

BOARD OF SUPERVISORS

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



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, January 7, 2025

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 or the ADA Coordinator at 844-365-0352 or by email at 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: 834 9103 6607

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 in person or submit your comment in writing in advance of the meeting.

Zoom Public Comment:

When the Board of Supervisors announce the agenda item that you wish to comment on, call the conference line, enter Meeting ID and press star (*) 9 on your phone, this will raise your hand. You'll continue to hear the Board meeting on the call. When it is time for public comment on the item you wish to speak on, you'll hear a prompt that will indicate your phone is unmuted. Please state your name and the agenda item number you will be commenting on. You will have 3 minutes to comment. On Public Comment for Non-Agenda Items you will be limited to 2 minutes. 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, 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****Auditor/Controller**

[24-1638](#)

1. Second Amendment to the Software Services Agreement with Fifth Asset, LLC

Recommendation:

That the Board of Supervisors:

1. Approve, and authorize the Purchasing Agent, or a designee thereof, to execute, the attached second amendment to the software agreement with Fifth Asset, LLC which expands the scope of services provided thereunder for a total contract amount of One Hundred Twenty-One Thousand Dollars

(\$121,000.00) for the period of November 17, 2023 through November 16, 2027; and

2. Authorize the Purchasing Agent, or a designee thereof to execute any and all subsequent amendments, and other documents directly related to, the software services agreement with Fifth Asset, LLC, after review and approval by County Counsel, Risk Management and the County Administrative Office.

Attachments:

[Staff Report](#)

[1. DebtBook Contract](#)

[2. DebtBook First Amendment](#)

[3. DebtBook Second Amendment](#)

Board of Supervisors

[25-56](#)

2. Resolution to Recognize Dr. Ruby Bayan

Recommendation:

That the Board of Supervisors:

1. Adopt the resolution to recognize Dr. Ruby Bayan.

Sponsors:

Supervisor Bohn

Attachments:

[Staff Report](#)

[Recognition Resolution - Dr. Ruby Bayan](#)

[25-79](#)

3. Proclamation Recognizing the Arcata High School Tigers 2024 Football Team for Winning the CIF 6-AA State Championship

Recommendation:

That the Board of Supervisors:

1. Authorize the Chair to sign the proclamation.

Sponsors:

Supervisor Wilson

Attachments:

[Staff Report](#)

[Proclamation.pdf](#)

[25-83](#)

4. Proclaim January 2025 as Mentoring Month in Humboldt County

Recommendation:

That the Board of Supervisors:

1. Adopt the proclamation.

Sponsors:

Supervisor Madrone

Attachments:

[Staff Report](#)

[Mentoring Month Proclamation](#)

[25-96](#)

5. Letter of Support to the Forest Health Grant Review Team with the California Department of Forestry and Fire Protection for the Butte Creek/Buck Mountain Forest Health Project

Recommendation: That the Board of Supervisors:
1. Authorize the Chair to sign the Letter of Support to the California Department of Forestry and Fire Protection.

Sponsors: Supervisor Bushnell

Attachments: [Staff Report](#)
[Forest Health Grant Letter of Support.pdf](#)
[Butte Creek/Buck Mountain Forest Health Project Summary](#)
[Executed Letter of Support](#)

[25-97](#)

6. Adjourn in Memory of Marty Messenger

Recommendation: That the Board of Supervisors:
1. Adjourn in the Memory of Marty Messenger.

Sponsors: Supervisor Bushnell

Attachments: [Staff Report](#)
[Marty Messenger.pdf](#)

[25-98](#)

7. Adjourn in Memory of Todd Barton

Recommendation: That the Board of Supervisors:
1. Adjourn in the Memory of Todd Barton.

