

Board Directives as of 9/18/2019

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| 1 | Directive Number | Date | Directive | Updates | Department | Assigned to | Priority Level | Status |
| 2 | D1 | 01-22-19 - BOS Directive | GENERAL CONSENSUS OF THE BOARD THAT STAFF SHALL investigate the creation of "Cannabis Business District" plans | 4-2-19 Brent: Cannabis Economic Development Ad Hoc visited Arcata Cannabis Innovation Zone on March 29th. Next steps are to debrief from Arcata tour and determine appropriateness and potential locations for Mendocino County. | PBS | Brent | 5 | IN PROCESS |
| 4 | D2 | 01-22-19 - BOS Directive | GENERAL CONSENSUS OF THE BOARD expand previously appointed second access ad hoc of Supervisors Haschak and Gjerde to also address issues related to emergency access and/or evacuation routes. (second access/emergency access) | | BOS | | 1 | IN PROCESS |
| 5 | D3 | 01-23-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that Executive Office Staff shall return with options for making county's retirement contributions earlier than required. | 1-22-19 Auditor Weer: We currently calculate retirement contributions during each biweekly payroll and for each individual employee (because each employee's contribution is unique). After the payroll runs we send the contributions to retirement for each 2 week period. As far as I know, retirement needs to keep track of these contributions by employee also. If, the county were to front an early lump sum contribution amount... not sure if retirement can apply that correctly on there end. 3-8-19 Auditor-Controller Weer: The 6/30/2018 Actuarial Report estimates the 19/20 Recommended Employer Contributions be set at \$23.291 million. If the county were to try and prepay this amount at the beginning of the year it could cost the General Fund between \$200,000 and \$400,000 in annual interest earnings depending on how the current interest rates will perform. After discussions with the Treasurer, removing this amount or any significant portion of this amount from the Treasurer's Pool would also negatively impact the General Fund cash flow to such a point the county would be faced with returning to a 1 year TRANS borrowing program. Based on these cost factors I would recommend that the CEO have an actuarial evaluation done first to determine the amount of UAAL savings this would generate for the Retirement System. | Auditor/Controller | Lloyd Weer | 5 | IN PROCESS |
| 11 | D4 | 02-05-19 - BOS Directive | Direction to staff to proceed with researching options associated with the development of a Crisis Residential Unit(s), Crisis Stabilization Unit(s), Crisis Treatment Unit(s), and 24 Hour Psychiatric Health Facility Utilizing Measure B Funds, including design, bid and/or build and potential properties or facilities locations. Said options would be presented to the Board of Supervisors at a future meeting for discussion and/or direction as appropriate. | | | | 2 | IN PROCESS |
| 20 | D7 | 02-26-19 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that AirCon will work with Sonoma County division of sustainability and that Supervisor Gjerde help facilitate that discussion | | BOS | | | |
| 21 | D8 | 02-26-19 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that review of directives is hereby referred to General Government standing committee | 02-27-19: Standing Committee Referral Index updated - kvh; 03-29-19: | BOS | | 5 | In Process |
| 22 | D9 | 02-26-19 - BOS Directive | BY ORDER OF THE CHAIR formation of a solid waste ad hoc committee consisting of Supervisors Gjerde and McCowen to meet with MSWA member agencies to consider further structure of MSWA | 02-27-19: Ad hoc committee index updated. - kvh | | | 5 | |
| 23 | D11 | 02-26-19 - BOS Directive | 5d) Directs that the two Board of Supervisors Representatives to EDFC (Williams/Haschak) work with the County staff and EDFC staff to bring back suggested timeframes for milestones for implementing the plan | | EO | Steve | 5 | |

