

# BUTTE COUNTY BOARD OF SUPERVISORS

## AGENDA

May 24, 2011



### County Supervisors

Bill Connelly, District 1

Larry Wahl, District 2

Maureen Kirk, District 3

Steve Lambert, District 4

Kim Yamaguchi, District 5

Paul Hahn, Chief Administrative Officer  
and Clerk of the Board

Bruce Alpert, County Counsel

9:00 A.M.

**1.00 CALL TO ORDER**

- 1.01 Call to Order - Board of Supervisors Room, County Administration Building, 25 County Center Drive, Oroville.
- 1.02 Pledge of Allegiance to the Flag of the United States of America.
- 1.03 Observation of a Moment of Silence.
- 1.04 **CORRECTIONS AND/OR CHANGES TO THE AGENDA.**

**3.00 CONSENT AGENDA****AGRICULTURE**

- 3.01 \*** Letter in Opposition of Senate Bill 744 – Senate Bill 744 proposes to eliminate protections provided by County Sealers of Weights and Measures to test and seal water submeter devices for accuracy at the time of installation and during use. The legislation would allow unlicensed individuals to put a device into service without notifying the Sealer of Weights and Measures, as is now required – action requested – APPROVE LETTER OF OPPOSITION AND AUTHORIZE THE CHAIR TO SIGN.
- 3.02 \*** California Department of Food and Agriculture - amendment to the agreement with the Department of Food and Agriculture for the placement and servicing of traps for the detection of exotic pests which are considered hazardous to agriculture and to the economy of California. The amendment increases the maximum amount receivable by \$41,433 - action requested - APPROVE AGREEMENT AMENDMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

**BEHAVIORAL****HEALTH**

- 3.03 \*** Han T. Nguyen, M.D. - amendment to the agreement with Han T. Nguyen, M.D. for psychiatric services at the Butte County Department of Behavioral Health Oroville Adult Outpatient Clinic. The amendment increases the maximum amount payable by \$23,500 (department budget utilizing State and Federal Medi-Cal Funds) - action requested - APPROVE AGREEMENT AMENDMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.
- 3.04 \*** On Site Medical Services PA Corporation - amendment to the agreement with On Site Medical Services PA Corporation for physicals and medical evaluations for clients in the Butte County Psychiatric Health Facility. The amendment increases the maximum amount payable by \$7,600 (department budget utilizing State and Federal Medi-Cal funds) - action requested - APPROVE AGREEMENT AMENDMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

- 3.05** \* State of California Department of Rehabilitation (DOR) - amendment to the agreement with DOR for vocational rehabilitation services. The amendment decreases the maximum amount payable by \$89,545 (department budget utilizing grant funds) - action requested - APPROVE AGREEMENT AMENDMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.
- 3.06** \* Behavioral Health Board – the department requests approval of Kristina Kaufman’s application to fill a consumer member vacancy – action requested – APPOINT KRISTINA KAUFMAN AS A CONSUMER MEMBER TERM TO END DECEMBER 31, 2012.
- 3.07** \* Department of Employment and Social Services (DESS) - agreement with DESS for coordination and training activities for the Family Enrichment and Support Team Project and for services related to the Butte County Family Treatment Court Program. The term of the agreement is September 30, 2010 through September 29, 2011 with a maximum amount payable of \$147,201 (department budget utilizing grant funds) - action requested - APPROVE AGREEMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER; AND APPROVE RELATED BUDGET ADJUSTMENT (4/5 vote required).

BOARD OF  
SUPERVISORS

- 3.08** \* Letter to the California Department of Fish and Game (DFG) Regarding Fish Stocking in Butte Creek - letter to DFG requesting a meeting between DFG, Butte County, and a representative from the Butte Meadows Community Coalition to discuss DFG’s decision to discontinue planting fish on Butte Creek in Butte Meadows – action requested – APPROVE LETTER AND AUTHORIZE THE CHAIR TO SIGN. (Supervisor Yamaguchi)

CHIEF  
ADMINISTRATIVE  
OFFICE

- 3.09** \* Resolution Agreeing to Tax Split with Town of Paradise - The Town of Paradise has requested a property tax split agreement for the Mooney Territory Annexation to the Town and the Paradise Irrigation District. The Town endorsed the application for annexation and authorized its submittal to the Local Agency Formation Commission (LAFCo). Prior to LAFCo completing the application processing, the County and the Town must enact a property tax revenue split agreement, per the Revenue and Taxation Code. Staffs from the Town and County recommend a 56/44 split, with the Town receiving 56% and the County receiving 44%, as agreed to in prior tax split agreements between the two agencies. This agreement achieves revenue neutrality - action requested - ADOPT RESOLUTION AND AUTHORIZE THE CHAIR TO SIGN.

