

**BOARD OF SUPERVISORS**

REX BOHN  
Vice-Chair - First District  
ESTELLE FENNELL  
Second District  
MIKE WILSON  
Third District  
VIRGINIA BASS  
Fourth District  
RYAN SUNDBERG  
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, August 21, 2018**

**9:00 AM**

**Regular Meeting**

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**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.*

**Agricultural Commissioner**

1. FY 2017-18 Supplemental Budget Request for Budget Unit 1100261 (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors approve FY 2017-18 supplemental budget request for the Agricultural Commissioner's Office for fees collected for participation in the county track and trace program.

**Attachments:** [Supplemental Budget Request.pdf](#)

2. Approval of United States Department of Agriculture Agreement No. 18-73-06-0254-RA for Wildlife Services (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors approve Cooperative Agreement No. 18-73-06-0254-RA, known as the United States Department of Agriculture-Wildlife Services (USDA) Contract (Attachment 1); authorize the Chair to sign three copies each of the Cooperative Agreement and Work and Financial Plan No. 18-73-06-0254-RA (6 total copies), and return all signed copies to the commissioner's office for further processing; approve a transfer from General Fund - Contingencies 1100-990 in the amount of \$24,838 for Fiscal Year 2018-19 to the Wildlife Services Division of the Agriculture Commissioner's Office (1100-279) for wildlife services to be performed by USDA WS (Attachment 2) (4/5 vote required); and grant a waiver of the Nuclear Free Ordinance.

**Attachments:** [Approval of United States Department of Agriculture Agreement.pdf](#)

### **Auditor/Controller**

3. Professional Services Agreement with CliftonLarsonAllen LLP, Certified Public Accountants, Regarding the Provision of External Audit Services for Fiscal Year 2017-18

**Recommendation:** That the Board of Supervisors approve, and authorize the Chair of the Board to execute the attached professional services agreement with CliftonLarsonAllen LLP, Certified Public Accountants, regarding the provision of external audit services for fiscal year 2017-18; approve, and authorize the Chair of the Board, the Auditor-Controller and the Airport Director to execute the engagement letters regarding the provision of external audit services for fiscal year 2017- 18 that are attached to the professional services agreement with CliftonLarsonAllen LLP, Certified Public Accountants, as Exhibit A; and direct the Clerk of the Board to return one (1) fully executed original copy of the attached professional services agreement to the Auditor-Controller's Office for further processing.

**Attachments:** [Professional Services Agreement with CliftonLarsonAllen LLP.pdf](#)

### **Board of Supervisors**

4. Appointment of Larry Oetker to the Humboldt County Redevelopment Oversight Board as the Public At- Large Member (Supervisor Mike Wilson)

**Recommendation:** That the Board of Supervisors appoint Larry Oetker to the Humboldt County Oversight Board as the Public At-Large member.

**Attachments:** [Staff Report](#)  
[I-1.pdf](#)  
[Application.pdf](#)

5. Reappoint Yana Valachovic and Chris Carroll to the Humboldt County Forestry Review Committee as the At-Large Members (Supervisor Rex Bohn)

**Recommendation:** That the Board of Supervisors reappoint Yana Valachovic and Chris Carroll to the Humboldt County Forestry Review Committee as the At-Large members.

**Attachments:** [Reappointments to the Forestry Review Committee.pdf](#)

6. Resolution Recognizing Candace Bryant on Her Retirement (Supervisor Virginia Bass)

**Recommendation:** That the Board of Supervisors authorize the Chair to sign the Resolution.

**Attachments:** [Staff Report](#)  
[Candace Bryant Retirement Resolution.pdf](#)

7. Proclaim August 2018 as Coast Guard Month in Humboldt County (Supervisor Virginia Bass)

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

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

8. Letter of Support to the California Association of Resource Conservation District's (CARCD) and their Partner, the Humboldt County Resource Conservation Districts (HCRCD) Application for Funding for the Wildlife Conservation Board's Climate Adaptation and Resiliency Program (Supervisor Rex Bohn)

**Recommendation:** That the Board of Supervisors authorize the Chair to sign the letter of support.

**Attachments:** [Staff Report](#)  
[HCRCD Support Letter for Project to Develop Conservation Carbon Farm Plans with Lc](#)

### **Clerk of the Board**

9. Approval of the Action Summary - Meeting of July 31, 2018

**Recommendation:** That the Board of Supervisors approve the Action Summary for the meeting of July 31, 2018 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 - Meeting of July 31, 2018.pdf](#)

