

BOARD OF SUPERVISORS

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



COUNTY STAFF

AMY S. NILSEN
County Administrative Officer
JEFFREY S. BLANCK
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

Tuesday, September 17, 2019

9:00 AM

Regular Meeting

A. SALUTE TO THE FLAG

B. MODIFICATIONS TO THE AGENDA

C. CONSENT CALENDAR

These matters are routine in nature and are usually approved by a combined single vote.

Auditor/Controller

1. Record Retention Policy for the Humboldt County Auditor-Controller's Office

- Recommendation:** That the Board of Supervisors:
1. Approve the attached record retention policy for the Humboldt County Auditor-Controller's Office; and
 2. Authorize the Humboldt County Auditor-Controller's Office and the Information Technology Division of the Humboldt County Administrative Office to dispose of electronic public records older than ten (10) years from the county's financial software.
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Attachments: [Staff Report](#)
[Records Retention Policy for A-C Department](#)
[SCO ASP Manual - Appendix D](#)

2. Payroll Clearing Appropriation Transfer for Fiscal Year 2018-19

Recommendation: That the Board of Supervisors:

1. Approve the attached fiscal year 2018-19 appropriation transfer for \$688,751.63; and
2. Authorize the Auditor-Controller to make budget adjustments as needed to provide sufficient appropriations to cover actual expenditures for fiscal year 2018-19.

Attachments: [Staff Report](#)
[Payroll Clearing Transfer.pdf](#)

Board of Supervisors

3. Proclamation for Constitution Week in Humboldt County (Supervisor Rex Bohn)

Recommendation: That the Board of Supervisors:

1. Adopt the proclamation and direct the Clerk of the Board to mail the proclamation to the Redwood Chapter of the National Daughters of the American Revolution.

Attachments: [Staff Report](#)
[Proclamation for Constitution Week.pdf](#)

4. 52nd Annual California Native American Day Proclamation (Supervisor Rex Bohn)

Recommendation: That the Board of Supervisors:

1. Adopt the proclamation.

Attachments: [Staff Report](#)
[Native American Day Proclamation.pdf](#)

5. Resolution Honoring Ted and Pam Halstead for their Community Cleanup Efforts in the Spirit of California Coastal Cleanup Day, September 21, 2019 (Supervisor Mike Wilson)

Recommendation: That the Board of Supervisors:

1. Authorize the Chair to sign the resolution.

Attachments: [Staff Report](#)
[Pam and Ted Halstead Resolution.pdf](#)

Clerk of the Board**6. Approval of the Action Summary - Meeting of September 10, 2019**

Recommendation: That the Board of Supervisors:
1. Approve the Action Summary for the meeting of September 10, 2019 and authorize the Clerk of the Board and Board Chair to sign the minute book in accordance with California Government Code Section 25103.

Attachments: [Staff Report](#)
[Action Summary 9-10-19](#)

County Administrative Office**7. Resolution of Intention to Modify the Humboldt County Tourism Business Improvement District Management District Plan**

Recommendation: That the Board of Supervisors:
1. Adopt the attached Resolution contained in Attachment 1 declaring the Board's intention to modify the Humboldt County Tourism Business Improvement District Management District Plan, which will result in a public hearing on October 15, 2019.

Attachments: [Staff Report](#)
[Modified HCTBID MDP 8-16-19.pdf](#)
[HCTBID Modification HLA Outreach Letter.docx](#)
[HCTBID Modification ROI 8-16-19 JB.docx](#)
[HCTBID Modification ROM 8-16-19 jb.docx](#)

8. Compensation of Unpaid Claims for Employee Travel Expense Reimbursements

Recommendation: That the Board of Supervisors:
1. Authorize the Humboldt County Auditor-Controller to process and issue payment of the attached unpaid claims for employee travel expense reimbursements.

