

STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 1974

The Board convened in regular meeting. Present: Supervisors Franklin K. Lane, William V. D. Johnson, W. P. Walker, Raymond E. Lawyer, and Thomas L. Stewart. Also present: Ann R. Macy, Board of Supervisors Clerk. Chairman Stewart presided.

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The Pledge of Allegiance to the Flag was led by Supervisor Johnson.

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The Agenda was adopted on motion of Supervisor Walker, seconded by Supervisor Lane, and unanimously carried, with one addition to Page 1, as Item 1(a) -- Report from James Mace on his Testimony before the Joint Committee on Natural Resources.

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The Minutes of February 5, 1974, were approved as submitted, on motion of Supervisor Walker, seconded by Supervisor Lane, and unanimously carried.

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Mr. James Mace reported on the attendance and favorable reception to his testimony, along with others, before the Joint Committee on Natural Resources, in opposition to the reorganization of the Division of Forestry by the Office of Director of Conservation, without the knowledge of the Counties, or without consultation with the Division of Forestry personnel.

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296 124
On motion of Supervisor Johnson, seconded by Supervisor Walker, and unanimously carried, Mr. James Mace, Legislative Advocate, was instructed to meet with the Director of Public Works to develop an official position for El Dorado County on snow removal for presentation to the State Legislature. (Assemblyman Chappie has authored AB 2784, a measure which will increase the snow removal monies to rural counties from 1 million to a million and a half.)

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24
On motion of Supervisor Walker, seconded by Supervisor Johnson, and unanimously carried, the Board directed that the County offer \$67,000.00 to the heirs of the Wessell property for the purchase of 86 acres of land near the Ponderosa High School in Shingle Springs to be utilized as a recreational park and cultural center for the Western Slope of El Dorado County: said offer shall be valid for a 30-day period, and if accepted, the Auditor was instructed to take that amount from the Contingency Fund.

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February 13, 1974

STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 1974

28
50-1 On motion of Supervisor Walker, seconded by Supervisor Lawyer, and unanimously carried, Warrant Register Claims for El Dorado County and Claims as submitted by the Community Action Council, Inc., were approved and allowed for payment.

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58 At the recommendation of County Counsel, on motion of Supervisor Johnson, seconded by Supervisor Lane, and unanimously carried, the Claim submitted by Attorney John R. Berry on behalf of Richard J. Cordonnier for personal injuries in the amount of \$50,000.00, was denied.

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74 98-1 Board considered the results of bid opening held February 7, 1974, for the County's Agricultural Building; bids having been received from A. P. West, Inc., Fair Oaks; Welch Construction, Inc., Sacramento; E. R. Cummins Construction Co., Yreka; Lynn J. Fetch Construction, Sacramento; Robert McMullan & Son., Inc., San Diego; Frederick J. Chapek, Sacramento; V. L. Gavel Construction, Inc., Carmichael; Walker and Donant Builders, Inc., Sacramento; and McDaniel & Burroughs, Inc., Marysville. (Original bids are on file in the Board of Supervisors Office).

Architect Jack Nopp recommended award to the second lowest bidder, A. P. West, Inc. because the low bidder, Welch Construction, Inc. who bid the job at \$301,489, had the following discrepancies on his bid form:

1. He failed to fill out the number of working days;
2. He did not name the surety company he would use if he was awarded the contract;
3. He failed to sign the bid.

117 After consideration, on motion of Supervisor Walker, seconded by Supervisor Lawyer, and unanimously carried, the contract was awarded to the next lowest bidder, A. P. West, Inc., in the amount of \$302,000.00, as recommended by County Counsel, and the Chairman was authorized to sign Budget Transfer No. 148 in the amount of \$40,000.00 from Plant Acquisition, Administration Center, Placerville, to Agricultural/Farm Advisor Facilities.

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115 On motion of Supervisor Johnson, seconded by Supervisor Lane, and unanimously carried, the Board accepted and approved the reclassification studies submitted by the Board's Assistant, excepting those relating to the Auditor's Department, and instructed him to submit the enabling resolution and ordinance to effect the reclassifications.

115 On motion of Supervisor Lane, seconded by Supervisor Johnson, and unanimously carried, the Board's Assistant was instructed to continue the study of the Account Clerk II classification, with a detailed look at that position in other departments as to the fulfillment of the job specifications, for the purpose of determining whether there is a differential between Accountants in the Auditor's Department and Accountants in other departments.

