

BOARD OF SUPERVISORS

REX BOHN
First District
ESTELLE FENNELL
Second District
MIKE WILSON
Third District
VIRGINIA BASS
Chair - Fourth District
RYAN SUNDBERG
Vice-Chair - 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, January 3, 2017

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.

Board of Supervisors

1. Resolution to Reschedule Election of Governing Board Members of the Cuddeback Union School District (Supervisor Virginia Bass)

Recommendation: That the Board of Supervisors approve the request and forward to the Elections Department for processing.

Attachments: [Resolution to Reschedule Election for Cuddeback Union School District.pdf](#)

2. The National Association of Counties (NACo) Stepping Up Initiative Resolution (Supervisor Virginia Bass)
Recommendation: That the Board of Supervisors adopt the Resolution.
Attachments: [NACo Stepping Up Initiative Resolution.pdf](#)

3. Recommendation to Reappoint John Rice to the Williamson Act Committee (Supervisor Estelle Fennell)
Recommendation: That the Board of Supervisors approve the reappointment of John Rice to the Williamson Act Advisory Committee for another two-year term, expiring on June 30, 2018.
Attachments: [Reappointment to Williamson Act Committee.pdf](#)

4. Recommendation to Reappoint Dean Hunt to the Williamson Act Committee (Supervisor Ryan Sundberg)
Recommendation: That the Board of Supervisors approve the reappointment of Dean Hunt to the Williamson Act Advisory Committee for another two-year term, expiring on June 30, 2018.
Attachments: [Reappointment to Williamson Act Committee.pdf](#)

5. Adjourned in Memory Certificate for Bob Fox and Judge Harold Neville (Supervisor Virginia Bass)
Recommendation: That the Board of Supervisors ratify authorization for Board Members to sign the Certificates.
Attachments: [Adjourned in Memory Certificates.pdf](#)

6. Appreciation Letter to David Young for Service on the Behavioral Health Board (Supervisor Virginia Bass)
Recommendation: That the Board of Supervisors authorize the Chair to sign the letter of appreciation.
Attachments: [Appreciation Letter for Service on Behavioral Health Board.pdf](#)

7. Resolution to Reschedule Election of Governing Board Members of the Jacoby Creek School District (Supervisor Virginia Bass)
Recommendation: That the Board of Supervisors approve the request and forward to the Elections Department for processing.
Attachments: [Reschedule Election of Governing Board of Jacoby Creek School District.pdf](#)

Clerk of the Board**8. Approval of the Action Summary - Meeting of December 13, 2016**

Recommendation: That the Board of Supervisors approve the Action Summary from the meeting of December 13, 2016 and authorize the Clerk of the Board and Board Chair to sign the minute book in accordance with California Government Code Section 25103.

Attachments: [Action Summary for Meeting of 12-13-16.pdf](#)

9. Approval of the Action Summary - Special Meeting of December 21, 2016

Recommendation: That the Board of Supervisors approve the Action Summary for the special meeting of December 21, 2016 and authorize the Clerk of the Board and Board Chair to sign the minute book in accordance with California Government Code Section 25103.

Attachments: [Action Summary for Special Meeting of 12-21-16.pdf](#)

10. Extension of Extra-Help Hours to 1900 in Budget Unit 1100-101 - Board of Supervisors (4/5 Vote Required)

Recommendation: That the Board of Supervisors (BOS) approve the extension of extra help hours in budget unit 1100-101 to a maximum of 1900 hours through June 30, 2017, per Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

Attachments: [BOS Extension of Extra Help Hours.pdf](#)

Code Enforcement Unit**11. Administrative Abatement Funding Transfer and Supplemental Budget (4/5th Vote). Tyrone Okane-Morgan and Bruce Okane. 3863 D Street, Eureka, California; AP# 018-193-014**

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 \$18,000 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).

Attachments: [Administrative Abatement Funding Transfer.pdf](#)

County Administrative Office

12. Establish Fixed Asset Account for Software Licenses, Support, and Hosting of Microsoft Exchange Online

Recommendation: That the Board of Supervisors approve the attached budget transfers moving funds in the Information Technology (3550118) and Department of Health and Human Services - Social Services (1160511) budgets to a fixed asset account for the purchase of software licenses, support and hosting services required for Microsoft Exchange Online.

Attachments: [Fixed Asset Account for Microsoft Exchange Online.pdf](#)

13. Appointment of Law Library Trustees

Recommendation: That the Board of Supervisors appoint Jeffrey Blanck to serve as an ex officio member of the Law Library Trustees at the request of the Chair of the Board of Supervisors; and appoint Maggie Fleming and Cyndy Day-Wilson to the Board of Law Library Trustees.