Sponsors: Supervisor Bushnell

Attachments: [Staff Report](#)
[Todd Barton.pdf](#)

Clerk of the Board

[25-70](#)

8. Quarterly Report of Current and Projected Vacancies on Humboldt County Board of Supervisors Appointed Boards, Committees and Commissions

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

Attachments: [Staff Report](#)
[Current Appointment Vacancies List - Quarterly Report](#)

[25-71](#)

9. Approval of the Action Summary - Meeting of December 17, 2024

Recommendation: That the Board of Supervisors:
1. Approve the Action Summary for the meeting of December 17, 2024, and authorize the Clerk of the Board and the Board Chair to sign the Minute Book in accordance with California Governmental Code Section 25103.

Attachments: [Staff Report](#)
[Action Summary - December 17,2024](#)
[Minute Sheet](#)
[Executed Action Summary - December 17, 2024](#)

[25-74](#)

10. Appoint Nick Pape to the Citizens' Advisory Committee on Measure Z Expenditures Representing the Fire Chief Association

Recommendation: That the Board of Supervisors:
1. Approve the recommendation of appointing Nick Pape to the Citizens' Advisory Committee on Measure Z Expenditures representing the Fire Chief Association.

Attachments: [Staff Report](#)
[Measure Z Citizens' Advisory Committee Roster_redacted.pdf](#)

[25-77](#)

11. Letter of Appreciation to Sean Robertson for their Service on the Measure Z Citizens' Advisory Committee

Recommendation: That the Board of Supervisors:
1. Authorize the Chair to sign the Letter of Appreciation.

Attachments: [Staff Report](#)
[Measure Z Sean Robertson Letter of Appreciation](#)
[Executed Letter of Appreciation - Sean Robertson](#)

[25-87](#)

12. Letter of Appreciation to Robert Bronkall for their Service on the Measure Z Citizens' Advisory Committee

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 of Appreciation - Bob Bronkall](#)

[25-88](#)

13. Notice of Vacancy for an At-Large Member of the Citizens' Advisory Committee on Measure Z Expenditures

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

Attachments: [Staff Report](#)
[Measure Z Citizens' Advisory Committee At Large Vacancy Notice.pdf](#)

County Administrative Office

[25-102](#)

14. Extension of Extra Help Hours for the County Administrative Office, Purchasing Division
3555115 (4/5 Vote Required)

Recommendation: That the Board of Supervisors:

1. Approve a waiver of the 960 extra-help limitation for Kayla Watkins and an extension of 960 hours, to a maximum of 1,920 hours for Fiscal Year 2024-25, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

Attachments: [Staff Report](#)

Department of Health and Human Services: Administration

[25-13](#)

15. Approval of an Exception to the Hiring Freeze to Hire One Full Time Equivalent (FTE) Fiscal Assistant I/II, One FTE Supervising Behavioral Health Nurse, and One Staff Services Specialist for the Social Services (SS) and Behavioral Health (BH) Branch of the Department of Health & Human Services (DHHS)

Recommendation: That the Board of Supervisors:

1. Provide an exception to the hiring freeze to fill and begin recruitment for the position of Fiscal Assistant I/II (Class 0177A/B, Salary Range 338/355), Supervising Behavioral Health Nurse (Class 0920, Salary Range 551) and Staff Services Specialist (Class 0389, Salary Range 412).

Attachments: [Staff Report](#)

[25-18](#)

16. Authorize a Temporary Increase in Pay for Kristen Smith, Program Coordinator, Pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSME) Memorandum of Understanding (MOU)

Recommendation: That the Board of Supervisors:

1. Authorize a temporary increase in pay for Program Coordinator, Kristen Smith (Class 1425, Salary Range 451, Position 04) as though promoted to HHS Program Services Coordinator (Class 0517, Salary Range 480) beginning Jan. 4, 2025, and continuing until the incumbent has returned to work.

