

## MINUTES

### BOARD OF SUPERVISORS BUDGET AND FINANCE COMMITTEE Board of Supervisors Conference Room Willows Memorial Hall, Upstairs

Tuesday, July 24, 2018

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**Present:** Supervisors Corum and Minto

**Others Present:**

Brandon Thompson, Probation	Linda Durrer, Personnel	Dawn Mayer, Child Support
Mohammad Qureshi, Public Works	Ruby Neumann, DA	Liliana Chavez, County Counsel
Jody Samons, HHSA	Don Rust, Planning	Christine Zoppi, HHSA
Jolene Swanson, Public Works	Chip Meriam, Assessor	Di Aulabaugh, General Services and COB
Starryne Lefdal, Cooperative Extension	Ed Lamb, Finance	Debbie Lambert, COB
Kaitlyn Murray, Public Works	Shauna Enos, Public Works	Nathan Mendes, Public Works

1. **CALL TO ORDER** – Supervisor Minto called the meeting to order at 10:30 a.m.

2. **UNSCHEDULED**

Proceedings: Director of Finance Ed Lamb stated that the Grand Jury has requested an approximate \$9,000 for next fiscal year. Planning & Community Development Agency Director Don Rust advised that an update on the General Plan will be presented to the Board of Supervisors, with a request for Board direction. Ed Lamb stated that a problem with the 'cloud' is slowing down the receipt of Department budget reports, and that all year-end Transfers of Funds should be presented to the Board at the July 31<sup>st</sup> Board meeting.

3. **2018-2019 BUDGET**

Matter: Review, discuss and take possible action on the following items:

- a. Departmental budget enhancement requests and recommendations
- b. Library Funding Requests
- c. Hamilton City Community Service District (HCCSD) Funding Request

Documents: None

Proceedings: Supervisor Minto stated that Departmental budget enhancements are being reviewed and will be brought to the Board as soon as the final 2017/2018 budget numbers are known. Supervisor Minto advised that he is working with Librarian Jody Meza on the Library funding requests and reviewing the libraries MOU, and will bring the information forward. General Services Director Di Aulabaugh stated that HCCSD has a contract with the County for park maintenance, they have requested additional funding from the County, research is needed and the matter will be brought back.

4. **STRATEGIC PLAN FOCUS AREAS:**

Review, discuss and make recommendations on the following strategic plan focus area items:

Matter: **B. Strategic Plan Focus Area 3 – County Financial Stability**

- i. Aircon Energy and Facilities Improvement Project –status report from Director of Finance.
- ii. Recommendation for 1 Stop / Public Works offices – Supervisor Corum.

Documents: None

Proceedings: Director of Finance Ed Lamb stated that the AES Contract has been separated from the Aircon contract and will be presented to the Board at the July 31<sup>st</sup> Board meeting. Supervisor Corum recommended that the Public Works offices be moved to the vacant building at the Orland Airport, and stated additional funding may be needed to modify the building. Public Works Director Mohammad Qureshi stated that ownership of the current Public Works building needs to be researched as he heard it was purchased with Public Works funds, that it would cost approximately \$100,000 to restructure the Airport building, expand the square footage for Orland yard staff, move, and furnish, and that there would be increased operating costs if based in Orland. Public Works Office Technician Jolene Swanson advised that FAA requires Airport property to pay rent at market value to the Airport operations budget, that the last long term lease was \$4,651.98 per month in November of 2014 and has an inflation factor. Also asked of the possibility of placing a modular building on the current site. Engineering Technician Nathan Mendes advised of the impact the move would have on employees, such as the commute from Willows to Orland. Health & Human Services Agency Director Christine Zoppi stated that the weatherization and volunteer programs may have a need for space which could assist with rent. Supervisor Corum advised that due to the additional information the matter will be reconsidered and Supervisor Minto asked that the issues be researched and the matter be brought back to the the next meeting.

Matter: **C. Strategic Plan Focus Area 4 – Standards of Practice**

i. Travel Policy modifications – receive status report from Supervisor Corum

Documents: None

Proceedings: Supervisor Corum advised that travel advance allowing per diem advances for employees who do not have CalCards was inadvertently left out of the new Travel Policy, and suggested adding language so the request would need to be made two weeks in advance and approved by a Supervisor. Director of Finance Ed Lamb read the proposed language and stated the two week request was not necessary. Personnel Director Linda advised that the Bargaining Units had requested and approve of the change.

#### 4. **ADJOURNMENT**

The meeting adjourned at 11:00 a.m.