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STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 1974

87-4
At the request of the Chairman, El Dorado County Alcoholism Advisory Board, on motion of Supervisor Johnson, seconded by Supervisor Walker, and unanimously carried, the County of El Dorado Alcoholism Plan was continued to the Agenda of February 19, 1974.

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21-10-59 128
423
108
Director of Public Works submitted letters stating the streets in the following listed subdivisions were accepted by the Board on February 13, 1973, and recommending release of maintenance bonds as follows: Grizzly Park Unit No. 8 in the amount of \$32,031.45, and for Ridgeview Village Unit No. 1 in the amount of \$53,382.00.

Ridgeview Village 1
108
On motion of Supervisor Johnson, seconded by Supervisor Lawyer, and unanimously carried, the maintenance bonds were released as recommended.

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114-9
Purchasing Agent submitted letter requesting approval of specifications for Bid No. 564 - Seven Executive Chairs for the Board of Supervisors Chambers, and authorization to advertise for bid opening on February 25, 1974, with award by the Board on March 12, 1974.

On motion of Supervisor Lane, seconded by Supervisor Walker, and carried by the following vote: Ayes: Supervisors Lane, Walker, and Stewart; Abstain: Supervisors Johnson and Lawyer, the Specifications were approved and the Purchasing Agent authorized to advertise as requested.

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233-2
Purchasing Agent submitted letter requesting waiver of formal bidding and authorization to negotiate last phase of the new Law Enforcement Communications System portable mobile repeater receivers at a cost not to exceed \$14,500.00.

On motion of Supervisor Johnson, seconded by Supervisor Walker, and unanimously carried, the request was approved.

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120
(124)
Purchasing Agent submitted letter requesting that a 20-year old 9.4 K.W. Generator located at the vacated Sheriff's Substation, South Lake Tahoe, be installed at the Public Works Corporation Yard at Meyers.

On motion of Supervisor Johnson, seconded by Supervisor Lane, and unanimously carried, the request was approved.

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STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 1974

58-3
On motion of Supervisor Lane, seconded by Supervisor Johnson, and unanimously carried, the Board approved 12 Assignments to the Credit Bureau of El Dorado County from the Collection Department for Claims against those persons named on the Assignments dated February 13, 1974, copies of which are on file in the Board of Supervisors Office, beginning with the name of James E. Emmerson and ending with the name of Myron B. Smith.

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Supervisor Walker submitted proposed revisions to Resolution No. 515-72, Policy of Acceptance of Roads by El Dorado County for Maintenance.

124
On motion of Supervisor Walker, seconded by Supervisor Lane, and unanimously carried, the matter was continued to February 26, 1974, and Supervisor Walker was authorized to work with the Director of Public Works on the subject.

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27-11
On motion of Supervisor Walker, seconded by Supervisor Johnson, and unanimously carried, the Assistant to the Board was directed to contact Wadley & Mackensen for an interview concerning a contract for architectural services for construction of a County Library.

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23-7a
On motion of Supervisor Lane, seconded by Supervisor Walker, and unanimously carried, the Board removed from the Agenda the proposed ordinance regarding Conflict of Interest Law, extending coverage to additional County officials/employees.

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(21)
326
87
On motion of Supervisor Walker, seconded by Supervisor Johnson, and unanimously carried, the Chairman was authorized to contact Senator Berryhill urging him to support CSAC's amendment to ACA 32 which would restore existing Section 9 and 9.5 of Article XIII of the State Constitution to provide that Boards of Supervisors . . . shall constitute Boards of Equalization, and that . . . Boards of Supervisors may create Assessment Appeals Boards, and which would eliminate the new Section 16 which would allow the State Legislature to provide a system for determining protests by taxpayers of their property assessments and for equalizing assessments within a County.

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STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 19 74

326
318
On motion of Supervisor Lane, seconded by Supervisor Walker, and unanimously carried, the Board adopted the following Resolution opposing Assembly Constitutional Amendment 90 (ACA 90) which is aimed at the "freezing" of assessed valuations of homeowners property at the March 1973 level, constituting a roll-back in taxes, and urging all legislators to vote against the measure.

