

BOARD OF SUPERVISORS

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Clerk of the Board

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

**AGENDA - Final**

Tuesday, March 5, 2024

9:00 AM

Regular Meeting - Hybrid

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The County of Humboldt is committed to providing equal access to all county programs, services and activities through the provision of accommodations for individuals with qualified disabilities as required under the Americans with Disabilities Act. With 72 hours prior notice, a request for reasonable accommodation or modification can be made. Please contact the Clerk of the Board Office at 707-476-2390 or by email [cob@co.humboldt.ca.us](mailto:cob@co.humboldt.ca.us) or the ADA Coordinator at 844-365-0352 or by email at [ada@co.humboldt.ca.us](mailto:ada@co.humboldt.ca.us).

The Fourth Street Courthouse entrance re-opened to the public on Monday, September 11, 2023; However, the Fourth Street parking lot will remain closed while exterior work is completed. ADA Accessible parking is available in the dirt parking lot on the north side of the jail, located on K and Fourth Streets

If you are unable to access the courthouse due to the closure of the 4th Street entrances remote/teleconferencing, live viewing of meetings is available on Access Humboldt as well as streaming of the meeting. Public comment can be made through Zoom or email.

**REMOTE/TELECONFERENCE PARTICIPATION**

Conference Line: 720 707 2699

Meeting ID: 837 0846 7957

Please note: Those not able to attend the Board of Supervisors meeting in person will have the opportunity to provide public comment via Zoom; however, the County of Humboldt cannot guarantee that the Zoom system will be available for the entirety of every meeting. The only ways to guarantee that your comment is received and considered by the Board of Supervisors are to attend the meeting person or submit your comment in writing in advance of the meeting.

**Zoom Public Comment:**

When the Board of Supervisors announce the agenda item that you wish to comment on, call the conference line, enter Meeting ID and press star (\*) 9 on your phone, this will raise your hand. You'll continue to hear the Board meeting on the call. When it is time for public comment on the item you wish to speak on, you'll hear a prompt that will indicate your phone is unmuted. Please state your name and the agenda item number you will be commenting on. You will have 3 minutes to comment. Please turn off your TV or live stream to avoid delays.

**Email Public Comment:**

To submit public comment to the Board please email [cob@co.humboldt.ca.us](mailto:cob@co.humboldt.ca.us), provide your name and the agenda item number(s) on which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

Any written materials related to an item on this agenda submitted to the Board of Supervisors less than 72 hours prior to the Board meeting, and that are public records subject to the Public Records Act, are available for public inspection in the office of the Clerk of the Board at 825 5th Street, Suite 111, Eureka, during normal business hours.

Persons wishing to file documentation on any agenda item for the official record must submit an original and seven (7) copies of each document to the Clerk of the Board of Supervisors, Room 111 of the County Courthouse, 825 5th Street in Eureka. Documentation includes, but is not limited to, written correspondence, audio and video tapes, maps, photographs, and petitions. Failure to submit the required number of copies will result in the document/s not being placed in the official record. (Per Board of Supervisors' policy adopted on March 21, 1995.)

You may access the live stream of the meeting by using the following link:  
<https://humboldt.legistar.com>

**A. ROLL CALL**

**B. SALUTE TO THE FLAG**

**C. MODIFICATIONS TO THE AGENDA**

**D. CONSENT CALENDAR**

**Board of Supervisors**

[24-254](#)

1. Proclaim March 2024 as Social Worker Appreciation Month in Humboldt County

**Recommendation:** That the Board of Supervisors:  
1. Adopt the proclamation.

**Sponsors:** Supervisor Bohn

**Attachments:** [Staff Report](#)  
[Social Worker Appreciation Month Proclamation.pdf](#)

### **Clerk of the Board**

[24-276](#)

2. Approval of the Action Summary - Meeting of February 27, 2024

**Recommendation:** That the Board of Supervisors:  
1. Approve the Action Summary for the meeting of February 27, 2024 and authorize the Clerk of the Board and the Board Chair to sign the Minute Book in accordance with California Governmental Code Section 25103.

