

**BOARD OF SUPERVISORS**

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Vice Chair - Second District  
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Third District  
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**COUNTY STAFF**

ELISHIA HAYES  
County Administrative Officer  
SCOTT MILES  
Interim County Counsel  
TRACY DAMICO  
Clerk of the Board

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

Tuesday, November 12, 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 Chamber is wheelchair accessible, the accessible entrance to the Courthouse is the 4th Street entrance. Accessible parking is available adjacent to the 4th Street entrance and on the 4th Street side of the K Street lot. If you are a person with a qualified disability, and need a modification or accommodation to participate in this meeting.

**REMOTE/TELECONFERENCE PARTICIPATION**

Conference Line: 720 707 2699

Meeting ID: 847 9045 7782

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 2 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****Assessor**

[24-1487](#)

1. Agreement with ParcelQuest for the Use of Software in Exchange for Maps and Data Information

***Recommendation:***

That the Board of Supervisors:

1. Approve the Agreement between ParcelQuest and County of Humboldt for the use of ParcelQuest software in exchange for maps and data information and authorize Howard LaHaie, Assessor, to sign said Agreement for the county with regard to Assessor's records only.

**Attachments:** [Staff Report](#)  
[ParcelQuest 10-2024 Contract.pdf](#)  
[Parcel Quest Contract Addendum.pdf](#)

### **Aviation**

#### **24-1379**

2. Approve, and Allocate Funding for, the Purchase of a Nissan Leaf Electric Vehicle; Approve a Vehicle Loan Agreement for a Second Nissan Leaf Electric Vehicle; and Approve and Ratify the Former Director of Aviation's Execution of, a Research Sub-Award Agreement Regarding Implementation of the Redwood Coast Airport Microgrid Vehicle-to-Microgrid Pilot Project

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

1. Approve, and authorize the Acting Director of Aviation, or a designee thereof, to execute the attached Nissan vehicle loan agreement;
2. Allocate funding in the amount of \$33,770 and authorize the purchase of a Nissan Leaf Electric Vehicle and direct staff to return with an appropriation transfer from General Fund contingencies;
3. Approve, and ratify the former Director of Aviation's execution of, the attached research subaward agreement regarding implementation of the Redwood Coast Airport Microgrid Vehicle-to-Microgrid Pilot Project; and
4. Direct the Clerk of the Board to provide the Department of Aviation with one (1) fully executed certified copy of the Board order related to this item.

**Attachments:** [Staff Report](#)  
[Attachment 1 - Vehicle Loan Agreement .pdf](#)  
[Attachment 2 - Nissan Order #72-8435.pdf](#)  
[Attachment 3 - Research Subaward Agreement.pdf](#)  
[Attachment 4 - Attachment 6 to the Research Subaward Agreement](#)

#### **24-1430**

3. Professional Services Agreement with Volaire Aviation, Inc. Regarding the Provision of Air Service Development Consultation Services

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

1. Approve, and authorize the Humboldt County Purchasing Agent, or a designee thereof, to execute, the attached Professional Services Agreement with Volaire Aviation, Inc. regarding the provision of air service development consultation services for the period of July 1, 2024, through June 30, 2025; and
2. Authorize the Acting Director of Aviation, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Volaire Aviation, Inc., after review and approval by County Counsel, Risk Management, and the County Administrative Office; and
3. Direct the Clerk of the Board to provide the Department of Aviation and the County Administrative Office with one (1) fully executed certified copy of the Board order related to this item.

**Attachments:** [Staff Report](#)  
[Professional Services Agreement with Volaire - SCASDP](#)

[24-1431](#)

4. Professional Services Agreement with Volaire Aviation, Inc. Regarding the Provision of Air Service Marketing Consultation Services

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

1. Approve, and authorize the Humboldt County Purchasing Agent, or a designee thereof, to execute, the attached professional services agreement with Volaire Aviation, Inc. regarding the provision of air service marketing consultation services for the period of October 1, 2024 through June 30, 2025; and
2. Authorize the acting Director of Aviation, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Volaire Aviation, Inc. after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to provide the Department of Aviation and the County Administrative Office with one (1) fully executed certified copy of the Board order related to this item.

