

**SHASTA COUNTY BOARD OF SUPERVISORS**

Tuesday, March 4, 2008

**REGULAR MEETING**

9:01 a.m.: Chairman Hartman called the Regular Session of the Board of Supervisors to order on the above date with the following present:

District No. 1 - Supervisor Kehoe  
District No. 2 - Supervisor Cibula  
District No. 3 - Supervisor Hawes  
District No. 4 - Supervisor Hartman  
District No. 5 - Supervisor Baugh

County Administrative Officer - Larry Lees  
County Counsel - Karen Jahr  
Chief Deputy Clerk of the Board - Glenda Tracy  
Deputy Clerk of the Board - Diane Colson

**INVOCATION**

Invocation was given by Father Nicholas Brown.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance to the Flag was led by Supervisor Kehoe.

**PUBLIC COMMENT PERIOD - OPEN TIME**

Janet Tyrell stated the League of Women Voters will celebrate Observe Women's History Month by showing a film entitled "Iron Jaws Angels" on Sunday, March 9, 2008 at the McLaughlin Auditorium.

Russ Wade told of a book entitled *Plan B: Rescuing a Planet under Stress & a Civilization in Trouble*, written by Lester Brown. It references the release of carbon dioxide into the atmosphere faster than nature can absorb it, creating a greenhouse effect.

Glenn Dye advised of his concerns over the decommissioning of the Kilarc-Cow Creek Hydroelectric Project. He told of the removal of dams and the loss of water supply in other areas. He was directed to speak with Supervisor Hawes and CAO Larry Lees.

**BOARD MATTERS**

**MARCH 2008 EMPLOYEE OF THE MONTH**  
**INTERDEPARTMENTAL SYSTEMS COORDINATOR CATHY ALLEN**  
**RESOLUTION NO. 2008-028**

At the recommendation of Treasurer-Tax Collector Lori Scott and by motion made, seconded (Hawes/Cibula), and unanimously carried, the Board of Supervisors adopted Resolution No. 2008-028, which recognizes Interdepartmental Systems Coordinator Cathy Allen as Shasta County's March 2008 Employee of the Month.

(See Resolution Book No. 49)

**PROCLAMATION: MARCH TO END HUNGER MONTH**

At the recommendation of Director of Public Health Donnell Ewert and Public Health Nutritionist Dianne Esplin and by motion made, seconded (Baugh/Hawes), and unanimously carried, the Board of Supervisors adopted a proclamation which designates March 2008 as March to End Hunger Month in Shasta County. Good News Rescue Mission Pastor Dave Honey advised that the food drive aids the various food pantries in Shasta County.

**CONSENT CALENDAR**

By motion made, seconded (Hawes/Baugh), and unanimously carried, the Board of Supervisors took the following actions, which were listed on the Consent Calendar:

Approved and authorized the Chairman to sign the County Claims List totaling \$1,307.66 requiring special board action. (Auditor-Controller)

Introduced and waived the reading of an ordinance which approves Zone Amendment No. 05-038, Flowers (Anderson area), as heard February 19, 2008. (Clerk of the Board)

Approved the appointment of David Alexander at Step 'D' of the Therapist Supervisor classification. (Public Health-CCS Program)

Approved and authorized the Chairman to sign an amendment to the Intoxicated Driver Intensive Supervision Program Memorandum of Understanding (MOU) with the Superior Court of California, County of Shasta (Court) with no additional compensation to add three administrative provisions to comply with the terms in the master agreement between the California Office of Traffic Safety and the Court and to extend the term by one month to August 31, 2009; and approved and authorized the County Administrative Officer to sign any subsequent MOU amendments, reports, or related documents. (Public Defender/Probation/Mental Health Alcohol and Drug Programs)

Awarded to the low bidder, Steve Gheen Builders, on a lump-sum basis, the contract for construction on the Clair Engle Park Band Shell project in the amount of \$67,949. (Public Works)

**REGULAR CALENDAR**

**PRESENTATIONS**

**PRESENTATION: PACIFIC GAS & ELECTRIC  
SURRENDER APPLICATION FOR KILARC COW CREEK HYDROELECTRIC PROJECT**

Pacific Gas & Electric (PG&E) Sr. Government Relations Consultant Janet Walther stated that PG&E has operated the Kilarc-Cow Creek Hydroelectric Project under license from the Federal Energy Regulatory Commission (FERC). PG&E decided not to re-license the facility based on project economics, new licensing conditions, and environmental benefits of decommissioning. When an existing licensee decides not to re-license a project, FERC regulations provide an opportunity for other entities to apply for the project license. After public noticing, no license applications were filed by FERC by the December 2006 deadline. PG&E is prohibited by the Federal Power Act to obtain a new license to operate the project, and is required by FERC to file a Surrender Application by March 2009. PG&E held several public meetings and conducted a site visit.