CLERK-  
RECORDER/REGISTRAR  
OF VOTERS

- 3.10** \* DFM Associates - amendment to the agreement with DFM Associates for the Elections Information Management System (EiMS), a software package that automates the County Registrar of Voters’ office. The amendment extends the term of the agreement through June 30, 2014 and increases the maximum amount payable by \$189,344.52 (department budget). This is the same rate as the current fiscal year - action requested - APPROVE AGREEMENT AMENDMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

**3.11** \* DFM Associates – amendment to the agreement with DFM Associates for the Recorder’s Information and Image Management System (RiiMS), a software package that automates the County Recorder’s office. The amendment extends the term of the agreement through June 30, 2014 and increases the maximum amount payable by \$189,344.52 (department budget). This is the same rate as the current fiscal year - action requested - APPROVE AGREEMENT AMENDMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

**3.12** \* Resolution Increasing the County Clerk-Recorder Change Funds – The department requests approval for a resolution to increase the department’s change funds from \$425 to \$650 to better handle the daily volume of cash transactions – action requested – ADOPT RESOLUTION AND AUTHORIZE THE CHAIR TO SIGN.

**3.13** \* Budget Adjustments – request for budget adjustments totaling \$98,000 for additional unanticipated costs of the June 7, 2011 special election for the City of Chico. The City of Chico has pre-paid the County for the total estimated cost of \$151,000. \$53,000 has already been appropriated. This action appropriates the remaining \$98,000. When the actual election costs are determined in July 2011, the City will either be invoiced for additional costs or reimbursed if costs are below the estimate – action requested – APPROVE BUDGET ADJUSTMENT (4/5 vote required).

COUNTY COUNSEL

**3.14** \* Budget Adjustment – Due to increased activity in County funded litigation in preparation for trial or dispositive hearings, the department requests a budget adjustment in the amount of \$60,000 for outside counsel. The increase in appropriations is offset by unanticipated revenue received from fees and services provided to the Public Guardian/Public Administrator. There is no financial impact to the General Fund – action requested – APPROVE BUDGET ADJUSTMENT (4/5 vote required).

DEVELOPMENT

SERVICES

**3.15** \* Benchmark Land Use Group, Inc. - amendment to the agreement with Benchmark Land Use Group, Inc. for analysis of the proposed off-channel gravel mining operation and preparation of an Environmental Impact Report for the proposed Power House Aggregate Expansion Project. The amendment extends the term of the agreement through June 30, 2012 - action requested - APPROVE AGREEMENT AMENDMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

**3.16** \* Design, Community and Environment (DC&E) - amendment to the agreement with DC&E for the preparation of supplemental environmental impact reports for the Zoning Ordinance Update and for the amendment to General Plan 2030 in order to apply corrections to the General Plan and land use map. The amendment extends the term of the agreement through June 30, 2012 and increases the maximum amount payable by \$47,444 (department budget) - action requested - APPROVE AGREEMENT AMENDMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

**DISTRICT ATTORNEY**      **3.17** \* Federal Department of Justice Grant – request to accept and appropriate \$46,369 in grant funds from the Federal Department of Justice for the District Attorney’s Drug Endangered Children (DEC) Program. Approval is also requested for a Memorandum of Understanding (MOU) with the Butte County Department of Employment and Social Services for child protective social services related to the DEC program. The term of the agreement is March 1, 2011 through February 28, 2014 with a maximum amount payable of \$59,600 (department budget utilizing grant funds) – action requested – APPROVE BUDGET ADJUSTMENT (4/5 vote required); AND APPROVE RELATED AGREEMENT AND AUTHORIZE THE CHAIR TO SIGN.

