



COUNTY OF COLUSA BOARD OF SUPERVISORS AGENDA MINUTES

J. Merced Corona, District I
Daurice K. Smith, District II
Kent S. Boes, District III
Randy Wilson, District IV
Janice A. Bell, District V
(530) 458-0508/0509
FAX (530) 458-0510

<https://countyofcolusaca.gov>

Board Chambers
546 Jay Street, Suite 108
Colusa, CA 95932

February 10, 2026 at 9:00 AM

CALL TO ORDER

- Opening Prayer - Pledge of Allegiance
- Period of Public Comment

Mr. Easton expresses concerns regarding the contractor selected for the Sites Project.

- Report out of January 27, 2026 Closed Session

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION. California Government Code section 54956.9(d)(2). Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One Matter. Counsel states direction given to staff with no reportable action.

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (California Govt Code 54956.8) Property: Various parcels comprising the Sites Reservoir and related facilities. Property owner: Various. Proposed Purchaser: Sites Project JPA/County of Colusa. Negotiators: TBD. Under negotiation: Price and Terms of Sale. Counsel states directions given to staff with no reportable action.

3. CLOSED SESSION: PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE California Government Code 54957(b). (One Case). Counsel states direction given to staff with no reportable action.

4. Public Employee Appointment, Pursuant to Government Code Section 54957(b)(1) Title: Human Resources Director. Counsel states direction given to staff with no reportable action.

- Announcement of Closed Session

Counsel announces Closed Session as follows:

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (California Govt Code 54956.8)

Property: A roadway access portion of 6867 Wisconsin Ave., Arbuckle, CA 95912

Property Owner: Williams Charles Semon Living Trust

Property Purchaser: Colusa County

Negotiators: Director of Public Works and County Counsel

Under negotiation: Price and Terms of Sale

2. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

3. CLOSED SESSION: PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE
California Government Code 54957(b). (One Case)

- Corrections and/or Changes to the Agenda

None.

I. STAFF REPORTS

Note: 5 minutes allowed per Department for Staff Reports. This time is available for any County Staff who may wish to update the Board of Supervisors on projects as they relate to their respective departments.

Ms. Costello updates the Board on items that pertain to her department.

Mr. Esenwein updates the Board on items that pertain to his department.

Ms. Allen updates the Board on items that pertain to her department.

Ms. Edwards updates the Board on items that pertain to her department.

II. CONSENT AGENDA

Approve Consent Agenda Item No. 1 through 11.

Chair Corona makes time for the approval of Consent Item No.'s 1 through 11.

Supervisor Bell request Item No. 1 be pulled and considered separately.

Chair Corona so directs.

Approve Consent Items No.'s 2 through 9.

RESULT:	Passed (5 TO 0)
MOVER:	Supervisor Smith
SECONDER:	Supervisor Wilson
AYES:	Bell, Smith, Boes, Wilson, and Corona
NAYS:	None

ABSENT:	None
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1. **BOARD OF SUPERVISORS**

Approve the January 27, 2026 Regular meeting minutes.

Chair Corona makes time for Consent Item No. 1.

Comments received by Supervisor Bell.

RESULT:	(5 TO 0)
MOVER:	Supervisor Bell
SECONDER:	Supervisor Boes
AYES:	Bell, Smith, Boes, Wilson, and Corona
NAYS:	None
ABSENT:	None

2. **BOARD OF SUPERVISORS**

Reappoint Resa Lyn to the Historical Records Commission effective February 6, 2026 through February 5, 2030. **(Application received: Resa Lyn)**

3. **BOARD OF SUPERVISORS**

Approve a letter of support requesting state funding for the Congressional District 1 vacancy special election and authorize the Chair of the Board to sign the letter.

4. **PUBLIC WORKS DEPARTMENT**

Approve Airport Hangar #3 Lease Agreement with **Charles Marsh**.

5. **PUBLIC WORKS DEPARTMENT**

Approve Agreement for Grant of a Temporary Construction Easement(TCE) with **Pacific Gas and Electric Company(PG&E)** for use as a staging area in connection with PG&E's Gas Distribution Project within County Property identified as 5714 E Street, Williams, CA, County Assessor's Parcel Number 016-220-038-000.

