

Les Baugh
County Member

Irwin Fust
Special District Alternate

Larry Farr
City Member

Pam Giacomini
County Member Alternate

James Yarbrough
City Member Alternate

Brenda Haynes
Special District Member



Francie Sullivan
City Member

David Kehoe
County Member

Stephen Morgan
Special District Member

Dick Fyten
Public Member

Bob Richardson
Public Member Alternate

George Williamson
Executive Officer/

James M. Underwood
General Counsel

DRAFT MINUTES

Commission Special Meeting on March 24, 2016

Shasta County Board of Supervisors Chambers

1. CALL TO ORDER

- a. Chairman Morgan called the meeting to order at 9:01 a.m. at the Shasta County Board of Supervisors Chambers, 1450 Court Street, Redding, California.

Present: Chairman Morgan, Vice-Chairman Yarbrough, Commissioners Fyten, Haynes, Kehoe, and Alternate Commissioners Farr, and Richardson. Alternate Commissioner Fust was present in the audience.

Staff Present: Executive Officer George Williamson, General Counsel Jim Underwood, Commission Clerk Natalie Johnson, and Office Manager Kathy Bull

Absent: Commissioner Baugh, Sullivan, and Alternate Commissioner Giacomini.

Executive Officer introduced staff that were present.

- b. Commissioner Haynes led the Pledge of Allegiance.

2. PUBLIC COMMENT

Members of the public were invited to address the Commission regarding any item that is not scheduled for discussion as part of this agenda, and that are within the jurisdiction of LAFCO. Comments may be limited to three (3) minutes per person. No action will be taken by the Commission at this meeting as a result of items presented at this time.

Brad Seiser, Resident of the Palo Cedro area shared concerns with the Commission about the proposed one hundred sixty six home subdivision called Tierra Robles in Palo Cedro. Seiser mentioned that he along with many other property owners are in opposition to this rezoning and subdivision. He voiced that his main concerns were relating to the re-zoning, water, traffic, road, and fire protection issues and concerns with fire danger.

3. ADOPTION OF AGENDA

- a. Additions/Changes to the Agenda- Commissioner Kehoe suggested that item #10 be addressed first.
- b. Business/Campaign Conflict Disclosures- None

Motion to approve Consent Calendar with one change to move item #10 before item #8 a. & b. was presented by Commissioner Yarbrough, seconded by Commissioner Haynes and passed by the following votes:

Ayes: Farr, Fyten, Haynes, Kehoe, Morgan, Richardson, Yarbrough

Noes: None

Abstain: None

Absent: Commissioner Baugh, Sullivan and Alternate Commissioner Giacomini

4. SPECIAL PRESENTATIONS- None

5. CONSENT CALENDAR- None

6. CORRESPONDENCE- None

7. SCHEDULED PUBLIC HEARINGS- None

8. NEW BUSINESS

- a. Proposal for short term office space rental: terms, rates, insurance, utilities; Signage Removal/Repair; and Moving Proposals and Associated Expenses:

Executive Officer Williamson discusses the options for moving the office, rental terms, and the spaces for short term rent. Our new office is still under construction and will be potentially available in September with all the amenities. Discusses options for selecting a moving company. He is directed by Commission to use best judgment and authorize staff to proceed.

Commissioner Fyten answers financial questions about the spreadsheet that was provided by office staff. Gives his comments about what he thinks is the best option on East Street.

Chairman Morgan informs Commission about the few properties that he visited with Ms. Bull and that he liked the East Street as well. Refers to Ms. Bull for her comments on the condition and location of the properties she has visited. Discusses parking issues and how close to the new location that the East Street property is to that building.

Office Manager, Kathy Bull, addresses the Commission and gives valuable insight to the several properties and finances for the move and answers various questions from several different Commissioners. Recommended that the Commission provide an alternate plan of the top three options as a backup plan in case one falls through due to time constraint issues.

Motion to approve a short term rental agreement with the first option being East Street, second option being Hartnell Avenue and the third option at Court Street was presented by Commissioner Kehoe, seconded by Commissioner Haynes and passed by the following votes:

Ayes: Farr, Fyten, Haynes, Kehoe, Morgan, Richardson, Yarbrough

Noes: None

Abstain: None

Absent: Commissioner Baugh, Sullivan and Alternate Commissioner Giacomini

- b. Shasta LAFCO surplus equipment: **Executive Officer Williamson** asks Commission to approve the surplus list as listed and staff have permission to sell items as needed.