When PG&E completes the decommissioning work and FERC's order becomes final, other entities can file Notices of Intent for proposed projects at the site. Entities interested in the facilities must develop and submit a preliminary plan with PG&E's Surrender Application in March 2009. PG&E anticipates decommissioning will be completed by 2013.

In response to questions by Supervisor Hawes, Ms. Walther advised that the facility is now only available as a recreational facility. The facility would require less water for recreational use than as the hydroelectric project.

Supervisor Kehoe asked Mr. Lees to find out the impact on the County tax receipts from the Kilarc-Cow Creek facility decommissioning. Ms. Walther stated that she would obtain the PG&E information regarding the impact.

**PRESENTATION: REGIONAL TRANSPORTATION PLANNING AGENCY  
SHASTA*FORWARD*>>**

Regional Transportation Planning Agency (RTPA) Executive Director Dan Little stated that Shasta*FORWARD*>> is a community-based regional growth visioning process designed to engage the public.

Senior Planner Dan Wayne advised that Shasta*FORWARD*>> utilizes grant funds obtained from the State. Information is presented to community members via the internet, television, and exhibits. Shasta*FORWARD*>> encompasses all of Shasta County and its three incorporated cities. It will allow members to provide input into the process of future plans

Citizens for Smart Growth Co-Founder Ron Reese, Shasta College President Gary Lewis, and Director of Public Health Donnell Ewert spoke in support of Shasta*FORWARD*>>.

In response to questions by Supervisor Kehoe, Mr. Little stated the amount of the first grant was \$345,000, and approval was received recently for new grants for \$375,000 and \$140,000.

10:35 a.m.: The Board of Supervisors recessed.

10:42 a.m.: The Board of Supervisors reconvened.

**GENERAL GOVERNMENT**

**ADMINISTRATIVE OFFICE/BOARD OF SUPERVISORS**

**LEGISLATIVE UPDATE/SUPERVISORS' REPORTS**

County Administrative Officer (CAO) Larry Lees had no report.

Supervisor Kehoe recently attended a Youth Violence Prevention Council meeting.

Supervisor Baugh recently attended Regional Transportation Planning Agency (RTPA) and Area Agency on Aging, PSA II meetings.

Supervisors reported on issues of countywide interest.

**ADMINISTRATIVE OFFICE**

**APPOINTMENT: FUNDING OPTIONS CITIZENS COMMITTEE  
CO-CHAIRS SUPERVISOR KEHOE AND CHAIRMAN HARTMAN**

At the recommendation of CAO Lees and by motion made, seconded (Hawes/Kehoe), and unanimously carried, the Board of Supervisors appointed Supervisor Kehoe and Chairman Hartman to co-chair and established membership for the Funding Options Citizens Committee to consider funding options for the new jail.

**MID-YEAR BUDGET ADJUSTMENTS  
VARIOUS BUDGET AMENDMENTS**

County Administrative Office Chief Fiscal Officer Bebe Palin presented the staff report, explaining that the changes were necessary due to unanticipated expenses.

Ms. Palin explained that due to the high cost for gasoline, the Internal Revenue Service has increased the mileage reimbursement amount. In response to questions by Supervisor Baugh, CAO Lees advised that Grand Jury members are selected randomly, and this year, several are from rural areas, causing extensive travel to and from meetings. There has been discussion to consolidate the committee meetings to avoid travel.

In response to questions by Supervisor Kehoe, Bebe Palin stated that US Bank has established a routine policy that the reserve account requirement will be increased each time it is recalculated. CAO Lees said that the issue of the change in interest rate was investigated and because it is on the reserve portion of the extended bond, there is some flexibility. He said additional research will be done to determine if another plan will better suit the County's needs.