**Attachments:** [Staff Report](#)  
[Action Summary - February 27, 2024.pdf](#)  
[Minute Sheet.docx](#)  
[Executed Action Summary - February 27, 2024.pdf](#)

### **County Clerk/Recorder/Registrar of Voters**

[24-252](#)

3. Trial Court Trust Fund Recording Fee Reallocation

**Recommendation:** That the Board of Supervisors:  
1. Approve the redistributions of fees collected from \$3 for each additional page of recordable documents as follows: deallocate \$1 from the Trial Court Trust Fund and allocate \$1 to the General Fund, Clerk/Recorder (1100271).

**Attachments:** [Staff Report](#)  
[Ex A - GOV 68085 AB233 in 1997](#)  
[Ex B - GOV 68085 AB233 strike out 27361 in 2000](#)

### **Department of Health and Human Services: Administration**

[24-205](#)

4. Professional Services Agreement with Fiscal Experts, Inc. for Time Study Buddy Web-Based Time Study Service

**Recommendation:** That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Fiscal Experts, Inc. for Time Study Buddy web-based time study service in an amount not to exceed \$322,000;
2. Authorize the Department of Health and Human Services Director, or designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Fiscal Experts, after review and approval by County Counsel, Risk, and the County Administrative Office; and
3. Direct the Clerk of the Board to return one fully executed copy of the attached professional services agreement with Fiscal Experts, Inc. to the Department of Health and Human Services (DHHS) - Contracts Unit for further processing.

**Attachments:**[Staff Report](#)[FY 23-24 to 26-27 Fiscal experts Professional Services Agreement](#)[Executed PSA - The Time Study Buddy.pdf](#)**Department of Health and Human Services: Public Health**[24-241](#)

5. Resolution to Authorize Submittal of Grant Applications for the Next 5 Years to the California Department of Resources Recycling and Recovery (CalRecycle) for Enforcement Assistance Grant funding for the Department of Health and Human Services, Public Health, Division of Environmental Health's (DEH) Local Enforcement Agency (LEA) Program

**Recommendation:**

That the Board of Supervisors:

1. Adopt the resolution authorizing the Director of the Department of Health and Human Services (DHHS) - Public Health Branch, or a designee thereof, to apply for funding for the next 5 fiscal years (2024-25 through 2028-29) from CalRecycle; and
2. Approve, and authorize the DHHS-Public Health Director, or a designee thereof to enter into and execute grant agreements with CalRecycle for DEH's LEA program, in Fund 1175, Budget Unit 430 after review of County Counsel and Risk Management; and
3. Authorize the Department of Health and Human Services Director of Public Health or designee thereof to execute all subsequent amendments, and any other agreements, certifications, attestations, and documents directly related to the grant agreements, after review of County Counsel and Risk Management; and
4. Direct the Clerk of the Board to return one certified original, signed copy of the resolution to Public Health Administration.

**Attachments:**[Staff Report](#)[Resolution to Authorize Submittal of Grant Applications for the Next Five Years to the California](#)[Attachment 2-Previous CalRecycle Resolution 19-36](#)[Resolution No. 24-22.pdf](#)

**Human Resources**[24-183](#)

6. Adoption of the Amended Job Specifications for Assistant Director - Health and Human Services

**Recommendation:** That the Board of Supervisors:

1. Adopt the amended job specification of Assistant Director - Health and Human Services (class 0650) (attachment #1) effective immediately following Board adoption; and
2. Abolish the job classification of Assistant Director - Programs - Health and Human Services (class 0649) (attachment #2) effective immediately following Board adoption.

