

**BOARD OF SUPERVISORS**

REX BOHN  
First District  
MICHELLE BUSHNELL  
Second District  
MIKE WILSON  
Third District  
VIRGINIA BASS  
Chair - Fourth District  
STEVE MADRONE  
Vice Chair - Fifth District



**COUNTY STAFF**

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

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

Tuesday, December 13, 2022

9:00 AM

Regular Meeting - Hybrid

---

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)

**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.

**Zoom Public Comment:**

When the Board of Supervisors announce the agenda item that you wish to comment on, call the conference line 720 707 2699, enter Meeting ID 870 6066 0478 and press star (\*) 9 on your phone, this will raise your hand. You'll continue to hear the Board meeting on the call.

**PLEASE TURN OFF YOUR TV OR LIVE STREAM TO AVOID DELAYS.**

**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.**

**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**

[22-1505](#)

1. Notice of At-Large Vacancy on the Assessment Appeals Board

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

**Attachments:** [AssessmentAppealsPosition121322.pdf](#)

[22-1606](#)

2. Resolution Recognizing Judge Christopher Wilson for His Dedication to Boys & Girls Club Teen Courts (Supervisor Rex Bohn)

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

**Attachments:** [Staff Report](#)  
[Judge Wilson Resolution .pdf](#)

[22-1615](#)

3. Retirement Resolution for Yvonne Winter (Supervisor Virginia Bass)

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

**Attachments:** [Staff Report](#)  
[Yvonne Winters.pdf](#)

[22-1630](#)

4. Letter of Appreciation for Michael Miller for his Service to the Southern Humboldt Community

(Supervisor Michelle Bushnell)

**Recommendation:** That the Board of Supervisors:  
1. Authorize the Chair to sign the letter of appreciation

**Attachments:** [Staff Report](#)  
[Letter of Appreciation.pdf](#)  
[Executed letter - Michael Miller.pdf](#)

[22-1648](#)

5. Appoint Kimberly Wiley to the Human Rights Commission Representing the Fifth District (Supervisor Steve Madrone)

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

**Attachments:** [Staff Report](#)  
[Human Rights Commission Roster as of 121322.pdf](#)

[22-1649](#)

6. Retirement Certificate for Jeanine Lancaster at the Humboldt County Library (Supervisor Virginia Bass)

**Recommendation:** That the Board of Supervisors:  
1. Ratify authorization for the Chair to sign the retirement certificate.

**Attachments:** [Staff Report](#)  
[Jeanine Lancaster Retirement Certificate.pdf](#)

[22-1653](#)

7. Letter of Recognition to Redwood National Park Superintendent Steve Mietz for His Receipt of a National Award (Supervisor Mike Wilson)

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

**Attachments:** [Staff Report](#)  
[Steve Mietz Letter.pdf](#)  
[Executed Letter - Steve Mietz.pdf](#)

### **Child Support Services**

[22-1530](#)

8. North Coast Regional Department of Child Support Services (NCR DCSS) Requesting Authorization to Obtain Originating Agency Identifier (ORI) for Fingerprinting Results

**Recommendation:** That the Board of Supervisors:  
1. Authorize North Coast Regional Department of Child Support Services (NCR DCSS) to obtain Originating Agency Identifier (ORI) for fingerprinting results of summary criminal history information for employment, licensing, or certification purposes.

**Attachments:** [Staff Report](#)  
[ORI Application \\_ DCSS 2022](#)

### **Clerk of the Board**

[22-1622](#)

9. Approval of the Action Summary - Meeting of November 8, 2022

**Recommendation:** That the Board of Supervisors:  
1. Approve the Action Summary for the meeting of November 8, 2022, 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](#)  
[MINUTE SHEET.docx](#)  
[Action Summary - 11-08-2022.pdf](#)

[22-1664](#)

10. Approval of the Action Summary - Meeting of November 29, 2022

**Recommendation:** That the Board of Supervisors:  
1. Approve the Action Summary for the meeting of November 29, 2022, 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](#)  
[MINUTE SHEET.docx](#)  
[Action Summary - 11-29-2022.pdf](#)

