

Les Baugh  
County Member  
  
James Yarbrough  
City Member  
  
Francie Sullivan  
City Member  
  
Larry Farr  
City Member Alternate

Irwin Fust  
Special District Member  
  
Pam Giacomini  
County Member Alternate  
  
Brenda Haynes  
Special District Member



Dick Fyten  
Public Member  
  
David Kehoe  
County Member  
  
Stephen Morgan  
Special District Alternate

Bob Richardson  
Public Member Alternate  
  
George Williamson  
Executive Officer  
  
James M. Underwood  
General Counsel  
  
Kathy Bull  
Office Manager

## MINUTES

### Regular Commission Meeting October 6, 2016 Shasta County Board of Supervisors Chambers

*(These minutes are not intended to be a verbatim transcription of the proceedings and discussion associated with the business on the Commission's agenda; rather, what follows is a summary of the order of business and general nature of testimony, Commission deliberation, and action taken.)*

#### 1. CALL TO ORDER

a. Chairman Yarbrough called the meeting to order at 9:00 a.m. at the Shasta County Board of Supervisors Chambers, 1450 Court Street Redding, California.

**Present:** Chairman Yarbrough; Vice-Chairman Fust; Commissioners, Baugh, Fyten, Kehoe, Sullivan.

**Staff Present:** Executive Officer George Williamson, General Counsel Jim Underwood and Office Manager Kathy Bull

**Absent:** Commissioners Haynes and Alternate Commissioners Farr, Giacomini, Morgan and Richardson.

b. Commission Francie Sullivan led the Pledge of Allegiance.

#### 2. PUBLIC COMMENT

No public comment was provided.

#### 3. AGENDA ADOPTION

a. Agenda Additions/Changes

**Motion** to adopt the agenda was presented by Commissioner Baugh, seconded by Commissioner Kehoe and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough

**Noes:** None

**Abstain:** None

**Absent:** Haynes

b. Business/Campaign Conflict Disclosures  
No conflicts were disclosed.

#### 4. SPECIAL PRESENTATIONS

No special presentations were provided.

#### 5. CONSENT CALENDAR

a. Minutes from August 4, 2016 and September 22, 2016 Commission meetings.

b. LAIF Bank statement for June; July and August 2016

c. US Bank statements for July and August 2016

d. Disbursements for July and August 2016

e. Invoices from Planwest Partners, George Williamson for July and August 2016

Commissioner Fyten asked to pull item 5.a. Minutes for correction. Executive Officer Williamson stated a Commissioner requested item 5.e. Invoices be explained.

**Motion** to approve the remainder of the consent calendar (items 5.b., 5.c., and 5.d.) was presented by Commissioner Kehoe, seconded by Commissioner Fust and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough

**Noes:** None

**Abstain:** None

**Absent:** Haynes

Commissioner Fust provided voting corrections to the August 4, 2016 minutes. Commissioner Baugh stated he would abstain from voting on the minutes [September 22, 2016] for the meeting he was not in attendance. Commissioner Sullivan stated staff was previously requested to provide how the finance committee was appointed and how long the terms are and this information was not in the minutes. Ms. Bull will correct the minutes and item regarding terms will be researched for the December meeting.

**Motion** to approve item 5.a. Minutes under consent calendar as corrected was presented by Commissioner Kehoe, seconded by Commissioner Baugh and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough

**Noes:** None

**Abstain:** None

**Absent:** Haynes

Mr. Williamson provided information in regards to modifications in the backup document to the invoices Planwest submits. The backup documentations provides more detailed information for tracking of costs.

Commissioner Baugh requested the Planwest invoices be listed as a regular agenda item, so the Commission could hear from the Executive Officer without having to pull the item off the agenda for discussion.

**Motion** to approve item 5.e. Planwest invoices under consent calendar was presented by Commissioner Kehoe, seconded by Commissioner Baugh and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough

**Noes:** None

**Abstain:** None

**Absent:** Haynes

6. CORRESPONDENCE  
No Correspondence was provided.
7. SCHEDULED PUBLIC HEARINGS  
No public hearings were scheduled.

## 8. NEW BUSINESS

- a. Closing of LAIF Account, retain all funds at US Bank  
Mr. Williamson provided information regarding closure of the LAIF account due to a relatively low return, transaction costs and costs and time associated with moving money around. This information was given to the Fiscal Committee to which was approved. It was recommended to have this account closed.

Commissioner Fust provided this information could have been provided by a staff report. Commissioner Sullivan also agreed.

**Motion** to approve item 8.a. was presented by Commissioner Kehoe with observations made by members of the Commission, seconded by Commissioner Sullivan and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough

**Noes:** None

**Abstain:** None

**Absent:** Haynes

- b. Website upgrade costs

Ms. Bull provided two options to upgrade the LAFCO website. Option B was to provide continuous backups while Option A was to upgrade website and upgrade security settings. Due to the costs for the upgrades, staff checked other companies that could provide this service and found it too expensive. It was suggested Option A was more practical and insured the integrity of the website. The cost of these upgrades would be over the budget for the year and there is money in contingency that could be used. If neither option was approved, the website could be compromised.

There was discussion regarding attempted intrusions to the website. Commissioner Kehoe asked if there was a source of intrusions. Ms. Bull agreed to contact the company for information regarding IP addresses for the attempted intrusions.