RESOLUTION NO. 84-74

RESOLUTION OPPOSING ASSEMBLY CONSTITUTIONAL AMENDMENT 90

(For contents, see original Resolution)

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41129
Hearing held as duly advertised on the addition of 160 acres to existing Agricultural Preserve No. 69 as identified as follows:

<u>No.</u>	<u>Owners</u>	<u>Parcel Nos.</u>	<u>Acres</u>	<u>Area</u>
69	Neilsen, Nicoloi Neilsen, Lillian Neilsen, Howard L. Neilsen, Carolyn	55-020-11 55-030-19 55-040-03 39-250-03	560	China Hill Road & Corral Flat
<u>Addition</u> <u>to No.</u>				
69	Neilsen, Nicoloi Neilsen, Lillian Neilsen, Howard L. Neilsen, Carolyn	39-250-03	160	

The total acres in Preserve No. 69 is 720.

No protests were received and the hearing was closed.

On motion of Supervisor Johnson, seconded by Supervisor Lane, and unanimously carried, the following Resolution was adopted:

RESOLUTION NO. 85-74

AUTHORIZING AN ADDITION TO EXISTING AGRICULTURAL PRESERVE NO. 69
AND AUTHORIZING EXECUTION OF THE WILLIAMSON ACT CONTRACT

(For contents, see original Resolution)

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STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 19 74

44
173

Hearing held as duly advertised on the establishment of an agricultural preserve on the following property:

<u>No.</u>	<u>Owners</u>	<u>Parcel Nos.</u>	<u>Acres</u>	<u>Area</u>
173	✓ Winkelman, Richard E. Winkelman, Juanita E. Winkelman, August C. ✓ Ward, Juanita M. ✓ Murphy, Alma H.	7-110-09 7-670-11	20.0	Camino portion of described as E $\frac{1}{2}$ of the SE $\frac{1}{4}$ of the SW $\frac{1}{4}$ and the SE $\frac{1}{4}$ of Sec. 27 (180 acres) & the N $\frac{1}{2}$ of the NE $\frac{1}{4}$ of Sec. 34 (80 acres)
			Total Acres	280.0

No protests were received and the hearing was closed.

On motion of Supervisor Johnson, seconded by Supervisor Walker, and unanimously carried, the following Resolution was adopted:

✓
RESOLUTION NO. 86-74

AUTHORIZING THE ESTABLISHMENT OF AN AGRICULTURAL PRESERVE NO. 173
AND AUTHORIZING EXECUTION OF THE WILLIAMSON ACT CONTRACT

(For contents, see original Resolution)

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46-174

Hearing held as duly advertised on the establishment of an agricultural preserve on the following property:

<u>No.</u>	<u>Owners</u>	<u>Parcel Nos.</u>	<u>Acres</u>	<u>Area</u>
174	✓ Babbin, George Babbin, Lillian W. ✓ Boeger, Frank Gregory	49-050-09 49-050-15	69.58	Placerville

No protests were received and the hearing was closed.

On motion of Supervisor Johnson, seconded by Supervisor Walker, and unanimously carried, the following Resolution was adopted:

✓
RESOLUTION NO. 87-74

AUTHORIZING THE ESTABLISHMENT OF AGRICULTURAL PRESERVE NO. 174 AND
AUTHORIZING EXECUTION OF THE WILLIAMSON ACT CONTRACT

(For contents, see original Resolution)

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STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 19 74

At the recommendation of the Planning Commission, on motion of Supervisor Lane, seconded by Supervisor Walker, and unanimously carried, the Board set a public hearing for February 26, 1974 at 2:00 P. M. to consider the establishment of the following Agricultural Preserve:

<u>No.</u>	<u>Owners</u>	<u>Parcel No.</u>	<u>Acres</u>	<u>Area</u>
175	Meyer, Carlan V. Meyer, Susan M.	52-030-20	35.503	Placerville

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Hearing was held as duly advertised on rezoning of lands in the South Shingle Springs area from Agricultural to Estate Residential zone, petitioned by Russell G. Knauer, et al, consisting of approximately 440.11 acres. Planning Commission recommended approval. There were no protests and the hearing was closed.