Attachments: [Staff Report](#)
[Travel Expenses Requiring a Finding of Good Cause to Approve.docx](#)
[Employee Travel Claim Forms](#)

County Clerk/Recorder/Registrar of Voters**9. Appointment to Fill the Vacancy on the Briceland Community Services District Governing Board**

Recommendation: That the Board of Supervisors:
1. Appoint Joaquin Courtemanche to fill the vacancy on the Briceland Community Services District (CSD) governing board for the remaining two years, ending the first Friday of December 2020.

Attachments: [Staff Report](#)
[Attachment 1 Resignation Letter from Linda Feretto](#)
[Attachment 2: Briceland CSD Recommendation Letter](#)

10. Supplemental Budget for Budget Unit 140 - Elections for Annual Software Licensing, Hosting, and Maintenance Fees (4/5 Vote Required)

Recommendation: That the Board of Supervisors:
1. Approve the supplemental budget for fiscal year 2019-2020 for annual software licensing, hosting, and maintenance fees (4/5 vote required) (Attachment 1).

Attachments: [Staff Report](#)
[Supplemental Budget \(19-1345\)](#)
[CDW-G Tenable Cyber Security Quote \(#KWDW701\)](#)

County Counsel**11. Retroactive Approval of Past Payments to Porter Scott and Approval of a New Agreement with the Firm**

Recommendation: That the Board of Supervisors:
1. Ratify past payments to the firm of Porter Scott in the amount of \$276,701 as detailed in Attachment 1; and
2. Approve an engagement agreement with Porter Scott for legal services from September 17, 2019 to June 30, 2020 in an amount not to exceed \$100,000 (Attachment 2).

Attachments: [Staff Report](#)
[Porter Scott Invoice Detail.pdf](#)
[Agreement for Legal Services with Porter Scott.pdf](#)
[Porter Scott Fee Agreement 2017.pdf](#)

Department of Health and Human Services: Administration

12. Professional Services Agreement with the City of Eureka Regarding the Provision of Employment Training, Rental Assistance, Case Management and Supportive Services to Individuals Experiencing, or at Risk of Experiencing, Homelessness in Humboldt County

Recommendation: That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with the City of Eureka regarding the provision of employment training, rental assistance, case management and supportive services to individuals experiencing, or at risk of experiencing, homelessness in Humboldt County for the period of July 1, 2019 through June 30, 2021;
2. Authorize the Department of Health and Human Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with the City of Eureka after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to return two fully executed original copies of the attached professional services agreement with the City of Eureka to the Department of Health and Human Services - Contract Unit for further processing.

Attachments:

[Staff Report](#)

[Professional Services Agreement with the City of Eureka Regarding the Provision o
EUREKA - COUNTY OF HUMBOLDT \(HEAP\) Insurance Certs.](#)

Department of Health and Human Services: Mental Health

13. Mental Health Organizational Provider Services Agreement with Redwood Community Services, Inc. Regarding the Provision of Children's Specialty Mental Health Treatment Services, Therapeutic Behavioral Services and Intensive Home-Based Services to Eligible Medi-Cal Beneficiaries Residing in Humboldt County

Recommendation: That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached mental health organizational provider services agreement with Redwood Community Services, Inc. regarding the provision of children's specialty mental health treatment services, therapeutic behavioral services and intensive home-based services to eligible Medi-Cal Beneficiaries residing in Humboldt County for the period of Sept. 17, 2019 through June 30, 2021;
2. Authorize the Department of Health and Human Services - Mental Health Director, or a designee thereof, to execute any and all subsequent amendments to the attached mental health organizational provider services agreement with Redwood Community Services, Inc. after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to return one fully executed original copy of the

attached mental health organizational provider services agreement with Redwood Community Services, Inc. to the Department of Health and Human Services - Contract Unit for further processing.