### **County Administrative Office**

[22-1616](#)

11. Microsoft Enterprise Agreement with Dell Inc. Regarding the Provision of Software Licenses and Support and Hosting Services and Supplemental Budget for the County Administrative Office Information Technology Division Budget Unit 3550-118 (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors:  
1. Waive the requirements of the Humboldt County Nuclear Free Ordinance

- with regard to the attached Microsoft Enterprise Agreement with Dell Inc.;
2. Approve, and authorize the Chair of the Board to execute, the attached Microsoft Enterprise Agreement with Dell Inc., and related documents attached hereto, regarding the provision of software licenses and support and hosting services required for the continued use of the Microsoft O365 Online platform;
  3. Authorize the Humboldt County Purchasing Agent, or a designee thereof, to execute any and all subsequent amendments to the attached Microsoft Enterprise Agreement with Dell Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office; and
  4. Approve the attached supplemental budget for the County Administrative Office Information Technology Division budget unit 3550-118 in the amount of One Hundred Thirty-Nine Thousand Seven Hundred Seventy-Five Dollars (\$139,775.00) for fiscal year 2022-2023 (4/5 Vote Required).

***Attachments:***

[Staff Report](#)  
[2022-Attachment-1 - Humboldt County Microsoft EA with Dell.pdf](#)  
[2022-Attachment-2 - Microsoft Enterprise Agreement.pdf](#)  
[2022-Attachment-3 - Ammendment to Contract Documents.pdf](#)  
[2022-Attachment-4 - Microsoft Product Selection Form.pdf](#)  
[2022-Attachment-5 - Microsoft Program Signature Form.pdf](#)  
[2022-Attachment-6 - Supplemental Budget 3550-118.pdf](#)  
[Executed Microsoft Agreement.pdf](#)

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

[22-1651](#)

12. Certification of the Results of the November 8, 2022, Statewide General Election

***Recommendation:*** That the Board of Supervisors:  
1. Accept the Certified Statement of Results of the Official Canvass for the November 8, 2022, Statewide General Election.

***Attachments:*** [Staff Report](#)  
[Attachment 1 - Certificate of Final Election Results.pdf](#)  
[Attachment 2 - Summary of Election Results.pdf](#)  
[Attachment 3 - Precinct by Precinct Report.pdf](#)

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

[22-1517](#)

13. Extension of Extra Help Hours Past the 960 Hour Limit (4/5 Vote Required)

***Recommendation:*** That the Board of Supervisors:  
1. Approve a waiver of the 960 extra-help limitation for the following staff and

an extension of 960 hours, to a maximum of 1,920 hours for fiscal year 2022-23, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required):

- a. Terra Adams, Office Assistant I, DHHS Administration
- b. Casey Aveggio, Communicable Disease Investigator I, Public Health
- c. Amber Bowlds, Health Education Specialist I, Public Health
- d. Steven Bowman, Communicable Disease Investigator I, Public Health
- e. Brian Carter, Communicable Disease Investigator I, Public Health
- f. Jonadel Hang, Medical Office Assistant I, Public Health
- g. Sandy Hang, Communicable Disease Investigator I, Public Health
- h. Timothy Talbert, Registered Nurse, Public Health

*Attachments:* [Staff Report](#)

### **Human Resources**

[22-1549](#)

14. Reallocation of (1) 1.0 Full Time Equivalent (FTE) Staff Services Manager to (1) 1.0 FTE Program Manager II.

*Recommendation:* That the Board of Supervisors:  
1. Approve the reallocation of the Staff Services Manager ( job class 0395, salary range 480, 1.0 FTE, position 01, bargaining unit 008) in, budget unit (BU)516, occupied by Vonnie Fierro, to a Program Manager II (salary range 533, job class 0750, salary range 533, FTE 1.0, position to be determined, bargaining unit 008) in BU 516: (Attachment #1) effective the first full pay period following Board adoption.