The enabling ordinance was introduced on February 5, 1974. On motion of Supervisor Walker, seconded by Supervisor Lane, and unanimously carried the following Ordinance was adopted:

✓
ORDINANCE NO. 1352

AMENDING EL DORADO COUNTY ZONING ORDINANCE

(For contents, see original Ordinance)

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LHR 285-10 thr LHR 15-74

At the recommendation of the Planning Commission, the Board considered introductory ordinances pertaining to rezoning of lands as follows:

285-10 11
285-11 28
285-12 74
285-13 24
285-14 27
285-15-74
(1-10-77)
175 acres in Cameron Park Unit No. 12, petitioned by Dorado Estates,
1.07 acres in Pilot Hill area, petitioned by Jack B. Stephens,
2.5 acres in Placerville Area, petitioned by Elbert H. Gray,
10.18 acres in Pollock Pines area, petitioned by A. V. Lencioni,
40 acres in Greenwood area, petitioned by Bill N. Bell,
89.15 acres in Somerset area, petitioned by Bliss K. Harper (Agricultural Preserve No. 177)

On motion of Supervisor Walker, seconded by Supervisor Lane, and unanimously carried, the reading of the ordinances was waived and the matters were continued for hearing on February 19, 1974, at 2:00 P. M.

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423
At the recommendation of the Planning Commission, on motion of Supervisor Lane, seconded by Supervisor Johnson, and unanimously carried, the tentative map of Green Valley Oaks (Rural Subdivision) was approved with the provision that when the Final Map is submitted, the water and sewer requirements are spelled out specifically and individually, and subject to the following conditions:

STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 19 74

1. Completion of road improvements, drainage systems, water systems & setting of final monuments in accordance with requirements of the regulations for rural subdivisions or execution of an agreement to install these improvements & monuments secured by bond or cash deposit;
2. Provision of lots adequate for individual sewage disposal in accordance with the requirements of the Health Department;
3. Subject to the applicable provisions of Article 8, Rural Subdivisions, as contained in the El Dorado County Subdivision Ordinance & compliance with Resolution No. 513-68 requiring establishment of a Landowners' Association for maintenance of the road within the subdivision;
4. Subject to the requirements of the Department of Public Works as contained in their letter of January 9, 1974;
5. Subject to the requirements of the El Dorado County Health Department as contained in their letter of January 3, 1974;
6. Subject to the requirements for a water distribution system as required by E.I.D. in their letter of January 9, 1974;
7. Environmental Impact Report accepted as recommended for approval by the Review Committee with the following additional conditions of approval: (1) the proposed water supply would have to be o.k.'d by the Health Department; (2) proposed sewage disposal system would have to be approved by Health Department before final map approval & arrangements made for E.I.D. to manage the systems; (3) the final map, at the discretion of the County Health Department may be required to indicate acceptable building locations on four lots due to the special design criteria required because of the soil, slope and geological conditions.

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GENERAL ORDERS

2171
5-3
At the recommendation of the Airports Director, on motion of Supervisor Johnson, seconded by Supervisor Walker, and unanimously carried, the Chairman was authorized to sign the Agreements with Reinard Brandley for engineering the construction of the general aviation apron expansions at the Lake Tahoe Airport and the Placerville Airport.

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20 P)
Chairman of the Sacramento Regional Area Planning Commission submitted proposed Regional Solid Waste Management Plan and Program for review and comment prior to February 21, 1974.

87
On motion of Supervisor Lane, seconded by Supervisor Walker, and unanimously carried, the Board directed that the Sacramento Regional Area Planning Commission be advised that the Board commented favorably on the Waste Management Plan.

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STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 19 74

296-4
Camino Rd
35-6
The Board again considered the re-routing of Carson Road connections in the Camino area for the purpose of attempting to eliminate the need for school buses to cross Highway 50 in the vicinity of the Camino turn-off.

On motion of Supervisor Lane, seconded by Supervisor Lawyer, and unanimously carried, the Board approved Route B, as modified, with the intent to approach the property owners for right-of-way, and further, that the County recommend to the State Department of Highways that both inter-sections in the area be kept open.

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82
333-9
The Board-appointed Salary Negotiations Committee submitted recommendations for salary adjustments for remaining positions in the Sheriff's Department. (Continued from January 29, 1974)

On motion of Supervisor Walker, seconded by Supervisor Stewart, and carried by reason of the following vote: Ayes: Messrs. Johnson, Walker, Lawyer & Stewart; No: Mr. Lane, the Board accepted the recommendations of the Salary Negotiations Committee. (The enabling resolution amending the Classification Schedule will come before the Board for approval at a later date.)

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185-4
Residents' Committee reported on their findings regarding alternate locations in the Garden Valley area for utilization by the County as a cut-and-fill site for solid waste disposal. (Continued from January 15, 1974).

On motion of Supervisor Lawyer, seconded by Supervisor Lane, and unanimously carried, the Board directed that a public hearing on the matter be scheduled for February 26, 1974, at 7:30 P. M.; to be advertised in the Georgetown Gazette.

