

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 Monday, July 22, 2019

Members Present:

Di Aulabaugh, General Services Director & Chair
Linda Durrer, ADA Compliance Officer
Dr. Mohammad Qureshi, Public Works

Ed Lamb, DOF Director and Vice Chair
Paul Barr, Board Supervisor

Also Present:

Ricardo Valdez, General Services/Facilities
Ashlee J. Veneman, Clerk of the Board
Donald Rust, PCDSA
Erin Valdez, HHS
Mary Daniels, VFW Aux

Marcie Skelton, Ag Commissioner
Cindy Holly, Veteran Services
Dana Dogali - Baker, Assessor
Tammy Phifer, VFW Aux
William Vanasek, County Counsel

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 10:30 a.m.

1. Minutes

Matter: Approve Minutes of April 22, 2019
Documents: Minutes of April 22, 2019
Proceeding: Motion by Edward Lamb to adopt the minutes, seconded by Paul Barr.
Order: Approve minutes of April 22, 2019
Vote: Unanimous

2. Unscheduled Matters

- a) County Facilities Operations Manager, Ricardo Valdez, stated Robert Johnson of the Health and Human Services Agency (HHS) Department requested to expand the parking lot at the Community Recovery and Wellness Center in Orland due to a recent injury. General Services Director, Di Aulabaugh, stated she would review the department's project budget to see if the project was included;
- b) Assistant Veteran's Service Officer, Cindy Holly, stated approximately forty chairs are ready to be transported to Orland Memorial Hall when staff is able;
- c) HHS Administration Deputy Director, Erin Valdez, stated the department has been working with the landlord of the leased property located at 604 E. Walker Street in Orland to create additional private office and counseling space and the landlord and architect would most likely be doing the reconstruction themselves. Supervisor Paul Barr asked what the expected project timeline is, whereby Mrs. Valdez stated she is unsure at this time.

3. Staff Report

- a) Veterans of Foreign Wars Auxiliary representative, Mary Daniels, stated storage is an imminent need for the organization and requested to add ten feet on to the current storage space in the auditorium if possible. Ms. Daniels further stated that the organization has delayed cabinet removal, painting and the implementation of a donated freezer until a solution can be addressed, and asked if the Jane Hahn Juvenile Hall project is still underway. Mrs. Aulabaugh confirmed the Board of Supervisors approved the Juvenile Hall conversion project and the existing kitchen was not a part of the new design, therefore salvage of useable items such as those in the kitchen, and those that could be used at the County Jail would be

addressed as part of the project. Ms. Daniels asked if the agency received a USDA grant, whereby Mrs. Aulabaugh stated no award has been received.

- b) Ricardo Valdez reported the Butte City Boat Launch Facility has been broken into several times and with salmon season starting more frequent site visits will be scheduled for both boat launches. Mr. Valdez further stated that his department is catching up on service requests with the recent larger projects having been completed.

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

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

Documents: None

Proceeding: Mrs. Aulabaugh stated the County Administrative Officer, Scott H. De Moss, provided information on possible grant funding for Parks and Recreation under Proposition 68 and staff would be looking into the County's ability to apply. Mrs. Aulabaugh further stated that the County Capital Improvement Plan is ongoing, the plan is to be more comprehensive than other examples found, providing details beyond a general outline as well as a complete facility inventory;

i. HSA Capital Funding Opportunities – Mrs. Valdez stated there are no specific updates at this time but the department is currently looking at a variety of grants available and possibly leveraging them together;

ii. Department Survey on Space Needs – Mrs. Aulabaugh stated some departments still have not responded to the survey and a reminder would be sent out to collect responses.

Matter b: 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. Energy Efficiency Project-

a. Aircon - Director of Finance Ed Lamb stated the only remaining portion of the project at this time is the completion of the additional requests for the jail and will hopefully be completed by end of next week. Mrs. Aulabaugh stated the project has been completed within budget with a portion of project contingency remaining unused;

b. AES Solar Project – Mrs. Aulabaugh stated the solar energy generation project is now complete and was delivered within budget. Mrs. Aulabaugh further stated that all eight systems include monitoring; currently all but one third of the Willows' Memorial Hall solar are operating reporting the delay is due to Pacific Gas & Electric (PG&E) wanting to replace the transformer serving the hall. Agricultural Commissioner, Marcie Skelton, asked if incomplete monitoring would have any financial impact, whereby Mrs. Aulabaugh stated this could impact the County's ability to claim energy credits.