*Attachments:* [Staff Report](#)  
[Program Manager II \(MSS\) Job Classification Specification](#)  
[Classification Review Report](#)

[22-1614](#)

15. Reallocation of the 1.0 Full Time Equivalent (FTE) Legal Office Services Manager (M/C) to a 1.0 FTE Administrative Services Officer (M/C) and Reclassification of the Incumbent Employee

*Recommendation:* That the Board of Supervisors:  
1. Approve the reallocation of 1.0 FTE Legal Office Services Manager (Salary Range 453, Class # 0143, Position 01) in Fund 1100, Budget Unit (BU) 235, currently occupied by Lauren Lund, to a 1.0 Administrative Services Officer (Salary Range 453, Class # 0776, Position 03), and reclassify Ms. Lund accordingly, effective the first full pay period following Board adoption.

*Attachments:* [Staff Report](#)

[22-1618](#)

16. Position Allocation Modification for the County Administrative Office - IT Division

- Recommendation:** That the Board of Supervisors:
1. Adopt the amended and retitled job specification of IT Security Officer (salary range 519, class 0290), replacing IT Security Analyst III, into the Comprehensive Compensation Schedule and Classification Summary effective December 25, 2022.
  2. Approve the reallocation of 1.0 full-time equivalent (FTE) IT Security Analyst III (salary range 519, class 0290) in Fund 3550, budget unit (BU) 118, Information Technology, currently vacant, to a 1.0 FTE IT Security Officer (salary range 519, class 0290), effective December 25, 2022.
  3. Adopt the Resolution (Attachment 1) approving the amendment of the January 1, 2022 - December 31, 2024 Compensation Plan for Management & Confidential Employees and the Comprehensive Compensation Schedule and Classification Summary effective December 25, 2022 (Attachment 2).

- Attachments:**
- [Staff Report](#)
  - [Attachment 3 - IT Security Officer](#)
  - [2022-12-25 Comprehensive Compensation Schedule and Classification Summary](#)
  - [Attachment 1 - Resolution](#)
  - [Resolution No. 22-171.pdf](#)

[22-1659](#)

17. Ratification of a Side Letter of Agreement with the Humboldt Deputy Sheriffs' Organization (HDSO) Unit 6

- Recommendation:** That the Board of Supervisors:
1. Approve and authorize the Chair of the Board to sign a Side Letter of Agreement with HDSO (Attachment 1) amending the current 2021 - 2024 Memorandum of Understanding (MOU) (Attachment 2) between the county and HDSO.
  2. Per the Side Letter (Attachment 1), adopt equity increases for the following classifications effective the pay period following Board approval and amend the county's Comprehensive Compensation Schedule (Attachment 3):
    - a. Deputy Coroner - Public Administrator (Class #0445): shall receive an eight (8) percent or sixteen (16) salary ranges increase to base pay and shall move from salary range 433 to salary range 449.
    - b. Senior Probation Officer (Class #s: 0471 and 0469): shall receive a one (1) percent or (2) salary ranges increase to base pay as follows:
      - i. Class #0471 shall move from salary range 430 to salary range 432.
      - ii. Class #0469 shall move from salary range 443 to salary range 445.
    - c. Sheriff's Investigator (Class #0423): shall receive an eight (8) percent or sixteen (16) salary ranges increase to base pay and shall move from salary range 462 to salary range 478.
    - d. Investigator (District Attorney) (Class #0412): shall receive a five (5) percent or ten (10) salary range increase to base pay and shall move from

salary range 477 to salary range 487.

3. Per the Side Letter (Attachment 1), establish the following incentive payments:

- a. A Sergeant assigned to be in charge/supervise the FTO program shall receive a five percent (5%) (ten salary range) base wage increase during the period of such assignment.
- b. Sheriff's Sergeants (Class #0414) and Deputy Sheriffs (Class #0416) assigned to the Criminal Investigations Division shall receive a ten (10) salary range increase above base pay during the period of such assignment.