Attachments: [Appointment of Law Library Trustees.pdf](#)

County Counsel

14. Adoption of Annual Resolutions Authorizing New Chair and Vice-Chair of the Board of Supervisors to Take All Acts Necessary to Act as Chair and Vice-Chair, Including Authorized Signatures on Necessary Documents of Financial Transactions

Recommendation: That the Board of Supervisors adopt the attached four (4) resolutions authorizing the new Chair Virginia Bass, and the new Vice-Chair Ryan Sundberg, of the Board of Supervisors to take all acts necessary to act as Chair and Vice-Chair, including authorized signatures on necessary documents of financial transactions, for acceptance and consent to grants of real property, eligibility to receive state and federal surplus property, and authorize the Chair to sign said resolutions; direct the Clerk of the Board to forward the original executed Resolution re Eligibility Renewal Application & Federal Surplus Property Program along with a copy of the Board Order to: Department of General Services, State and Federal Surplus Property Program, 1700 National Drive, Sacramento, CA 95834; direct the Clerk of the Board to execute and forward the original Certification Regarding Debarment to: the Department of General Services, State and Federal Surplus Property Program at the address listed in item 2.

Attachments: [Annual Resolutions Authorizing New Chair and Vice-Chair.pdf](#)

Department of Health and Human Services: Administration**15. Donation of Vehicles to the County Motor Pool**

Recommendation: That the Board of Supervisors approve the donation of five (5) Sedans, four (4) Midsize SUV AWDs, nine (9) Mini Vans and two (2) Mini Cargo Van XLs to the County Motor Pool for capitalization, maintenance and insurance purposes.

Attachments: [Vehicle Donation to County Motor Pool.pdf](#)

Department of Health and Human Services: Public Health**16. Grant Agreement with County Medical Services Program Governing Board for the County Wellness and Prevention Pilot Project and Supplemental Budget (4/5 Vote)**

Recommendation: That the Board of Supervisors approve the County Wellness and Prevention Pilot Project grant agreement with the County Medical Services Program (CMSP) Governing Board in the amount of \$300,000 for the period of Jan. 1, 2017 through June 30, 2020; authorize the Director of Public Health to sign grantee data sheet and four (4) original signature pages of the agreement; approve Attachment B: Supplemental budget to increase revenues by \$50,000 in fund 1175 Public Health, budget unit 449 Fiscal Agent (4/5 vote); direct Auditor-Controller to supplement Fund 1175, per Attachment B; approve the allocation of 1.0 full-time equivalent (FTE) Health Education Specialist I/II (class 1595, salary range 370/403) position in budget unit 414, effective immediately upon Board approval; and authorize the Director of Public Health or designee to approve all future amendments to the grant agreement and documents directly related to those agreements, that do not require matching funds from the county, with County Counsel and Risk Management review and approval.

Attachments: [Grant Agreement with CMSP Governing Board.pdf](#)

17. Memorandum of Understanding by and between County of Humboldt and Humboldt State University for HIV Prevention Services

Recommendation: That the Board of Supervisors approve the Memorandum of Understanding (MOU) by and between County of Humboldt and Humboldt State University (HSU); authorize the Risk Manager and the Director of Public Health to sign two (2) originals of the MOU; and authorize the Director of Public Health to approve all future amendments that do not require matching funds from the county, with County Counsel and Risk Management review and approval.

Attachments: [MOU with HSU for HIV Prevention Services.pdf](#)

18. Disallocate a .20 Full-Time Equivalent (FTE) Assistant County Physician, One (1.0 FTE) Supervising Public Health Nurse, One (1.0 FTE) Public Health Nurse and One (1.0 FTE) Registered Nurse from Budget Unit 416; Disallocate One (1.0 FTE) Public Health Nutritionist from Budget Unit 460; Allocate One (1.0 FTE) Social Worker Supervisor I, Two (2.0 FTE) Social Worker III and Two (2.0 FTE) Social Worker I/II in Budget Unit 511

Recommendation: That the Board of Supervisors disallocate a .20 full-time equivalent (FTE) Assistant County Physician (salary \$65.42/hour, class 0547, position 01), one (1.0 FTE) Supervising Public Health Nurse (salary range 484, class 0514, position 06), one (1.0 FTE) Public Health Nurse (salary range 465, class 0528, position 28), and one (1.0 FTE) Registered Nurse (salary range 457, class 0556, position 01), all currently vacant in budget unit 416 effective the pay period immediately following Board approval; disallocate one (1.0 FTE) Public Health Nutritionist (salary range 426, class 1594, position 01) currently vacant in budget unit 460 effective the pay period immediately following Board approval; and allocate one (1.0 FTE) Social Worker Supervisor I (salary range 449, class 1708), two (2.0 FTE) Social Worker III (salary range 396, class 0727), and two (2.0 FTE) Social Worker I/II (salary range 355/380, class 0706) in budget unit 511 effective the pay period immediately following Board approval.