Attachments: [Staff Report](#)

[Authorize a Temporary Increase in Pay for Kristen Smith, Program Coordinator, Pursuant to Sec](#)

[25-51](#)

17. Resolution Rescinding Resolution No. 20-72 and Authorizing the Humboldt County Department of Health and Human Services to Secure Funding Previously Made Available through the California Department of Housing and Community Development's Homekey Program

Recommendation: That the Board of Supervisors:

1. Adopt the attached Resolution rescinding Resolution No. 20-72 and authorizing the Department of Health and Human Services Director, or a designee thereof, to execute and deliver a State of California Standard Agreement, and any other agreements, amendments, certifications and

documents necessary to secure funding previously made available through the California Department of Housing and Community Development's Homekey Program; and

2. Direct the Clerk of the Board to return one(1) fully executed certified copy of the attached resolution to the Department of Health and Human Services - Contract Unit for submission to the California Department of Housing and Community Development.

Attachments: [Staff Report](#)
[State Standard Agreement HomeKey](#)
[Homekey Resolution](#)
[Resolution No. 25-1](#)

Department of Health and Human Services: Behavioral Health

[25-9](#)

18. Appointment to the Humboldt County Behavioral Health Board

Recommendation: That the Board of Supervisors:

1. Appoint Kelly Johnson to the Humboldt County Behavioral Health Board for a three (3) year term; and
2. Direct the Clerk of the Board to provide the Department of Health and Human Services - Behavioral Health with one (1) fully executed certified copy of the Board order related to this item.

Attachments: [Staff Report](#)
[Redacted app K. Johnson](#)

Planning and Building Department

[25-23](#)

19. Memorandum of Understanding (MOU) with City of Fortuna for Assistance with State of California Housing and Community Development (HCD) Program Administration

Recommendation: That the Board of Supervisors:

1. Review, approve, and authorize the Director of Planning and Building to sign the attached Memorandum of Understanding with the City of Fortuna for assistance administering and managing HCD program; and
2. Authorize the Director of Planning and Building to renew the Memorandum of Understanding with the City of Fortuna every 3 years, upon review and approval by Risk Management, County Counsel, and the County Administrative Office.

Attachments: [Staff Report](#)
[Fortuna Signed County MOU 2025-2027](#)

Public Works

[25-48](#)

20. Accept the Completed Contract for Storm Damage Repair to Elk Creek Road (C6D060) Post

Miles 0.95 to 2.42

Recommendation: That the Board of Supervisors:

1. Accept the completed contract, including any and all approved change orders, with Van Meter Logging, Inc., regarding the construction of Storm Damage Repair to Elk Creek Road (C6D060) Post Miles 0.95 to 2.42; 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 \$800, which will bring the total amount paid to 100% of the contract; and
3. 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](#)
[Executed Project Agreement and Change Orders](#)
[Acceptance Statement](#)

[25-58](#)

21. License Agreement with Hansen-Degnan Properties for a Kneeland Road Stockpile Site, APN 207-036-001.

Recommendation: That the Board of Supervisors:

1. Authorize the Chair of the Board to sign the License Agreement between the County of Humboldt and Hansen-Degnan Properties.

Attachments: [Staff Report](#)
[SOS Filing \[0.1 MB\]](#)
[2024 Hansen Quarry Agreement - SIGNED](#)
[Executed 2024 Hansen Quarry Agreement](#)

[25-67](#)

22. License Agreement with Kneeland Elementary School District for the Kneeland Elementary School District Storage Site, APN 314-131-013

Recommendation: That the Board of Supervisors:

1. Authorize the Chair of the Board to sign the License Agreement between the County of Humboldt and Kneeland Elementary School District (Attachment 1); and
2. Direct the Clerk of the Board to return the executed License Agreement to the Department of Public Works Land Use.

