

SHASTA COUNTY BOARD OF SUPERVISORS

Tuesday, March 2, 1999

REGULAR MEETING

9:00 a.m.: Chairman Hawes 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 Fust
- District No. 3 - Supervisor Hawes
- District No. 4 - Supervisor Wilson
- District No. 5 - Supervisor Clarke

- County Administrative Officer - Doug Latimer
- County Counsel - Karen Jahr
- Administrative Board Clerk - Lynn Cereghino

INVOCATION

Invocation was given by Lisa Green, All Nations Christian Center.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENT PERIOD - OPEN TIME

Russ Wade and Beverly Wade spoke in opposition to the proposed Knauf plant.

ITEMS PULLED FROM CONSENT CALENDAR

Chairman Hawes pulled from the Consent Calendar a request from Mental Health - Alcohol and Drug Programs regarding a youth alcohol and other drug use prevalence survey. He wished to bring this matter to the public's attention.

CONSENT CALENDAR

By motion made, seconded (Fust/Kehoe), 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 a personal services agreement in an amount not to exceed \$30,000 for the award of Bid No. 352 to Packway Materials, Inc. for cinder screening for the Roads Division of the Department of Public Works. (Support Services - Purchasing Division)

Approved and authorized the Chairman to sign a sublease with the Private Industry Council for the use of office space located at 1600 Market Street in Redding for the CalWORKS Program of Social Services at a cost of \$650 per month during the period of March 2, 1999 to June 30, 1999. (Support Services - Purchasing Division)

Approved and authorized the Chairman to sign a personal services agreement with Sierra Computer Systems, Inc. to provide software upgrades to the existing Sierra system and installation services at a cost not to exceed \$11,721. (Resource Management)

Approved and authorized the Chairman to sign a Memorandum of Understanding with Health Net for the referral of Healthy Families participants to Mental Health for evaluation services. (Mental Health)

Approved and authorized the Chairman to sign a renewal contract with the California State University, Chico Research Foundation, to conduct a youth alcohol and other drug use prevalence survey which extends the termination to June 30, 1999. (Mental Health - Alcohol and Drug Programs)

Approved and authorized the Chairman to sign an agreement with Lassen Community Hospital for Shasta County to provide forensic pathology services during the period of February 1, 1999 through January 31, 2000. (Sheriff)

9:10 a.m.: The Board of Supervisors recessed and convened as the Board of Directors of County Service Area No. 1 - Fire Protection.

SPECIAL DISTRICTS/OTHER AGENCIES CONSENT CALENDAR

COUNTY SERVICE AREA NO. 1 - FIRE PROTECTION

By motion made, seconded (Clarke/Fust), and unanimously carried, the Board of Directors of County Service Area No. 1 - Fire Protection approved and authorized the Chairman to sign an Automatic Aid Agreement with Tehama County for fire protection services. (Fire Warden)

9:11 a.m.: The Board of Directors of County Service Area No. 1 - Fire Protection recessed and reconvened as the Board of Supervisors.

REGULAR CALENDAR

BOARD MATTERS

MARCH 1999 EMPLOYEE OF THE MONTH

KAREN ROACH

RESOLUTION NO. 99-26

At the recommendation of Dennis McFall, Director of Social Services, and by motion made, seconded (Clarke/Wilson), and unanimously carried, the Board of Supervisors adopted Resolution No. 99-26 which recognizes Karen Roach, Staff Services Analyst II with Social Services, as Shasta County's March 1999 Employee of the Month.

(See Resolution Book No. 40)

NORTHERN CALIFORNIA VETERANS' CEMETERY

RESOLUTION NO. 99-27

Supervisor Wilson read Resolution No. 99-27 which supports a Northern California Veterans' Cemetery located in Shasta County (Senate Bill 4 - Johannessen).

Supervisor Clarke noted for the record that copies of this resolution are being sent to the NorCal Supervisors' Association and Regional Council of Rural Counties encouraging them to prepare similar resolutions which will be forwarded to State Legislators.

By motion made, seconded (Wilson/Fust), and unanimously carried, the Board of Supervisors adopted Resolution No. 99-27 which supports a Northern California Veterans' Cemetery located in Shasta County.

(See Resolution Book No. 40)

PROCLAMATION: WEIGHTS AND MEASURES WEEK

At the recommendation of Paul Kjos, Deputy Agricultural Commissioner/Sealer of Weights and Measures, and by motion made, seconded (Fust/Clarke), and unanimously carried, the Board of Supervisors adopted a proclamation designating March 1-7, 1999 as Weights and Measures Week in Shasta County.

