

County Facilities Planning Committee

Glenn County, California

MINUTES

Monday, October 23, 2017

Members Present:

Di Aulabaugh, PPWA & Committee Chairperson	Rich Warren, Sherriff-Coroner
Matt Gomes, PPWA	Ed Lamb, DOF
Sendy Perez, Assessor-Clerk/Recorder	Linda Durrer, Personnel Director & County ADA Compliance Officer
Keith Corum, Board Supervisor	

Also Present:

Ricardo Valdez, PPWA-Facilities	Erin Valdez, HHSA
Tina Brothers, PPWA	Lisa Hunter, Ag/Air/CUPA
Cindy Holley, Veterans	Todd James, Sheriff Dept.
Tammy Phifer, Veterans	Bob Chittenden, 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 July 24, 2017 and Special Meeting Minutes of August 16, 2017
Documents: Minutes of April 24, 2017 and Special Meeting Minutes of August 16, 2017
Proceeding: Motion by Ed Lamb to adopt both sets of minutes as presented, second by Linda Durrer
Order: Approve minutes of July 24, 2017 and Special Meeting Minutes of August 16, 2017
Vote: Unanimous

2. Unscheduled Matters

Di Aulabaugh shared that the Veteran's freeways signs project requires coordination with Caltrans. Keith Corum added that the welcome signs remain in disrepair and the one in the Orland area is difficult to see due to a tree in front of it. It was agreed that these items be added to the next meeting agenda for further discussion.

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 working on safety and ADA compliance projects including new entryways doors for Personnel and County Counsel. He also reported a pot hole in the Juvenile Hall parking lot. Di Aulabaugh noted that Facility staff was also keeping up the generator and making other minor repairs at Juvenile Hall. Ricardo mentioned the well at the Willows Memorial Hall is in need of repair and quotes were being gathered.

ii. Airports, Boat Launches and Parks-Ricardo Valdez stated that staff have upgraded the windows, bathroom, HVAC unit and the outside siding of the Airport Pilots Lounge in Orland. They are finishing up other Caltrans inspections items at both Willows and Orland Airports. It was also reported that the boat launches had ongoing theft and vandalism issues. Staff is working with the Sheriff's department and reporting all incidents as well as looking into antitheft fee deposit tubes.

iii. Change in Season-temperature controls-Di Aulabaugh reminded those in attendance that staff will be changing the temperature controllers to heat from AC during the next several weeks.

Matter b: ADA Assessment and Transition Plan

Documents: None

Proceedings: i. Update on CDBG Hamilton City County Facilities Grant - Di Aulabaugh mentioned that Nathan Mendes, Public Works engineering staff is working on drafting up the plans for this project.

ii. Update from ADA Coordinator on Trainings, next step-Linda Durrer reported she had organized several ADA trainings and would be scheduling makeup trainings.

iii. Update on planned program of work for 2017/2018-Ricardo Valdez informed the committee that his staff has been focusing on ADA compliance items such as removing the door by the stairs in the entryway of the Memorial Hall. A clear glass wall and door will be placed by the Personnel conference room as well entryway into County Counsel's office.

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 mentioned during the last wind storm the front door caught on a customer's foot. Linda Durrer provided an update and confirmed the incident was forwarded to Golden State Risk Management Authority. Keith Corum expressed his concern regarding the cross walk between the Willows Memorial Hall and the Courthouse. He would like to see a sign or signal to draw attention to pedestrian traffic.

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 reported examples found to date are insufficient and she will be refocusing on manufacturing recommendations and warranties. Priority continues to be on ADA requirements.

1. Aircon Energy Efficiency Project-Ed Lamb reported that he submitted the County's application to IRS for energy credits and hoped to hear back in three to six weeks.

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

1. Changes in locations (recent & upcoming)-Di stated that Planning & Public Works currently has one staff member housed at Department of Finance, soon to add a second and also staff housed at Personnel.

a. New HHSA location in Orland-Erin Valdez reported the project was ongoing and the decision had not yet been made to retain both the new and current facilities on Walker Street.

b. Health Services Building on N. Villa Willows-Erin Valdez mentioned they ran into a carpet issue and will probably need to go back out to quotes.

c. County Counsel to 1st Floor WMH- Di Aulabaugh mentioned that County Counsel will be moving down stairs once both glass doors have been installed and minor repairs are completed.

iii. Surplus Property Policy Review (2016 Strategic Plan item 3.4)-Di Aulabaugh shared there was no new information to report at this time.

iv. Veteran Service Organization request for kitchen upgrade-Di Aulabaugh mentioned that Brandon Thompson had shared a report that was prepared by Environmental Health for the veteran service organizations regarding the Willows Memorial Hall kitchen. One of the issues to be addressed is venting the stove. Ricardo suggested it might be able to be vented down to the basement however he will look into other options as well. Bob Chittenden, Veterans asked about the extra space in the boiler room behind the kitchen and the possibility to use some of that area to expand the kitchen footprint. Cindy Holley, Veterans expressed that they would like to be able to install a commercial gas stove, refrigerator and a three basin washing sink. Cindy also mentioned a group called Field of Dreams that may be willing to assist the veteran service organizations with a fundraiser. Di requested the veteran service organizations put together an outline of the items desired by priority and bring it back to the next meeting.

Agenda Items for Next Meeting

Consensus of committee was to carry over standing items and add freeway signage.

5. Next Regular Meeting

Monday, January 22, 2018 at 1:30 pm.
Willows Memorial Hall, 2nd floor Conference Room
525 W. Sycamore Street, Willows

Meeting was adjourned at 2:20 pm.