Les Baugh
County Member

Larry Farr
City Member Alternate

James Yarbrough
City Member

Irwin Fust
Special District Alternate

Pam Giacomini
County Member Alternate

Brenda Haynes
Special District Member

Patrick Jones
City Member

David Kehoe
County Member

Stephen Morgan
Special District Member

Dick Fyten
Public Member

Vacant
Public Member Alternate

Jan Lopez
Executive Officer

MINUTES
Special Commission Meeting January 9th, 2014
Anderson City Council 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 Baugh called the meeting to order at 9:00 am at the Anderson City Council Chambers located at 1887 Howard Street in Anderson, CA. Commissioners Present: Haynes, Jones, Morgan, and Yarbrough. Alternate Commissioner Giacomini was present. Staff Present: Executive Officer Jan Lopez, Attorney Jim Underwood, Office Manager Kathy Bull, and Acting Commission Clerk Kari Pearson. Commissioner Kehoe was absent. Alternate Commissioners Farr and Fust were present as members of the audience.

b. Commissioner Haynes led the Pledge of Allegiance.

2. PUBLIC COMMENT

Chris Kobe, Tom Wallace, and Jeff Cole, manager of Mountain Gate Community Service District (MGCSD), described a project they have been working on that identifies some island areas within the Mountain Gate Community Services District's Sphere of Influence. This proposed reorganization project involves Shasta Lake Fire Protection District, MGCSD, and Shasta County Fire. They presented maps of their reorganization project. The purpose of the reorganization is to bring the territory into the District for all city services.

3. ADOPTION OF AGENDA

a. Additions or Changes to the Agenda- None.
b. Meeting Protocol- Commissioner Baugh thanked Ms. Lopez and her staff for the efficient and inclusive agenda.
c. Business/Campaign Conflict Disclosures- None presented.

4. SPECIAL PRESENTATIONS

None

5. CONSENT AGENDA

a. Approval of meeting minutes from the September 12, 2013 and November 14, 2013 meetings, as submitted.
b. Financial reports and statements, approved as submitted.
c. Payment of claims FY 2013-2014
   (1) For Completion of ACID (Gore/Steiner) Fillings: Jan Lopez presented her report (9b) on the ACID Gore/Steiner Reorganization. Ms. Lopez stated that this project should have been completed last summer. The final mailings of the filed documents occurred on December 27, 2013. Chairman Baugh requested clarification from legal if the contract with Ms. Lopez fits the billing allowed or did it require any special consent from the board prior to completion. Mr. Underwood stated that the contract with Ms. Lopez was structured so that when extraordinary issues arose it was to be brought to the Commission for review. Chairman Baugh stated that he was pleased with Ms. Lopez's action, and it was timely and needed to happen. Chairman Baugh stated that he would like the Board to be able to have the option to hire a consultant if needed, and we need to know that financially it will be covered. Chairman Baugh requested that Ms. Lopez prepare a report that indicates that her bill for the upcoming two applications will be covered by the application fees.
d. Notification of received applications and status
   (1) Union School Road Reorganization: Mountain Gate Community Service District- Information included in the agenda packet.
   (2) Deschutes Road Area Annexation: City of Anderson- Information included in the agenda packet.

Chairman Baugh requests that the Budget Committee meet to review budgetary statements and report back at the next meeting.

Motion made by Commissioner Haynes, and seconded by Commissioner Morgan, consent calendar, as submitted, was passed and approved with no objections.

6. CORRESPONDENCE RECEIVED

None

7. SCHEDULED PUBLIC HEARINGS

a. SOI/MSR Update Hearings: None scheduled
b. Application/proposal Hearings: None scheduled
c. Continued Hearings: None scheduled
d. Conducting Authority Hearings: None scheduled
e. Annual Budget Hearings: None scheduled

8. NEW BUSINESS

a. Discussion/Action

(1) Ms. Lopez, Executive Officer, provided the Commission with information that Shasta LAFCO has retained a local CPA firm to work with the Office Manager in reorganizing the current Chart of Accounts and provide assistance with initiating new financial internal controls. Data from Fiscal Year 2012-2013 and 2013-2014 will be re-inputted by the Office Manager to assure accuracy. This will be a one-time project and once completed staff can then advise the Commission on how to proceed with an audit. Chairman Baugh stated the Executive Committee had met previously regarding this subject and felt this was absolutely necessary as adequate records were not kept. Chairman Baugh also stated he appreciated Jan Lopez and her team for putting this information together. No action was needed due to the issue being an internal action.

9. OLD BUSINESS

a. Continued matters or updates on non-hearing related items

(1) Commission Committee Reports: None

(2) Consideration of Applicants for Alternate Public Commission Position and Possible Appointment Ms. Lopez received applications containing resumes and letters of interest from Tom Curato and Robert Richardson. Robert Richardson and Tom Curato each addressed the Commission Board summarizing their backgrounds and experience. Commissioner Jones thanked both applicants. Commissioner Jones stated that he knows both gentlemen and that both would do well.