**Attachments:** [Staff Report](#)  
[Assistant Director Health and Human Services 0650](#)  
[Assistant Director-Administration Health and Human Services](#)  
[Assistant Director-Programs-Health and Human Services](#)  
[03-17-2024 Compensation Schedule](#)

**Probation**[24-242](#)

7. Semi-Annual Humboldt County Sanctuary Ordinance Report-Probation Department

**Recommendation:** That the Board of Supervisors:

1. Receive the attached report as required by ordinance

**Attachments:** [Staff Report](#)  
[2024-3-5 BOS Report](#)

**Public Works**[24-176](#)

8. Accept Completed Contracts for Americans with Disabilities Act Curb Ramp Improvements Project (Phase 2) (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:

1. Ratify the Director of Public Works to sign Change Order Number 3 to Contract Number 325701 for the total amount of \$55,100.00 (4/5 Vote Required);
2. Ratify the Director of Public Works to sign Change Order Number 4 to Contract Number 325701 for the total amount of \$50,637.50 (4/5 Vote Required);
3. Ratify the Director of Public Works to sign Change Order Number 5 to

Contract Number 325701 for the total amount of \$63,430.50 (4/5 Vote Required);

4. Accept the completed contract, including all change orders approved by the Public Works Department, between RAO Construction Co., Inc., and Humboldt County for construction of Americans with Disabilities Act Curb Ramp Improvements Project (Phase 2); and
5. Approve the final claim for payment, to be submitted by the Public Works Department to the Auditor-Controller, in the amount of \$125.00, which will bring the total amount paid to 100% of the contract.

**Attachments:**

[Staff Report](#)

[Change Order Number 3 to Contract Number 325701](#)

[Change Order Number 4 to Contract Number 325701](#)

[Change Order Number 5 to Contract Number 325701](#)

[Executed Project Agreement and Change Orders](#)

[Acceptance Statement](#)

[24-240](#)

9. Measure Z - 2024 Humboldt Hill Road, Ridgewood Drive, Eel River Drive, New Navy Base Road, Fieldbrook Road, Murray Road, Salmon Creek Road, Thomas Road and Redwood Drive Project

**Recommendation:**

That the Board of Supervisors:

1. Approve the attached plans and specifications for the Measure Z - 2024 Humboldt Hill Road, Ridgewood Drive, Eel River Drive, New Navy Base Road, Fieldbrook Road, Murray Road, Salmon Creek Road, Thomas Road and Redwood Drive Project;
2. Find that the project is exempt from environmental review pursuant to Section 15301 and 15302 of the California Environmental Quality Act (CEQA) Guidelines; and
3. Direct the Clerk of the Board to advertise the above-mentioned project as required by Section 22037 of the California Public Contract Code, with bids to be opened on Tuesday, April 2, 2024, at 2 p.m.

**Attachments:**

[Staff Report](#)

[2024 Measure Z Plan Set\\_298100\\_2024-02-21\\_s-signed.pdf](#)

[2024 Measure Z Special Provisions\\_2024-02-21\\_s-signed.pdf](#)

[NOE - 2024 Measure Z Paving Project.pdf](#)

**Sheriff**

[24-194](#)

10. Supplemental Budget for FY 2023-24 for Sheriff's Budget Unit 1100-221955 (4/5 Vote Required)

**Recommendation:**

That the Board of Supervisors:

1. Approve a supplemental budget and establish a fixed asset in the amount of \$58,600 for the Sheriff's NorCal Coalition to Safeguard Communities budget (1100-221955) for Fiscal Year (FY) 2023-24 (Attachment 1) (4/5 Vote Required).

**Attachments:**[Staff Report](#)[Supplemental Budget for NorCal Coalition 1100221955](#)[24-216](#)

11. Resolution Extending the Existence of a Local Emergency Due to Flooding in Humboldt County

**Recommendation:**

That the Board of Supervisors:

1. Authorize the Chair to sign the resolution extending the local emergency; and
2. Forward a copy of this signed resolution to the Governor of the State of California with the request that he proclaim the County of Humboldt to still be in a state of emergency.