6. **COUNTY ADMINISTRATIVE OFFICE**

Receive information clarifying prior cost estimates related to the California State Association of Counties (CSAC) Institute Regional Campus program.

7. **PURCHASING AND PROCUREMENT/SHERIFF-CORONER**

Pursuant to Policy 401, Section 4.1.3, ratify three emergency contracts with **Restoration Management Company** for water mitigation services, asbestos abatement and flooring repairs at the Sheriff's Office located at 929 Bridge Street, Colusa.

8. **PURCHASING AND PROCUREMENT/SHERIFF-CORONER**

Approve Cooperative Law Enforcement agreement No. 26-LE-11052560-

017with the **USDA, Forest Service Mendocino National Forest** and authorize the Sheriff and the Chair to sign.

9. **PURCHASING AND PROCUREMENT/SHERIFF-CORONER**

Adopt plans, specifications and working details for the Request for Bids (RFB) for the Colusa County Detention and Treatment Facility corridor renovation project and authorize publication of same.

10. **COMMUNITY DEVELOPMENT DEPARTMENT**

Approve Services Agreement with **BPR Consulting Group, LLC** for plan review and building inspection services with Community Development, effective July 1, 2025.

11. **TREASURER/TAX COLLECTOR**

Approve the December 2025 Treasurer's Monthly Investment Report as presented.

END OF CONSENT AGENDA

III. HUMAN RESOURCES

Comments received by Ms. West.

1. Adopt the job description and salary range for the new classification of Institutional Supervising Registered Nurse at the salary range PF43 (\$6,198 - \$10,162 per month), and amend the position allocation schedule for the Department of Health & Human Services – Public Health Unit by adding one (1) Institutional Supervising Registered Nurse position, effective February 10, 2026.

Comments received by Ms. West.

RESULT:	Passed (5 TO 0)
MOVER:	Supervisor Smith
SECONDER:	Supervisor Bell
AYES:	Bell, Smith, Boes, Wilson, and Corona
NAYS:	None
ABSENT:	None

IV. COUNTY ADMINISTRATIVE OFFICE

1. Approve Special Claims as follows:

<u>Invoice #</u>	<u>Fund/Dept.</u>	<u>Vendor</u>	<u>Amount</u>
3325	PLANNING & BUILDING	BPR Consulting Group	29,154.70
3418	PLANNING & BUILDING	BPR Consulting Group	129,482.19

3560	PLANNING & BUILDING	BPR Consulting Group	10,004.88
3749	PLANNING & BUILDING	BPR Consulting Group	961.76
3779	PLANNING & BUILDING	BPR Consulting Group	25,483.98

Comments received Ms. West and Mr. Stout.

RESULT:	Passed (5 TO 0)
MOVER:	Supervisor Bell
SECONDER:	Supervisor Smith
AYES:	Bell, Smith, Boes, Wilson, and Corona
NAYS:	None
ABSENT:	None

V. SUPERVISORS' REPORTS OR COMMENTS

Supervisor Wilson

Meetings/functions attended:

- Maxwell Crab Feed
- Farm Show
- LAFCo meeting
- Sacramento Valley Basin Wide Air Pollution Control Council meeting
- Call with the Public Works Director
- Call with the Community Development Director
- Met with constituents regarding local issues

Supervisor Smith

Meetings/functions attended:

- Transportation and Transit meeting
- NCCC meeting
- Colusa Farm Show Breakfast
- Met with Congressman Thompson
- Met with Chief Winters
- Addressed constituent's concerns regarding a road easement

Supervisor Bell

Meetings/functions attended:

- Transportation and Transit meeting
- Glenn Colusa Cattleman's Dinner meeting
- Intersubbasin webinar
- Fair Board meeting
- Maxwell Crab Feed
- Agenda Review
- Central Valley Gas Storage/Caliche Community meeting

Colusa City Council meeting
Colusa Farm Show Breakfast
NCWA meeting
Staffed booth at Farm Show
Princeton Volunteer Firefighters meeting
LAFCo meeting
Sunny & 75 Gift Boutique in Colusa Grand Opening
Rural Healthcare Roundtable with Congressman Mike Thompson
Princeton High School Ag Department Welcome Signs Project
Garden Club courthouse cleanup
Supported local fundraisers
Correspondenced with Department Heads and constituents
Ambulance Oversight Committee meeting
Reviewed gate installation of Moulton Weir.

