

# Shasta LAFCO

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## Local Agency Formation Commission of Shasta County

1670 Market Street, Suite 244, Redding, CA 96001

Phone: (530) 225-5558 Fax: (530) 225-5582 Web: [www.shasta.lafco.ca.gov](http://www.shasta.lafco.ca.gov)

## MINUTES

### Regular Meeting – January 6, 2005

(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.)

#### CALL TO ORDER/ROLL CALL/INTRODUCTION

Chairman Larry Russell called the meeting to order at 10:02 a.m. in the Board of Supervisors Chambers, Shasta County Courthouse, Redding, California. Roll was called:

Commissioners Present: Russell, Clarke, Miller, Webster, Farr

Commissioners Absent: Alternates: Bennett, Edwards

Staff Present: Executive Officer Beauchane, Clerk Christensen

#### PLEDGE OF ALLEGIANCE

Chairman Russell led the Pledge of Allegiance.

#### OPEN TIME

There were no requests to speak during Open Time.

#### CONSENT AGENDA

By motion made, seconded (Clarke, Miller), the Commission unanimously approved the following Consent Agenda:

A. Minutes/Previous Meeting: December 2, 2004 Minutes

B. Communications/Publications: None

C. Other: None

#### LEGISLATION

None at this time.

## **OPERATIONS & ADMINISTRATION**

### **A. Budget & Fiscal Affairs**

1. FY 2004-2005 – 2<sup>nd</sup> Quarter Claims Register (Information): Information only.
2. FY 2004-2005 – 2<sup>nd</sup> Quarter Payroll Register (Information): Information only.

**B. Personnel Matters**: None at this time.

**C. Policies & Procedures**: None at this time.

## **SPECIAL STUDIES/REPORTS**

**A. Municipal Services Reviews**: None at this time.

**B. Municipal Services Reviews: Status Report (Information)**:

Ms. Beauchane reported the MSR progress is continuing. The City of Redding continues to be the priority, although work has begun on several of the District MSRs as well. The City of Redding MSR is still projected to be released as an Administrative Draft for the City to review at the end of January. Ms. Beauchane will work with the City of Redding staff to correct various aspects of the report due to the large amount of information submitted. A corrected version of the MSR should be available in late February or early March. Ms. Beauchane has spoken with a consultant who has done work for various local agencies, including Happy Valley Fire Department and the City of Anderson. This could provide an opportunity for them to assist LAFCO in completing any number of MSRs if the need arose. Ms. Beauchane is recommending to the Commission that they consider this for an agenda item in February in order to review the MSR process to date, note the MSRs that are lacking completion, and consider the idea of using consultants to assist LAFCO in completing the MSR process if necessary.

There was a brief discussion of the consultant issue by the Commissioners, and it was decided that members of the Personnel Committee would meet to discuss this issue. Commissioner Russell suggested the committee include County and Special District Members, as the consultants would be used for the City MSRs. Commissioner Clarke asked to take Commissioner Fust's place on the committee. The committee will consist of Commissioner Clarke, Vice-Chairman Miller, Chairman Russell, and Executive Officer Beauchane. The consultant issue will be placed on the next month's agenda for discussion.

## **CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS**

**A. Annexation**: City of Anderson (Alexander, Bellevue, Pinewood Loop Area) (*Action*)

Ms. Beauchane brought to the attention of the Commission an excerpt from the September 2004 Minutes where in it was discussed whether annexations could be brought before the Commission before the MSRs were completed. It states: "By motion made, seconded (Mathena/Miller), the Commission voted unanimously to determine on an individual basis whether or not sufficient services were available to approve a requested annexation, even though a completed MSR had not yet been submitted by the entity."

Ms. Beauchane reported the application was submitted by the City of Anderson on behalf of landowner requests for extension of city services. The proposal does not have 100% consent of affected landowners; therefore, a public hearing is required. Annexation is requested in order to bring within the City boundaries 27 parcels, approximately 24 acres. Notice of the LAFCO hearing has been published in a newspaper of local circulation. Public notice was also mailed to property owners within the proposed annexation site, as well as those within 300 feet of the proposed boundary change. As of this date, there have been no inquiries or comments to LAFCO by landowners or other agencies in response to the LAFCO-issued Notice of Intent. Ms. Beauchane reported she has not identified any issues or unmet statutory requirements that would prohibit the Commission from taking action on the proposal. She did, however, conclude the proposed reorganization boundary warrants further discussion. Ms. Beauchane has proposed an alternative boundary (Alternate B) to the original proposal (Alternative A) of the applicant. Alternative B would add all of the private properties between Alexander, Little Street, Riverside Avenue, and the southbound Interstate 5 on-ramp. (Maps for Alternative A & B are available from the LAFCO staff.)

Chairman Russell opened the Public Hearing at 10:24 a.m.