**Attachments:** [Staff Report](#)  
[Professional Services Agreement with Volaire - ASMP](#)

### **Board of Supervisors**

[24-1475](#)

5. Hunger and Homelessness Awareness Week Proclamation

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

1. Adopt the proclamation.

**Sponsors:** Supervisor Bohn

**Attachments:** [Staff Report](#)  
[Hunger and Homelessness Awareness Week Proclamation](#)

[24-1513](#)

6. Proclamation Recognizing the Week of November 18 through November 22, 2024 as Clerk of the Board Week

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

1. Adopt the proclamation.

**Sponsors:** Supervisor Bohn

**Attachments:** [Staff Report](#)  
[COB Proclamation.pdf](#)

[24-1568](#)

7. Reappoint Lisa Sundberg to the Humboldt County Human Rights Commission Representing the Fifth District

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

**Sponsors:** Supervisor Madrone

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

### **County Administrative Office**

#### [24-1508](#)

8. Supplemental Budget Adjustment for the Headwaters Fund Revolving Loan Fund (3843) in the Amount of \$1,000,348 (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:  
1. Approve the attached supplemental budget in the amount of \$1,000,348 for fiscal year (FY) 2024-25 for the Headwaters Fund Revolving Loan Fund (3843) (4/5 Vote Required).

**Attachments:** [Staff Report](#)  
[Supplemental Budget RLF](#)

#### [24-1556](#)

9. Set Public Hearing for Adoption of Fee Updates

**Recommendation:** That the Board of Supervisors:  
1. Direct the Clerk of the Board to:  
a. Schedule a public hearing on Tuesday, Dec. 17, 2024, at 9:00 a.m., or as soon thereafter as the matter may be heard, for consideration of adoption of an ordinance updating the Humboldt County Schedule of Fees and Charges; and  
b. Direct the Clerk of the Board to post and publish the required pre-adoption summary of the ordinance and public hearing notice for updating the Humboldt County Schedule of Fees and Charges at least five (5) days intervening between the dates of the first and last publication, not counting such publication dates; and  
c. Make the data and documentation supporting the new fees available for public review at least ten (10) days prior to the public hearing; and  
d. Post a certified copy of the full text of the proposed ordinance in the office of the Clerk of the Board at least five (5) days prior to the Board meeting at which the ordinance will be adopted [California Government Code Section 25124(b)(1)].

**Attachments:** [Staff Report](#)  
[Public Hearing Notice](#)  
[Fee Ordinance](#)

#### [24-1570](#)

10. Authorize an Increase of 5% In the Base Salary for Karen Clower Assistant County Administrative Officer/Chief Operating Officer While Performing the Principal Duties of the Director of Aviation (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:  
1. Authorize an increase of 5% in the base salary for Karen Clower Assistant County Administrative Officer/Chief Operating Officer while performing the principal duties of the Director of Aviation under the Humboldt County Salary Resolution, Section 7 (4/5 Vote Required).

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

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

[24-1527](#)

11. Request to Add Fourteen Classifications to the Hiring Freeze Exemption List for the Department of Health & Human Services

**Recommendation:** That the Board of Supervisors:  
1. Approve the addition of the positions of Program Coordinator (class 1425, salary range 451), Vocational Assistant/Trainee (class 0742/0742T, salary range 348/338), Eligibility Specialist III (class 1731C, salary range 424), Eligibility Supervisor (class 1729, salary range 454), Community Health Outreach Worker I/II (class 0511A/B, salary range 366/394), Employment & Training Program Coordinator (class 0765, salary range 459), Supervising Behavioral Health Clinician (class 0916, salary range 514), Social Worker I/II/III (class 0727A/0727B/0727C, salary range 414/434/454), and Office Assistant I/II (class 0179A/0179B, salary range 338/348) to the list of approved exemptions to the hiring freeze instituted on June 4, 2024.