Supervisor Boes

Meetings/functions attended:

- Transportation and Transit meeting
- APUD Town Hall Community meeting
- CSAC Officer calls
- Tax Share Ad-Hoc meetings
- CSAC Executive Committee Leadership Forum
- Met with Caliche Team

Supervisor Corona

Meetings/functions attended:

- Tax Share Ad-Hoc meetings
- Pierce Vollyball Crab Feed Fundraiser
- Tri-Counties Juvenile Facility Board meeting
- APUD Town Hall Community meeting
- Calls with constituents regarding trees

VI. STATE OR FEDERAL LEGISLATION/BUDGETARY MATTERS/CAO REPORT

Mr. Pack updates the Board on interviews and recruitment for the Chief Probation Officer and the HR Director positions. He states meetings will be set up for the Mid-Year budget and there will be training for the staff with regard to the new digital signature policy. He further states the Board will be considering a purchasing policy on a future agenda. He states some Department Heads and staff are interested in utilizing AI and having a policy in place. He further speaks to Federal Earmarks and having a list of viable projects.

Supervisor Boes updates the Board on HR1, IHSS and Prop 36.

RECESS

Chair Corona declares a recess at 9:58 a.m. to convene in Closed Session and reconvenes at 11:50 a.m. with all Supervisors present.

VII. CLOSED SESSION/COUNTY COUNSEL

1. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (California Govt Code 54956.8)
Property: A roadway access portion of 6867 Wisconsin Ave., Arbuckle, CA 95912
Property Owner: William Charles Semon Living Trust
Proposed Purchaser: Colusa County
Negotiators: Director of Public Works and County Counsel
Under negotiation: Price and Terms of Sale
2. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
3. CLOSED SESSION: PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE
California Government Code 54957(b). (One Case)

Counsel reported in regard to Closed Session item number three public employee discipline involving a sheriff's deputy, the Board voted unanimously to not follow the recommendation of the arbitrator and to uphold the decision of the Sheriff imposing a demotion.

9:30 a.m PUBLIC HEARING

Public Hearing amending Ordinance 845 to reflect current fees and clean up language on Recorder's fees and bonds that were omitted. Further, adopt a resolution establishing a notification program by the Colusa County Recorder upon the recording of a deed, quitclaim, or deed of trust to the party or parties executing the document, and require as a condition of recording a deed, quitclaim, or deed of trust indicate the assessor's identification number or numbers that fully contain the real property described in the legal description; and approve \$10.00 recording fee for each instrument, paper, or notice required or permitted by law that is recorded by the County Recorder for the purpose of implementing a notification system per government code 27297.7; and approve agreement with ParcelQuest to prepare the letters for the mailing notification and for the electronic notification system.

9:30 a.m. PUBLIC HEARING

Chair Corona makes time for a Public Hearing amending Ordinance 845 to reflect current fees and clean up language on Recorder's fees and bonds that were omitted. Further, adopt a resolution establishing a notification program by the Colusa County Recorder upon the recording of a deed, quitclaim, or deed of trust to the party or parties executing the document, and require as a condition of recording a deed, quitclaim, or deed of trust indicate the assessor's identification number or numbers that fully contain the real property described in the legal description; and approve \$10.00 recording fee for each instrument, paper, or notice required or permitted by law that is recorded by the County Recorder for the purpose of implementing a notification system per government code 27297.7; and approve agreement with **ParcelQuest** to prepare the letters for the mailing notification and for the electronic notification system.

Comments received by Ms. Edwards.

9:38 a.m. Chair Corona opens the Public Hearing and calls for public comment. Hearing none, Chair Corona closes the Public Hearing.

RESULT:	Passed (5 TO 0)
MOVER:	Supervisor Bell
SECONDER:	Supervisor Wilson
AYES:	Bell, Smith, Boes, Wilson, and Corona
NAYS:	None
ABSENT:	None

ADJOURN

Chair Corona adjourned the meeting at 11:52 a.m. to reconvene in Regular Session on March 10, 2026 at the hour of 9:a.m.