By motion made, seconded (Baugh/Hawes), and unanimously carried, the Board of Supervisors increased appropriations and revenue in the Trial Courts budget in the amount of \$33,397 for the interest payment on the Courthouse Renovation Bond, offset by the Courthouse Construction Trust Fund; transferred \$250,000 in appropriations for contingency to services and supplies in the Conflict Public Defender budget; increased appropriations in the Grand Jury budget in the amount of \$15,000 for Grand Jury mileage; increased appropriations and revenue in the Library budget in the amount of \$69,683 to recognize Public Library Fund revenue and increasing the compensation to the City of Redding in accordance with the Shasta Public Library Agreement; increased Other Charges in the Debt Services budget in the amount of \$33,397, offset by an increase in Cost Applied to record interest expense on the Courthouse Improvement Bond; and decreased appropriations in the Contingency Reserve in the amount of \$15,000.

**COUNTY COUNSEL**

**ADMINISTRATIVE POLICY MANUAL AMENDMENTS**  
**POLICY RESOLUTION NO. 2008-02**

County Counsel Karen Jahr presented the staff report and explained that the changes in the wording of 23 policies are to more accurately reflect the County's workings, four policies are renumbered, and one policy is to be repealed as the text is being moved to another policy.

In response to a question by Supervisor Kehoe, Ms. Jahr stated that when County computers and other fixed assets are surplussed by the County, all County employees are restricted from purchasing these items.

Following discussion and by consensus, the Board of Supervisors directed that the proposed changes to Administrative Policy 1-118 *Proclamations and Certificates of Appreciation or Accommodation* be amended to have the forms included on pages 3 and 4 to read "You should e-mail your proposed proclamation or certificate to the Clerk of the Board." This replaces the word "must."

Following discussion and by consensus, the Board of Supervisors directed that the proposed changes to Administrative Policy 7-125 *Employee Orientation Policy*, page 1 be amended to read "Under extenuating circumstances, a department head may request that a new employee be scheduled beyond 30 days; however, appointments must be scheduled as soon as practicable, but no later than six months."

By motion made, seconded (Hawes/Baugh), and unanimously carried, the Board of Supervisors adopted Policy Resolution No. 2008-02, which makes recommended amendments to the following policies contained in the *Administrative Policy Manual* to reflect current County practices, ensure compliance with state and federal laws, and clarify language of the policies, as amended:

- Policy No. 1-118 *Proclamations and Certificates of Appreciation or Accommodation*;
- Policy No. 1-203 *Organizational Chart*;
- Policy No. 1-500 *Records Retention Schedules*;
- Policy No. 2-201 *Authorizing the County Auditor to Approve Certain Claims*;
- Policy No. 2-301 *Grants Policy*;
- Policy No. 3-100 *Procedures for Handling Claims and Litigation Involving Shasta County and its Officers, Agents, and Employees*;
- Policy No. 3-101 *Risk Management Policies*;
- Policy No. 3-115 *Reporting of Work-Related Injury/Illness Claims* (title change only);
- Policy No. 3-120 *Personal Property Reimbursement Policy*;
- Policy No. 3-125 *Workers' Compensation Designated Treating Physician*;
- Policy No. 3-140 *County Utilization of Volunteers*;
- Policy No. 3-160 *Defensive Driver Training*;
- Policy No. 5-203 *Bidding and Purchasing Limitations for County Employees, Officers, and Officials at County Auctions and Sales*;
- Policy No. 7-120 *New Employee Processing by the Personnel Division of Support Services* (formerly 8-120);
- Policy No. 7-125 *Employee Orientation Policy* (formerly 8-125);
- Policy No. 7-130 *Employee Separation Processing* (formerly 8-121);
- Policy No. 7-135 *Labor Code Section 4850 Benefits* (formerly 3-403);
- Policy No. 7-140 *Procedures for the Conduct of Safety Member Disability Retirement Hearings* (formerly 3-405);
- Policy No. 7-145 *Disability retirement Procedures for Employees Who Are Not Local Safety Members* (formerly 8-130);