Attachments: [Staff Report](#)
[Kneeland School Storage Site Agreement \(1.515 MB\).pdf](#)
[Executed - Kneeland School Storage Site Agreement](#)

E. ITEMS PULLED FROM CONSENT

F. PUBLIC COMMENT ON NON-AGENDA ITEMS (2 Minutes)

G. MATTERS SET FOR TIME CERTAIN (None Scheduled)

H. PUBLIC HEARINGS

Public Works

25-63

1. Formation of Permanent Road Division (PRD) 1000, Zone No. 009 and Imposition of Parcel Charges for Morgan Subdivision, McKinleyville (4/5th Vote Required)

Recommendation:

That the Board of Supervisors:

1. Open the continued public hearing regarding the formation of PRD 1000, Zone No. 009, and imposition of parcel charges for maintenance of roads and drainage facilities for the Morgan Subdivision, receive public testimony and close the public testimony portion of the public hearing (4/5th Vote Required); and
2. Direct the Auditor-Controller to tally the ballots received to impose parcel charges for maintenance of road and drainage facilities in the Morgan Subdivision (4/5th Vote Required); and
3. Based upon the public testimony and results of the election, adopt the attached Resolution to Establish Humboldt County Permanent Road Division 1000, Zone 009 and to Impose Parcel Charges for Maintenance of Road and Drainage Facilities (4/5th Vote Required); and
4. Adopt the Resolution of Acceptance to Accept the Rights of Way for Lynnea Court for Public Road Purposes, and Public Sidewalk Easement Purposes, all as shown dedicated to the County of Humboldt on Tract No. 0603, filed in Book 24 of Maps, pages 57 through 59 in the Office of the Humboldt County Recorder (4/5th Vote Required); and
5. Direct the Auditor to calculate yearly the compounded inflation factor based upon the Consumer Price Index (CPI) to the parcel charges for maintenance of roads and drainage facilities (4/5th Vote Required); and
6. Direct the Auditor-Controller to establish fund number 2309 for PRD 1000, Zone No. 009.

Attachments:

[Staff Report](#)

[1 - Notice of Formation \(0.03 MB\).doc](#)

[2 - Notice to Assess \(0.05 MB\).doc](#)

[3 - Resolution of Formation \(0.30 MB\).docx](#)

[4 - Resolution to Accept ROW \(0.03 MB\).docx](#)

[Resolution No. 25-2](#)

[Resolution No. 25-3](#)

25-64

2. Formation of Permanent Road Division (PRD) 1000, Zone No. 010 and Imposition of Parcel Charges for Washington Terrace Subdivision, McKinleyville (4/5 Vote Required)

Recommendation:

That the Board of Supervisors:

1. Open the continued public hearing regarding the formation of PRD 1000, Zone No. 010 and imposition of parcel charges for maintenance of roads and drainage facilities for the Washington Terrace Subdivision, receive public

- testimony and close the public testimony portion of the public hearing (4/5 Vote Required); and
2. Direct the Auditor-Controller to tally the ballots received to impose parcel charges for maintenance of roads and drainage facilities in the Washington Terrace Subdivision (4/5 Vote Required); and
 3. Based upon the public testimony and results of the election, adopt the attached Resolution to Establish Humboldt County Permanent Road Division 1000, Zone No. 010 and to Impose Parcel Charges for Maintenance of Roads and Drainage Facilities (4/5 Vote Required); and
 4. Adopt the Resolution of Acceptance to Accept the Rights of Way for Washington Court and Ascent Place for Public Road Purposes, and for Public Sidewalk Easement Purposes, all as shown dedicated to the County of Humboldt on Tract No. 0676, filed in Book 26 of Maps, pages 18 through 21 in the Office of the Humboldt County Recorder (4/5 Vote Required); and
 5. Direct the Auditor to calculate yearly the compounded inflation factor based upon the Consumer Price Index (CPI) to the parcel charges for maintenance of roads and drainage facilities (4/5 Vote Required); and
 6. Direct the Auditor-Controller to establish fund number 2310 for PRD 1000, Zone No. 010.

