

BOARD OF SUPERVISORS

REX BOHN  
Chair - First District  
MICHELLE BUSHNELL  
Vice Chair - Second District  
MIKE WILSON  
Third District  
NATALIE ARROYO  
Fourth District  
STEVE MADRONE  
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, March 5, 2024

9:00 AM

Regular Meeting - Hybrid

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**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 Calendar. 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

**Board of Supervisors**

[24-254](#)

1. Proclaim March 2024 as Social Worker Appreciation Month in Humboldt County

**Recommendation:** That the Board of Supervisors:  
1. Adopt the proclamation.

**Clerk of the Board**

24-276

## 2. Approval of the Action Summary - Meeting of February 27, 2024

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

1. Approve the Action Summary for the meeting of February 27, 2024 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 Clerk/Recorder/Registrar of Voters24-252

## 3. Trial Court Trust Fund Recording Fee Reallocation

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

1. Approve the redistributions of fees collected from \$3 for each additional page of recordable documents as follows: deallocate \$1 from the Trial Court Trust Fund and allocate \$1 to the General Fund, Clerk/Recorder (1100271).

**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: Administration24-205

## 4. Professional Services Agreement with Fiscal Experts, Inc. for Time Study Buddy Web-Based Time Study Service

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

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Fiscal Experts, Inc. for Time Study Buddy web-based time study service in an amount not to exceed \$322,000;
2. Authorize the Department of Health and Human Services Director, or designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Fiscal Experts, after review and approval by County Counsel, Risk, and the County Administrative Office; and
3. Direct the Clerk of the Board to return one fully executed copy of the attached professional services agreement with Fiscal Experts, Inc. to the Department of Health and Human Services (DHHS) - Contracts 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**24-241

5. Resolution to Authorize Submittal of Grant Applications for the Next 5 Years to the California Department of Resources Recycling and Recovery (CalRecycle) for Enforcement Assistance Grant funding for the Department of Health and Human Services, Public Health, Division of Environmental Health's (DEH) Local Enforcement Agency (LEA) Program

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

1. Adopt the resolution authorizing the Director of the Department of Health and Human Services (DHHS) - Public Health Branch, or a designee thereof, to apply for funding for the next 5 fiscal years (2024-25 through 2028-29) from CalRecycle; and
2. Approve, and authorize the DHHS-Public Health Director, or a designee thereof to enter into and execute grant agreements with CalRecycle for DEH's LEA program, in Fund 1175, Budget Unit 430 after review of County Counsel and Risk Management; and
3. Authorize the Department of Health and Human Services Director of Public Health or designee thereof to execute all subsequent amendments, and any other agreements, certifications, attestations, and documents directly related to the grant agreements, after review of County Counsel and Risk Management; and
4. Direct the Clerk of the Board to return one certified original, signed copy of the resolution to Public Health Administration.

***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 Resources**24-183

6. Adoption of the Amended Job Specifications for Assistant Director - Health and Human Services

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

1. Adopt the amended job specification of Assistant Director - Health and Human Services (class 0650) (attachment #1) effective immediately following Board adoption; and
2. Abolish the job classification of Assistant Director - Programs - Health and Human Services (class 0649) (attachment #2) effective immediately following Board adoption.

***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

**Probation**



24-242

## 7. Semi-Annual Humboldt County Sanctuary Ordinance Report-Probation Department

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

1. Receive the attached report as required by ordinance

**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**24-176

## 8. Accept Completed Contracts for Americans with Disabilities Act Curb Ramp Improvements Project (Phase 2) (4/5 Vote Required)

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

1. Ratify the Director of Public Works to sign Change Order Number 3 to Contract Number 325701 for the total amount of \$55,100.00 (4/5 Vote Required);
2. Ratify the Director of Public Works to sign Change Order Number 4 to Contract Number 325701 for the total amount of \$50,637.50 (4/5 Vote Required);
3. Ratify the Director of Public Works to sign Change Order Number 5 to Contract Number 325701 for the total amount of \$63,430.50 (4/5 Vote Required);
4. Accept the completed contract, including all change orders approved by the Public Works Department, between RAO Construction Co., Inc., and Humboldt County for construction of Americans with Disabilities Act Curb Ramp Improvements Project (Phase 2); and
5. Approve the final claim for payment, to be submitted by the Public Works Department to the Auditor-Controller, in the amount of \$125.00, which will bring the total amount paid to 100% of the contract.