Attachments:

[Staff Report](#)

[FY 19-20 Mental Health Organizational Provider Services Agreement with Redwood](#)

[RCS Liability COI](#)

[RCS W-C - COI](#)

Department of Health and Human Services: Public Health

14. Grant Agreement with California Department of Public Health, Office of AIDS for HIV/AIDS Surveillance

Recommendation: That the Board of Supervisors:

1. Approve Grant Agreement # 19-10417 with California Department of Public Health (CDPH), Office of AIDS for the period of July 1, 2019 through June 30, 2024;
2. Authorize the Chair of the Board to sign four (4) originals of the Grant Agreement # 19-10417, one original Contractor Certification Clause (CCC 04/2017), one original Darfur Contracting Act, and one original Civil Rights Form;
3. Authorize the Director of Public Health, or designee, to sign any subsequent amendments or documents directly related to Grant Agreement # 19-10417 upon County Counsel and Risk Management review and approval; and
4. Direct the Clerk of the Board to return the four (4) signed originals and aforementioned certifications to Department of Health and Human Services (DHHS) - Public Health for further processing.

Attachments:

[Staff Report](#)

[Grant Agreement 19-10417](#)

[Contractor Certification Clause \(CCC 04/2017\)](#)

[Darfur Contracting Act](#)

[Civil Rights Form](#)

15. Women, Infants and Children (WIC) Agreement from the California Department of Public Health (CDPH).

Recommendation: That the Board of Supervisors:

1. Approve and authorize the State Standard Agreement # 19-10150 for WIC funding in the amount of \$3,304,392.00 for the period of October 1, 2019 through September 30, 2022;
2. Authorize the Department of Health & Human Services (DHHS) - Public Health Director or a designee thereof to sign State Standard Agreement # 19-10150;
3. Authorize the Department of Health & Human Services (DHHS) - Public Health Director or a designee thereof to sign one (1) copy of Exhibit F Certification Regrading Lobbying;

4. Authorize the DHHS - Public Health Director or a designee thereof to sign future amendments and documents directly related to State Standard Agreement # 19-10150 upon County Counsel and Risk Management review and approval; and
5. Direct the Clerk of the Board to return one (1) copy of the certified agenda item to DHHS - Public Health.

Attachments: [Staff Report](#)
[State Standard Agreement # 19-10150](#)
[State Standard Agreement #19-10150 Exhibits A - H](#)

Department of Health and Human Services: Social Services

16. Agreement with Redwood Community Action Agency to Provide Housing and Support Services for Eligible Families

Recommendation: That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Redwood Community Action Agency (RCAA) to administer the Parents and Children in Transition (PACT) Program for the period of July 1, 2019 through June 30, 2020 in an amount not to exceed \$450,551; and
2. Direct the Clerk of the Board to route the fully executed agreement to the Department of Health and Human Services (DHHS) - Contract Unit for further processing.

Attachments: [Staff Report](#)
[Agreement with Redwood Community Action Agency - Parents and Children in Tra](#)
[RCAA COI](#)

17. Agreement with the Humboldt County Office of Education to Assist with CalFresh Outreach and Support Activities

Recommendation: That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the agreement with the Humboldt County Office of Education (HCOE) to assist the Department of Health and Human Services (DHHS) increase utilization of CalFresh benefits by eligible households in an amount not to exceed \$331,150.00; and
2. Direct the Clerk of the Board to route the fully executed agreement to the DHHS-Contract Unit for forwarding to DHHS-Social Services Administration.

Attachments: [Staff Report](#)
[Agreement with the Humboldt County Office of Education to Assist with CalFresh \(](#)
[HCOE COI 50609542](#)

18. Lease Agreement with Pitney Bowes, Inc. for Department of Health and Human Services Mail and Print Shop Equipment

Recommendation: That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to execute the attached lease agreement with Pitney Bowes, Inc. for postage and metered mail machines;
2. Grant a waiver of the Nuclear Free Ordinance; and
3. Direct the Clerk of the Board to return the executed lease agreement to the Department of Health and Human Services (DHHS) - Contract Unit for further processing.