4. Adopt Resolution No. \_\_\_\_\_ (Attachment 4) approving the Side Letter (Attachment 1) to the MOU between the County of Humboldt and the Humboldt Deputy Sheriffs' Organization (HDSO) for Unit 6 (Attachment 2).

***Attachments:***

[Staff Report](#)

[Side Letter between COH and HDSO](#)

[2021-2024 HDSO MOU Unit 6](#)

[2022-12-25 Comprehensive Compensation Schedule and Classification Summary Resolution](#)

[Executed Side Letter to MOU.pdf](#)

[Resolution No. 22-171.pdf](#)

**Libraries**

[22-1581](#)

18. English as a Second Language Services with Humboldt Literacy Project

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

1. Accept \$24,750 in grant funds from the California State Library;
2. Approve and authorize the Chair to execute an agreement for contracted services with the Humboldt Literacy Project; and
3. Return to Library two executed copies of the agreement.

***Attachments:***

[Staff Report](#)

[2022-11-18 Humboldt Literacy 22-23 Executed](#)

[11-21-22 ESL ATTACHMENT 1 Award Letter](#)

[11-21-22 ESL AGREEMENT ATTACHMENT 2 Grant Award and Payment Sch](#)

[11-21-22 ESL AGREEMENT ATTACHMENT 3 Award Agreement and Certific](#)

**Public Works**

[22-1540](#)

19. Annual Report for Fiscal Year 2021-22 Regarding Drainage Facility Improvements and Drainage Fees in the McKinleyville Drainage Area (Fund 3706)



**Recommendation:** That the Board of Supervisors:  
1. Adopt the resolution accepting the report and adopting findings related to drainage fees in the McKinleyville drainage area. (Attachment 1)

**Attachments:** [Staff Report](#)  
[Attachment 1 - Resolution \[2.14 MB\]](#)  
[Exhibit A - Annual Report \[1.0 MB\]](#)  
[Attachment 2 - County Code Ch 8.1. et seq. \[1.44 MB\]](#)  
[Resolution No. 22-172.pdf](#)

[22-1541](#)

20. Annual Report for Fiscal Year 2021/2022 Regarding Mill Creek Marketplace Development Impact Fee, McKinleyville Area (Fund 3703)

**Recommendation:** That the Board of Supervisors:  
1. Adopt the Resolution accepting the report and adopting findings related to the Mill Creek Marketplace Development Impact Fee (Attachment 1).

**Attachments:** [Staff Report](#)  
[Attachment 1 - Resolution \[1.0 MB\]](#)  
[Exhibit A - Annual Report \[1.0 MB\]](#)  
[Attachment 2 - County Code Ch 9 \[1.0 MB\]](#)  
[Attachment 3 - Agreement with developer \[4.02 MB\]](#)  
[Attachment 4 - Accounting Summary \[1.0 MB\]](#)  
[Resolution No. 22-173.pdf](#)

### **Treasurer/Tax Collector**

[22-1623](#)

21. Delegation of Authority to County Treasurer for Investment Responsibility of County Treasury for 2023

**Recommendation:** That the Board of Supervisors:  
1. Adopt Resolution # (Attachment 1) authorizing the County Treasurer to assume full responsibility for all transactions and expenditures related to the investment and reinvestment of funds on deposit in the County Treasury; and delegating the authority to execute all contracts necessary to the investment and reinvestment of funds in the County Treasury subject to prior review and approval by the County Counsel and Risk Management.