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(82)
229-1
390-4
Board considered an Ordinance amending Section 4103 of the Salary Ordinance regarding monthly salary of the County Surveyor, deleting it from said section, and adding it to Section 4105, Salaries of Appointive and Elective Officers. (Introduced February 5, 1974.)

On motion of Supervisor Lane, seconded by Supervisor Lawyer, and unanimously carried, the following Ordinance was adopted:

ORDINANCE NO. 1353

AMENDING EL DORADO COUNTY SALARY ORDINANCE, SECTION 4105

(For contents, see original Ordinance)

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STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 19 74

15113

County Counsel submitted resolutions authorizing an action for the recovery of County Funds Paid Out for the following:

<u>Name</u>	<u>No.</u>	<u>Amount</u>
Nellie Wood	C18-72-27	\$ 42.00
Jessie R. Pries	C18-72-20	23.00
Carmen Minjares & Henry Minjares	Probation	81.00
Joanne S. Boemler & C. R. Boemler, Sr.	93-14406	14.88
Yolande Mowatt & Stanley Mowatt	9053	48.64
Joyce Jones	50934	63.00
Richard Ellingson & Jean Ellingson	9140	161.62
Christopher L. Smith	9027	24.18
Michael Murdock & Melanie Murdock	0930-08638-0	15.00
Patricia Trivette (Sparks)	93-4829	71.62
Lewis K. Ashcraft	93-14414	26.28
Myrtle Dubetz	96-1238	83.43

On motion of Supervisor Lane, seconded by Supervisor Johnson, and unanimously carried, the following Resolutions were adopted:

✓
RESOLUTIONS NOS. 88-74 THROUGH 99-74

RESOLUTIONS AUTHORIZING ACTIONS FOR THE RECOVERY OF
COUNTY FUNDS PAID OUT

(For contents, see original Resolutions)

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151

On motion of Supervisor Johnson, seconded by Supervisor Lane, and unanimously carried, the following Resolution was adopted:

✓
RESOLUTION NO. 100-74

DISCHARGING UNPAID COUNTY WELFARE ACCOUNTS
(Lewis - Ulrich)

(For contents, see original Resolution)

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247

On motion of Supervisor Johnson, seconded by Supervisor Lane, and unnaimously carried, the Chairman was authorized to execute Releases of Lien discharging all property encumbered by the Agreements to Reimburse County for Public Assistance as recorded in the Official Records of El Dorado County as follows:

<u>Name</u>	<u>Volume and Page</u>	
Delores M. McCullough	695	109
Delores M. McCullough	695	111
Mason L. Clink	1238	16

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STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 19 74

117 On motion of Supervisor Lane, seconded by Supervisor Johnson, and unanimously carried, the following Budget Transfers were approved:

<u>No.</u>	<u>Department</u>	<u>Decrease</u>	<u>Increase</u>	<u>Amount</u>	<u>Purpose</u>
3364	Public Works	82-2120 82-2230	82-2220 82-2190	\$15,000 750	To cover unanticipated expenditures
150	County Counsel	82-2180	82-2250	1,000	Replenish Travel Fund
151	Auditor, transfer \$750 from 001 General Fund to 369 Garden Valley Fire District - Loan for new Fire District, repayment within two years				
152	Auditor	82-1010 Salaries	82-2120 Maint. Equipment	810	To cover maintenance contracted by Purchasing Agent
149	Welfare	5-100 Categorical Aids 5-005 Aid to families with dependent children unemployed		52,632	Surplus of projected expenditure over budgeted for 73-74
	Transfer \$10,000 from General Fund to Emergency Loan Rev. Fund in case of late warrants from Fed. Gov. for OAS, AB and ATD recipients				

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341-4 Chairman, El Dorado County Agricultural Commission, requesting approval of changes to Agricultural Commission's By-Laws as follows:

Regular meeting dates of the Agricultural Commission shall be held on the second Wednesday of the first month of each quarter,

All votes upon any item being considered by the Agricultural Commission shall be by voice vote.

On motion of Supervisor Lawyer, seconded by Supervisor Walker, and carried by reason of the following vote: Ayes: Lane, Walker & Stewart; Abstained: Johnson; Absent: Lawyer, the request was approved.

On motion of Supervisor Johnson, seconded by Supervisor Walker, and unanimously carried, the Board amended their previous action and changed Paragraph 5(e) to read, "All votes upon any item being considered by the Agricultural Commission shall be by roll call vote."