Attachments:

[Staff Report](#)

[Lease Agreement with Pitney Bowes, Inc. for Department of Health and Human Service](#)

Planning and Building Department

19. Approve Administrative Civil Penalty Assessment on Various Properties

Recommendation: That the Board of Supervisors:

1. Approve the proposed Administrative Civil Penalty Assessments on property owners who are in violation of various Humboldt County Codes including violation of Commercial Cannabis Land Use Ordinance (CCLUO) (formerly Commercial Medical Marijuana Ordinance) in the amount of \$900,000.00 plus administrative costs incurred in accordance with Title III, Division 5, Chapter 2, section 352-20 Summary Approval of Proposed Administrative Civil Penalty Assessments of the Humboldt County Code.

Attachments:

[Staff Report](#)

[Attachment A - Angel Bogdanov 216-393-013.pdf](#)

[Attachement B - 216-393-028 Bogdanov.pdf](#)

[Attachment C - 216-393-001 Kotzeva .pdf](#)

[Attachment D - 216-382-061, White Jim.pdf](#)

[Attachment E - 216-393-012 Tempo Plus Inc.pdf](#)

[Attachment F - 216-382-032 Dimitrov, Diyan.pdf](#)

[Attachment G - 216-382-034 Dimitrov, Diyan.pdf](#)

20. Authorization to submit a Coastal Commission Local Coastal Program Grant application

- Recommendation:** That the Board of Supervisors adopts the attached resolution that:
1. Directs the County of Humboldt staff to submit a grant application package to the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act, in the amount of \$100,000 to pursue a feasibility study for a Humboldt Bay regional sea level rise planning effort; and
 2. Authorizes the Director of the Planning and Building Department of the County of Humboldt to execute, in the name of the County of Humboldt, all necessary applications, contracts and agreements and amendments thereto to implement and carry out the grant application package and any project approved through approval of the grant application.

- Attachments:** [Staff Report](#)
[Attachment 1 - SLR Grant.docx](#)
[Supplemental_Round 6 Local Coastal Program Grant Application.pdf](#)

Probation**21. Request for Authority to Apply for the Probation Specialized Units (PU) Program Grant**

- Recommendation:** That the Board of Supervisors:
1. Authorize the Chair of the Board to sign the Certificate of Assurance of Compliance Authorization with the Violence Against Women Act (VAWA) (attachment 4);
 2. Authorize the Chief Probation Officer to sign the application to California Office of Emergency Services (CalOES) Victim Services Division for the Probation Specialized Units (PU) Program Grant (attachments 1-10) for fiscal year 2019-20;
 3. Authorize the Chief Probation Officer to sign any subsequent grant documents relating to the Probation Specialized Units (PU) Program Grant for the 2019-20 fiscal year; and
 4. Direct the Clerk of the Board to return the executed Certificate of Assurance of Compliance Authorization with the Violence Against Women Act (attachment 4) to the Probation Department, attention Elisha Hardison, Legal Office Business Manager.

Attachments: [Staff Report](#)
[2-101 Grant Subaward Face Sheet](#)
[2-102 Project Contact Form FILL](#)
[2-103 Signature Authorization Form](#)
[2-104g COAOC Violence Against Women Act \(VAWA\)](#)
[2-106a Budget Pages Multiple Fund Source](#)
[2-107](#)
[2-108](#)
[2-154 Project Service Area Information](#)
[Grants Management Assessment Form](#)
[Org Chart \(Functional Units\)](#)

Public Works

22. Request approval of the Fourth Amendment to Lease for 824 Harris St, Eureka, with Rachel-Jill Hemmert

Recommendation: That the Board of Supervisors:

1. Approve the Fourth Amendment to the lease 824 Harris Street with Rachel-Jill Hemmert;
2. Authorize the Chair of the Board to sign the attached Fourth Amendment; and
3. Direct the Clerk of the Board to return one (1) executed Board agenda item to Public Works-Real Property Division for transmittal to Lessor.