**Motion** to approve Option A invoices under consent calendar was presented by Commissioner Fyten, seconded by Commissioner Kehoe and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough

**Noes:** None

**Abstain:** None

**Absent:** Haynes

- c. Voting on CALAFCO Northern Candidate

Mr. Williamson provided information on an upcoming annual CALAFCO conference. The state is divided into four regions and the Northern California region has elections at this conference, for a County member, a Public member seats are up for election. Delegates are appointed to seat at a special session during the conference to tally votes. LAFCO's unable to attend the conference offer the opportunity for an absentee ballot. Mr. Williamson asked for a couple of volunteers in order to cast an absentee ballot. Commissioner Kehoe suggested the Executive Committee reviewing the material with the Executive Officer.

**Motion** to approve Executive Committee to serve as the Commission's representative in the undertaking was presented by Commissioner Kehoe, seconded by Commissioner Sullivan and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough  
**Noes:** None  
**Abstain:** None  
**Absent:** Haynes

## 9. OLD BUSINESS

### a. Relocation Update

Ms. Bull provided information on the relocation that happened on October 1<sup>st</sup>, stating there is still unpacking to finish, but the move itself took about 4 hours with the help of Hemsted Moving Co. There was an issue with having phone service started, however, the internet was installed and currently up and running.

### b. Shasta County Grand Jury Report Discussion and Response

Mr. Williamson discussed a letter from Judge Gaul asking for additional information from the August letter. General Counsel, Jim Underwood worked with Mr. Williamson to provide a response. The drafted response letter was provided for the Commission's consideration.

Mr. Underwood added to the responses: recommendation 1 is "it is not implemented yet, but will be"; recommendation 2 is "for the reasons stated it is determined not to be feasible"; recommendation 3 is "it hasn't been implemented but it will be"; recommendation 4 is "for the reasons stated it is determined not to be feasible"; recommendation 5 "it hasn't been implemented but it will be"; recommendation 6 "it hasn't been implemented but it will be"; and recommendation 7 "it hasn't been implemented but it will be".

**Motion** to approve the response to Judge Gaul to include changes presented by Mr. Underwood was presented by Commissioner Fust, seconded by Commissioner Sullivan and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough  
**Noes:** None  
**Abstain:** None  
**Absent:** Haynes

### c. RFP Audit Services for FY 2015/2016

Mr. Williamson provided information regarding the two responses for an RFP for Fiscal Year 2015/2016 audit services. The responses were from Pehling & Pheling and Don Reynolds who provided a couple of choices for the audit.

There was a discussion regarding having a full audit or compilation audit completed. The policy provides that a full audit should be completed every other year. Commissioner Baugh would like to have a staff analyses for these items in the future.

**Motion** to approve the audit services proposal provided by Don Reynolds in the amount of \$2,000 for compilation services was presented by Commissioner Baugh, seconded by Commissioner Fyten and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough  
**Noes:** None  
**Abstain:** None  
**Absent:** Haynes

## d. Fiscal Audit FY 2014/2015

Mr. Bull explained Don Reynolds provided a draft audit to be presented to the Commission with the change to provide any corrections needed or questions. Mr. Fyten provided the Fiscal Committee needed answers to the audit. There was discussion regarding verbiage in the report and there were questions the Commission would like answered by Don Reynolds, who was requested to attend the December meeting .

**Motion** to table this item to a future date in December and request Don Reynolds attend meeting was presented by Commissioner Baugh, seconded by Commissioner Sullivan and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough

**Noes:** None

**Abstain:** None

**Absent:** Haynes

## e. Information regarding City of Redding MSR/SOI Update Resolution as presented December 18, 2014.

Mr. Williamson provided he had been in touch with City of Redding and there is new information provided regarding the sphere of influence and would like the opportunity to have certain property put back in the sphere and asked that this item can be continued to the December meeting for action.

**Motion** to move this item to the December meeting was presented by Commissioner Baugh, seconded by Commissioner Fust and passed by the following votes:

**Ayes:** Baugh, Fust, Fyten, Kehoe, Sullivan, Yarbrough

**Noes:** None

**Abstain:** None

**Absent:** Haynes

## 10. EXECUTIVE OFFICER REPORT

Mr. Williamson discussed having a third member appointment to the Executive Committee which currently consists of the Chairman and Vice-Chairman. Commissioner Kehoe invited Commissioner Sullivan to be the third committee member. Commissioner Sullivan stated staff was previously requested to provide information regarding the terms of appointments for each Commissioner and committee. Commissioner Baugh expressed his concern in not having a Chairman or Vice-Chairman on the Fiscal Committee. Staff will provide the needed information in the December meeting.

Mr. Williamson also provided he has been working with the County staff to update five CSA's and is making good progress and should be prepared for review and action this fiscal year.

## 11. CLOSED SESSION

Pursuant to Government Code Sections 54956.9, the Commission entered into closed session at 10:26 a.m.

Return from closed session to open session at 11:14 a.m. Chairman Yarbrough stated there were no reportable actions.

12. COMMISSIONER ANNOUNCEMENTS

Commissioner Kehoe stated there may have been value in reversing agenda items 9.c. and 9.d. as there was a level of disappointment relative to the work product.

13. STAFF ANNOUNCEMENTS

- a. Next Regular Meeting is scheduled for December 1, 2016 at 9:00 a.m. located at the City of Redding Council, 777 Cypress Avenue, Redding, California.
- b. Executive Officer "Meet & Greet" with open house in the processing of being planned.

14. ADJOURNMENT

There being no further business, Chairman Yarbrough adjourned the meeting at 11:21 a.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Kathy Bull  
Acting Clerk to the Commission

\_\_\_\_\_  
James Yarbrough  
Chairman

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_