**Attachments:** [Staff Report](#)  
[Delegation of Investment Authority 2023 Resolution #](#)  
[Resolution No. 22-174.pdf](#)

**E. PUBLIC COMMENT ON NON-AGENDA ITEMS****F. SPECIAL PRESENTATIONS****G. ITEMS PULLED FROM CONSENT****H. MATTERS INITIATED BY BOARD MEMBERS****Board of Supervisors**[22-1524](#)

1. Redwood Region Entertainment and Education Liaison, Inc. DBA Humboldt Del Norte Film Commission Film Humboldt Current and Future Programs, Extension of Professional Services Agreement (Supervisor Virginia Bass)

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

1. Receive presentation from Commissioner Hesselstine of the Humboldt Del Norte Film Commission.
2. Direct County Administrative Office (CAO) to support the Humboldt Del Norte Film Commission creation of a Film Humboldt incentive program to attractive films to the region, including through seeking funding opportunities.
3. Direct the CAO to support the development and construction of a regional soundstage, including through seeking funding opportunities.
4. Approve the professional services agreement with Redwood Region Entertainment and Education Liaisons, Inc. Professional Services Agreement through June 30, 2023.

**Attachments:** [Staff Report](#)  
[RREEL Professional Services Agreement FY22-23.pdf](#)  
[Executed Agreement with RREEL.pdf](#)

**I. DEPARTMENT REPORTS****Public Works**[22-1628](#)

1. Senate Bill (SB)1383 Organic Waste Recycling Update

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

1. Receive and file the presentation on Humboldt County's SB1383 Organic Waste Recycling Update

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

**J. PUBLIC HEARINGS****K. DISCUSSION ITEMS****L. MATTERS SET FOR TIME CERTAIN****Board of Supervisors - SPECIAL PRESENTATION**[22-1504](#)

1. 2:30 PM - Annual Update Presentation from Rural County Representatives of California (RCRC) President and Chief Executive Officer Patrick Blacklock (Supervisor Rex Bohn)

**Recommendation:** That the Board of Supervisors:  
1. Hear the presentation and take appropriate action if needed.

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

**County Counsel - CLOSED SESSION**[22-1645](#)

2. 1:00 PM - (CLOSED SESSION) Conference with Legal Counsel – pursuant to Government Code Section 54956.9(d)(1) to discuss existing litigation in the case of Lindsey Idler v. County of Humboldt, Humboldt County Superior Court Case No. CV2201675

**Planning and Building Department - PUBLIC HEARING**[22-1639](#)

3. 9:15 AM - Request for direction related to Coastal Zone Commercial Cannabis Land Use Ordinance Cultivation Section 313-55.4.6.4.4.1.3 which requires a 600-foot setback from Tribal Cultural Resources and Section 313-55.4.6.4.4.1.6 which allows for the required setback to be waived or reduced with the express written consent of qualified officials or representatives representing these protected uses.

**Recommendation:** That the Board of Supervisors:  
1. Open the public hearing and receive the staff report and presentation by County staff and Tribal representatives, and open public comment; and  
2. Close the public comment portion of the hearing; and  
3. Deliberate and find that a single tribe can determine if there is a tribal cultural resource in this context.  
4. Direct staff to take other action as appropriation, including, but not limited to: directing staff to initiate an amendment to the CCLUO to allow for a CEQA focused process to resolve disagreements between tribes.

*Attachments:*      [Staff Report](#)  
[Attachment 1 Wiyot Tribal Council Denied project letters.pdf](#)  
[Attachment 2 Bear River Support Letter.pdf](#)

#### **M. CLOSED SESSION**

#### **N. ADJOURNMENT**

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 (476-2384), during normal business hours.

Persons wishing to file documentation on any agenda item for the official record must submit an original and nine (9) copies of each document to the Clerk of the Board of Supervisors, Room 111 of the County Courthouse, 825 5th Street in Eureka (476-2384). 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.)

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, please contact the Clerk of the Board at (707) 476-2384, or (707) 445-7299 (fax). Requests for such modifications or accommodations must be made at least three full business days before the start of the meeting.

**BARRING ANY UNFORESEEN TECHNICAL DIFFICULTIES OR SCHEDULING CHANGES, REGULAR MEETINGS OF THE BOARD OF SUPERVISORS ARE BROADCAST LIVE ON SUDDEN LINK, CHANNEL 10, AND ARE REBROADCAST ON FRIDAY AT 6:30 P.M.**

County of Humboldt Web Site: <http://humboldt.gov/>