

County Facilities Planning Committee

Glenn County, California

MINUTES
Monday, April 23, 2018

Members Present:

Di Aulabaugh, General Services Director & Chairperson	Ed Lamb, DOF Director and Vice Chairperson
Dwight Foltz, Board Supervisor	Rich Warren, Sheriff
Keith Corum, Board Supervisor(Remote)	Sendy Perez, Assessor/Clerk/Recorder

Also Present:

Ricardo Valdez, General Services/Facilities	Christine Zoppi, HHSA Director
Barb Scow, General Services/Facilities	Erin Valdez, HHSA
Tina Brothers, General Services	Donald Rust, PCDS Director
Marcie Skelton, Ag/AP	Cindy Holley, Veterans

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 January 22, 2018
Documents: Minutes of January 22, 2018
Proceeding: Motion by Ed Lamb to adopt the minutes, second by Keith Corum.
Order: Approve minutes of January 22, 2018
Vote: Unanimous

2. Unscheduled Matters

None heard.

3. Staff Report

Matter a: County Facilities-planned and on-going maintenance projects
Documents: None
Proceedings: i. County Facilities - Ricardo Valdez stated that they are concentrating on spraying and landscape at this time.

ii. Airports, Boat Launches and Parks - Ricardo Valdez reported on landscape and weed control measures, Willows-Glenn Airport Hanger 2C empty. The pay tube at Ord Bend Boat Launch continues to be broken into frequently, anti-theft efforts and assistance of the Sheriff Department don't seem to deter. Di Aulabaugh stated she received the draft California Fish & Wildlife Maintenance Agreement for Ord Bend and Butte City Boat Launches from Public Works. Ms. Aulabaugh also mentioned working with the Hamilton City Lions Club on a park improvement grant that includes sidewalks and a gazebo.

iii. Veterans Freeway Signs-Keith Corum stated that he is waiting for a confirmation date to install the signs.

Matter b: ADA Assessment and Transition Plan
Documents: None
Proceedings: Ricardo Valdez reported work continues on to make all facilities compliant. Opportunities are also taken when departments request upgrades, remodels and fixture changes.

4. **Projects/Scope of Committee Work**

Matter a: Receive reports from departments on facility related issues or on-going projects
Documents: None
Proceeding: Christine Zoppi stated the Laurel Street Building is in need of ADA updates so over the next several months she will be looking for other locations to move her staff and hopes to be out of this building in the next two years.

Matter b: Veteran Service Organizations Kitchen Upgrade Project:
Documents: None
Proceeding: Cindy Holley stated that Keith Corum has a designer drafting up plans for updating the kitchen at the Willows Memorial Hall. This past weekend there was a problem with the stove. Ricardo Valdez stated that the reset button kept going off. Keith Corum stated the designer is donating her time to draft up the plans and he would like to if it is possible to reverse the roll down gate to free up more counter space. Dwight Foltz requested a list of everything that needed updated in the kitchen and mentioned that he knows an individual from Orland that sells used commercial appliances and suggested narrowing the staircase. Di Aulabaugh stated the Road Engineering Staff is completing the request for qualification related to the Community Development Block Grant project for an architect and that person or firm once under contract could be engaged to assist with other County projects.

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 he received nine bids from banks for financing the project. He will go before the Board of Supervisors for approval on May 1, 2018. Di Aulabaugh stated there would be \$100,000.00 set aside for contingency. There are several sites in the project, all work needs to be completed within seven to nine months once lending is approved to generate the savings to make the debt service payments. County Facilities staff will be doing some of the roofing repairs required before HVAC and solar panels are placed, new safety gear will also be purchased.

ii. Co-location of staff (2016 Strategic Plan item 3.2)

1. Changes in locations (recent & upcoming)

a. New HHSA Location in Orland (NOVA) – Erin Valdez stated some of the staff has moved in, they are still working on IT issues, an Open House is scheduled on April 28, 2018 from 10:00 a.m. to 1:00 p.m. There will be a budget adjustment to the Facilities ISF square footage allocation due to also maintaining the Walker Street Building.

b. N. Villa Health Services Building – carpet, paint, exterior improvements – Erin Valdez stated there are funds to paint, replace carpet and door handles. The 2018/19 budget has funds as well if this project is not completed by June 30, 2018.

c. Juvenile Hall - Supervisor Corum questioned the potential use of a space planner versus an architect to come up with a plan to utilize the Juvenile Hall. Marcie Skelton mentioned that her department had previously contracted with Esplanade Furniture for a similar service to draw up plans for purchasing furniture for their office. Erin Valdez confirmed that HHSA had done the same.

iii. Surplus Property Policy Review (2016 Strategic Plan item 3.4) - Di Aulabaugh stated she had nothing to report at this time.

iv. Glenn Chorale-New Chairs- Cindy Holley stated she needs to review the budget before she purchases the new chairs. She would like to move the tables up at the Orland Memorial Hall, purchase new tables for the Willows Memorial Hall and get rid of the old ones.

Agenda Items for Next Meeting

Consensus of committee was to carry over standing items.

5. Next Regular Meeting

Monday, July 23, 2018 at 10:30 pm.

Willows Memorial Hall, 2nd floor Conference Room

525 W. Sycamore Street, Willows

Meeting was adjourned at 2:20 pm.