J. Merced Corona, Chair

ATTEST: Joshua Pack, Clerk
to the Board of Supervisors

Patricia Rodriguez, Deputy Clerk

INSTITUTIONAL SUPERVISING REGISTERED NURSE

DEFINITION

Plans, implements, supervises, and evaluates health care services and education in an adult correctional facility within the scope of the Health and Human Services Department Public Health Unit. Coordinates and oversees operations, personnel, and health services programming while performing complex professional nursing duties for individuals and groups. Provides clinical and administrative supervision of staff and collaborates with interdisciplinary treatment teams to ensure effective and appropriate patient care.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class within the nursing series. This class is distinguished from other classifications in the series as this position is responsible for supervising staff and managing a correctional nursing unit.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Deputy Director and/or Health Administrator of Health and Human Services, or designee.

Receives administrative direction from the Deputy Director and/or Health Administrator of Health and Human Services.

Receives medical direction from the Health Officer.

Exercises direct supervision over the correctional nursing staff, as assigned.

EXAMPLES OF IMPORTANT RESPONSABILITIES AND DUTIES

Important responsibilities and duties may include, but are not limited to, the following. This list is neither inclusive nor exclusive but indicative of several types of duties performed.

Plans, directs, and manages correctional nursing programs and staff under general direction, while also providing direct clinical nursing care as needed, including assessments, medication administration, treatments, case management, health education, and crisis intervention within the correctional facility.

Provides day-to-day supervision and clinical leadership to institutional nursing staff, including hands-on guidance with complex patient cases, participation in multidisciplinary treatment teams, and availability for after-hours on-call supervisory coverage and crisis response.

Performs emergency and urgent medical response duties, including responding to cardiac or respiratory arrest alerts, providing first aid and life-saving interventions within nursing scope of practice, and coordinating care until EMS arrival.

Supports departmental leadership (Deputy Director and/or Health Administrator) by assisting in the development, implementation, evaluation, and enforcement of program goals, policies, procedures, standards, and strategic plans specific to correctional health services.

Ensures compliance with all applicable laws, regulations, and standards, including state and federal correctional health requirements, public health mandates, HIPAA and Privacy Act provisions, and mandatory abuse and neglect reporting laws.

Conducts quality assurance and utilization review activities, including hands-on auditing and review of paper and electronic medical records, clinical documentation, pharmacy utilization data, outcome measures, and required progress and compliance reports.

Selects, trains, supervises, and evaluates nursing personnel, including coordination of preceptor, student, and intern programs; development and delivery of training; cross-training of staff; coaching related to performance, clinical practice, and conflict resolution.

Manages operational and administrative functions, including workload assessment, internal reporting systems, payroll verification, supply procurement, use of electronic health and management systems, budget development and monitoring, and preparation of statistical, fiscal, and narrative reports.

Coordinates and represents correctional health services internally and externally, serving as advisor and liaison with County departments, the Sheriff's Office, community and state agencies, boards, workgroups, and advisory groups; responds to service-related complaints and requests for information.

Participates in facility-based emergency preparedness and response, including coordination of County Emergency Response activities within the correctional setting and participation in disaster response using nursing scope of practice.

EMPLOYEMENT STANDARDS:

Knowledge of:

Applicable County, State, and Federal laws and standards governing correctional health care, including the California Nurse Practice Act, Title 15, NCCHC standards, public health mandates, and privacy and confidentiality requirements.

Principles and practices of professional and correctional nursing, including behavioral health, mental health fundamentals, recovery-oriented care, and continuity-of-care and discharge coordination for justice-involved populations.

Clinical nursing theory and practice related to acute and chronic illness, communicable disease control, mental illness, infection prevention, emergency response, and essential maternal and reproductive health services.

Correctional facility operations, security requirements, and delivery of health care within a custodial environment.

Nursing leadership and public administration principles, including supervision, staff development, scheduling, quality assurance/improvement, and basic program management.

Health program planning and evaluation, including CalAIM requirements, utilization review, outcome measurement, and coordination of services across County departments and community partners.

Budgeting and resource management practices, including basic budget development, grant funding, financial reporting, and cost-effective use of limited resources.

Community and interagency resources supporting continuity of care, Enhanced Case Management (ECM), behavioral health coordination, and post-release service linkage.

