

BOARD OF SUPERVISORS

REX BOHN  
Vice-Chair - First District  
MICHELLE BUSHNELL  
Second District  
MIKE WILSON  
Third District  
NATALIE ARROYO  
Fourth District  
STEVE MADRONE  
Chair - Fifth District



COUNTY STAFF

ELISHIA HAYES  
County Administrative Officer  
SCOTT MILES  
Interim County Counsel  
KATHY HAYES  
Clerk of the Board

**BOARD OF SUPERVISORS  
COUNTY OF HUMBOLDT  
825 FIFTH STREET  
EUREKA, CA 95501  
SUPERVISORS' CHAMBER, FIRST FLOOR**

**ACTION SUMMARY**

Tuesday, September 26, 2023

9:00 AM

Regular Meeting - Hybrid

**A. ROLL CALL**

Present: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**B. SALUTE TO THE FLAG**

**C. MODIFICATIONS TO THE AGENDA**

**D. CONSENT CALENDAR**

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve the Consent Agenda. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Auditor/Controller**

[23-1253](#)

**2. Resolution Setting the Tax Rates for Fiscal Year 2023-2024**

**Recommendation:** That the Board of Supervisors:

- I. Adopt the attached resolution setting secured roll tax rates for the County of Humboldt, school districts, and special districts within Humboldt County for fiscal year 2023-2024.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

### Clerk of the Board

23-1282

3. Approval of the Action Summary - Meeting of September 12, 2023

**Recommendation:** That the Board of Supervisors:

1. Approve the Action Summary for the meeting of September 12, 2023, and authorize the Clerk of the Board and the Board Chair to sign the minute book in accordance with California Governmental Code Section 25103.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

### County Administrative Office

23-1161

4. Professional Services Agreement with Development Group, Inc. Regarding the Provision of Technological Support Services

**Recommendation:** That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Development Group, Inc. regarding the provision of technological support services, in an amount not to exceed \$109,632.24, for the period of Sept. 1, 2023 through Aug. 31, 2024;
2. Authorize the Humboldt County Information Technology Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Development Group, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office - Management and Budget Team; and
3. Direct the Clerk of the Board to return one fully executed original copy of the attached professional services agreement with Development Group, Inc. to the County Administrative Office - Information Technology Division for further processing.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

23-1184

5. End-User License Agreement with Absolute Software, Inc. Regarding the Provision of Virtual Private Network Licenses

**Recommendation:** That the Board of Supervisors:

1. Waive the requirements of the Humboldt County Nuclear-Free Ordinance with regard to the attached end-user license agreement with Absolute Software, Inc.;
2. Approve, and authorize the Humboldt County Purchasing Agent, or a designee thereof, to execute, the attached end-user license agreement with Absolute Software, Inc. regarding the provision of virtual private network licenses for the period of September 2, 2023 through September 1, 2024;
3. Authorize the Humboldt County Purchasing Agent, or a designee thereof, to execute any and all subsequent amendments to, and renewals, extensions and expansions of, the attached end-user license agreement with Absolute Software, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office - Management and Budget Team; and
4. Direct the Clerk of the Board to provide the County Administrative Office - Information Technology Division with one (1) fully executed certified copy of the Board Order related to this item.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Department of Health and Human Services: Administration**

23-1224

6. Authorize a Temporary Increase for James Cookman, Staff Services Analyst II Pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

**Recommendation:** That the Board of Supervisors:

1. Authorize a temporary increase in pay for Staff Services Analyst II, James Cookman (job class 0391B, salary range 439) as though promoted to Supervising Staff Services Analyst (job class 0393, salary range 467) beginning July 22, 2023 and ending Aug. 27, 2023.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

23-1225

7. Authorize a Temporary Increase in Pay for Christine Messinger, Staff Services Analyst III Pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

**Recommendation:** That the Board of Supervisors:

1. Authorize a temporary increase in pay for Staff Services Analyst III Christine Messinger (job class 0392, salary range 454) as if promoted to Program Manager (job class 0934, salary range 527) beginning August 19, 2023 and continuing until the incumbent returns.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

23-1226

8. Authorize a Temporary Increase for Gillian Allen, Staff Services Analyst II Pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

**Recommendation:** That the Board of Supervisors:

1. Authorize a temporary increase in pay for Staff Services Analyst II, Gillian Allen (job class 0391B, salary range 439) as though promoted to Supervising Staff Services Analyst (job class 0393, salary range 467) beginning Sept. 22, 2023 and ending once the position is filled.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Department of Health and Human Services: Behavioral Health**

23-1228

9. Professional Services Agreement with McKinleyville Community Collaborative Regarding Implementation of the Infant-Family and Early Childhood Mental Health Certificate Training Program

**Recommendation:** That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with McKinleyville Community Collaborative regarding implementation of the Infant-Family and Early Childhood Mental Health Certificate Training Program for the period of September 26, 2023 through June 30, 2024;
2. Authorize the Department of Health and Human Services - Behavioral Health Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with McKinleyville Community Collaborative, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to return one (1) fully executed original copy of the attached professional services agreement with McKinleyville Community Collaborative to the Department of Health and Human Services - Contract Unit for further processing.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Department of Health and Human Services: Public Health**