**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

24-240

## 9. Measure Z - 2024 Humboldt Hill Road, Ridgewood Drive, Eel River Drive, New Navy Base Road, Fieldbrook Road, Murray Road, Salmon Creek Road, Thomas Road and Redwood Drive Project

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

1. Approve the attached plans and specifications for the Measure Z - 2024 Humboldt Hill Road, Ridgewood Drive, Eel River Drive, New Navy Base Road, Fieldbrook Road, Murray Road, Salmon Creek Road, Thomas Road and Redwood Drive Project;
2. Find that the project is exempt from environmental review pursuant to Section 15301 and 15302 of the California Environmental Quality Act (CEQA) Guidelines; and
3. Direct the Clerk of the Board to advertise the above-mentioned project as required by Section 22037 of the California Public Contract Code, with bids to be opened on Tuesday, April 2, 2024, at 2 p.m.

**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

### Sheriff

#### 24-194

10. Supplemental Budget for FY 2023-24 for Sheriff's Budget Unit 1100-221955 (4/5 Vote Required)

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

1. Approve a supplemental budget and establish a fixed asset in the amount of \$58,600 for the Sheriff's NorCal Coalition to Safeguard Communities budget (1100-221955) for Fiscal Year (FY) 2023-24 (Attachment 1) (4/5 Vote Required).

**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

#### 24-216

11. Resolution Extending the Existence of a Local Emergency Due to Flooding in Humboldt County

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

1. Authorize the Chair to sign the resolution extending the local emergency; and
2. Forward a copy of this signed resolution to the Governor of the State of California with the request that he proclaim the County of Humboldt to still be in a state of emergency.

**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

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

**G. MATTERS SET FOR TIME CERTAIN****Board of Supervisors**24-266

1. 9:30 am - St. Bernard's High School Leadership Student Presentation to the Board of Supervisors

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

1. Welcomes the leadership students and hear their presentation; and
2. Receive and file the presentation.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to receive and file the presentation. 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

**H. MATTERS INITIATED BY BOARD****I. DEPARTMENT REPORTS****Clerk of the Board**24-267

1. Consider Making the At-Large Appointment to the Planning Commission

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

1. Consider making the At-Large appointment to the Planning Commission.

**A motion was made by Supervisor Wilson, seconded by Supervisor Madrone, to appoint Lorna McFarlane as the At Large Member of the Planning Commission. 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

**Department of Health and Human Services: Public Health**24-211

2. Presentation of Public Health Leadership Award to the Humboldt County Board of Supervisors by Health and Social Policy Institute in Recognition of Adopting a Comprehensive Tobacco Retailer License Ordinance

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

1. Authorize the Chair to accept the award on behalf of the Board.

**A motion was made by Supervisor Arroyo, seconded by Supervisor Bushnell, to approve staff recommendations. 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

24-250

3. County of Humboldt Health Officer to Present on Recorded Drug Poisoning and Fentanyl-Related Deaths

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

1. Receive and file a presentation by Dr. Candy Stockton, County of Humboldt Health Officer, regarding recorded drug poisoning and fentanyl-related deaths from January 1, 2022, to December 31, 2023.