Attachments: [Disallocation and Allocation of Public Health Positions.pdf](#)

19. Second Amendment to Lease at 1108 Main Street, Fortuna, CA

Recommendation: That the Board of Supervisors approve the second amendment to lease at 1108 Main Street, Fortuna, CA with Lee Ulansey, a sole proprietor, to extend the lease through January 31, 2018; authorize the Chairperson to execute the second amendment to lease, in duplicate; and direct the Clerk of the Board to return one (1) of the fully executed second amendment to lease to Public Works - Real Property staff for transmittal to lessor, retaining the second fully executed second amendment to lease with meeting records.

Attachments: [Amendment to Lease at 1108 Main Street, Fortuna.pdf](#)

District Attorney

20. Execution of Joint Powers Agreement Amendment #1 and Resolution with California Victim Compensation Board (Formerly Victim Compensation and Government Claims Board (VCGCB)) and Supplemental Budget (Requires 4/5 Vote)

Recommendation: That the Board of Supervisors adopt the attached Resolution and authorize the Chair of the Board to execute the Standard Agreement Amendment between the County of Humboldt and the California Victim Compensation Board (CalVCB) for July 1, 2015-June 30, 2018 in the amount of \$380,849.00; direct the Chair of the Board to sign four (4) originals of the attached Standard Agreement Amendment between the County of Humboldt and CalVCB; direct the Clerk of the Board to process and return the executed copies to the District Attorney's Office, attention Rachelle Davis, for further processing and submission to the State; and direct the Clerk of the Board to provide approved Supplemental Budget to the Auditor's office for further processing.

Attachments: [Joint Powers Agreement with CA Victim Compensation Board.pdf](#)

Human Resources

21. Revisions to the Merit System Services (MSS) Job Description for Policy and Legislative Manager

Recommendation: That the Board of Supervisors adopt the revised job class description for the Merit System Services job class of Policy and Legislative Manager (class 0687, salary range 483), effective immediately upon approval.

Attachments: [Revisions to MSS Job Description Policy-Legislative Manager.pdf](#)

Public Defender

22. Authorize Temporary Increase in Pay for Luke Brownfield, Deputy Public Defender, Pursuant to the County Salary Resolution, Section 8.D.

Recommendation: That the Board of Supervisors authorize temporary increase in pay for Deputy Public Defender, Luke Brownfield (Class 0604, Range 517) as though promoted to Supervising Attorney (Class 0610, Range 550) beginning January 1, 2017 and continuing until the board appoints a Department Head.

Attachments: [Temporary Increase in Pay for Deputy Public Defender.pdf](#)

Public Works

23. Supplemental Budget for Natural Resources Planning Division - FY 2016-17 (4/5 Vote Required)

Recommendation: That the Board of Supervisors adopt the attached supplemental budget for FY 2016-17 (4/5 vote required).

Attachments: [Public Works Supplemental Budget.pdf](#)

24. Humboldt Community Corrections Re-Entry Resource Center Construction Project, Authorization to Enter into Negotiated Contract for Professional Design Services, Project Number 170223; Supplemental Budget Request in Budget Unit 1100170 for FY 2016-17 (4/5 Vote Required)

Recommendation: That the Board of Supervisors adopt the attached supplemental budget of \$618,438 for Budget Unit 1100170 Coital Projects (4/5 vote required); approve the Professional Services Agreement with Nichols, Melburg & Rossetto Architects for a maximum basic services fee not to exceed \$1,810,000 and authorize the Chair to sign four (4) originals; direct the Clerk of the Board to return three (3) fully executed originals to the Public Works Department; and authorize the Public Works Director or his designee to issue a notice to Nichols, Melburg & Rossetto Architects to proceed with the agreement.