**Attachments:** [Staff Report](#)  
[Hiring Freeze Exception Memo - additions 2024-10-29](#)

### **Human Resources**

[24-1503](#)

12. Supplemental Budget for the Risk Management Budget Unit (3520-359) in the Amount of \$33,900 (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:  
1. Approve the attached supplemental budget to cover current year costs in the Risk Management budget (3520-359) for FY 2024-25 with revenue received in FY 2023-24  
(4/5 Vote Required)

**Attachments:** [Staff Report](#)  
[Supplemental Budget Risk](#)

### **Public Works**

[24-1471](#)

13. Request for Qualifications No. DPW 2024-005 Regarding the Provision of On-Call Design Engineering and/or Environmental Services

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

1. Approve, and authorize the Director of Public Works to advertise and distribute, the attached request for qualifications regarding the provision of on-call design engineering and/or environmental services for various state and federally funded roadway and bridge construction projects; and
2. Direct the Clerk of the Board to provide the Department of Public Works with one (1) fully executed certified copy of the Board order related to this item.

**Attachments:**[Staff Report](#)[RFQ No DPW2024-005 On-call Design Engineering and Environmental Services.pdf](#)[24-1492](#)

14. Accept Completed Contract for Measure Z - 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 and Ratify Execution of Contract Change Order Number 2 and Contract Change Order Number 3 (4/5 Vote Required)

**Recommendation:**

That the Board of Supervisors:

1. Approve the attached appropriation transfer to increase a fixed asset line in fiscal year 2024-2025 for the Measure Z - 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 in the amount of Twenty-Three Thousand Three Hundred Nine Dollars (\$23,309.00) in Public Works - Engineering budget unit 1200-321 (4/5th Vote Required); and
2. Approve, and ratify the Director of Public Works' execution of, Contract Change Order Number 2 for the total amount of Twenty-Four Thousand Four Hundred Fifty-Three Dollars and Three Cents (\$24,453.03) (4/5th Vote Required); and
3. Approve, and ratify the Director of Public Works' execution of, Contract Change Order Number 3 for the total amount of Twenty-Three Thousand Three Hundred Eight Dollars and Ninety-Two Cents (\$23,308.92) (4/5th Vote Required); and
4. Accept the completed contract, including all approved change orders, between Wahlund Construction, Inc., and Humboldt County for construction of Measure Z - 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; and
5. Approve the final claim for payment, to be submitted by the Department of Public Works to the Auditor-Controller's Office, in the amount of One Hundred Fifty Dollars (\$150.00), which will bring the total amount paid to 100% of the contract; and
6. Direct the Clerk of the Board to provide the Engineering Division of the Department of Public Works with one (1) fully executed certified copy of the Board order related to this item.

**Attachments:** [Staff Report](#)  
[Appropriation Transfer 1200321](#)  
[Contract Change Order Number 2](#)  
[Contract Change Order Number 3](#)  
[Executed Project Agreement and Change Orders](#)  
[Acceptance Statement](#)

[24-1522](#)

15. Accept Completed Contract for Storm Damage Repair to Mattole Road (F3C010) Post Mile 17.83

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

1. Accept the completed contract with Wendell John Gray Construction, including all change orders approved by the Department of Public Works, for construction of storm damage repairs to Mattole Road (F3C010) Post Mile 17.83; and
2. Approve the final claim for payment, to be submitted by the Department of Public Works to the Auditor-Controller's Office, in the amount of Three Hundred Seventy-Five Dollars (\$375.00), which will bring the total amount paid to 100% of the contract.