PROCLAMATION: RED CROSS MONTH

At the recommendation of Deems T. Taylor, Executive Director of the Shasta Area Chapter of the American Red Cross, and by motion made, seconded (Wilson/Kehoe), and unanimously carried, the Board of Supervisors adopted a proclamation designating March 1999 as Red Cross Month in Shasta County.

APPOINTMENTS: SHASTA COUNTY MENTAL HEALTH BOARD

At the recommendation of Dr. Jim Broderick, Shasta County Mental Health Director, and by motion made, seconded (Kehoe/Fust), and unanimously carried, the Board of Supervisors appointed Ronald Arceneaux, Betty Dickerson, Nicole Huggins, and Phonh Sayabath to the Shasta County Mental Health Board to fill existing vacancies in the Public Interest Category for terms to January 1, 2003.

Judith Bradley of the Mental Health Board and Bill Erickson of the Alcohol and Drug Advisory Board presented plaques to Supervisor Fust in recognition of his service on their respective Boards.

GENERAL GOVERNMENT

ADMINISTRATIVE OFFICE/BOARD OF SUPERVISORS

LEGISLATIVE UPDATE/SUPERVISORS' REPORTS

County Administrative Officer (CAO) Doug Latimer presented an update on legislation of importance to Shasta County.

CAO Latimer read a copy of a letter which was sent by Charles Menoher, Shasta County Superintendent of Schools, to State legislators and the National Forest Service in protest of a 18-month moratorium on new road construction in "unroaded access" in our National forests. This item will be placed on the March 9, 1999 agenda for further discussion, as it is not a part of the County Legislative Platform.

CAO Latimer recommended that the Board oppose Assembly Bill (AB) 362 which would eliminate the abilities of counties to impose a three-month time limit on any 12-month period for General Assistance, require counties to contract with an independent evaluator regarding any drug screening, and prohibit the use of the Substance Abuse Subtle Screening Inventory. Staff was directed to prepare a letter in opposition to AB 362.

The Supervisors reported on issues of countywide interest. Supervisor Fust mentioned an Action Alert that he received from the California Forestry Association proposing three prescribed fire projects in the Lassen National Forest. He recommended that the Board encourage consideration of other methods, as well as prescribed fire, to improve the Forest. The Board concurred.

FISCAL YEAR 1997-98 MID-YEAR REPORT
BUDGET AMENDMENT

At the recommendation of County Administrative Officer Doug Latimer and by motion made, seconded (Clarke/Fust), and unanimously carried, the Board of Supervisors accepted the Mid-Year Report of departmental financial status, as of the end of December 1998, approved a budget amendment which appropriates \$57,580 from Contingency Reserve to various departments for personal computer replacement or upgrade to ensure year 2000 compliance, and directed that departments make spending adjustments necessary to stay within the approved net cost contained in the Fiscal Year 1998-99 Budget, as amended.

Supervisor Kehoe recommended and the Board concurred that a report regarding progress on the budget units administered by the Sheriff's Department be presented to the Board on a monthly basis, from mid-year to the year end.

REPEAL OF ORDINANCE NO. 495-15

By motion made, seconded (Kehoe/Wilson), and unanimously carried, the Board of Supervisors introduced and waived the reading of an ordinance repealing Ordinance No. 495-15 which converted the Board's business expense stipend and vehicle allowance to base salary.

AUDITOR-CONTROLLER

COUNTY CLAIMS

By motion made, seconded (Clarke/Fust), and unanimously carried, the Board of Supervisors authorized the issuance of warrants totaling \$223,493,82 for County operating funds and special districts, as submitted by Auditor-Controller Rick Graham.

CLERK OF THE BOARD

MINUTES: FEBRUARY 23, 1999

By motion made, seconded (Fust/Clarke), and carried, the Board of Supervisors approved the minutes of the meeting held on February 23, 1999, as amended. Supervisor Kehoe wished to add language to the Assessor-Recorder's request for clarification purposes. Supervisor Wilson abstained from this action, because she was absent from the meeting in question.

ZONE AMENDMENT 54-89
T. A. RUST AND CARLTON BIEGLOW
EAST COTTONWOOD AREA
ORDINANCE NO. 378-1792

By motion made, seconded (Clarke/Wilson), and carried, the Board of Supervisors enacted Ordinance No. 378-1792 which approves Zone Amendment 54-89, T. A. Rust and Carlton Bigelow, east Cottonwood area, as introduced on August 4, 1998. The vote was as follows:

Ayes: Supervisors Hawes, Wilson, and Clarke
Noes: Supervisor Fust
Abstain: Supervisor Kehoe

(See Zone Ordinance Book)

ZONE AMENDMENT 98-06
LESLIE SHOUP, ONO AREA
ORDINANCE NO. 378-1793

By motion made, seconded (Fust/Clarke), and carried, the Board of Supervisors enacted Ordinance No. 378-1793 which approves Zone Amendment 98-06, Leslie Shoup, Ono area, as introduced on July 28, 1998. Supervisor Kehoe abstained from taking action on this matter.