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| 24 | D12 | 02-26-19 - BOS Directive | 5g) Directs that AirCon Energy conduct a formal investment grade audit of County facilities and return to the Board to present final recommendations and options to implement and fund energy efficient improvements | | | Steve | 5 | |
| 25 | D13 | 02-26-19 - BOS Directive | 6a) The Board of Supervisors direct the Chief Executive Officer and County Counsel to work together on a plan to fund CSA 3 adequate to transition to active status and provide an update to Local Agency Formation Commission (LAFCO) that CSA 3 will no longer be inactive. | 3/12/19: Approval of transfer of funds to reactivate CSA3 | EO | | 5 | In Process |
| 26 | D14 | 03-12-19 - BOS Directive | 4g) GENERAL CONSENSUS OF THE BOARD that modification to museum hours be returned to the Cultural Services Agency for input from the Library Advisory Board before returning to the Board of Supervisors. | 4/2/19 Karen Horner: MAB is meeting in May; Karen attended and spoke at Willits City Council meeting. She is working with MAB to come up with a reasonable compromise to stay open Sunday while increasing hours with existing staff | Cultural Services Agency | Karen Horner | 5 | |
| 27 | D15 | 03-12-19 - BOS Directive | 5d) GENERAL CONSENSUS OF THE BOARD that staff shall investigate timeline needed to adopt equity program related Ordinance in order to be eligible for next grant cycle. | | Agriculture | | 5 | |
| 28 | D17 | 03-12-19 - BOS Directive | 5h) GENERAL CONSENSUS OF THE BOARD that Behavioral Health Advisory Board Annual Report recommendations 2 and 3 are to be reviewed as part of the Legislative Platform. | 4/2/19: Changes to be presented to the Board April 9th as part of legislative update | Executive Office | Sarah | 5 | In Process |
| 29 | D19 | 03-12-19 - BOS Directive | 5h) GENERAL CONSENSUS OF THE BOARD that the Chair of the Behavioral Health Advisory Board and the Chair of the Board of Supervisors shall work together to review typos within the Annual Report and also discuss items contained therein. | | BOS | Carre | 5 | |
| 30 | D20 | 03-12-19 - BOS Directive | 6a) The Board of Supervisors Directs staff to begin discussions with Sonoma County regarding formation of a Joint Powers Authority to execute the partnership with our LEMSA. | | HHSA | Tammy | 5 | In Process |
| 31 | D21 | 03-19-19 - BOS Directive | BY ORDER OF THE CHAIR formation of an IT Ad Hoc Committee consisting of Supervisors Gjerde and Williams | 3/21/19: Ad Hoc Committee index updated | | Janelle | 5 | ongoing |
| 32 | D22 | 03-19-19 - BOS Directive | 6a) The Board of Supervisors directs staff to collaborate with newly formed IT Ad Hoc Committee on the prioritization of the County's IT Master Plan Initiatives and business process improvements, consider the feasibility of incorporating potential new efficiency and modernization items, and return to the Board of Supervisors with an updated IT Master Plan implementation strategy and cost analysis | | | Janelle | 5 | |
| 33 | | | | | | | | |

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| 34 | D24 | 03-19-19 - BOS Directive | 6b) The Board of Supervisors directs the Chief Executive Officer to produce monthly hiring reports, document the necessity of every open position prior to upcoming budget decisions, and provide a realistic projection of which positions will actually be filled in the coming fiscal year | | EO | Heidi | 5 | |
| 35 | D25 | 03-26-19 - BOS Directive | 5b) GENERAL CONSENSUS OF THE BOARD that the Measure B Committee shall present their budget for approval at a future Board of Supervisors meeting. | | | Lloyd | 5 | |
| 36 | D26 | 03-26-19 - BOS Directive | 5c) GENERAL CONSENSUS OF THE BOARD prioritization of IT Master Plan line items and additions is hereby referred to the IT Ad Hoc committee. | | | Janelle | 5 | Ongoing |
| 37 | D28 | 03-26-19 - BOS Directive | 5c) GENERAL CONSENSUS OF THE BOARD that Planning and Building Services staff shall create language that would continue to allow deviations to the 50 foot setback requirement through Compliance plans; delete directive regarding presentation of "special circumstances" fee waivers; and report how fees are developed at the April 23rd Fee Hearing. Additionally, staff is granted a one-year extension to amend Inland/Coastal Vacation Home Ordinance. However, once developed, language should include vacation home restrictions. | | | Brent | 5 | |
| 38 | D29 | 03-26-19 - BOS Directive | 5f) GENERAL CONSENSUS OF THE BOARD that issue of additional IT staff is hereby referred to the IT Ad Hoc committee. | | | Janelle | 5 | |
| 39 | D30 | 04-17-17 - BOS Directive | GENERAL CONSENSUS OF THE BOARD directing staff to bring forward further discussion of possibilities or procedures to adopt a square footage allowance for coastal zone rather than 25 plants (not restricted to cultivation or nurseries). | 10-26-18 Update: LACO is working on a draft Ordinance | PBS | Brent Schultz | 5 | IN PROCESS |
| 40 | D31 | 04-24-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that staff shall continue outreach to the City Councils to endorse the strategic action in Dr. Marbut's report, particularly prioritizing the needs throughout the County; providing meals prior to 9 am and after 5pm to avoid taking homeless away from programs that are helping; limiting it for three days; and for staff to provide a written report every two months; and an in-depth presentation to the Board of Supervisors every six months. | Partially complete | HHSA | Tammy Moss Chandler | 2 | IN PROCESS |
| 41 | D32 | 04-24-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that staff shall evaluate the proposed IT upgrades for a cost savings analysis. | In process through IT Master Plan. | Executive Office | Janelle Rau | | IN PROCESS |
| 42 | D33 | 04-24-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that staff shall develop property liquidation options for the Willits Justice Center and County Courthouse in Ukiah. | On Hold | Executive Office | Janelle Rau | 5 | ON HOLD |
| 43 | | | | | | | | |
| 45 | | | | | | | | |