**10. Adoption of Assessment Appeals Board Rules**

**Recommendation:** That the Board of Supervisors adopt the Assessment Appeals Board Rules for Humboldt County.

**Attachments:** [Staff Report](#)  
[Rules of the Board 8-14-18 Final.pdf](#)

**County Administrative Office****11. Cancellation of Case Management Building ADA Project Bid Located at 2933 H Street, Eureka, CA**

**Recommendation:** That the Board of Supervisors authorize the cancellation of the County of Humboldt Case Management Building Americans with Disabilities Act (ADA) Project bid; approve the Notice of Cancellation; and direct staff to mail the Notice of Cancellation to the responsive bidder.

**Attachments:** [Cancellation of Case Management Building ADA Project Bid.pdf](#)

**12. Transfer from General Fund Contingencies (4/5 Vote Required)**

**Recommendation:** That the Board of Supervisors approve a transfer from Contingencies (1100-990) (Attachment A) for fiscal year (FY) 2017-18 in the amount of \$612,873 for unanticipated expenditures in the Courts-County Contribution (1100-250) and Medical Care budget (1100-490) (4/5 vote required).

**Attachments:** [Staff Report](#)  
[Appropriation Transfer Contingencies 17-18](#)

13. Amendments to Transient Occupancy Tax Agreements with Humboldt County Convention & Visitors Bureau and Redwood Region Entertainment & Education Liaison, Inc.

**Recommendation:** That the Board of Supervisors approve, and authorize the Chair of the Board to execute, the attached Second Amendment to the Redwood Region Entertainment & Education Liaison, Inc. (RREEL) Agreement for Promoting Humboldt County through Film and Digital Media Production; approve, and authorize the Chair of the Board to execute, the attached First Amendment to the Humboldt County Convention & Visitors Bureau (HCCVB) Agreement for Advertising and Promoting Humboldt County; and direct the Clerk of the Board to return two (2) fully executed copies of the attached amendments to the County Administrative Office for further processing.

**Attachments:** [Amendments to Transient Occupancy Tax Agreements.pdf](#)

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

14. Recertification of the Results of the June 5, 2018, Statewide Direct Primary Election

**Recommendation:** That the Board of Supervisors accepts the Recertified Statement of Results of the Official Canvass for the June 5, 2018, Statewide Direct Primary Election.

**Attachments:** [Staff Report](#)  
[certification of results revised](#)  
[cumulative report](#)  
[revised cumulative report](#)  
[2CU report](#)  
[revised 2CU report](#)

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

15. Temporary Increase in Pay for Ann Kelly Golden, Staff Services Analyst I Pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

**Recommendation:** That the Board of Supervisors authorize a temporary increase in pay for Staff Services Analyst I, Ann Kelly Golden (budget unit (BU) 511, class 0391 A, range 379) as though promoted to Administrative Services Officer (BU 516, class 0776, range 427) beginning August 18, 2018 and continuing until the position is filled.

**Attachments:** [Temporary Increase in Pay.pdf](#)

16. Increased Staffing in Child Welfare Services and Supplemental Budget to Meet Requirements including those of the Attorney General Agreement for Fiscal Year 2018-19 (4/5 Vote Required)

**Recommendation:** That the Board of Supervisors allocate four (4) 1.0 full time equivalent (FTE) Social Worker Supervisor II (class 0714, salary range 475) in budget unit (BU)

511; allocate thirteen (13) Social Worker IV-A/B/C/D (class 0707A/B/C/D, salary range 406/420/422/452) in BU 511; allocate twelve (12) Social Worker I/II/III (class 0727A/B/C, salary range 355/380/396) in BU 511; effective immediately upon Board of Supervisors approval; and approve the supplemental budget and direct the Auditor/Controllers office to adjust the budget in fund 1160, budget unit 511 in the amount of \$1,481,246, per Attachment A.

*Attachments:* [Increased Staffing in Child Welfare Services and Supplemental Budget.pdf](#)

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

17. To Establish Fixed Asset Line Item over \$10,000 and Approve the Appropriation Transfer for Department of Health and Human Services (DHHS) Healthy Moms Budget Unit 1180-431

*Recommendation:* That the Board of Supervisors approve the attached Request for Budget Transfer/Adjustment, Exhibit A.