2. Roof/Repair/Replacements-

a. Jail Detention Center – Di Aulabaugh stated the Jail roofing project was completed at a cost of \$60,000 and has a ten year warranty;

b. Willows Memorial Hall – Mrs. Aulabaugh stated the Hall had to have the roof replaced for the solar installation project; the project was completed at a cost of \$150,000 with a thirty year warranty.

c. Miscellaneous – Ricardo Valdez stated the Facilities division is almost completed with roof maintenance for the Sheriff and Probation departments, and that maintenance is planned for the roofs at the Ag and Fleet departments next week.

- ii. Co-location of staff (2016 Strategic Plan item 3.2)
 - a. Director of Planning and Community Development, Don Rust, stated the department is hoping to be housed at their new location as of September 2019.
- iii. Surplus Property Policy Review (2016 Strategic Plan item 3.4)
 - a. Di Aulabaugh stated the annual online vehicle auction was completed in May 2019 and brought in sales of \$63,000. Mrs. Aulabaugh further stated the County would like to set a system in place for inactive items beyond vehicles.

Matter c:
Documents:
Proceedings:

Projects: On-going and future projects

None

- i. Child Support Services ADA Upgrade
Di Aulabaugh stated the project was completed by June 30, 2019 at a cost of \$171,000 (against the \$194,000 awarded), and that though the project had gone out to bid and was awarded, the contractor could not produce the necessary insurance bonds so the project was primarily completed by County staff.
- ii. District Attorney Impound area, Willow Corp Yard
Di Aulabaugh stated this project is completed.
- iii. Connections to Northeast Willows Service District (Sewer) for offices located at the N. Colusa Street campus.
Mrs. Skelton stated there are no updates at this time.
- iv. Modular project at 777 N. Colusa Street, MO # 12 of 11/6/18
 - a. Di Aulabaugh stated this project was cancelled, as the Planning department was approved for its own office space and will be making that transition soon;
 - b. Erin Valdez asked if Environmental Health would be a part of the move, as all of HHSA's IT is housed there, whereby Don Rust confirmed Environmental Health would be moving and encouraged Mrs. Valdez to coordinate staff to assist with moving the equipment.
- v. Courthouse Remodel Project
 - a. Ed Lamb stated PG&E's utility meter switch is scheduled for July 24th and demolition of the connector building was approved by the Board of Supervisors July 18, 2019.
 - b. Di Aulabaugh asked Dana Baker if the Assessor's department still had items that needed to be removed prior to demolition, whereby Mrs. Baker confirmed they do and she will coordinate with her department to remove those items.
- vi. Future Projects
 - a. Di Aulabaugh stated the Willows Memorial Hall is looking to possibly add offices and an additional conference room on the second floor of the west side of the building;
 - b. Mrs. Aulabaugh stated she is waiting on one more RFP response for the Hamilton City Community Hall and Library ADA upgrade project before bringing to the Board of Supervisors for approval;

- c. Mrs. Aulabaugh stated the Juvenile Hall reconstruction project allowing for office space and programming for the Probation department has been approved by the Board of Supervisors;
- d. Erin Valdez stated HHSA would like to upgrade the exterior of the Villa location in Willows and will be allocating funds within their budget to do that;
- e. Marcie Skelton asked if the Ag department could have their carpet cleaned.

5. Agenda Items for Next Meeting

Consensus of committee was to remove completed, cancelled and stalled projects and add the future projects noted above for monitoring.

6. Next Regular Meeting

Monday, October 28, 2019 at 10:30 am.
Willows Memorial Hall, 2nd floor Conference Room
525 W. Sycamore Street, Willows

The Chair adjourned the Meeting at 11:19 a.m.