Attachments:[Staff Report](#)[1 - Notice of Formation \(0.03 MB\) .doc](#)[2 - Notice to Assess \(0.05 MB\).doc](#)[3 - Resolution of Formation \(1.8 MB\).docx](#)[4 - Resolution to Accept ROW \(0.03 MB\).docx](#)[Resolution No. 25-4](#)[Resolution No. 25-5](#)**I. DEPARTMENTAL REPORTS****Clerk of the Board**[25-95](#)

1. Consider Amendments and Updates to the Protocol for Board of Supervisor Appointments and Review of the 2025 Humboldt County Board Appointed Boards, Committees and Commission List

Recommendation:

That the Board of Supervisors:

1. Review and approve the updated protocol for the Board of Supervisor appointments (Attachment 1); and
2. Per the Board's direction on Dec. 17, 2024, review and consider adjustments to the current list of Humboldt County Board Appointed Boards, Committees and Commissions (Attachment A); and
3. Approve the updated 2025 Committees, Commissions and Boards Exempt from Protocol List (Attachment B); and
4. Approve the updated format for board member notification of appointment (Appendix 1); and
5. Approve the updated format for the Clerk of the Board item notice of

- unscheduled vacancy (Appendix 2) ; and
6. Approve the updated format for the Clerk of the Board item notice of scheduled vacancy (Appendix 3); and
 7. Approve the updated format for the Clerk of the Board item to consider making an at-large appointment (Appendix 4).

Attachments:[Staff Report](#)[Attachment 1 - Updated Protocol for Board of Supervisors Appointments](#)[Attachment A – 2025 Humboldt County Board Appointed Committees, Commissions & Boards li](#)[Attachment B – 2025 Committees, Commissions & Boards Exempted from Protocol list](#)[Appendix 1.pdf](#)[Appendix 2.pdf](#)[Appendix 3.pdf](#)[Appendix 4.pdf](#)[Review Spreadsheet of All Boards, Commissions and Committees.pdf](#)**Planning and Building Department**[25-60](#)

2. Garth General Plan Amendment and Zone Reclassification Petition to Provide a Permitting Pathway for an Alternative Lodge Park on Property in the Trinidad Area; APN 515-172-010; PLN-2024-19111

Recommendation:

That the Board of Supervisors:

1. Adopt the attached resolution (Attachment 1) to take the following actions:
 - a. Adopt the findings supporting granting the petition to accept the General Plan Amendment and Zone Reclassification Petition for review and processing, as modified; and
 - b. Accept for processing the modified petition to amend the General Plan and modify the Tiny House Village provisions of the Zoning Ordinance; and
2. Direct the Clerk of the Board to give notice of the decision to the applicant and any other interested party.

Attachments:[Staff Report](#)[Attachment 1 - Petition Request](#)[Attachment 2 - DRAFT Resolution \(003\)](#)[Attachment 3 - Vicinity Map and Site Plan](#)[Attachment 4 - Zoning & Land Use Maps](#)[Attachment 5 - Zoning Consistency Matrix](#)[Attachment 6 - Yeehaw progress Rpt \(11-25-2024\)](#)[Attachment 7 - Comments from the Environmental Health Division](#)[Attachment 8 - Potential Zoning Code Revisions - 314-62.5 Emergency Housing Villages](#)[Resolution No. 25-6](#)

J. MATTERS INITIATED BY BOARD**Board of Supervisors****25-107**

1. Consider Closing All County of Humboldt Offices on Thursday, Jan. 9, 2025 in Recognition of a National Day of Mourning in Accordance with the Presidential Proclamation Announcing the Death of James "Jimmy" Earl Carter, Jr. issued on Dec. 29, 2024

Recommendation: That the Board of Supervisors:

1. Consider closing all County of Humboldt offices on Thursday, Jan. 9, 2025 in recognition of a National Day of Mourning in accordance with the Presidential Proclamation announcing the death of James "Jimmy" Earl Carter, Jr. issued on Dec. 29, 2024.

Sponsors: Supervisor Bushnell

Attachments: [Staff Report](#)
[Proclamation Announcing the Death of James Earl Carter, Jr..pdf](#)

K. CLOSED SESSION**25-75**

1. 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.

L. ADJOURNMENT