**EMPLOYMENT AND****SOCIAL SERVICES**

**3.18** \* Resolution Setting the Maximum Rate for General Assistance (GA) – consideration of a resolution which will decrease the GA rate to \$259 per month effective July 1, 2011. This decrease is in accordance with Welfare and Institutions Code section 17000.5 (d) which links any adjustments made in the CalWORKs program to a corresponding adjustment in the GA Program – action requested – ADOPT RESOLUTION AND AUTHORIZE THE CHAIR TO SIGN.

**3.19** \* Accept Unanticipated Revenue – request to accept \$10,714 in grant funds from Fraud Investigations and Program Integrity for the In-Home Supportive Services Program (IHSS) Program. Approval is also requested for a related MOU with the Butte County District Attorney for fraud investigation services. The term of the agreement is July 1, 2010 through June 30, 2011 with a maximum amount payable of \$179,553 (department budget utilizing grant funds) – action requested – APPROVE BUDGET ADJUSTMENT (4/5 vote required); AND APPROVE RELATED AGREEMENT AND AUTHORIZE THE CHAIR TO SIGN.

**GENERAL****SERVICES**

**3.20** \* LPA, Incorporated - agreement with LPA, Incorporated for consultation services related to the Oroville Government Campus for expansion. The term of the agreement is 365 days beginning upon execution of the agreement and has maximum amount payable of \$195,700 - action requested - APPROVE AGREEMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

**3.21** \* Notice of Completion – County Service Area 34 Gridley Swimming Pool Repair – All contract work has been completed to the satisfaction of the Butte County Fair Board and department staff in accordance with the terms of the contract – action requested – ACCEPT CONTRACT WORK AS COMPLETE; AUTHORIZE THE CHAIR TO SIGN THE NOTICE OF COMPLETION AND DIRECT THE RECORDING OF THE NOTICE OF COMPLETION.

**3.22** \* Justeson Ranch, Inc. – lease agreement with Justeson Ranch, Inc. for the property located at 2491 Carmichael Drive, Suite 400 in Chico. The Butte County Public Health department will occupy the space. The term of the agreement is June 1, 2011 through May 31, 2016 with a monthly lease amount of \$6,351.56 per month (\$.97 per square foot). The lease amount includes base rent, utilities, and all common area maintenance charges (department budget) – action requested – APPROVE LEASE AGREEMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

- 3.23** \* Agreement Amendments for Centralized Janitorial Services for Leased Facilities – On June 8, 2010 the Board of Supervisors awarded three agreements for centralized janitorial services for leased facilities broken down into five zones throughout Butte County. Amendments to these agreements are requested as follows: 1) Clean King by DeHart – amendment adds services for 556 Cohasset Road, Chico and increases the maximum amount payable by \$7,605 (department budget); 2) Chico Office Cleaning – This agreement will be cancelled due to lack of performance. The company with the next best proposal is Peerless Building Maintenance; 3) Peerless Building Maintenance – amendment adds services for facilities in the Oroville and Gridley areas and increases the maximum amount payable to \$51,012 (department budget) - action requested - APPROVE AGREEMENT AMENDMENTS AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.
- 3.24** \* Replacement of the Jail Security System – The Board of Supervisors has approved the replacement of the Jail Security System. Department staff has determined that the project should be capitalized and recommends that the project be transferred from the General Fund to the Capital Projects Fund. It is requested the project budget be increased by \$16,590 for additional monitor and camera equipment that will be funded by Inmate Welfare restricted cash. Approval of an agreement with Pendulum Companies for construction management throughout the initial phase of the project is also requested. The maximum amount payable is \$86,950 (department budget) – action requested – 1) APPROVE BUDGET ADJUSTMENTS (4/5 vote required); 2) APPROVE AMENDMENT OF THE CAPITAL IMPROVEMENT PROGRAM TO INCLUDE THE JAIL SECURITY SYSTEM PROJECT; AND 3) APPROVE AGREEMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

HUMAN  
RESOURCES

- 3.25** \* Resolution to Amend the Salary Ordinance – The resolution will amend the salary ordinance as follows:

LIBRARY – requests to extend two sunset positions of Library Assistant through June 30, 2012. These positions will continue to be fully funded by the City of Chico for the Chico Library. In addition, the department requests to add two fifty percent positions of Library Assistant. On February 22, 2011 the Board of Supervisors authorized a budget expansion request to additional open hours at the Gridley and Durham branches. This increased budget expansion provided the funding for these two fifty percent Library Assistant positions. These changes will increase the total allocations in the department from 26.75 to 27.75 and increase the total County allocations by one position. This action has no budgetary impact on the County's General Fund – action requested – ADOPT RESOLUTION AND AUTHORIZE THE CHAIR TO SIGN.