23-1246

10. Agreement with the State of California Childhood Lead Poisoning Prevention Program (CLPPP) for Fiscal Years 2023-24 through 2025-26

**Recommendation:** That the Board of Supervisors:

1. Approve Grant Agreement #23-10257 with California Department of Public Health (CDPH) for \$755,849.00 for the term of July 1, 2023, through June 30, 2026;
2. Authorize the Public Health Director, or a designee thereof to sign the agreement and required certification;
3. Authorize the Director of Public Health or a designee thereof to sign all future amendments and documents directly related to Grant Agreement #23-10257 upon review and approval of County Counsel and Risk Management; and
4. Direct the Clerk of the Board to return one (1) copy of the certified board report to the Department of Health and Human Services (DHHS) - Contract Unit.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

Human Resources23-1221

11. Salary Increase and Deallocation of Positions in Road Maintenance

**Recommendation:** That the Board of Supervisors:

1. Approve the revised salary range for Road Maintenance Worker III (class #0230), from salary range 380 to salary range 400, into the Comprehensive Compensation Schedule and Classification Summary effective the pay period following Board approval;
2. Deallocate one Road Maintenance Worker III (PCN # 3250230-10) from the classification system effective the pay period following Board approval;
3. Deallocate two Road Maintenance Worker I/II's (PCNs # 3250238A20 and 3250238A29) from the classification system effective the pay period following Board approval;
4. Adopt the Resolution (Attachment 1) approving the amendment of the January 1, 2022 - December 31, 2024, Memorandum of Understanding between the County of Humboldt and the American Federation of State, County, and Municipal Employees (AFSCME); and
5. Adopt the Comprehensive Compensation Schedule and Classification Summary effective October 1, 2023 (Attachment 2).

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

23-1260

12. Appointment of County of Humboldt Merit System Appeals Panelist

**Recommendation:** That the Board of Supervisors:

1. Appoint Amanda Phillips as the County of Humboldt Merit System Appeals Panelist.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

[23-1261](#)

13. Ratification of a Side Letter of Agreement Between the County of Humboldt and the Humboldt Deputy Sheriff's Organization (HDSO) Unit 6

**Recommendation:** That the Board of Supervisors:

1. Approve and Authorize the Chair of the Board to sign a Side Letter of Agreement with the HDSO (Attachment #1) amending the current 2021-2024 Memorandum of Understanding (MOU) (Attachment #2) between the County of Humboldt and HDSO effective the pay period following board approval.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

### **Libraries**

[23-1163](#)

14. Memorandum of Understanding by and between the County of Humboldt and College of the Redwoods for Fiscal Year 2023-24

**Recommendation:** That the Board of Supervisors:

1. Authorize the Director of Library Services to execute the agreement by and between County of Humboldt and College of the Redwoods, for free adult education instruction for fiscal year (FY) 2023-24.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

### **Planning and Building Department**

[23-1190](#)

15. Correction of Planning and Building Fiscal Year 2023-2024 Personnel Allocations for Budget Unit 277

**Recommendation:** That the Board of Supervisors:

1. Deallocate 3.0 Full Time Equivalent (FTE) Planning Technicians (Class #0334) in Budget Unit (BU) 277 effective July 1, 2023;
2. Allocate 3.0 FTE Permit Technicians (Class #0325) in BU 277 effective July, 1, 2023; and
3. Transfer incumbents occupying Planning Technician (Class #0334) allocations to Permit Technician (Class #0325) allocations in BU 277 the pay period following Board approval.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

23-1215

**16. Professional Services Agreement with Planet Labs PBC to Continue to Provide High-Resolution Imagery Services**

**Recommendation:** That the Board of Supervisors:

1. Approve, and authorize Chair of the Board to execute, the attached professional services agreement with Planet Labs PBC for high resolution imagery in the amount of \$623,062.62 for the term of the agreement, not to exceed \$207,687.54 annually; and
2. Authorize the Director of Planning and Building to execute subsequent amendments during the term of this agreement following review and approval by County Counsel, Risk Management, and the County Administrative Office; and
3. Direct the Clerk of the Board to return one fully executed original copy of the attached professional services agreement with Planet Labs PBC to the Planning and Building Department.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

**Public Works**

23-1077

**17. Authorization to Negotiate Terms for the Purchase of Real Property Located at 803 4th Street, Eureka, California**

**Recommendation:** That the Board of Supervisors:

1. Approve and authorize Public Works Director, and designees thereof, to negotiate terms for the purchase of real property located at 803 4th Street in Eureka, California with Courthouse Union, Inc., and any duly authorized agents thereof.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:**