**Attachments:**[Staff Report](#)[Resolution Extending Local Emergency Due to Flooding 030524.docx](#)[Local Emergency Proclamation.pdf](#)[Resolution No. 24-23.pdf](#)**E. ITEMS PULLED FROM CONSENT****F. PUBLIC COMMENT ON NON-AGENDA ITEMS****G. MATTERS SET FOR TIME CERTAIN****Board of Supervisors**[24-266](#)

1. 9:30 am - St. Bernard's High School Leadership Student Presentation to the Board of Supervisors

**Recommendation:**

That the Board of Supervisors:

1. Welcomes the leadership students and hear their presentation; and
2. Receive and file the presentation.

**Sponsors:**

Supervisor Bohn

**Attachments:**[Staff Report](#)**H. MATTERS INITIATED BY BOARD****I. DEPARTMENT REPORTS**

**Clerk of the Board**[24-267](#)

1. Consider Making the At-Large Appointment to the Planning Commission

**Recommendation:** That the Board of Supervisors:  
1. Consider making the At-Large appointment to the Planning Commission.

**Attachments:** [Staff Report](#)  
[Brian Mitchell - Redacted.pdf](#)  
[Todd Fulton - Redacted.pdf](#)  
[Lorna McFarlane - Redacted.pdf](#)  
[Bo Day - Redacted.pdf](#)  
[Kelly Patton - Redacted .pdf](#)  
[Planning Commission At Large Appointment Application List.pdf](#)

**Department of Health and Human Services: Public Health**[24-211](#)

2. Presentation of Public Health Leadership Award to the Humboldt County Board of Supervisors by Health and Social Policy Institute in Recognition of Adopting a Comprehensive Tobacco Retailer License Ordinance

**Recommendation:** That the Board of Supervisors:  
1. Authorize the Chair to accept the award on behalf of the Board.

**Attachments:** [Staff Report](#)

[24-250](#)

3. County of Humboldt Health Officer to Present on Recorded Drug Poisoning and Fentanyl-Related Deaths

**Recommendation:** That the Board of Supervisors:  
1. Receive and file a presentation by Dr. Candy Stockton, County of Humboldt Health Officer, regarding recorded drug poisoning and fentanyl-related deaths from January 1, 2022, to December 31, 2023.

**Attachments:** [Staff Report](#)

**First 5**[24-130](#)

4. Update from First 5 Humboldt Child Care Listening Sessions



**Recommendation:** That the Board of Supervisors:  
1. Receive the presentation; and  
2. Take appropriate action as needed.

**Attachments:** [Staff Report](#)

### **Sheriff**

[24-206](#)

5. Drought Task Force Update and Progress Towards SB 552 Compliance

**Recommendation:** That the Board of Supervisors:  
1. Receive a verbal report from the Humboldt County Drought Task Force regarding the current status of drought impacts in Humboldt County and progress towards compliance with California Senate Bill 552; and  
2. Dissolve 2021 Drought Task Force and authorize the Sheriff's Office of Emergency Services to convene a Steering Committee for a standing Drought Task Force to meet the intent of SB 552, and to develop a Charter establishing the governing structure of the new Drought Task Force.

**Attachments:** [Staff Report](#)  
[23MAR2021 US Drought Monitor.pdf](#)  
[22MAR2022 US Drought Monitor.pdf](#)  
[31JAN2023 Drought Monitor.pdf](#)  
[30JAN2024 Drought Monitor.pdf](#)

## **J. PUBLIC HEARINGS**

### **Planning and Building Department**

[24-253](#)

1. Inland and Coastal Zone Short-Term Rental Ordinances Allowing Use of Residences for Short-Term Rentals within the Unincorporated Areas of Humboldt County and Amending Chapter 2 Administration, Procedures, Amendments and Enforcement of the Zoning Ordinance to Create Permit Suspension Procedures, an Administrative Permit, and Correct Departmental References to Planning and Building (Record No.: LRP-2022-17963 & LRP-2023-18254)