LIBRARY

- 3.26 \* Library Donations – The Library has received the following donations for books: \$100 from Maudie A. Penney; \$100 from Sigma Phi Gamma-Delta Nu Chapter; \$309 from Beta Chapter of Omega Nu Foundation; and \$975 from Chico Friends of the Library – action requested – ACCEPT DONATIONS AND AUTHORIZE LETTERS OF APPRECIATION.

PUBLIC  
WORKS

- 3.27 \* Resolution Relating to the California Department of Water Resources' Early Implementation Grant Funding Program – resolution that formally acknowledges the current level of flood risk within the County of Butte – action requested – ADOPT RESOLUTION AND AUTHORIZE THE CHAIR TO SIGN.

SHERIFF-  
CORONER

- 3.28 \* Accept Unanticipated Revenue – approval is requested to accept \$5,000 in unanticipated funding from the Department of Justice which will be utilized by law enforcement personnel who will assist in Organized Crime Drug Enforcement Task Force investigations – action requested – APPROVE BUDGET ADJUSTMENT (4/5 vote required).

- 3.29 \* Chico Research Foundation - agreement with Chico Research Foundation for Legal Research Assistants at the Jail Library. The term of the agreement is July 1, 2011 through June 30, 2012 with a maximum amount payable of \$38,526 - action requested - APPROVE AGREEMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.

TREASURER/  
TAX COLLECTOR

- 3.30 \* Columbia Ultimate Business Systems, Inc. - amendment to the agreement with Columbia Ultimate Business Systems, Inc. for technical assistance and licensing to the users of their collector software systems. The amendment extends the term of the agreement through June 30, 2012 and increases the maximum amount payable by \$24,629 - action requested - APPROVE AGREEMENT AMENDMENT AND AUTHORIZE THE CHAIR TO SIGN SUBJECT TO REVIEW BY COUNTY COUNSEL AND THE AUDITOR-CONTROLLER.
- 3.31 \* Adoption of Ordinance Delegating Investment Authority – Pursuant to Government Code Section 53607, approval is requested for an ordinance which will delegate investment authority to the Treasurer-Tax Collector for Fiscal Year 2011/2012. This ordinance will replace No. 4022 which expires June 30, 2011 – action requested – ADOPT ORDINANCE AND AUTHORIZE THE CHAIR TO SIGN.

**WATER AND  
RESOURCE  
CONSERVATION**

**3.32** \* Recommendations of the Butte County Water Commission for Appointments to the Butte County Water Advisory Committee – As recommended by the Water Commission, appoint John Scott as Cherokee Sub-Inventory Unit Representative; Matthew Meninga as Chico Urban Area Sub-Inventory Unit Representative; Mike Miller as Pentz Sub-Inventory Unit Representative; Larry Lloyd as At-Large Foothill/Mountain Inventory Units Representative; Sharon Wallace as At-Large Big Chico Creek Watershed Alliance Representative; and Mark Sorenson as At-Large Municipality – City of Chico Representative – action requested – MAKE APPOINTMENTS.

**3.33** \* Drought Status Report – The department has submitted this report which details the current drought situation in California and the Drought Task Force’s (DTF) priorities for drought response – action requested – ACCEPT FOR INFORMATION.

**OTHER  
DEPARTMENTS  
AND AGENCIES**

**3.34** \* Resolution Designating the Friends of the Arts-Butte County as the Local Partner for the California Arts Council’s State-Local Partnership Program - action requested - ADOPT RESOLUTION AND AUTHORIZE THE CHAIR TO SIGN.