- Policy No. 8-101 *Role and Authority of Facilities Management Division of the Department of Public Works*;
- Policy No. 8-103 *Fleet Management Program*;
- Policy No. 8-400 *Health Insurance Portability and Accountability Act of 1996 (HIPAA) Security Policy*; and
- Policy No. 8-410 *Health Insurance Portability and Accountability Act of 1996 (HIPAA) Security Policy*;

The renumbering of:

- Policy No. 1-100 *Administrative Manual* (formerly 1-305);
- Policy No. 1-103 *Delegation of Authority* (formerly 1-205);
- Policy No. 5-205 *Food Reimbursement Policy* (formerly 8-300); and

The repealing of:

- Policy No. Policy 5-305 *Contracts to Provide Work to Private Companies and Governmental Entities by the Opportunity Center* (repealed as the text is being moved to Administrative Policy 6-101 *The Contracts Manual*).

(See Policy Resolution Book)

## **OTHER DEPARTMENTS**

### **COUNTY FIRE**

#### **AGREEMENT: PACIFIC GAS AND ELECTRIC LICENSE FOR USE OF LAND BIG BEND FIRE STATION**

At the recommendation of County Fire Deputy Chief Doug Wenham and by motion made, seconded (Hawes/Baugh), and unanimously carried, the Board of Supervisors approved and authorized the Chairman to sign a retroactive amendment to the agreement with Pacific Gas and Electric in the amount of \$500 per year extending the term for the period August 1, 2000 through July 31, 2013 for license for use of land for the Big Bend Fire Station.

#### **PALO CEDRO VOLUNTEER FIRE COMPANY FIRE STATION DWELLING CONSTRUCTION AND FACILITY IMPROVEMENTS BUDGET AMENDMENT**

At the recommendation of County Fire Deputy Chief Doug Wenham and by motion made, seconded (Hawes/Kehoe), and unanimously carried, the Board of Supervisors approved and authorized the Shasta County Fire Department to construct a fire station dwelling and make other necessary facility improvements for the Palo Cedro Volunteer Fire Company on existing County-owned property; and approved a budget amendment in the amount of \$250,000 in the County Fire budget to construct the dwelling, offset by fund balance.

#### **PLATINA VOLUNTEER FIRE COMPANY WATER TENDER BID AWARD: FOUTS BROTHERS FIRE EQUIPMENT BUDGET AMENDMENT**

At the recommendation of County Fire Deputy Chief Doug Wenham and by motion made, seconded (Cibula/Kehoe), and unanimously carried, the Board of Supervisors approved and authorized the County Fire Warden to purchase one 2,000-gallon water tender for the Platina Volunteer Fire Company; awarded the bid to Fouts Brothers Fire Equipment for a total purchase price of \$164,629; and approved a budget amendment utilizing \$23,171 of Measure B fund balance to assist in funding the purchase.

**GENERAL GOVERNMENT****COUNTY COUNSEL****ADMINISTRATIVE POLICY 6-101**  
**SHASTA COUNTY CONTRACTS MANUAL**  
**POLICY RESOLUTION NO. 2008-03**

County Counsel Karen Jahr presented the staff report, explained the proposed changes, and recommended approval of the amendments.

In response to questions by Supervisor Kehoe regarding a proposed change on page 41, Ms. Jahr explained that there may be circumstances under which the County may choose to enter into various leases without complying with the process of notices and bidding requirement. Supervisor Kehoe stated that he did not support this proposed process because the affairs of government have to be open and transparent.

Following discussion and by consensus, the Board of Supervisors directed that the changes not include the proposed new paragraph that reads, "Notwithstanding the above, state law allows a board of supervisors, by 4/5 vote, to enter into leases for county-owned airports, vehicle parking, fairgrounds, or parks property, without compliance with the notice, resolution, and bidding requirements."

By motion made, seconded (Baugh/Kehoe), and unanimously carried, the Board of Supervisors adopted Policy Resolution No. 2008-03, which amends various provisions of Administrative Policy 6-101, *Shasta County Contracts Manual*, regarding purchasing, leasing, and contracting by County staff, as amended.

(See Policy Resolution Book)

12:03 p.m.: The Board of Supervisors adjourned.

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Chairman

ATTEST:

LAWRENCE G. LEES  
Clerk of the Board of Supervisors

By \_\_\_\_\_  
Deputy