Attachments: [Corrections Re-Entry Resource Center Project.pdf](#)

25. Request for Qualifications (RFQ No. DPW2017-001) Regarding On-Call Construction Management Services for Roadway Repair and Bridge Construction Projects

Recommendation: That the Board of Supervisors authorize, the Director of Public Works to advertise and distribute the attached Request for Qualifications (RFQ No. DPW2017-001) regarding on-call construction management services for roadway repair and bridge construction projects throughout Humboldt County.

Attachments: [RFQ for On-Call Construction Management Services.pdf](#)

26. Red Cap Road (8Q100) Bridge Replacement over Big Rock Gulch (4C-259) at Post Mile 0.30; Project No.: BRL0 5904 (113); Contract No.: 594021

Recommendation: That the Board of Supervisors approve the plans and specifications for the Red Cap Road Bridge Replacement Over Big Rock Gulch at P.M. 0.30 Project; and 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 February 21, 2017 at 2:00 p.m.

Attachments: [Red Cap Road Bridge Replacement.pdf](#)
[Notice, Proposal, Contract \(115 pages\).pdf](#)
[Project Plans.pdf](#)

Sheriff

27. Approval of Donation of Four Vehicles in Sheriff's Measure Z Budget Unit 297 to the Motor Pool for Capitalization, Maintenance, and Insurance

Recommendation: That the Board of Supervisors approve of the donation of three patrol vehicles and one SUV vehicle allocated in FY 2016-17 Sheriff's Measure Z Budget Unit 297 to the motor pool for capitalization, maintenance, and insurance.

Attachments: [Vehicle Donation to Motor Pool.pdf](#)

Treasurer/Tax Collector

28. Delegation of Authority to County Treasurer for Investment Responsibility of County Treasury

Recommendation: That the Board of Supervisors 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 delegates 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: [Delegation of Authority to County Treasurer.pdf](#)

D. 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.

1. Public Comment Sign-In Sheet and Handouts

Attachments: [Public Comment Sign-In Sheet and Handouts.pdf](#)

E. SPECIAL PRESENTATIONS**Board of Supervisors**

1. Certificate of Recognition for Cybelle Immitt (Supervisor Virginia Bass)

Recommendation: That the Board of Supervisors authorize the Chair to sign the Certificate of Recognition.

Attachments: [Certificate of Recognition for Cybelle Immitt.pdf](#)

F. MATTERS SET FOR TIME CERTAIN**Board of Supervisors**

1. 9:30 a.m. - Humboldt County Aviation Advisory Committee Annual Report (Supervisor Virginia Bass)

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

Attachments: [Aviation Advisory Committee Annual Report.pdf](#)

G. ITEMS PULLED FROM CONSENT**H. MATTERS INITIATED BY BOARD MEMBERS****Board of Supervisors**

1. Consider Cancelling the February 28, 2017 Board of Supervisors Meeting (Supervisor Virginia Bass)

Recommendation: That the Board of Supervisors cancel the February 28, 2017 Board of Supervisors meeting.

Attachments: [Consider Cancelling February 28 Board Meeting.pdf](#)

I. DEPARTMENT REPORTS**Agricultural Commissioner**

1. Report on the Medical Cannabis Track and Trace Pilot Project and Request to Issue a Track and Trace Request for Proposals

Recommendation: That the Board of Supervisors hear a report from the Agricultural Commissioner on the progress and findings of the County's Medical Cannabis Track & Trace Pilot Project; direct the Agricultural Commissioner to continue developing and implementing a Medical Cannabis Track and Trace Program for all participants in the County's Medical Marijuana Permitting Program including offering the Humboldt Artisanal Program; and authorize the Agricultural Commissioner's Office to issue a Request for Proposals (RFP) soliciting offers from Track and Trace program vendors to provide Humboldt County's program.

Attachments: [Track and Trace Program.pdf](#)

Clerk of the Board

2. Appointment of Board Members to Various Boards, Commissions and Committees for Calendar Year 2017

Recommendation: That the Board of Supervisors appoint Board Members to various Boards, Commissions and Committees for calendar year 2017.

Attachments: [Appointment of Board Members to Various Boards.pdf](#)

J. ADMINISTRATIVE ABATEMENT HEARINGS**K. PUBLIC HEARINGS****L. DISCUSSION ITEMS****County Administrative Office**

1. County Administrative Officer Report: Community Budget Meetings and Various Other Topics

Recommendation: That the Board of Supervisors receive an oral report from the County Administrative Officer regarding the format of the community budget meeting(s) for 2017, and various other topics, and take action as may be required.

Attachments: [CAO Report.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, 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 two 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/>