**Attachments:** [Staff Report](#)  
[Executed Project Agreement and Change Orders](#)  
[Acceptance Statement](#)

[24-1550](#)

16. Bid Award for the Humboldt County Regional Facility HVAC Replacement Project, Project #162839, and Appropriation Transfer in the Amount of \$43,786 in Probation Budget Unit 1100-234 (4/5th Vote Required)

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

1. Receive and file the bids for the Humboldt County Regional Facility HVAC Replacement Project, Project Number 162839; and
2. Award the project to the lowest responsible and responsive bidder, BESC, Inc., doing business as California Heating, in the amount of Two Hundred Thirty-Six Thousand Dollars (\$236,000.00) for the base bid; and
3. Approve, and authorize the Chair of the Board to execute, a construction agreement with BESC, Inc., doing business as California Heating, after staff approves the bonds and insurance; and
4. Approve the attached appropriation transfer in the amount of Forty-Three Thousand Seven Hundred Eighty-Six Dollars (\$43,786.00) for Probation budget unit 1100-234 for fiscal year 2024-25 (4/5th Vote Required); and
5. Direct the Clerk of the Board to provide the Department of Public Works with one (1) fully executed certified copy of the Board order related to this item.

**Attachments:** [Staff Report](#)  
[162839-PreliminaryBidResults-110524.pdf](#)  
[162839-Appropriation Transfer-1100234 HVAC Project sig.pdf](#)

### **Sheriff**

[24-1384](#)

17. Law Enforcement, Animal Shelter, and Animal Control Services Agreements with the City of Trinidad

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

1. Retroactively approve, and authorize the Chair of the Board and the Sheriff to execute the attached Law Enforcement Services Agreement with the City of Trinidad for the period of July 1, 2024, to June 30, 2029 (attachment 1); and
2. Retroactively approve, and authorize the Chair of the Board and the Sheriff to execute the attached Animal Shelter Services Agreement with the City of Trinidad for the period of Nov. 1, 2024, to June 30, 2029 (attachment 2); and
3. Retroactively approve, and authorize the Chair of the Board and the Sheriff to execute the attached Animal Control Services Agreement with the City of Trinidad for the period of Nov. 1, 2024, to June 30, 2029 (attachment 3); and
4. Authorize the Sheriff and his designees to recompute the annual cost of law enforcement services, animal shelter services, and animal control services and notice the city of Trinidad of the new annual rates in accordance with the agreements; and
5. Authorize the Chair of the Board and Sheriff to execute any amendments, extensions, or modifications to the Agreements with approval by County Counsel, Risk, and the County Administrative Office.

**Attachments:** [Staff Report](#)  
[Agreement to provide LE Services](#)  
[Agreement to provide Animal Shelter Services](#)  
[Agreement to provide Animal Control Services](#)  
[Agreement to Provide LE Services - Partially Executed](#)  
[Agreement to Provide Animal Control Services - Partially Executed](#)  
[Agreement to Provide Animal Shelter Services - Partially Executed](#)  
[Executed - Animal Control Agreement .rm](#)  
[Executed - Animal Shelter Agreement .rm](#)  
[Executed - LE Agreement .rm](#)

[24-1450](#)

18. Acceptance of Award and Approval of Memorandum of Understanding between the Humboldt County Sheriff's Office and Health Management Associates for the State Opioid Funding Program: Medication Assisted Treatment in Jails and Drug Courts Implementation Grant

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

1. Approve the Memorandum of Understanding (MOU) between the Humboldt County Sheriff's Office (HCSO) and Health Management Associates (HMA) (Attachment #1); and
2. Authorize the Chair of the Board, Sheriff, Correctional Captain and/or Deputy Director of Financial and Support Services to execute all necessary contracts, MOU, agreements, and amendments thereto, in the name of the County of Humboldt, with prior review and approval by the County Administrative Office, County Counsel, and Risk Management; and
3. Authorize the Chair of the Board, Sheriff, Correctional Captain and/or Deputy Director of Financial and Support Services to execute all other certifications, assurances, or documents required by Health Management Associates (HMA), such authorization shall be retroactive to Aug. 1, 2024, to facilitate documents that need to be signed timely for this grant.