*Attachments:* [Appropriation Transfer.pdf](#)

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

18. Request to Increase Ambulance Fees for Service Areas 3 (Eureka) and 4 (Fortuna/Garberville)

*Recommendation:* That the Board of Supervisors approve and authorize an increase in billing rates for ambulance services provided in Service Areas 3 (Eureka) and 4 (Fortuna/Garberville).

*Attachments:* [Request to Increase Ambulance Fees.pdf](#)

### **Human Resources**

19. Memorandum of Understanding between the County of Humboldt and American Federation of State, County, and Municipal Employees Local 1684 effective October 1, 2017 through and inclusive to December 31, 2020

*Recommendation:* That the Board of Supervisors authorize the Chair of the Board of Supervisors to execute the Memorandum of Understanding between the County of Humboldt and the American Federation of State, County and Municipal Employees (AFSCME) Local 1864 for Units 1-4; and adopt Resolution No. \_\_\_\_\_ (attached) approving the Memorandum of Understanding between the county and AFSCME Local 1864 for Units 1-4.

*Attachments:*      [Staff Report](#)  
[Memorandum of Understanding.pdf](#)  
[Executed Memorandum of Understanding.pdf](#)  
[MOU with Track Changes.pdf](#)  
[Resolution 18-81.pdf](#)  
[Appendix A.pdf](#)  
[Appendix B.pdf](#)  
[Appendix C.pdf](#)  
[Appendix D.pdf](#)  
[Appendix E.pdf](#)  
[Appendix F.pdf](#)

**20.** Compensation Plan for Management & Confidential Employees for Fiscal Years 2017-18, 2018-19 and 2019-20

*Recommendation:* That the Board of Supervisors Authorize the Chair of the Board of Supervisors to execute Compensation Plan with the Management & Confidential Employees units for fiscal years 2017-18, 2018-19 and 2019-20; and Adopt Resolution No. \_\_\_\_ (attached) approving the Compensation Plan for Management & Confidential Employees (units 8 & 9) for fiscal years 2017-18, 2018-19 and 2019-20.

*Attachments:*      [Staff Report](#)  
[Exhibit A.pdf](#)  
[Exhibit B.pdf](#)  
[Salary Range and Classification Summary.pdf](#)  
[Resolution 18-82.pdf](#)

**Libraries****21. Grant Agreement with First 5 Humboldt 2018-19**

**Recommendation:** That the Board of Supervisors approve and execute the Grant Agreement between First 5 Humboldt and the County of Humboldt (Attachment 1); authorize the Chair to sign three (3) copies of the attached grant agreement; and direct the Clerk of the Board to return three (3) copies of the grant agreement to the Humboldt County Library.

**Attachments:** [Grant Agreement with First 5 Humboldt 2018-19.pdf](#)  
[Executed Grant Agreement.pdf](#)

**Planning and Building Department****22. Year-End Appropriation Transfers**

**Recommendation:** That the Board of Supervisors approve the appropriation transfers to closeout fiscal year (FY) 2017-18.

**Attachments:** [Staff Report](#)  
[Attachment A Fund 1100262 Appropriation Transfer.pdf](#)

**23. Full-Time Equivalent Correction for Senior Planner**

**Recommendation:** That the Board of Supervisors approve and authorize the Planning and Building Department to work with Human Resources and Payroll to reallocate 1.0 full time equivalent (FTE) Senior Planner (class 660, salary range 446) in budget unit 268, Cannabis Planning.

**Attachments:** [Staff Report](#)  
[Attachment A - Position Transfers Budget attachment.pdf](#)

**24. HOME Program First Time Homebuyer Grant Application**

**Recommendation:** That the Board of Supervisors approve submission of a First Time Homebuyer Grant Application, in the amount of \$1,000,000; and authorize the Director of Planning and Building to execute, in the name of the applicant, all documents required to carry out grant activities by approving the attached Resolution.

**Attachments:** [Staff Report](#)  
[Resolution 18-83.pdf](#)

**Public Defender****25. Conflict Counsel Personnel Allocation Revision**

**Recommendation:** That the Board of Supervisors approve the proposed Personnel Allocation and make it effective July 1, 2018, for Conflict Counsel, budget unit 1100-246, eliminating one full-time equivalent (FTE) Public Defender Investigator, (Class 0449, Salary Range 418) and adding one FTE Deputy Public Defender, III (Class 0604, Salary Range 488).

