge LLC in accordance with Section 51283.4(b) of the California Government Code (Attachment A); determine that the conditions for the cancellation of the applicable portions of Agricultural Preserve Contract 75-5 have been met and adopt Resolution (Attachment B) approving final cancellation; direct the Clerk of the Board to record the Certificate of Cancellation (Attachment C); and direct the Clerk of the Board to give notice of the Board's action to the applicant, the Assessor's Office, County Counsel, the Planning Division, the Director of the California Office of Land Conservation and any other interested party;

**A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

**Public Works**

13. Surplus Property

**Recommendation:** That the Board of Supervisors declare the following property surplus:

- 1.1 Twenty-four (24) tires, 20- LT265/70R18, 4- LT265/70R18 10 Ply Michelin LTX A/T2 New take offs.
- 1.2 Three (3) tires, 2-16.9-28, 1- 16.9-24 New Firestone All Traction Utility.

and authorize the Purchasing Agent to dispose of the surplus property. Deposit the revenue from the sale in the appropriate revenue account.

**A motion was made by Supervisor Fennell, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

**D. SPECIAL PRESENTATIONS****Board of Supervisors**

1. Retirement Resolution for Emergency Preparedness Program Coordinator Charlene Pellatz on her Retirement from the Humboldt County Department of Health and Human Services (Supervisor Mark Lovelace)

**Recommendation:** That the Board of Supervisors authorize the Chair to sign the Resolution.

**A motion was made by Supervisor Sundberg, seconded by Supervisor Bass, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

2. Breastfeeding Awareness and Promotion Week Proclamation (Supervisor Virginia Bass)

*Recommendation:* That the Board of Supervisors adopt the Proclamation.

*A motion was made by Supervisor Bass, seconded by Supervisor Fennell, that the recommendations be approved. The motion carried by the following vote:*

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

3. Child Support Awareness Month Proclamation (Supervisor Rex Bohn)

*Recommendation:* That the Board of Supervisors adopt the Proclamation.

*A motion was made by Supervisor Bohn, seconded by Supervisor Fennell, that the recommendations be approved. The motion carried by the following vote:*

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

4. The 2015 Annual Fire Chief's Association Service Report (Supervisor Estelle Fennell)

*Recommendation:* That the Board of Supervisors hear the report and take action, if required.

*Approved per order of the Chair*

5. Aqua Dam, Inc. Presentation (Supervisor Estelle Fennell)

*Recommendation:* That the Board of Supervisors hear the presentation and take appropriate action, if required.

*Approved per order of the Chair*

**E. MATTERS SET FOR TIME CERTAIN**

**F. ITEMS PULLED FROM CONSENT**

**G. MATTERS INITIATED BY BOARD MEMBERS**

**Board of Supervisors**

1. Consider Reappointing Two (2) Voting Members and Appointing One (1) Voting Member to the McKinleyville Municipal Advisory Committee (MMAC) (Supervisor Ryan Sundberg)

*Recommendation:* That the Board of Supervisors reappoint Kevin Dreyer and Ben Shephard as voting members to the MMAC for additional four-year terms and appoint a voting member to the MMAC to a four-year term to fill the current vacancy on the MMAC

*A motion was made by Supervisor Bohn, seconded by Supervisor Bass, to reappoint Kevin Dreyer and Ben Shephard to the MMAC, and to appoint Kevin Jenkins to the open position on the MMAC. The motion carried by the following vote:*

Aye: 4 - Rex Bohn, Estelle Fennell, Virginia Bass, and Ryan Sundberg

Nay: 1 - Mark Lovelace

2. McKinleyville Municipal Advisory Committee and Other Board Appointed Committees  
(Supervisor Ryan Sundberg)

**Recommendation:** That the Board of Supervisors discuss the request from the McKinleyville Municipal Advisory Committee (MMAC) to reconfigure the committee's voting membership and take other action as appropriate.

**A motion was made by Supervisor Bohn, seconded by Supervisor Sundberg, to allow the MCSD General Manager to be a voting member of the MMAC, and to direct staff to return with an amended resolution to allow the MCSD General Manager to be a voting member. The motion carried by the following vote:**

**Aye:** 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, Ryan Sundberg

**A motion was made by Supervisor Bohn, seconded by Supervisor Sundberg, to direct the County Administrative Officer to research the makeup of Planning Commissions and Human Rights Commissions in counties of like size, and return with this information to the Board. The motion carried by the following vote:**

**Aye:** 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

## H. DEPARTMENT REPORTS

## I. CLOSED SESSION

## J. PUBLIC COMMENT ON NON-AGENDA ITEMS – 1:30 P.M.

## K. ADMINISTRATIVE ABATEMENT HEARINGS

### Code Enforcement Unit

1. Administrative Abatement Hearing. Monique Parker. 301 Church Lane, Carlotta, California, AP# 206-441-004

**Recommendation:** That the Board of Supervisors, pursuant to Humboldt County Code sections 351-21 and 351-22 open the hearing; hold an administrative hearing to determine whether a public nuisance exists on the subject property; adopt the attached Findings of Nuisance and Order of Abatement consistent with the evidence presented at the hearing; close the hearing.