(See Zone Ordinance Book)

ZONE AMENDMENT 98-10, KEVIN AND
ARLY KATZ, WHITMORE AREA
ORDINANCE NO. 378-1794

By motion made, seconded (Clarke/Wilson), and carried, the Board of Supervisors enacted Ordinance No. 378-1794 which approves Zone Amendment 98-10, Kevin and Arly Katz, Whitmore area, as introduced on September 15, 1998. Supervisor Kehoe abstained from taking action on this matter.

(See Zone Ordinance Book)

INFORMATION SYSTEMS

SALARY RESOLUTION NO. 1057

At the recommendation of Charles Haase, Information Systems Chief Technology Officer and by motion made, seconded (Clarke/Kehoe), and unanimously carried, the Board of Supervisors adopted Salary Resolution No. 1057 which adds two Computer Equipment Technicians to Information Systems, effective March 8, 1999, with a sunset of March 31, 2000.

(See Salary Resolution Book)

SUPPORT SERVICES - PURCHASING DIVISION

COUNTYWIDE PRINTING SERVICES
POLICY RESOLUTION NO. 99-2

At the recommendation of Harry Albright, Director of Support Services and Ernie Mandere, Supervising Buyer and by motion made, seconded (Clarke/Kehoe), and unanimously carried, the Board of Supervisors took the following actions regarding printing and photocopy services for County departments:

1. Adopted Policy Resolution No. 99-2 which deletes Section 2.5.4 of Policy No. 5-101 of the Administrative Manual, which required that printing services be provided or authorized the Opportunity Center.
2. Authorized County departments to directly contract for printing services for jobs of less than \$500.
3. Authorized Purchasing to obtain quotes and issue purchase orders for printing and photocopy orders more than \$500.
4. Authorized County departments to contract for all photocopy services that cannot be performed by the Opportunity Center for jobs of less than \$500.
5. Directed Purchasing to initiate countywide written bids for three color letterhead, three color business card shells, computer fed forms, envelopes, and special mailers.
6. Directed Purchasing to continue to monitor other printing and specialized photocopy work and, where appropriate, initiate other aggregate bids or purchases where significant savings might be realized.

(See Salary Resolution Book)

Supervisor Kehoe requested a cost profile on the amount the County is spending on printing and photocopying.

LAW AND JUSTICE**DISTRICT ATTORNEY****CONSUMER FRAUD TEAM
BUDGET AMENDMENT
SALARY RESOLUTION NO. 1058**

At the recommendation of District Attorney McGregor Scott and by motion made, seconded (Wilson/Fust), and unanimously carried, the Board of Supervisors took the following actions to fund a consumer fraud team within the District Attorney's (DA) Office:

1. Authorize a two-year loan in the amount of \$152,000 from the County's Productivity Improvement Fund.
2. Approved a budget amendment which increases revenue (\$41,678 from the California Department of Insurance and \$60,593 from the Productivity Improvement Fund) and appropriations by \$102,271 to fund the new positions, operating costs, and fixed assets identified in the budget amendment.
3. Adopted Salary Resolution No. 1058 which adds one District Attorney I/II/III, one District Attorney Investigator, and one Legal Process Clerk I/II.
4. Authorized an increase to the fleet by one vehicle to be assigned to the DA's consumer fraud team.

(See Salary Resolution Book)

Supervisor Kehoe requested a financial status report of the productivity fund, which the County Administrative Office will provide, as well as an amended organizational chart, which will be provided by the District Attorney.

CLOSED SESSION ANNOUNCEMENT

Chairman Hawes announced that the Board of Supervisors would recess to a Closed Session to confer with counsel to discuss existing litigation entitled Provencher vs. County of Shasta, pursuant to Government Code Section 54956.9, subdivision (a).

10:27 a.m. The Board of Supervisors recessed to Closed Session.

11:30 a.m.: The Board of Supervisors recessed to a Closed Session which was held at the Holiday Inn located at 1900 Hilltop Drive in Redding, to confer with its labor negotiator, County Administrative Officer Doug Latimer, to discuss the following employee organizations: Shasta County Employees Association, Shasta County Mid-Management Association, Deputy Sheriff's Association, Sheriffs Administrative Association, Professional Peace Officers' Association, Unrepresented Employees, and United Public Employees of California.