Motion to approve the surplus list and sale of property was presented by Commissioner Yarbrough, seconded by Commissioner Farr and passed by the following votes:

Ayes: Farr, Fyten, Haynes, Kehoe, Morgan, Richardson, Yarbrough

Noes: None

Abstain: None

Absent: Commissioner Baugh, Sullivan and Alternate Commissioner Giacomini

9. OLD BUSINESS – None

10. EXECUTIVE OFFICER REPORT- Special District Elections: **Alternate Commissioner Fust** addressed the Commission about electing positions for Seat 1 & 2 and Alternate. He explained what was done in the past with the election. Fust expressed that the way it was done this year wasn't a simple process and that there was confusion and questions about the forms and letter that was sent out. He commented about the terms of the elections, staggering the terms, and what the law said. Recommended that the election process be changed to be clearer and possibility of going back to the old process.

Chairman Morgan commented that his special district committees had lots of questions and concerns about the election and he had to explain it to them in the meetings.

Executive Officer Williamson spoke to the Commission and said he used the process from another commission that worked well and had positive feedback on. He said that there are sometimes interest in being an Alternate Commissioner and to see what level of interest for all the three seats was. He explains his knowledge of what has happened in LAFCO elections before and his recount of what the law says. He recommends mailing out a ballot form to where the special districts can select three candidates. He says that his intent was to get willing candidates from across the board and to not create any confusion and that the nomination ballot is the only form that has gone out so far and that the ballot forms have not been sent out yet.

Commissioner Haynes spoke the Commissioners about concerns that were addressed to her the Special Districts that she is involved with and had to clarify what the letter's intent was, but understood the need to see if there were candidates interested in wanting to be an Alternate. Asks that this item be on the April 7th meeting.

Jim Smith, Bella Vista Water District candidate expressed concerns to the Commission about the form and confusion with the process.

Commissioner Farr says that the current process is not working and he asks questions to the Commission.

Attorney Underwood confirms that LAFCo has followed the rules, recommends waiting until the nominations come in before making changes and have the Executive Officer and Executive Committee look at them and decide how to proceed from there. Moving forward suggested the policy be clarified and policy to be specific.

- 11. CLOSED SESSION- None
- 12. COMMISSIONER ANNOUNCEMENTS- None
- 13. STAFF ANNOUNCEMENTS
 - a. Next Regular Meeting is scheduled for April 7th at 9:00 a.m. located at the City of Redding Council Chambers, 777 Cypress Street, Redding California. Possible meet and greet after the meeting for interested parties and special districts to meet the new Executive Officer.
- 14. ADJOURNMENT OF MEETING- Meeting was adjourned at 10:04 a.m.

ATTEST:

APPROVED:

Natalie Johnson, Commission Clerk

Stephen Morgan, Chairman

DATE: _____

DATE: _____

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DRAFT MINUTES
Regular Commission Meeting April 7, 2016
Redding 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 Morgan called the meeting to order at 9:02 a.m. at the City of Redding Council Chambers located at 1450 Court Street, Redding, California.

Present: Chairman Morgan; Vice-Chairman Yarbrough; Commissioners Fyten, Haynes, Kehoe, Sullivan, Alternate Commissioner Giacomini. Alternated Commissioners Farr, Fust and Richardson were present in the audience.

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

Absent: Commissioner Baugh, Commission Clerk Natalie Johnson

- b. Chairman Morgan led the Pledge of Allegiance.

2. PUBLIC COMMENT

No comments were provided.

3. AGENDA ADOPTION

- a. Agenda Additions/Changes

Motion to adopt the agenda was presented by Vice-Chairman Yarbrough, seconded by Commissioner Sullivan and passed by the following votes:

Ayes: Fyten, Kehoe, Giacomini, Haynes, Morgan, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: Baugh

- b. Business/Campaign Conflict Disclosures

No conflicts were disclosed.

4. SPECIAL PRESENTATIONS

No special presentations were provided.