**A motion was made by Supervisor Bohn, seconded by Supervisor Fennell, that the recommendations be approved. The motion carried by the following vote:**

**Aye:** 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

## L. PUBLIC HEARINGS

**M. AFTERNOON DISCUSSION ITEMS****County Administrative Office****1. Measure Z Contracts with Kneeland, Blue Lake and Willow Creek Fire Protection Districts**

**Recommendation:** That the Board of Supervisors provide direction to the County Administrative Office to enter into negotiations to draft agreements with Kneeland, Blue Lake and Willow Creek Fire Protection Districts (FPDs) for Measure Z funding, a local half-cent sales tax, that provides funding using one of the below options:

a. Reimbursement based on actual services. This option would provide quarterly advances to FPDs, per Fire Protection District Law of 1987 section 13878, and an end of quarter reconciliation.

b. Standby fee with no reconciliation; or

c. Allocate 20 percent of the funding as a standby fee, to be paid in advance, with the remainder of the funding to be allocated based on actual services provided by FPDs. As with option (a), this option would provide quarterly advances to FPDs, per Fire Protection District Law of 1987 section 13878, and an end of quarter reconciliation;

direct staff to enter into negotiations with other agencies for the provision of such services should Kneeland, Blue Lake or Willow Creek FPD not accept your Board's chosen option; and direct staff to return with a request to authorize the Chair of the Board to execute finalized agreements.

**A motion was made by Supervisor Fennell, seconded by Supervisor Sundberg, to approve Option C, with a request that the County Administrative Officer discuss a method for tabulating the costs with the Fire Districts involved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

**2. General Services Department Reorganization**

**Recommendation:** That the Board of Supervisors receive the staff report on the General Services Department reorganization; and accept the County Administrative Officer and Public Works Director's recommendation not to implement the departmental reorganization plan to create a General Services Department.

**A motion was made by Supervisor Fennell, seconded by Supervisor Sundberg, that the recommendations be approved. The motion carried by the following vote:**

Aye: 5 - Rex Bohn, Estelle Fennell, Mark Lovelace, Virginia Bass, and Ryan Sundberg

**Board of Supervisors****3. Reports on Board Member Travel at County Cost, Meeting Attendance, and Supervisorial District Matters****N. ADJOURNMENT**



*I, ANA HARTWELL, Deputy Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct original record of the above entitled meeting of the Humboldt County Board of Supervisors held in Eureka, California.*

*IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.*

*ANA HARTWELL*

*Deputy Clerk of the Board of Supervisors of the County of Humboldt, State of California*

  
\_\_\_\_\_  
*August 23, 2016*



MINUTES  
TUESDAY, AUGUST 23, 2016  
Regular Session

The Honorable Board of Supervisors of the County of Humboldt met in regular session on the above date within the Humboldt County Courthouse, Eureka, California. The minutes of this meeting were approved on Tuesday, September 6, 2016, with the vote as shown below.

AYES: Supervisors: Sundberg, Fennell, Lovelace, Bohn, Bass  
NAYS: Supervisors: n/a  
ABSENT: Supervisors: n/a

  
\_\_\_\_\_  
ANA HARTWELL  
Deputy Clerk of the Board

  
\_\_\_\_\_  
MARK LOVELACE  
Chair of the Board



**COUNTY OF HUMBOLDT**

For the meeting of: September 6, 2016

Date: August 25, 2016  
 To: The Honorable Board of Supervisors  
 From: Ana Hartwell, Deputy Clerk of the Board of Supervisors  
 Subject: **Approval of the Action Summary – Meeting of August 23, 2016**

RECOMMENDATION: That the Board of Supervisors approve the Action Summary for the meeting of August 23, 2016 and authorize the Clerk of the Board and Board Chair to sign the minute book in accordance with California Government Code Section 25103.

SOURCE OF FUNDING: General Fund

DISCUSSION: The Action Summary from the meeting of August 23, 2016 is attached. This Action Summary encompasses all actions taken by the Board of Supervisors at their August 23, 2016 meeting.

FINANCIAL IMPACT: None

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: Direct the Clerk of the Board to prepare a corrected Action Summary, if necessary.

ATTACHMENT(S): Action Summary

Prepared by Ana Hartwell, Deputy Clerk of the Board

CAO Approval: *Cheryl Dillighean*

**REVIEW:**

Auditor \_\_\_\_\_ County Counsel \_\_\_\_\_ Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

**TYPE OF ITEM:**

- Consent
- Departmental
- Public Hearing
- Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Bass*

Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*  
 Nays \_\_\_\_\_  
 Abstain \_\_\_\_\_  
 Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Sept. 16, 2016*

By: *Ana Hartwell*  
 Ana Hartwell, Deputy Clerk of the Board