

County Facilities Planning Committee

Glenn County, California

MINUTES

Monday, January 22, 2018

Members Present:

Di Aulabaugh, PPWA & Committee Chairperson	Todd James, Sherriff Dept.
Matt Gomes, PPWA	Ed Lamb, DOF
Keith Corum, Board Supervisor	Linda Durrer, Personnel Director & County ADA Compliance Officer
Chip Meriam, Assessor/Clerk/Recorder	

Also Present:

Ricardo Valdez, PPWA/Facilities	Brandon Thompson, Probation
Tina Brothers, PPWA	Rick Phifer, Veterans
Marcie Skelton, Ag/AP	Earnest Dowden, Veterans
Cindy Holley, Veterans	Eugene Fournier, Veterans
Jane Wrinkle, Veterans	Dennis James, Veterans
Nan DiLouie, HHS	

Di Aulabaugh, Chairman of the County Facilities Planning Committee of the County of Glenn, State of California, welcomed members and others, confirmed a quorum of voting members and called the meeting to order at 1:30 p.m.

1. Minutes

Matter: Approve Minutes of October 23, 2017
Documents: Minutes of October 23, 2017
Proceeding: Motion by Matt Gomes to adopt minutes as presented, second by Keith Corum
Order: Approve minutes of October 23, 2017
Vote: Unanimous

2. Unscheduled Matters

Brandon Thompson advised that the Glenn Chorale is in need of new chairs. Ricardo Valdez received a quote for 250 chairs and 3 racks for \$5,000.00. Brandon is going to check with the Safety Committee to see if they can incur half of the cost. Di Aulabaugh informed that if there are chairs that are unsafe they need to be removed.

3. Staff Report

Matter a: County Facilities-planned and on-going maintenance projects
Documents: None
Proceedings: i. County Facilities - Ricardo Valdez stated that he is finished with the Personnel / County Counsel project except for the signs. He is working on service requests which includes five buildings with leaks.

ii. Airports, Boat Launches and Parks - Ricardo Valdez stated he had nothing to report on Airports however the money box at the Butte City Boat Launch was broken into again, twice since the last meeting.

iii. Veterans Freeway Signs-Keith Corum stated that he received an email stating this project has been put at the top of the list.

Matter b: ADA Assessment and Transition Plan
Documents: None
Proceedings: Linda Durrer stated that Di Aulabaugh and Matson & Isom have made the corrections on the website, she needs to schedule one more ADA makeup training and Child Support received funds for ADA upgrades.

4. Projects/Scope of Committee Work

Matter a: Receive reports from departments on facility related issues or on-going projects
Documents: None
Proceeding: Ed Lamb stated the tension on the front door of the Annex Building needs adjusted. Ricardo Valdez stated that one of his staff replaced the part and it was set to meet ADA compliance. He will have them take another look at it.

Marcie Skelton stated that her staff is going to clean up the shop and work on a long term pest free solution.

Matter b: Veteran Service Organizations kitchen upgrade project:
Documents: Priority List
Proceeding: Rick Phifer stated if #1 from the list is approved than #2 and #3 would need to be completed. They would like to move the roll down gate out six feet. Dennis James explained the map attached. Marcie Skelton suggested going to a commercial kitchen and to talk to Jody Samons. Brandon Thompson see the value however he has concerns and would like to discuss them with County Counsel. Di Aulabaugh asked if there were things that could be done in-house to move the project forward, consensus was "yes". Di Aulabaugh mentioned that an architect needs to be hired to inspect the Hamilton City Building and the County could engage with them to inspect the kitchen as well. Dennis James stated they are willing to work on fundraisers too.

Matter c: Strategic Planning Items (review, assign members): discuss and take possible action on:

Documents: None

Proceedings: i. Capital Improvements Plan (2016 Strategic Plan item 3.1)
1. Aircon Energy Efficiency Project-Ed Lamb stated the County passed the Tax Reform Act. The Clean Energy Bond is no longer available however there is a tax exempt bond. The banks don't like dealing with them. County Counsel is reviewing contract documents. Di Aulabaugh stated that all county buildings need to be determined to be structurally sound before new HVAC units or solar systems were installed.
ii. Co-location of staff (2016 Strategic Plan item 3.2)
1. Changes in locations (recent & upcoming)
a. New HHSA Location in Orland (NOVA) - Nan DiLouie stated an Open House is scheduled for March 3, 2017.
b. N. Villa Health Services Building – carpet, paint, exterior improvements - Di Aulabaugh advised she would like to see this project completed when staff is out of the office(s). The Bid received for the carpet wasn't prevailing so it would need to go back out to bid.

- c. County Counsel to 1st Floor WMH - Di Aulabaugh stated County Counsel has been moved down stairs and the main door has been removed to meet ADA requirements. There are now three work stations that will have computers available for staff and the public plus the Law Library in the main lobby area. County Counsel is going to see if Law Library has funds to purchase a Thin Client. Marcie Skelton mentioned that her department has an extra printer they aren't using anymore if it was needed.

iii. Surplus Property Policy Review (2016 Strategic Plan item 3.4) - Di Aulabaugh handed out the Administrative Manual Code 5.10 – Property Accountability and Sale for departments to review.

Agenda Items for Next Meeting

Consensus of committee was to carry over standing items, Veterans Services Organization Kitchen Upgrade Project and add Glenn Corral/Chairs.

5. Next Regular Meeting

Monday, April 23, 2018 at 1:30 pm.
Willows Memorial Hall, 2nd floor Conference Room
525 W. Sycamore Street, Willows

Meeting was adjourned at 2:30 pm.