

COUNTY FACILITIES PLANNING COMMITTEE

Meeting of the Glenn County Facilities Planning Committee
Glenn County Board of Supervisors Conference Room
Willows Memorial Hall, 2nd Floor
525 West Sycamore Street, Willows

MINUTES October 28, 2019

Members Present:

Di Aulabaugh, General Services Director & Chair
Linda Durrer, ADA Compliance Officer
Sandy Perez, Assessor-Clerk/Recorder

Humberto Medina, DOF Director
Paul Barr, Board Supervisor

Also Present:

Erin Valdez, HHSA
Tina Brothers, Clerk of the Board
Tammy Phifer, VFW Aux

Marcie Skelton, Ag Commissioner
Mary Daniels, VFW Aux

Di Aulabaugh, Chair of the County Facilities Planning Committee welcomed members and others, confirmed a quorum of voting members and called the meeting to order at 10:35 a.m.

1. Minutes

Matter: Approve Minutes of July 22, 2019

Documents: Minutes of July 22, 2019

Proceeding: Minutes of July 22, 2019 were approved by consensus of the committee.

2. Unscheduled Matters

a) HHSA Administration Deputy Director, Erin Valdez, stated the renovation upstairs at the Mental Health/Child Welfare department located at 604 Walker Street in Orland has begun. Di Aulabaugh suggested looking into purchasing refurbished workstations.

b) Assessor Sandy Perez stated her department has removed 400 books that were stored upstairs in the West End Expansion at the Willows Memorial Hall. Di Aulabaugh reported that the remaining items will be moved into the old DA building in near future.

3. Staff Report

Di Aulabaugh reviewed the report list that was prepared by the Facilities Operation Manager Ricardo Valdez who was not present.

4. Projects/Scope of Committee Work

Matter a: **COUNTY FACILITIES PROJECTS**

Documents: None

Proceeding: i. Willows Memorial Hall Kitchen Upgrade

Mary Daniels stated the Veterans Auxiliary has funds for a new sink and shelving. She inquired of the possibility of the floor being completed so appliances could be placed back in kitchen, whereby Di Aulabaugh asked to review the rental schedule so the Facilities division could coordinate for completion. Mary Daniels also asked if it would be possible to add ten feet towards the stage in the Auditorium of the Willows Memorial Hall and close in for storage. Tammy Phifer stated an individual donated a Sub Zero Refrigerator and they have collected almost \$6,000 for the kitchen project.

ii. Hamilton City Community Hall and Library ADA Upgrade

Di Aulabaugh stated the project is being funded by a CDBG Grant and shared floor plan layouts detailing the project progress. Mrs. Aulabaugh stated there were not enough funds to upgrade accessibility to the basement of the Community Hall and a new warming kitchen area is being designed for the upstairs and reviewed the overall project goals with the group.

iii. Juvenile Hall Conversion

The Board of Supervisors has given approval to convert the hall and asked that a plan and estimated costs be brought back before the Board before making final decision. Di Aulabaugh reviewed the diagram of the floor plan and reviewed the overall project goals. Ms. Aulabaugh further stated that Behavioral Health Director Amy Lindsey was looking into possible grant and program funds for the project.

iv. HHSVA Villa Exterior Renovation

Di Aulabaugh stated the project is on schedule and hopes to have the project completed this next construction season. Funds are budgeted and the project will need to go out to bid.

v. Courthouse Remodel Project

Di Aulabaugh stated the bell and bench still need to be moved to Willows Memorial Hall. Sendy Perez inquired about removing the Palm Tree in front of the Annex Building, whereby Mrs. Aulabaugh stated the Facilities crew would be very happy to take care of this request.

Matter b:

DEPARTMENT REPORTS

Documents:

None

Proceedings:

Di Aulabaugh stated the Planning & Community Development Agency will be leasing a space located on Tehama Street. She shared the diagram of the floor plan, mentioned the conference room will hold twenty five people, hoping to move in December / January, delayed with construction.

Erin Valdez stated her department is looking for additional parking at the Community Recovery Wellness Center.

Di Aulabaugh stated the Courts will be moving out the Orland Administration building located at County Road 200 once the Willows Courthouse remodel project is completed. The County would then plan to remodel/update that space and reallocate based on space needs. Humberto Medina stated the County is still handling the payment of utilities related to the courts which continue until the courts are consolidated in Willows.

Sendy Perez inquired about getting large address numbers put on the Annex Building, whereby Di Aulabaugh suggested submitting a service request to Facilities and she mentioned Facilities is looking into the possibilities of steam cleaning the building.

Matter c:

STRATEGIC PLANNING ITEMS

Documents:

None

Proceedings:

i. Capital Improvements Plan (Strategic Plan item 3.1)

Di Aulabaugh stated she is recruiting to fill vacant staff position that will assist with the Capital Project plan and that the department is having to establish a filing system for County projects. Ms. Aulabaugh expressed the importance of departments submitting their Space Needs Planning Survey and stated the purpose of the survey is to incorporate it into the Strategic Plan and have for future decision making.

- ii. Co-Location of Staff (Strategic Plan item 3.2)
Di Aulabaugh stated there was nothing new to report. HHSA continues to house staff in Personnel. General Services continues to seek a permanent location for staff displaced by the Courthouse consolidation project.
- iii. Surplus Property Policy Review (Strategic Plan 3.4)
Di Aulabaugh stated she would like the possibility of establishing an electronic message board type system and establishing a storage facility on County property so valuable office space doesn't have to be used for storage.

5. Agenda Items for Next Meeting

Consensus of committee was to add the PCDSA move project, District Attorney Storage Project, Public Works Building Project and Courthouse consolidation to the next agenda for discussion.

6. Next Regular Meeting

Monday, January 27, 2020 at 10:30 a.m.
Willows Memorial Hall, 2nd floor Conference Room
525 W. Sycamore Street, Willows

The Chair adjourned the Meeting at 12:01 p.m.