5. CONSENT CALENDAR

- a. Financial Reports and Statements
- b. Invoices from Planwest Partnership, George Williamson
- c. Minutes for February 4, 2016 Commission Meeting

Motion to approve the consent calendar was presented by Commissioner Yarbrough, seconded by Commissioner Giacomini and passed by the following votes:

Ayes: Fyten, Kehoe, Giacomini, Haynes, Morgan, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: Baugh

6. CORRESPONDENCE

An article published in the Record Searchlight on March 30, 2016 entitled "LAFCO strong one year after financial disaster" was read to the public by Commissioner Fyten. Commissioner Kehoe commented that the title of the article was dramatic as there was no real financial disaster with Shasta LAFCO.

7. SCHEDULED PUBLIC HEARINGS

- a. Mountain Gate Community Services District Reorganization (Protest Hearing & Potential Action)

Mr. George Williamson, Executive Officer provided information that property owners had been properly noticed for the Protest Hearing. The Hearing was opened to the public.

Tom Wallis, a property owner in the affected area stated he was in support of the annexation.

Chris Kobe, a property owner in the affected area thanked the Commission for their support. The Hearing was closed to the public.

Vice-Chairman Yarbrough asked if LAFCO had received any oral or written protests. Mr. Williamson affirmed no oral or written protests had been received and explained the annexation is complete. A Certificate of Completion will be filed with the County, a description and map will be filed with the State Board of Equalization and closure is reached on this annexation.

- b. Preliminary Budget Fiscal Year 2016/2017 (Potential Action)

Mr. Williamson provided preliminary information for the Budget Year 2016/2017.

The hearing was opened to the public. Alternate Commissioner Fust had a question regarding employee expenses and asked that other expenses be listed on future budgets. The public hearing was closed to the public.

Motion to approve the Preliminary Budget for Fiscal Year 2016/2017 was presented by Commissioner Kehoe, seconded by Commissioner Giacomini and passed by the following votes:

Ayes: Fyten, Kehoe, Giacomini, Haynes, Morgan, Sullivan, Yarbrough
Noes: None
Abstain: None
Absent: Baugh

8. NEW BUSINESS

- a. Shasta LAFCO office move update (Informational)
Kathy Bull, Office Manager provided information on the move to East Street.
- b. Potential purchase of Software programs (Potential Action)
George Williams, provided information regarding the need for Commission approval to purchase needed software by using the Planwest credit card and allowing Mr. Williams to bill Shasta LAFCO for the amount paid.

Jim Underwood, General Counsel affirmed there was no procedural problems with this type of transaction. Commissioner Kehoe asked why LAFCO does not pay for software using its own account. Mr. Underwood explained the software can only be purchased via debit or credit card and previously the Commission directed that the Shasta LAFCO's debit card be cancelled for internal control reasons.

Commissioner Sullivan moved for approval and suggested minutes be somewhat specific on the details of approval in order to maintain transparency.

Commissioner Giacomini asked that a credit card receipt be received for reimbursement.

After discussion regarding valid reasons for LAFCO not having a credit card, Commissioner Kehoe said the situation had changed considerably and that the Commission should reconsider obtaining a credit card in the near future.

Motion to approve the Executive Officer to purchase software programs by using the Planwest credit card was presented by Commissioner Sullivan, seconded by Commissioner Haynes and passed by the following votes:

Ayes: Fyten, Giacomini, Haynes, Morgan, Sullivan, Yarbrough
Noes: Kehoe
Abstain: None
Absent: Baugh

9. OLD BUSINESS

No old business was provided.

10. EXECUTIVE OFFICER REPORT

- a. Special District Elections Information

Mr. Williamson explained that ballots will be sent to Special District members with a 60 day deadline to return ballots.

Commissioner Kehoe asked that Alternate Commissioner Fust share his concerns regarding the process. Mr. Williamson provided said information.

11. CLOSED SESSION

Pursuant to Government Code Sections 54957(b), the Commission entered into closed session at 9:55 a.m.

Return from closed session to open session at 10:47 a.m. Attorney Jim Underwood stated there was no reportable action.

12. COMMISSIONER ANNOUNCEMENTS

No announcements were provided.

13. STAFF ANNOUNCEMENTS

- a. Next Regular Meeting is scheduled for June 2nd at 9:00 a.m. located at the City of Anderson Council Chambers, 1887 Howard Street, Anderson, California.
- b. Potential future Executive Officer "Meet & Greet" with open house.

14. ADJOURNMENT

There being no further business, Chairman Morgan adjourned the meeting at 10:50 a.m.

ATTEST:

APPROVED:

Kathy Bull
Acting Clerk to the Commission

Stephen Morgan
Chairman

DATE: _____

DATE: _____