**A motion was made by Supervisor Bushnell, seconded by Supervisor Arroyo, to approve staff recommendations. 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

First 524-130

4. Update from First 5 Humboldt Child Care Listening Sessions

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

1. Receive the presentation; and
2. Take appropriate action as needed.

**A motion was made by Supervisor Arroyo, seconded by Supervisor Wilson, to receive and file the presentation. 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

Sheriff24-206

5. Drought Task Force Update and Progress Towards SB 552 Compliance

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

1. Receive a verbal report from the Humboldt County Drought Task Force regarding the current status of drought impacts in Humboldt County and progress towards compliance with California Senate Bill 552; and
2. Dissolve 2021 Drought Task Force and authorize the Sheriff's Office of Emergency Services to convene a Steering Committee for a standing Drought Task Force to meet the intent of SB 552, and to develop a Charter establishing the governing structure of the new Drought Task Force.

**A motion was made by Supervisor Wilson, seconded by Supervisor Arroyo, to approve staff recommendations. 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



24-253

1. Inland and Coastal Zone Short-Term Rental Ordinances Allowing Use of Residences for Short-Term Rentals within the Unincorporated Areas of Humboldt County and Amending Chapter 2 Administration, Procedures, Amendments and Enforcement of the Zoning Ordinance to Create Permit Suspension Procedures, an Administrative Permit, and Correct Departmental References to Planning and Building (Record No.: LRP-2022-17963 & LRP-2023-18254)

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

1. Receive and consider the staff report, and accept public comment on the new information presented; and
2. Close the public comment portion of the Public Hearing; and
3. Deliberate on the draft ordinance(s) with alternatives presented; and
4. Select desired alternatives within the draft ordinance(s); and
5. Adopt a Resolution (Attachment 1) to take the following actions:
  - a. Find the Coastal Short-term Rental, Inland Short-term Rental, and Administration Ordinances exempt from environmental review under the California Environmental Quality Act (CEQA) Guidelines; and
  - b. Find amendments to Chapter 2 Administration, Procedures, Amendments and Enforcement, consistent with the General Plan and the Coastal Act, and
  - c. Find the Coastal Short-term Rental Ordinance consistent with the General Plan, Local Coastal Plan, and the Coastal Act; and
  - d. Find the Inland Short-term Rental Ordinance, is consistent with the General Plan; and
6. Adopt the Coastal Short-term Rental Ordinance (Attachment 2), to add section 313-61.05, amend tables in section 313-6, and amend sections 313-44, 313-50, 313-55, 313-141, 313-143, 313-154, 313-157, 313-163, 313-172, and 313-177 in Chapter 3 of Division 1 of Title III of the County Code for the coastal areas of the County.; and
7. Adopt the Inland Short-term Rental Ordinance (Attachment 3), to add section 314-60.05, amend tables in section 314-6 and 314-9, amend sections 314-37, 314-44, 314-55, 314-138, 314-141, 314-143, 314-153, 314-154, 314-157, 314-158, 314-163, 314-174 and 314-177 in Chapter 4 of Division 1 of Title III of the County Code for the inland areas of the County.; and
8. Adopt the Ordinance amending Chapter 2 Administration, Procedures, Amendments and Enforcement Ordinance (Attachment 4), to modify Chapter 2 Division 1 of Title III of the County Code to replace Community Development Services with Planning and Building, modify subsection 312-3, 6, 9 and 10, to create provisions for an Administrative Permit, and modify subsection 312-14 to add provisions for Suspension of permits, and
9. Direct the Clerk of the Board to publish a Summary of the Ordinance (Attachment 5) within 15 days after adoption by the Board, and to post in the Office of the Clerk of the Board of Supervisors a certified copy of the full text of the adopted ordinance along with the names of those Supervisors voting for and against the ordinance: and
10. Direct Planning Staff to prepare and file a Notice of Exemption with the County Clerk and Office of Planning and Research.

***A motion was made by Supervisor Bushnell, seconded by Supervisor Wilson, to approve staff recommendations as amended below:***



**1. Approve the recommendations to include the modifications that were discussed during the meeting and captured in the updated resolutions and ordinances; and**

**2. Make findings compliant with General Plan and Local Coastal Plans**

**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

**K. CLOSED SESSION**

**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.*



03/05/2023