**Attachments:** [Staff Report](#)  
[246-1100 Conflict Counsel Personnel Allocation](#)

**Public Works****26. Renewal of Lease Number PRC5659.9 with the California State Lands Commission for the Continued Use and Maintenance of Bank Protection Structures on the Eel River Near Fernbridge**

**Recommendation:** That the Board of Supervisors approve the renewal of Lease Number (No.) PRC 5659.9 for the use and maintenance of bank protection structures; and Authorize the Public Works Director or his designee to execute the lease in duplicate. (Attachment 1)

**Attachments:** [Staff Report](#)  
[Attachment 1 - PRC 5659.9 Humboldt County Lease](#)

**27. Resolution of Intent to Sell Real Property, APN 010-183-007, 2956 D Street, Eureka**

**Recommendation:** That the Board of Supervisors adopt Resolution No. \_\_\_\_\_, which sets the minimum bid at \$135,000.00 and sets a public meeting date on September 25, 2018 at 9:00 a.m. to receive sealed and oral proposals for purchase of real property pursuant to Government Code 25526; direct Public Works to publish the resolution once a week for three (3) successive weeks pursuant to Government Code 6063; direct Public Works to post said resolution in accordance with Government Code 25528; direct Public Works to prepare a Resolution of Acceptance; and direct the Clerk of the Board to return one executed Resolution to Real Property.

**Attachments:** [Staff Report.pdf](#)  
[Resolution of Intention to Sell Surplus Property.pdf](#)  
[Limited Asbestos and Paint Screening Survey.pdf](#)  
[February 14, 2018 Memo Regarding Abatement Services.pdf](#)  
[October 24, 2017 Letter Requesting General Plan Conformance Review.pdf](#)  
[Notice of Exemption.pdf](#)

**28. Approval of Bray's Addition to Little Trail Subdivision - Phase 1018-081-025, Cutten Area**

**Recommendation:** That the Board of Supervisors accept and approve the subdivision map for filing with the County Recorder; accept the dedications to the County of Humboldt of Parcel A (Berner Lane) for public utility purposes, Parcel B for public utility purposes, and reject Parcel A (Berner Lane) for road and drainage purposes; direct the Clerk of the Board to sign the subdivision map on behalf of the Board of Supervisors; authorize the Chair to execute the Conveyance and Agreement; and direct the Clerk of the Board to transmit the subdivision map and the Conveyance and Agreement to the County Recorder.

**Attachments:** [Bray's Addition to Little Trail Subdivision.pdf](#)

**Sheriff****29. Fiscal Year 2017-18 Equitable Sharing Agreements and Certifications**

**Recommendation:** That the Board of Supervisors authorize the Chair of the Board of Supervisors and the Sheriff to sign the Equitable Sharing Agreements and Certifications for FY 2017-18 asset forfeiture funds for CA0120000 Sheriff's Office and CA0121200 Drug Task Force.

**Attachments:** [Fiscal Year 2017-18 Equitable Sharing Agreements and Certifications.pdf](#)

**30. Agreement with Keefe Commissary Network, L.L.C, and the County of Humboldt for the period of August 1, 2018 through July 31, 2023**

**Recommendation:** That the Board of Supervisors approve the Commissary Services Agreement with Keefe Commissary Network, L.L.C, (Attachment 1) for the period of August 1, 2018 through July 31, 2023 to provide food and other related commissary items and services to the Humboldt County Correctional Facility (HCCF) inmates; and authorize the Chairperson to execute three (3) originals of the agreement and any modifications, amendments or extensions for the duration of the agreement.

**Attachments:** [Agreement with Keefe Commissary Network.pdf](#)

**31. Edward Byrne Memorial Justice Assistance Grant Program (JAG)**

**Recommendation:** That the Board of Supervisors adopt Resolution No. \_\_\_\_ (Attachment 1) authorizing the Sheriff on behalf of the Board of Supervisors to submit the grant proposal for the JAG program and if awarded, authorizes the Sheriff to accept the grant funds and sign any documents required by Board of State and Community Corrections for participation in the grant program; and authorize the Chairperson to execute the U.S. Department of Justice, Office of Justice Programs financial management system questionnaire that is required as part of the JAG application (Attachment 2).

**Attachments:** [Edward Byrne Memorial Justice Assistance Grant Program.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.*

**E. SPECIAL PRESENTATIONS****F. MATTERS SET FOR TIME CERTAIN****Board of Supervisors**

1. 9:15 a.m. - Rural County Representatives of California (RCRC) Presentation on the iFoster Program (Supervisor Rex Bohn)

**Recommendation:** That the Board of Supervisors hear the presentation and take appropriate action as needed.

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

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

## I. DEPARTMENT REPORTS

### County Administrative Office

#### 1. County Corrections Reentry Resource Center Project

**Recommendation:** That the Board of Supervisors provide staff direction on the scope and cost of the Humboldt County Corrections Reentry Resource Center project.