**Attachments:**[Staff Report](#)[Memorandum of Understanding between the HCSO and HMA](#)[24-1500](#)

19. Exception to Hiring Freeze for Humboldt County Sheriff's Office (HCSO) Administrative Secretary Position

**Recommendation:**

That the Board of Supervisors:

1. Approve an exception to the hiring freeze for 1.0 FTE Administrative Secretary (Class 0164) for fiscal year (FY) 2024-25.

**Attachments:**[Staff Report](#)**E. ITEMS PULLED FROM CONSENT****F. MATTERS SET FOR TIME CERTAIN****Board of Supervisors (CLOSED SESSION)**[24-1493](#)

1. 9:05 AM - Conference with Labor Negotiator - Pursuant to Government Code Section 54957.6 it is the Intention of the Board of Supervisors to Meet in Closed Session to Review the County's Position and Instruct its Designated Labor Negotiator. Labor Negotiators: Elishia Hayes, Zachary O'Hanen, and Jack Hughes. Employee Organizations (Represented and Unrepresented): SEIU/In-Home Support Services, American Federation of State, County and Municipal Employees (AFSCME local 1684), Humboldt County Attorneys Association, Humboldt Deputy Sheriffs Organization (Law Enforcement Non-Management Unit), Humboldt Deputy Sheriffs Organization (Law Enforcement Management Unit), Appointed Department Heads, and Management and Confidential employees

**County Counsel (CLOSED SESSION)**[24-1564](#)

2. 9:05 AM - Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(1) to discuss existing litigation in the case of John Forest v. County of

Humboldt, Humboldt County Superior Court Case No. CV2301916

[24-1566](#)

3. 9:05 AM - Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(1) to discuss existing litigation in the case of N.B. v. County of Humboldt, Humboldt County Superior Court Case No. CV2402029  
[24-1567](#)
4. 9:05 AM - Conference with Legal Counsel – Pursuant to Government Code Section 54956.9(d)(1) to discuss existing litigation in the case of S.N., et al. v. State of California, et al., Humboldt County Superior Court Case No. CV2401970

### **County Administrative Office (PRESENTATION)**

[24-1504](#)

5. 10:30 AM - Update on Cannabis Cultivation Excise Tax

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

1. Receive an update on past due billings, suspension regulations, and estimated administrative costs;
2. Set the Tax Year 2025 tax rate for Measure S at 10% of the normal cost, or choose one of the alternatives discussed in the report;
3. Direct staff to take necessary actions to implement the direction of the Board; and
4. Take other action as necessary

**Attachments:** [Staff Report](#)  
[October 22 Current balance](#)  
[Public Comment Letters](#)

### **Board of Supervisors (PRESENTATION)**

[24-1496](#)

6. 2:00 PM - Assemblymember Jim Wood's End of Year and End of Term Update to Humboldt County

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

1. Hear the presentation and take appropriate action if required.

**Sponsors:** Supervisor Bohn

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

## **G. PUBLIC HEARINGS (NONE SCHEDULED)**

## **H. MATTERS INITIATED BY BOARD (NONE SCHEDULED)**

## **I. DEPARTMENT REPORTS**

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

[24-1499](#)

1. Appointment of Special District Directors

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

1. Receive staff report; and
2. Appoint attached slates of individuals to special district governing boards, pursuant to California Elections Code, Sections 10515 and 10517.

**Attachments:** [Staff Report](#)  
[Attachment 1 Summary Special Districts .pdf](#)  
[Attachment 2 District Recommendations.pdf](#)  
[Attachment 3 Garberville Sanitary District Recommendation.pdf](#)  
[Attachment 4 Resort Improvement District No 1 Recommendation.pdf](#)

J. CLOSED SESSION (SEE MATTERS SET FOR TIME CERTAIN)

K. PUBLIC COMMENT ON NON-AGENDA ITEMS

**Public Comment**

[24-1579](#)

1. Public Comment - Non Agenda Items

**Attachments:** [Public Comment](#)

L. ADJOURNMENT