Clinical methods, tools, and teaching techniques, including examination and treatment procedures, medical terminology, patient education, interviewing, and health history taking.

Electronic Health Records (EHRs), data reporting systems, and standard office software applications.

Skill in:

Providing direct clinical nursing care in a correctional setting, including assessment, medication administration, treatment, emergency response, and application of safety and infection control protocols.

Applying professional, legal, and ethical nursing standards, including maintaining boundaries, confidentiality, and appropriate conduct with justice-involved individuals.

Supervising and supporting staff through training, coaching, delegation, and performance management in a small-team environment.

Managing programs and daily operations, including prioritizing workloads, allocating resources, and exercising independent judgment.

Communicating effectively with patients, staff, leadership, and community partners through counseling, health education, conflict resolution, and customer service.

Maintaining accurate clinical documentation, records, and basic reports using paper and electronic systems.

Working calmly and effectively in high-stress, emergency, and resource-limited situations.

Using clinical, office, and information technology equipment to support patient care and administrative functions.

Ability to:

Plan, organize, supervise, train, and evaluate nursing staff while ensuring compliance with applicable laws, standards, and County policies.

Provide clinical and operational leadership, make sound decisions, and respond effectively to routine and emergency situations.

Ensure the delivery of safe, ethical, and compliant nursing services to justice-involved individuals.

Interpret and apply County, State, and Federal regulations related to correctional health care and nursing practice.

Develop and oversee health programs and initiatives, including CalAIM participation, MDT collaboration, discharge planning, and coordination with Behavioral Health and ECM providers.

Build and maintain effective working relationships with County departments, correctional staff, and community-based organizations.

Communicate clearly and professionally, both orally and in writing, including preparation of reports, records, and instructions.

Manage multiple priorities in a high-risk environment with strong organization, flexibility, and attention to detail.

Identify and utilize community resources to support continuity of care and reentry planning.

Maintain confidentiality, professionalism, and ethical standards.

Use required clinical and administrative systems and equipment.

Meet all employment, licensing, and security requirements, including successful completion and maintenance of required background clearances.

QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A typical pathway may include:

- Graduation from an accredited nursing program.
- Possession of a valid California Registered Nurse license.
- Increasingly responsible nursing experience, including supervisory or lead experience, preferably in correctional or institutional health care.

Required:

Professional experience in a public health department, healthcare, or institutional setting. Successful candidates will typically have the equivalent of two (2) or more years of professional nursing, licensed professional, or related healthcare experience, which may include work in public or private settings.

Preferred:

Additional experience totaling four (4) or more years in a public health or healthcare institutional environment, including supervisory and/or administrative responsibilities.

Experience working in a 24-hour psychiatric or adult correctional facility is preferred. Supervisory experience in the medical field and bilingual proficiency in Spanish are desirable. Other combinations of education and experience that demonstrate the required knowledge, skills, and abilities will be considered.

Training:

An Associates degree in Nursing.

Licensing or Certifications:

A valid State of California driver's license and an acceptable driving record.

Must be licensed to practice by the California Board of Registered Nurses, remain active with all annual licensing requirements, and maintain a clear criminal record.

Requires current BLS/CPR certification.

Special Requirements:

Must possess, or be willing to obtain, national provider identifier (NPI).

Must not be excluded from participation in any federally funded health care program including, without limitation, Medicare or Medi-Cal.

Must successfully complete an extensive and thorough law enforcement background investigation to obtain and maintain Sheriff's Office security clearance.

Ability to work flexible schedules as operational needs require.

Attendance at required administrative meetings and trainings.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties

Work is usually performed in an institutional correctional setting.

The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Work may require exposure to communicable diseases and blood borne pathogens; continuous contact with other staff and justice involved persons.

May be required to work extended hours or shift schedule.

An employee may operate a motor vehicle.

See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Mobility to work in a correctional clinic setting and use equipment standard to the field.

Lift, carry, push and/or pull equipment and supplies weighing up to 50 pounds

DISASTER SERVICE WORKER: In addition to our everyday duties, we have an added responsibility to help in a declared disaster. Under California law, all public employees are Disaster Service Workers and may be called upon in the event of a disaster. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Government Code 3100-3102; Labor Code 3211.92(b).

The County of Colusa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Colusa County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.