2:20 p.m.: The Board of Supervisors recessed from Closed Session to reconvene in Open Session at 3:00 p.m.

3:00 p.m.: The Board of Supervisors reconvened in Open Session with Supervisors Hawes, Wilson, Clarke, and Fust, County Administrative Officer Doug Latimer, County Counsel Karen Jahr, and Administrative Board Clerk Pamela English present.

AFTERNOON CALENDAR

REPORT OF CLOSED SESSION ACTIONS

County Administrative Officer Doug Latimer reported that in the case entitled Provencher vs. County of Shasta the jury sided in favor of the County. No other reportable action was taken.

WORKSHOP

GENERAL GOVERNMENT

ADMINISTRATIVE OFFICE/INFORMATION SYSTEMS

SHASTA COUNTY'S YEAR 2000 COMPLIANCE PLANS

This was the time set for the Board of Supervisors to conduct a workshop and receive information on Shasta County's plans to achieve Year 2000 (Y2K) compliance.

After receiving introductory comments from County Administrative Officer (CAO) Doug Latimer, the Board heard from Administrative Analyst Paul Bolton who provided an overview of the following information:

1. Shasta County Y2K Contingency Plan Department Guidelines explaining the purpose and need for these measures.
2. Shasta County Y2K Survey Summary showing the status of County departments relative to their efforts to achieve compliance for both computer hardware and operating systems.
3. Supporting spreadsheets summarizing the responses of each department to the questions in the survey.
4. Y2K Work Schedule outlining a series of activities envisioned for the remainder of the year related to the monitoring of departmental efforts to reach compliancy for all non-Information Systems Department supported computer equipment and programs.
5. Y2K Vendor Compliance Form recommended for departmental use in seeking approval from vendors for equipment (including those items operated by embedded chips) and programs not supported by the Information Systems Department.

Mr. Bolton commented that the next presenters would explain their respective roles in ensuring that the County will be compliant for all of its major programs by December 31, 1999 in order to furnish the Board with a broad overview of the efforts to achieve compliancy and protect its ability to continue providing services without interruptions on January 1, 2000.

At Supervisor Clarke's suggestion and by consensus, the Board of Supervisors directed staff to send routine press releases to the media (particularly the newspapers in the outlying areas) concerning Shasta County's Y2K compliance efforts in order to keep the public informed.

Chief Technology Officer Charlie Haase and his staff (Technical Services Manager Bill Champion, Systems Program Manager Karen Houghton, and Telecommunications Manager John Potts) outlined the Information Systems Y2K Master Time Line as it applied to their individual areas of expertise, and the following needs were outlined:

1. Information Systems will be asking Department Heads to rank critical processes for their departments. The CAO has agreed to assist with ranking processes for the County overall.
2. Information Systems plans to shut down all County systems just prior to midnight December 31, 1999. Critical areas will be brought up immediately after midnight with all others to follow in priority order. Public Safety is expected to be impacted briefly. Information Systems will be working closely with Public Safety on manual processes.
3. Information Systems will need some Department users to assist on the weekend of January 1, 2000 for which a detailed plan is being developed.
4. No major moves should be scheduled between October 1, 1999 and January 31, 2000.
5. There will be limited Information Systems availability on January 3, 2000.
6. Avoid any lengthy "dry period" for spending for both fixed assets and expenses at the end of Fiscal Year (FY) 1998-99 and the beginning of FY 1999-2000 for any Y2K related items.

Deputy Public Works Director Dan Kovacich informed the Board of Public Work's Y2K preparations in regards to facilities management.

Deputy County Counsel John Loomis commented on the Y2K legal issues.

Undersheriff Larry Schaller outlined the Y2K Public Safety preparedness efforts made by the Sheriff's Office to this date, and he listed the following agencies as having been contacted by the Sheriff's Office in this regard: City of Redding, City of Shasta Lake, Special Districts, PG&E (Internet), Pacific Bell, Redding Medical Center, Mercy Hospital, North Valley Bank, Wells Fargo Bank (Internet), Bank of America (Internet), SHASCOM, County Information Systems, City of Redding Support Services (airport, fire, police), City of Anderson (utilities and police), Anderson Fire, five different fuel companies, Raley's, County Station, and maintenance personnel of a local repeater site.

The Board Members thanked staff for their reports and the tremendous efforts they have made to ensure Shasta County's Y2K compliance.

4:03 p.m.: The Board of Supervisors adjourned.

Chairman

ATTEST:

CAROLYN TAYLOR
Clerk of the Board of Supervisors

By _____
Deputy