**Attachments:** [Staff Report](#)  
[Exhibit AHC SB863 Cost options - FULL BASEMENT 6-07-2018](#)  
[Exhibit B HC SB863 Cost options - PARTIAL BASEMENT](#)  
[Exhibit C HC Parking Structure Budget 6-15-2018](#)

#### 2. Introduction of Ordinance Related to the Creation of the Department of Aviation

**Recommendation:** That the Board of Supervisors receive a report on the creation of the Department of Aviation and the subsequent steps involved and provide further direction to staff; introduce the attached ordinance by title, relating to the Department of Aviation and waive the first reading; set the ordinance for adoption on August 28, 2018, or at least one (1) week away from the date of this hearing; delegate the Public Works Director's authority to act as Airport Manager pursuant to Chapter 5 of Division 6 of Humboldt County Code Title II to the Director of Aviation until the ordinance to create the Department of Aviation becomes operative; direct the Clerk of the Board to publish the pre-adoption summary of the ordinance, and to post a certified copy of the full text of the proposed ordinance in the office of the Clerk of the Board, both publication and posting to be done at least five days prior to the Board meeting at which the ordinance will be adopted. [Government Code Section 25124 (b)(1)]; and direct the Clerk of the Board, within 15 days after adoption of the ordinance, to publish a postadoption summary of the ordinance (Attachment 4) with the names of the Supervisors voting for and against the modification to the ordinance, and to post in the office of the Clerk of the Board a certified copy of the full text of the adopted modified ordinance and amendments along with the names of those Supervisors voting for and against the modification to the ordinance [Government Code Section 25124 (b)(1)].

**Attachments:** [Introduction of Ordinance Related to the Creation of the Department of Aviation.pdf](#)

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

3. Review of and Approval to Revise the Experimental Disposal System Program Chapter 5, Division 1, Title VI of the Humboldt County Code

**Recommendation:** That the Board of Supervisors receive this report by staff; and direct the Department of Health and Human Services (DHHS) to continue with the revision of the Humboldt County Code Title VI, Division 1, Chapter 5, and return with a proposed update for adoption by the Board at a future meeting.

**Attachments:** [Review of and Approval to Revise the Experimental Disposal System Program.pdf](#)

**J. PUBLIC HEARINGS****Public Works**

1. Formation of Permanent Road Division (PRD) 1000, Zone Number 008 and Imposition of Parcel Charges for Bongio Subdivision, Eureka

**Recommendation:** That the Board of Supervisors open the public hearing regarding the formation of Permanent Road Division 1000, Zone Number 008 and imposition of parcel charges for road maintenance for the Bongio Subdivision, receive public testimony and close the public hearing; direct the Auditor-Controller to tally the ballots received to impose parcel charges for road maintenance in the Bongio Subdivision; based upon the public testimony and results of the election, adopt the attached Resolution to establish Humboldt County Permanent Road Division 1000, Zone Number 008 and to Impose Parcel Charges for Road Maintenance; adopt the Resolution of Acceptance to accept the rights of way for Mary Court for public road purposes, and Parcel H for public sidewalk easement purposes, all as shown dedicated to the County of Humboldt on Tract Number 0650, filed in Book 25 of Maps, pages 66 through 68, in the Office of the Humboldt County Recorder; and direct the Auditor to calculate yearly the compounded inflation factor based upon the Consumer Price Index (CPI) to the parcel charges for road maintenance.

**Attachments:** [Staff Report.pdf](#)  
[Resolution 18-86.pdf](#)  
[Resolution 18-87.pdf](#)

**K. DISCUSSION ITEMS****L. CLOSED SESSION**

1. It is the intention of the Board of Supervisors to meet in closed session to discuss pending litigation pursuant to Government Code Section 54956.9(a), (d)(2).

2. Pursuant to Government Code sections 54954.5 and 54957 it is the intention of the Board of Supervisors to meet in closed session to discuss the appointment of the Director of Aviation.
  
3. Pursuant to Government Code section 54957.6, it is the intention of the Board of Supervisors to meet in closed session with its labor negotiator to discuss Department Head compensation.

## **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 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/>**