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

23-1255

18. Third Lease Amendment with Eureka Old Town, LLC. for Continued Use of 507 F Street, Eureka, for Offices

**Recommendation:** That the Board of Supervisors:

1. That the Board of Supervisors approve and authorize the Chair to execute the Third Lease Amendment to extend the Lease Term at 507 F Street, Eureka with Eureka Old Town (Lessor), LLC. for ninety-two (92) calendar days to Dec. 31, 2023.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

23-1274

19. Authorization for the Humboldt County Department of Public Works to Accept and Administer Funding Made Available Through the 2022 Defensible Space Assistance Grant Program

**Recommendation:** That the Board of Supervisors:

1. Authorize the Humboldt County Public Works Director, or a designee thereof, to execute a grant agreement with the California Fire Safe Council and any other documents, including, without limitation, professional services agreements, necessary to accept and administer funding made available through the 2022 Defensible Space Assistance Grant Program; and
2. Direct Public Works to return with a supplemental budget request to incorporate the grant funds into the Fiscal Year 2023-24 budget.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations. The motion carried with the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, Supervisor Natalie Arroyo, and Supervisor Steve Madrone

## E. ITEMS PULLED FROM CONSENT

### Agricultural Commissioner

23-1292

1. Approve Standard Agreement No. 96407, Cannabis Cultivation Licensing Inspection Agreement between Humboldt County and the California Department of Cannabis Control, Compliance Division

**Recommendation:** That the Board of Supervisors:

1. Approve Standard Agreement No. 96407, known as the Cannabis Cultivation Licensing Inspection Agreement;
2. Authorize the Chair to sign the agreement and return all copies to the Agricultural Commissioner's Office for further processing; and
3. Grant a waiver from the provisions of the Nuclear Free Ordinance given that the contract provides no direct conflict with the intent of Nuclear Free Ordinance.

*A motion was made by Supervisor Wilson, seconded by Supervisor Bushnell, to continue this item to a date uncertain. The motion carried by the following vote:*



Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson,  
Supervisor Natalie Arroyo, and Supervisor Steve Madrone

#### **F. PUBLIC COMMENT ON NON-AGENDA ITEMS**

#### **G. MATTERS SET FOR TIME CERTAIN**

#### **H. MATTERS INITIATED BY BOARD MEMBERS**

#### **I. DEPARTMENT REPORTS**

##### **County Administrative Office**

23-1025

1. Humboldt County Americans with Disabilities Act (ADA) Compliance Project Update

*Recommendation:* That the Board of Supervisors:

1. Receive an update regarding Humboldt County's ADA Compliance Project.

*A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to receive and file the report. The motion carried by the following vote:*

Aye: 5 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson,  
Supervisor Natalie Arroyo, and Supervisor Steve Madrone

#### **J. PUBLIC HEARINGS**

##### **Planning and Building Department**

23-1211

1. Revocation of a Coastal Development Permit for Demolition of an Existing 1,700 Square-Foot Residence, Existing fence, and Construction of a New 2-Story Residence Consisting of a 788 Square-Foot Garage with a 788 Square-Foot, 1-Bedroom Accessory Dwelling Unit Above. Revocation is being Pursued because the Permit has been Operated Contrary to the Terms and Conditions of Approval, the Use for Which the Permit was Granted has been Conducted as to be a Public Nuisance, and the Use for Which the Permit was Granted has Ceased for a Period of 1 Year or More

**Recommendation:** That the Board of Supervisors:

1. Open the public hearing and receive the staff report, testimony by the permit holder (also referenced herein as applicant) and testimony from the public on any of the additionally submitted information; and
2. Close the public hearing; and
3. Adopt the resolution (Resolution 23-\_\_). (Attachment 1) which does the following:
  - a. Finds that the permit has been exercised contrary to the terms or conditions of approval, and that the use for which the permit has been granted has been conducted as to be a public nuisance; and
  - b. Revokes the Coastal Development Permit pursuant to Section 312-14 of the Humboldt County Code.
4. Direct the Clerk of the Board to give notice of the decision to the appellant, the Planning and Building Department, and any other interested party.

*A motion was made by Supervisor Wilson, seconded by Supervisor Bohn, to approve staff recommendations. The motion carried by the following vote:*

Aye: 4 - Supervisor Rex Bohn, Supervisor Michelle Bushnell, Supervisor Mike Wilson, and Supervisor Natalie Arroyo

Absent: 1 - Supervisor Steve Madrone

#### K. CLOSED SESSION

23-1259

1. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(d)(2) and (e)(3) regarding exposure to litigation in one potential case: claim for refund of property taxes submitted by Pacific Gas and Electric Company

*The Board voted unanimously to authorize the Risk Manager to deny the claim for refund of property taxes submitted by Pacific Gas and Electric Company.*

#### L. ADJOURNMENT

*I, NIKKI TURNER, Deputy Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be a full, true, and correct original record of the above-entitled meeting of the Humboldt County Board of Supervisors held in Eureka California.*

*IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.*

NIKKI TURNER

*Deputy Clerk of the Board of Supervisors of the County of Humboldt, State of California.*



09/26/2023