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| 48 | D36 | 04-24-18 - BOS Directive | Direction to staff to continue implementation of Marbut report in collaboration with our community partners. | | HHSA | Tammy Moss Chandler | 5 | |
| 49 | D37 | 05-16-17 - BOS Directive | GENERAL CONSENSUS OF THE BOARD to accept Planning and Building Services staff recommendation to create four sets of plans for Accessory Dwelling Units to be made available to the public, free of charge. | 10-26-18 Update: Awaiting liability release language from County Counsel; 4-2-19 Brent: two accessory dwelling units are being planned by an architect. First draft documents will be reviewed by the PBS Director on April 2, 2019. Plans should be completed and ready to provide free of charge to the public within two months. | PBS & CoCo | Brent Schultz | 5 | IN PROCESS |
| 50 | D38 | 05-22-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD to have a mid year update on Grand Jury Reports. | | County Counsel | Katharine Elliott | 5 | |
| 51 | D40 | 05-23-17 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that Health and Human Services staff shall incorporate a rewards program to recognize high achieving employees with a monetary or other benefit to encourage people to make suggestions that allow the County to improve work and/or services. | Currently in Process. Tammy providing language: | HHSA | Tammy Moss Chandler | 5 | IN PROCESS |
| 52 | D41 | 06-19-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD for staff to schedule a future agenda item with respect to Mendocino County Resource Conservation Districts environmental mitigation and forest management plan obligation | | PBS | Brent Schultz | 5 | |
| 53 | D42 | 07-11-17 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that Executive Office staff shall work with Information Services staff to develop an online presence that would provide County residents status as to road conditions/repair projects. Executive Office shall begin the process advice Department of Transportation staff when they are ready for Department of Transportation input. | 6-11-18: Steve to follow up with Howard to confirm | DOT | Howard Dashiell | 5 | IN PROCESS |
| 54 | D44 | 08-07-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that the Board of Supervisors, as the Board of Directors of the Air Quality Management District, should take a proactive stance in distributing information to the public in respect to controlled burns, air quality, etc. during emergencies such as wildfires. | 2/19: Per Barbara Moed process is in place | AQMD | Barbara Moed | 5 | IN PROCESS |
| 55 | D45 | 09-11-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD for staff to schedule a future agenda item to amend Business License Ordinance to include license exemption for "short term" events occurring on fairgrounds (short term shall be any event lasting less than 30 days) among other potential changes. | 4-2-19: Per Michael Makdisi- Friday, April 5 last day of the initial comment period for Departments. Staff has met multiple times to discuss and develop changes to the ordinance based on Board Direction. Red lines to the ordinance are well on their way to completion. May 10 is the anticipated deadline for Departments to provide feedback on the red line. After comments are incorporated, we will prepare the documents needed to bring back the item to the Board. | CoCo | Kit Elliott | 5 | IN PROCESS |
| 56 | D46 | 09-25-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that Director of Transportation shall pursue grant options for fueling station at Little River Airport that would support EMS Services for the Mendocino Coast. | | DOT | Howard Dashiell | 5 | |
| 57 | D48 | 12-04-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD for staff to prepare a future agenda item regarding full cost recovery related to County Fees. | Item was bumped from 1/22/19 BOS meeting. Update provided to the Board through CEO report on 2/5/19. | EO | Darcie Antle | 5 | IN PROCESS |