**4.00** **REGULAR AGENDA**

**BOARDS,  
COMMISSIONS AND  
COMMITTEES**

**4.01** Boards, Commissions and Committees

- \*** 1. Appointments to Listed Vacancies
- 2. Appointment of Alternate Board of Supervisors Representative to the Butte County Integrated Waste Management Local Task Force (BCIWMLTF) – action requested – APPOINT ALTERNATE BOARD OF SUPERVISORS MEMBER.
- 3. Board Member or Committee Reports

**BUDGET, LEGISLATIVE  
OR COUNTY RELATED  
UPDATES**

4.02 Update of Current Budget and Legislative Issues by the Chief Administrative Officer.

4.03 Items Removed from the Consent Agenda for Board Consideration and Action.

**ADJOURNMENT**

Adjourn as the Butte County Board of Supervisors and convene as the Butte County In-Home Supportive Services Public Authority Board.

**BUTTE COUNTY**  
**IN-HOME SUPPORTIVE SERVICES**  
**PUBLIC AUTHORITY BOARD**  
**AGENDA**  
**MAY 24, 2011**

**1.00**            **CALL TO ORDER** – Butte County Board of Supervisors Room, 25 County Center Drive, Oroville

**2.00**            **CONSENT AND REGULAR AGENDA** (NO ITEMS)

**3.00**            **PUBLIC COMMENT** (Individual presentations limited to 1.5 minutes)

Comments to the Board on issues and items not listed on the agenda. Presentations will be limited to 1.5 minutes. Please note that pursuant to California State Law, the Board is prohibited from taking action on any item not listed on the agenda.

**4.00**            **CLOSED SESSION**  
CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6:  
LABOR NEGOTIATOR: CATHI GRAMS, JACK HUGHES & BRIAN RING  
EMPLOYEE ORGANIZATION: CUHW

**ADJOURNMENT**  
Adjourn as the In-Home Supportive Services Public Authority Board and reconvene as the Butte County Board of Supervisors.

**\*\*NOTICE OF ADJOURNED REGULAR MEETING\*\***

**Item 5.01 listed below will be held at the Butte County Fairgrounds located at 199 East Hazel Street in Gridley, CA. The Board of Supervisors will adjourn from the Board of Supervisors Chambers and hold an adjourned regular meeting at Goldie’s (Building 12) at the Butte County Fairgrounds at 10:30 a.m.**

**5.00 PUBLIC HEARINGS AND TIMED ITEMS**

10:30 A.M.

- 5.01** \* Timed Item - Adoption of Medical Marijuana Cultivation Ordinance - consideration of an ordinance adding Chapter 34A, Article I, Entitled “Medical Marijuana Cultivation” to the Butte County Code. The proposed ordinance regulates medical marijuana cultivation consistent with State Law to protect public health, safety and welfare. This ordinance was introduced at a Special Meeting of the Board of Supervisors on May 4, 2011. The Board waived the first reading of the ordinance and approved introduction of the ordinance as verbally amended at the meeting. The amended ordinance has been available for public viewing on the Butte County website and in the Office of the Clerk of the Board at 25 County Center Drive, Suite 200 in Oroville, California since Thursday, May 12, 2011. Public testimony will be taken at this meeting. Individual speaking time will be limited to a maximum of one and a half minutes per person – action requested – ADOPT ORDINANCE AND AUTHORIZE THE CHAIR TO SIGN. (County Counsel)

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- 6.00 PUBLIC COMMENT** (each speaker limited to 1.5 minutes)  
Comments to the Board on issues and items not listed on the agenda. Presentations will be limited to 1.5 minutes. Please note that pursuant to California state law, the Board of Supervisors is prohibited from taking action on any item not listed on the agenda.

**7.00 CLOSED SESSION**

- 7.01 ACTUAL LITIGATION PURSUANT TO GOV. CODE SECTION 54956.9(a) – THREE CASES
1. LAKE OROVILLE INTERVENTION (FERC PROJECT 2100);
  2. BEC V. COUNTY OF BUTTE; BUTTE COUNTY SUPERIOR COURT CASE NO. 152362; AND
  3. CALIFORNIA SPORTFISHING PROTECTION ALLIANCE V. COUNTY OF BUTTE; USDC-EASTERN DISTRICT CASE NO. 10-03203.