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341 Communication received from State Department of Transportation advising of El Dorado County's interim share of FY 1974-75 apportionment of FAS Funds in the amount of \$142,269 and State Highway Matching Funds in the amount of \$71,135, and requesting adoption of a Resolution of Intention to obligate said funds.

STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 19 74

On motion of Supervisor Johnson, seconded by Supervisor Walker, and unanimously carried, the following Resolution was adopted:

RESOLUTION NO. 101-74

RESOLUTION CLAIMING APPORTIONMENT OF FAS FUNDS AND STATE HIGHWAY MATCHING FUNDS

(For contents, see original Resolution)

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Lake Tahoe Basin Management Unit, U. S. Forest Service, submitting the following itmes regarding construction of sanitary sewage collection facilities at Heavenly Valley for review and recommendation by February 18, 1974.

1. Forest Service letter of intent dated January 25, 1974.
2. Environmental Analysis Report for Construction of Sanity Sewage Collection Facilities.
3. Engineering Feasibility Study for Heavenly Valley Wastewater Collection Facilities.
4. Plans for Sanitary Collection Facilities Heavenly Valley Ski Area.
5. Contract Documents and Specifications for Sanitary Sewage Collection Facilities.

On motion of Supervisor Johnson, seconded by Supervisor Lane, and unanimously carried, the Board concurred with the Forest Service's proposed project for sewage collection at Heavenly Valley.

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On motion of Supervisor Johnson, seconded by Supervisor Lane, and unanimously carried, the following Resolution was adopted amending Resolution No. 80-74 which provides for the issuance of 1969 School Bonds, Series A, for Rescue School District, by changing the date on which sealed bids will be received from February 26, 1974, to March 5, 1974.

RESOLUTION NO. 102-74

AMENDING RESOLUTION 80-74

(For contents, see original Resolution)

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On motion of Supervisor Lane, seconded by Supervisor Walker, and unanimously carried, the Chairman was authorized to sign a letter to the Internal Revenue Service inviting them to participate in a Policy Review Session scheduled for February 25, 1974, at 2:00 P. M. in the Board Chambers regarding problems of price and delivery of liquid propane gas.

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STATE OF CALIFORNIA, COUNTY OF EL DORADO

BOARD OF SUPERVISORS MINUTES February 13, 19 74

(92)
306
Communication received from the Chairman, Sacramento Regional Area Planning Commission, submitting proposal for special region-wide 1975 Census, and if the County participates, the following is required:

1. Request Sacramento Regional Area Planning Commission to proceed with negotiations with the State Department of Finance on behalf of El Dorado County, and
2. Pledge to budget the necessary funds for the 1974-75 Fiscal Year.

On motion of Supervisor Johnson, seconded by Supervisor Lane, and unanimously carried, Sacramento Regional Area Planning Commission was authorized to proceed with 1975 Census negotiations on behalf of El Dorado County; the Auditor was instructed to obligate \$20,000 in the 1974-75 budget; and the Chairman was authorized to sign letters to cities of Placerville and South Lake Tahoe requesting them to join the County in this Census and to budget accordingly.

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27-11
On motion of Supervisor Walker, seconded by Supervisor Johnson, and carried by reason of the following vote: Ayes: Messrs. Lane, Johnson, Walker, and Stewart; Absent: Mr. Lawyer, the selection of a consultant for the planning and construction phase of the new County Library was removed from the Agenda.

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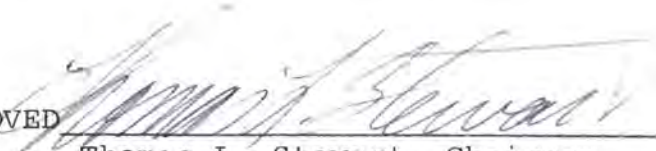
The Board adjourned to Executive Session at 10:00 A. M. on February 14, 1974.

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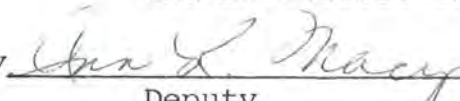
There being no action taken on February 14, 1974, the Board adjourned to Tuesday, February 19, 1974, at 10:00 A. M.

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APPROVED


Thomas L. Stewart, Chairman

ATTEST: Carl A. Kelly, County Clerk
and Ex-officio Clerk of the Board

By 
Deputy