

County Facilities Planning Committee

Glenn County, California

MINUTES

Monday, July 24, 2017

Members Present:

Di Aulabaugh, PPWA & Committee Chairperson
Matt Gomes, PPWA
Chip Meriam, Assessor-Clerk/Recorder

Rich Warren, Sherriff-Coroner
Ed Lamb, DOF
Linda Durrer, Personnel Director &
County ADA Compliance Officer

Also Present:

Ricardo Valdez, PPWA-Facilities
Tina Brothers, PPWA

Erin Valdez, HHSA
Ian Ledbetter, Ag/Air/CUPA

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 April 24, 2017
Documents: Minutes of April 24, 2017
Proceeding: Motion by Ed Lamb to adopt minutes as presented, second by Rich Warren
Order: Approve minutes of April 24, 2017
Vote: Unanimous

2. Unscheduled Matters

Linda Durrer mentioned that an individual complained about a department being too hot. OSHA doesn't have a temperature limit however they suggest not having a room higher than 78 degrees. Di Aulabaugh mentioned that she will add this as a discussion item at the next meeting.

Di Aulabaugh mentioned that Aircon Energy gave a presentation to this committee as well as the Budget & Finance Committee. It went before the Board of Supervisors with the recommendation to approve a countywide energy survey. Aircon Energy will present the report to the Board of Supervisors on August 1, 2017.

3. Staff Report

Matter a: County Facilities-planned and on-going maintenance projects
Documents: None
Proceedings: Ricardo Valdez stated that the elevator at the Willows Memorial passed the annual smoke test and the permit to operate was renewed for another year.

Matter b: ADA Assessment and Transition Plan

Documents: None

Proceedings: i. CDBG ADA Improvements Grant - Di Aulabaugh noted the \$838,000.00 award to the County and its being designated for improvements at the Hamilton City Community Hall and Hamilton City Library.

ii. Update on trainings, next step-Linda Durrer mentioned she has an ADA Compliance information meeting on August 11, 2017 with HHSA. Also she mentioned that several

employees did not attend the mandatory ADA trainings so she will scheduling a makeup training in the near future.

iii. Program of work for 2017/2018-Ricardo Valdez informed the committee that his staff has been focusing work on removing all the door stops that are not in compliance, taking care of security issues at the Annex, and replacing signage. Facilities is also preparing for a large project at the N. Villa Public Health replacing carpet, painting and replacing door knobs that aren't up to code.

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

Matter a: Receive reports from departments on facility related issues or on-going projects

Documents: None

Proceeding: None heard.

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

Documents: None

Proceeding: i. Capital Improvements Plan (2016 Strategic Plan item 3.1)-Di Aulabaugh mentioned that she haven't been able to find any helpful documentation so Chip Meriam volunteered to send out an email to other Assessor's to request feedback.

ii. Co-location of staff (2016 Strategic Plan item 3.2)-Di Aulabaugh noted that PPWA recently hired Jamie Moyle, Accounting & General Services Specialist and she is stationed at the Department of Finance. She is tasked with processing County Facilities Accounts Payables with a focus on utility payables.

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

Agenda Items for Next Meeting

Consensus of committee was to carry over standing items and add Boat Launches and Airports and to Staff Reports.

5. **Next Regular Meeting**

Monday, October 23, 2017 at 1:30 pm.

Willows Memorial Hall, 2nd floor Conference Room

525 W. Sycamore Street, Willows

Meeting was adjourned at 2:07 pm.