**Recommendation:** That the Board of Supervisors:  
1. Receive and consider the staff report, and accept public comment on the new information presented; and  
2. Close the public comment portion of the Public Hearing; and  
3. Deliberate on the draft ordinance(s) with alternatives presented; and  
4. Select desired alternatives within the draft ordinance(s); and  
5. Adopt a Resolution (Attachment 1) to take the following actions:  
a. Find the Coastal Short-term Rental, Inland Short-term Rental, and

- Administration Ordinances exempt from environmental review under the California Environmental Quality Act (CEQA) Guidelines; and
- b. Find amendments to Chapter 2 Administration, Procedures, Amendments and Enforcement, consistent with the General Plan and the Coastal Act, and
  - c. Find the Coastal Short-term Rental Ordinance consistent with the General Plan, Local Coastal Plan, and the Coastal Act; and
  - d. Find the Inland Short-term Rental Ordinance, is consistent with the General Plan; and
6. Adopt the Coastal Short-term Rental Ordinance (Attachment 2), to add section 313-61.05, amend tables in section 313-6, and amend sections 313-44, 313-50, 313-55, 313-141, 313-143, 313-154, 313-157, 313-163, 313-172, and 313-177 in Chapter 3 of Division 1 of Title III of the County Code for the coastal areas of the County.; and
7. Adopt the Inland Short-term Rental Ordinance (Attachment 3), to add section 314-60.05, amend tables in section 314-6 and 314-9, amend sections 314-37, 314-44, 314-55, 314-138, 314-141, 314-143, 314-153, 314-154, 314-157, 314-158, 314-163, 314-174 and 314-177 in Chapter 4 of Division 1 of Title III of the County Code for the inland areas of the County.; and
8. Adopt the Ordinance amending Chapter 2 Administration, Procedures, Amendments and Enforcement Ordinance (Attachment 4), to modify Chapter 2 Division 1 of Title III of the County Code to replace Community Development Services with Planning and Building, modify subsection 312-3, 6, 9 and 10, to create provisions for an Administrative Permit, and modify subsection 312-14 to add provisions for Suspension of permits, and
9. Direct the Clerk of the Board to publish a Summary of the Ordinance (Attachment 5) within 15 days after adoption by the Board, and to post in the Office of the Clerk of the Board of Supervisors a certified copy of the full text of the adopted ordinance along with the names of those Supervisors voting for and against the ordinance: and
10. Direct Planning Staff to prepare and file a Notice of Exemption with the County Clerk and Office of Planning and Research.

**Attachments:**[Staff Report](#)[Attachment 1 - STRO Resolutions.docx](#)[Attachment 2 - Coastal Short-term Rental Ordinance 2.29.2024 if cm.docx](#)[Attachment 3 - Inland Short-term Rental Ordinance 2.29.2024 if cm.docx](#)[Attachment 4 - Chapter 2 Administration, Procedures, Amendments and Enforcement Ordinanc](#)[Attachment 5A - Post-Adoption Summary - Chapter 2](#)[Attachment 5B - Post-Adoption Summary - Coastal](#)[Attachment 5C - Post-Adoption Summary - Inland](#)[Attachment 6 - Good Neighbor Guide with Cover Letter](#)[Attachment 7 - TPZ Data](#)[Attachment 8 - Request for Willow Creek CPA in Cap](#)[Attachment 9 - January 30th Board Report Package](#)[Public Comment - Elizabeth Kernahan 2.27.24.pdf](#)[Better Neighbors Comment Letter - Humboldt County March 5th 2024 Inland and Coastal Zone](#)[Public Comment - Tracy Monteforte - Remarks STROrdinance Final.docx](#)[Public Comment - Short Term Rental PH.pdf](#)[Resolution No. 24-26.pdf](#)[Resolution No. 24-25.pdf](#)[Resolution No. 24-24.pdf](#)[Ordinance 2734.pdf](#)[Ordinance 2733.pdf](#)[Ordinance 2732.pdf](#)**K. CLOSED SESSION****L. ADJOURNMENT**