Attachments: [Staff Report](#)
[Att 1 - 2005-06-28 BOS original Lease](#)
[Att 2 - 2008-06-24 BOS 1st Amendment to Lease for 824 Harris St](#)
[Att 3 - 2013-05-21 BOS 2nd Amendment to Lease with Hemmert for 824 Harris St](#)
[Att 4 - 2018-5-15 BOS 3rd Amendment to Lease with Hemmert for 824 Harris St](#)
[Att 5 - 2019-9-9 Fourth Amend owner signed](#)
[Attachment Six - Landscaping Invoices](#)

23. Purchase of One 2019 Gradall XL 3100V, Authorization to Enter into Purchase Agreement, Declare Equipment Surplus and Approve the Supplemental Budget (4/5 Vote Required)

Recommendation: That the Board of Supervisors:

1. Authorize the purchase of one 2019 Gradall XL 3100V;
2. Authorize the Purchasing Agent to enter into a purchase agreement with Pape Machinery;
3. Declare one 1988 Gradall G3WD, equipment number 41854 as surplus; and
4. Approve the attached supplemental budget (4/5 vote required).

Attachments: [Staff Report](#)
[Supplemental Budget Request](#)

24. Allocate 1.0 Full-time Equivalent (FTE) Senior Environmental Analyst and deallocate 1.0 FTE Environmental Analyst in Budget Unit 1100-251

Recommendation: That the Board of Supervisors:
1. Allocate 1.0 FTE 1.0 Senior Environmental Analyst (salary range 429, class 0520) and deallocate 1.0 FTE Environmental Analyst (salary range 397, class 0208) in fund 1100, budget unit (BU) 251- Water Management, effective immediately.

Attachments: [Staff Report](#)

D. ITEMS PULLED FROM CONSENT

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

This portion of the meeting is reserved for persons desiring to address the Board on any matter not on this agenda that is under the jurisdiction of the Board. It is requested that speakers sign the sheet at the front doors of the Chamber. Although the Board may briefly respond to statements or questions, under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time.

F. SPECIAL PRESENTATIONS

G. MATTERS INITIATED BY BOARD MEMBERS

Board of Supervisors

1. Humboldt County Human Rights Commission Annual Report (Supervisor Rex Bohn)

Recommendation: That the Board of Supervisors:
1. Hear the report and take appropriate action, if required.

Attachments: [Staff Report](#)
[Human Rights Annual Report](#)

2. Area 1 Agency on Aging (A1AA) Update on Hoarding Task Force Activities (Supervisor Estelle Fennell)

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

Attachments: [Staff Report](#)

H. DEPARTMENT REPORTS

County Administrative Office

1. Update on County Facility Master Planning Efforts

- Recommendation:** That the Board of Supervisors:
1. Receive the staff report on facility master planning efforts; and
 2. Take other action as appropriate.

Attachments: [Staff Report](#)
[18 01 04 - Courts Gravel Lot Parking.pdf](#)

I. PUBLIC HEARINGS

J. DISCUSSION ITEMS

K. MATTERS SET FOR TIME CERTAIN

County Administrative Office

1. 9:15 a.m. - Presentation on the County's 2019 State Legislative Program

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

Attachments: [Staff Report](#)
[Humboldt County Budget Update](#)
[Humboldt County Legislative Report - Bill Tracking](#)

L. CLOSED SESSION

1. A conference with legal counsel pursuant to paragraph 1 of Government Code section 54956.9(a) in the matter of James Forbes v. Humboldt County (Case number: 19-cv-05514-RMI).
2. A conference with legal counsel pursuant to paragraph 1 of Government Code section 54956.9(a) in the matter of Robert Gribi v. County of Humboldt (Case number: DR190672).
3. Conference with Legal Counsel – Existing litigation pursuant to Government Code Section 54956.9, subd. (d)(1): Friends of the Eel River v. County of Humboldt, Humboldt County Superior Court Case No. CV180495.

4. It is the intention of the Board to meet in closed session for a conference with legal counsel pursuant to paragraph 2 of Government Code section 54956.9(d), due to a significant exposure to litigation. No. of cases: 1.

M. 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, and disabled parking is available in the lot on K Street, between Fourth and Fifth Streets. If you are a person with a disability, and you need disability-related modifications or accommodations 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/>