7.02 CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6:  
LABOR NEGOTIATORS: JACK HUGHES & BRIAN RING  
EMPLOYEE  
ORGANIZATIONS: BCEA, SSW, BCMEA, PPOA, PEA,  
DSA - MANAGEMENT/SUPERVISORY UNIT,  
DSA- GENERAL UNIT,  
BCCOA - SUPERVISORY UNIT,  
BCCOA - GENERAL UNIT  
BCCOA - GENERAL UNIT  
NON-REPRESENTED EMPLOYEES

**Information and Procedures Concerning the Agenda and Conduct of  
the Board of Supervisors Meetings**

**Meeting Information:**

Meetings are generally held the second and fourth Tuesday of each month. Meetings start at 9:00 a.m. and are held in the Board of Supervisors Chambers, County Administration Building, 25 County Center Drive, Oroville. At the end of each year the Board adopts a meeting schedule for the upcoming year. Meeting dates can be changed as a result of holidays or other events so please check the meeting calendar to be certain. Copies of the adopted meeting calendar for the year are available in the County Administrative Office or at the Clerk of the Board website at [www.buttecounty.net/cob](http://www.buttecounty.net/cob).

**Agenda Information:**

The agenda for every meeting of the Board is posted in front of the County Administration Building at least 72 hours before each meeting, and is available by mail subscription, e-mail subscription, or at the Clerk of the Board website. A copy of the agenda and supporting materials provided to the Board of Supervisors members to explain each agenda item (excluding documents that are not a public record within the meaning of the Public Records Act) are available for your review at the County Administrative Office, the Chico, Oroville, and Paradise libraries (please do not remove items from these files), and at the Clerk of the Board website. Copies of supporting materials can be made for you at a charge to cover costs. The list of communications included with the agenda packages is not comprehensive. Additional communications to the Board of Supervisors may have been received but not included in the agenda supporting material. Copies of all communications received by the Board of Supervisors (excluding documents that are not a public record within the meaning of the Public Records Act) are available at the Administrative Office upon request. An (\*) appearing before an agenda item signifies that material has been provided to the Board of Supervisors members to explain that item.

**Agenda Format and Meeting Order:**

The agenda is usually organized into the following areas and meetings generally proceed in the following order:

1. **Consent Agenda:** these are items that are considered routine and are handled by one motion and vote of the Board. If you wish to discuss any item on the Consent Agenda you can either fill out a speaker card (located in the back of the board room) and give it to the Clerk of the Board (sitting to the right of the Board) or, when the Chair asks if there is anything anyone would like to remove from the Consent Agenda, stand and approach the podium and request the item be removed. The removed items are discussed at the end of the Regular Agenda.
2. **Regular Agenda:** this is where presentations to the Board and items that require full discussion are heard. Items removed from the Consent Agenda are discussed under this section.
3. **Public Hearing and Timed Items:** this is where items that are required by law to be heard as a public hearing are set. This is the section where appeals before the Board are usually discussed. Hearings may start after the time listed, but will never start before the time listed.
4. **Public Comment:** this is the area of the agenda where members of the audience may address the Board on any matter not listed on the agenda. The Board, by law, cannot take action on any matter not listed on the agenda, but may respond to statements or questions and provide staff direction.
5. **Closed Session:** the Board is authorized, by law, to meet in a closed session in certain circumstances. This area of the agenda identifies those items that will be discussed during the closed session.

**Public Participation:**

It is the policy of the Board of Supervisors, and a requirement of the California Open Meetings Law, to allow members of the public the opportunity to comment on all matters before the Board. Public participation is limited to matters within the subject matter jurisdiction of the Board pursuant to Government Code Section 54954.3. The Board has adopted policy and procedures to facilitate the meeting process and conduct. A complete listing of these policies and procedures can be found in the printed booklet agenda, obtained at the County Administrative Office, or viewed at the Clerk of the Board website.

The Board of Supervisors is also committed to making its proceedings accessible to all citizens. Individuals with special needs should call the Clerk of the Board at 530-538-7631, Monday through Friday, 8:00 a.m. to 5:00 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodations and/or alternative format documents must be made 48 hours prior to the meeting.

**For further information contact the:**

Clerk of the Board of Supervisors  
County Administrative Office  
25 County Center Drive, Oroville, CA 95965  
530-538-7631  
[www.buttecounty.net/cob](http://www.buttecounty.net/cob)