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| 58 | D49 | 12-11-18 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that that the CEO is authorized to work with interested parties regarding Solid Waste contract compliance issues and a potential site use Agreement for the Ukiah transfer station; and to work with those Supervisors most affected. | | EO | Carmel | 5 | |
| 59 | D50 | 12-18-19 - BOS Directive | GENERAL CONSENSUS OF THE BOARD THAT staff should prepare a strategic planning item for early 2019 to help identify priorities/issues of new Board. | | EO | Carmel | 5 | IN PROCESS |
| 60 | D51 | 04-09-19 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that Staff shall determine the last time the City of Willits made a payment to the County for the museum. | | EO | Carmel | | |
| 61 | D52 | 04-09-19 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that Executive Office Staff shall schedule an Economic Development Workshop. Supervisors McCowen and Williams shall work with staff to develop agenda. | | EO | Carmel | | |
| 62 | D53 | 04-16-19 - BOS Directive | 5B) GENERAL CONSENSUS OF THE BOARD that staff shall present information concerning renewal of library sales tax and potential for a sales tax to support fire and EMS to the General Government Committee as part of the transportation sales tax item. | | | | | |
| 63 | D54 | 04-16-19 - BOS Directive | 6B) BY ORDER OF THE CHAIR formation of a Climate Ad Hoc Committee consisting of Supervisor McCowen and Supervisor Williams. | | | | | |
| 64 | D56 | 04-23-19 - BOS Directive | GENERAL CONSENSUS OF THE BOARD to include the Board of Supervisors on distribution of PBS agendas for Coastal Zoning Administrator, Planning Commission, etc. | | | | | |
| 65 | D60 | 05-07-19 - BOS Directive | GENERAL CONSENSUS OF THE BOARD that Cannabis Program Updates shall be presented to the Board of Supervisors on an as needed basis. | | PBS | Brent/Sean | | ONGOING |
| 66 | D61 | 05-14-19 - BOS Directive | 6a) Executive Office staff directed to notify MSWMA that the County contract for Solid Waste Director services will be cancelled effective July 1, 2019, with a request for waiver of the 90 day notice of termination period; and provide direction to staff regarding the future provision of solid waste contract monitoring and negotiation services. | | | | | |
| 67 | D62 | 5-14-19 - BOS Directive | 6c) Air Pollution Control Officer is directed to work with fire agencies and community partners to identify barriers to fire fuel (vegetation) management and develop a plan to streamline AQMD processes that support vegetation management efforts; and further to investigate feasibility of implementing a unified application and payment model. | | | | | |

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| 68 | D63 | 5-21-19 BOS Directive | 6a) Directs Executive Office staff to notify MSWMA that the County contract for Solid Waste Director services will be canceled effective immediately, with a request for waiver of the 90 day notice of termination period. | | | | | |
| 69 | D64 | 5-21-19 BOS Directive | 7a) (Convened as the Board of Directors of the Mendocino County Air Quality Management District) - Formation of an ad hoc committee consisting of Supervisors McCowen and Williams, to identify and reduce fire fuel management. | | | | | |
| 70 | D68 | 06-11-19 BOS Directive | 5e) GENERAL CONSENSUS OF THE BOARD that Cannabis Tax Appeal Body shall be composed of Chief Executive Officer, or designee; Planning and Building Services Director or designee; and Agricultural Commissioner, or designee; Cultivators may appeal if they can demonstrate that they did not cultivate, or provide proof cultivation occurred at a different permit level; Appeal fee shall be determined by staff; and Penalties shall not be imposed until an appeal procedure has been established. | Fees forecasted for adoption on 8/20/19 | | | | Ongoing |
| 71 | D69 | 06-11-19 BOS Directive | GENERAL CONSENSUS OF THE BOARD that staff shall review Nelson memo and consider suggested changes regarding time for appeal. | | PBS | Brent Schultz | | |
| 72 | D70 | 06-11-19 BOS Directive | BY ORDER OF THE CHAIR, County Counsel shall telephone the Attorney General regarding the previously requested Measure V legal opinion. | | CoCo | Kit Elliott | | |
| 73 | D71 | 07-09-19 BOS Directive | 5a) BY ORDER OF THE CHAIR future IHSS presentations shall include current state-level budget information. | | HHS | Bekki Emery | | |
| 74 | D72 | 08-20-19 BOS Directive | 5g) GENERAL CONSENSUS OF THE BOARD that future Annual Investment Reports shall be placed on the Consent Calendar | | Treasurer-Tax Collector | Shari Schapmire | | Ongoing |
| 75 | D73 | 08-20-19 BOS Directive | 5d) GENERAL CONSENSUS OF THE BOARD that County Counsel shall investigate how the Board may participate in Phase 2 of the CPUC legislation | | County Counsel | Kit Elliot | | |
| 76 | D74 | 8-27-19 BOS Directive | 5e) GENERAL CONSENSUS OF THE BOARD that an Informal Working Group with Supervisors Haschak and Williams be formed to work with the Round Valley Library to improve their Wi-Fi status | | | | | |
| 77 | D75 | | | | | | | |