Motion made by Commissioner Jones to nominate Mr. Richardson, seconded by Commissioner Haynes, was passed and approved with no objections.

(3) Shasta LAFCO Draft MSR/SOI Work Study Plan Ms. Lopez discussed her MSR/SOI Work Study Plan that is attached to the agenda packet. Ms. Lopez stated that there may be some adjustments but this plan is very doable. Attorney Underwood noted this plan was consistent with the plan that was previously adopted and approved by the Commission with a lot more detail and organization. Attorney Underwood is pleased with the Work Plan and recommends its approval.

Motion made by Commissioner Giacomini, seconded by Commissioner Jones, was passed and approved with no objections.

(4) MSR/SOI Proposed Commission Draft Hearing Schedule for 2014. Ms. Lopez discussed that this draft includes the 13 steps that need to be accomplished in order to get each project done. Ms. Lopez asked the Commissioners to look at the schedule and the dates could be adjusted if needed. Commission Haynes stated that she would be absent from the February meeting due to her attending

the Sierra-Cascade Logging Conference. Commissioner Baugh will be absent as well due to the same conference. The Commissioner's decided to cancel the February meeting.

Motion made by Commissioner Haynes, seconded by Commissioner Jones, for approval of this schedule with the one change of moving February's actions to March, was passed and approved with no objections.

(5) Process regarding determination of "latent" services for Community Service Districts and County Service Areas as requested by Chairman Baugh. Ms. Lopez reviewed her report 9a (5), which is included in the agenda packet. Proper procedures were discussed. No action required.

(6) Announcement by Attorney Underwood of agreement between Shasta LAFCO and the Fall River Valley Community Services District and all outstanding issues regarding fee for services and any other issues or concerns with the district interaction with the Commission have been resolved.

b. Report on previous Commission action
(1) ACID (Gore/Steiner) Reorganization: All filings have been completed, as reported earlier by Ms. Lopez.

10. CLOSED SESSION: Moved to the end of the meeting

11. EXECUTIVE OFFICER REPORT

a. Staffing report
(1) Ms. Lopez discussed the new additions to the staffing at the office. She identified new staff as Kathy Bull who has significant background in working with fiscal issues and is currently working on the budget; and Kari Pearson who is putting together pertinent LAFCO information studies. Informed the Commission that the office is open from 9 a.m. until 4 p.m.

(2) Operations report was discussed. Ms. Lopez described dealing with administrative issues the first two months but is confident future information provided to the Commission will be accurate.

(3) Commission Organization Report- Ms. Lopez discussed ad hoc committee organization. There is a need to reaffirm who serves on these committees. Presently the Executive Committee consists of the Chairman, Vice-Chairman, and one other Commissioner. This grouping will be confirmed at the next Commission meeting. A temporary Budget Committee will consist of Commissioners Baugh, Haynes, and Morgan for one review session in order to review certain budgetary issues until the next Commission meeting in March, at which time a selected group will be decided on.

b. Information items
   (1) Ms. Lopez provided the Commission with information concerning Disadvantaged Unincorporated Communities. Ms. Lopez stated that whenever we do a boundary change or Sphere of Influence is proposed or processed we need to identify the disadvantaged unincorporated communities.
   (2) CALAFCO August newsletter was provided to the Commission by Ms. Lopez.
   (3) U.C. Davis Symposium on LAFCO- 50th Anniversary- Ms. Lopez provided information regarding her attendance.

12. COMMISSIONER ANNOUNCEMENTS

Commissioner Jones expressed his appreciation for having the opportunity to serve on Shasta LAFCO Commission for the last few years. Chairman Baugh thanked Commissioner Jones for his years of service.

13. STAFF ANNOUNCEMENTS

a. Future conferences, meetings, and/or events of interest to Commissioners
   (1) "Building Bridges to the Future: Collaboration and Cooperation" – Shasta LAFCO staff will be attending the CALAFCO Staff Workshop at Berkeley on April 23, 2014.
b. Next Commission meeting for February 6, 2014 has been cancelled. March 6, 2014 will be the next scheduled Commission Meeting.
c. Future proposed agenda items
   (1) Fall River Valley CSD SOI Application is expected to be ready for the hearing at the March 6th special meeting identified in the attachment to Item 9.a.(4) above.
   (2) LAFCO 101 workshop- facilitated by Mr. Robert Braitman will be after the commission meeting on March 6th, 2014.

14. CLOSED SESSION

Pursuant to the Government Code Sections 54956.9(d) and 54957 the Commission entered into closed session at 10:23 a.m. At 10:38 a.m. Jim Underwood reported that there were no reportable actions.

15. ADJOURMENT

There being no further business, Chairman Baugh adjourned the meeting at 10:38 a.m.

ATTEST:

Kathy Bull
Acting Clerk to the Commission

DATE: 3-3-14

APPROVED:

Les Baugh
Chairman

DATE: 4-3-2014