Scott Morgan, City Manager for the City of Anderson complimented the LAFCO staff in the way the proposal has been laid out and the working relations they have had with LAFCO staff. Regarding the boundaries, this proposal was originally taken to the City Council and notice of a public hearing was provided to everyone shown in the larger area prior to application. At that hearing, the Council heard from the citizens in that area, and there was a substantial number, primarily on the east side, that did not want to be annexed into the City of Anderson. So in response to that hearing, the Council heard the citizens and understood there are citizens on the west side that do want to be annexed but citizens on the east side that do not. So in response to that public hearing and in response to the citizens, the City Council modified the boundaries to make it a smaller proposal. With respect to the LAFCO staff's Alternative B proposal, Mr. Morgan pointed out it is just slightly larger than their original proposal. The City Council had proposed the eastern boundary to be Little Street. He noted LAFCO staff included some areas that are private property parcels with substantial code enforcement items associated with them. He noted it would be the City's recommendation that if the Commission is interested in Alternative B that they go back to the original City application which would include those private properties which the City and County are spending a lot of resources on. It is the City's recommendation that the LAFCO Commission stay with the City's original proposal. He asked if the Commission were to consider expanding that area, it would be the City's second recommendation that it be kept to the City's original staff proposal, which would establish the eastern boundary along Little Street.

Harold Watega (Alexander Avenue) reported he is against the proposal and has a signed petition with many signatures of landowners from the Loop Street, Alexander Avenue, and Little Street areas that are also against the annexation. They are content with the services they receive from the County and do not wish to be under the city's rules and regulations.

Glen Rouse (Pinewood Avenue) reported he is in favor of the annexation and shared with the Commission various reasons why he is in favor of this annexation. He also shared comments from his neighbors. He stated there are septic system problems, low water levels, shallow wells in the area, and leach line problems. He submitted two colored coded maps showing Alternative A and B and those areas in favor of annexation and those opposed to the annexation. (Those maps can be seen at the LAFCO office.) Mr. Rouse stated he is in favor of Alternative A.

Silvia Altermatt (Pinewood Avenue) reported she has lived in the area for approximately 20 years and stated the wells and septic systems are too close together. The land in this area has never been supportive of septic systems. She has seen many changes in the neighborhood. The industrial use in the area makes water levels lower. She is in favor of the annexation. She asked the Commission to have mercy on the landowners that need this annexation. She is in favor of Alternative A as she felt Alternative B would be voted down.

Commissioner Farr asked how soon these services would be available. Scott Morgan answered water would be available in approximately 2 years, sewer service a little longer than that. He stated it is the goal of the city to interconnect the Altermatt well and the Ox Yoke well to the city system. They are looking into obtaining grants for this project.

Jim Whitsett (Little Street) commented he was opposed to the project. He lives at the far end of the road and would not even receive the services, due to the lines not running that far. He also stated a concern of increased traffic in the area if the proposal went through.

Chairman Russell closed the Public Hearing at 11:03 a.m. and commended the speakers and their neighbors for their civil ways in dealing with this issue.

Ms. Beauchane commented she appreciated the comments made at the Public Hearing. She will propose to the Commission to make changes in the LAFCO application process, which would include minutes from City or other such hearings to get a better overall picture of the project being proposed.

By motion made, seconded (Clarke/Webster), the Commission unanimously approved the City of Anderson (Alexander, Bellevue, Pinewood Loop Area) Alternative A annexation and adopts Resolution No. 05-01.

**B. Annexation:** Clear Creek CSD – Igo/Ono/Platina School District (*Action*)

Ms. Beauchane reported the application was submitted by the Clear Creek CSD on behalf of the Redding School District. Annexation is requested in order to bring within the CSD boundaries one parcel seeking water service. Ms. Beauchane is recommending approval of the annexation and Sphere of Influence Amendment, as requested, by the Commission and adopt Resolution No. 05-02.

Kurt Born from Clear Creek CSD reported they were approached by the Redding School District regarding annexation for water services for the Igo/Ono/Platina School. The school is in need of quality drinking water due to problems with the well at the school. Ms. Beauchane asked why just this parcel. Mr. Born responded no one else in the area has expressed an interest.

By motion made, seconded (Clarke/Farr), the Commission unanimously approved the Clear Creek CSD – Igo/Ono/Platina School District Annexation and adopts Resolution No. 05-02.

**C. Conducting Authority Proceedings – Public Hearing Required:** None

**OTHER BUSINESS**

None at this time.

**COMMISSIONER ANNOUNCEMENTS**

No Commissioner announcements at this time.

**STAFF ANNOUNCEMENTS**

Ms. Beauchane reported that at the February meeting, it would be time to discuss and review the mid-year budget. There may also be another annexation to consider. LAFCO will also be discussing the consultant issue for completing the MSRs. Ms. Beauchane will be in Monterey January 19-21 to plan for the upcoming CALAFCO Conference. There is also a proposition before the CALAFCO Board to bring the CALAFCO Conference to Redding in 2006. September is the next CALAFCO Conference to be held in Monterey. There will be more information on this at a later time.

The next Shasta LAFCO meeting will be held February 3, 2005 at 10:00 a.m.

**CLOSED SESSION**

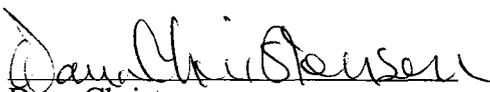
None

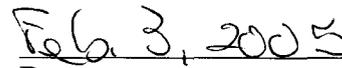
**CLOSED SESSION REPORT**

No Report.

**ADJOURNMENT**

There being no further business, Chairman Russell adjourned the meeting at 11:25 a.m.

  
Dana Christensen  
Shasta LAFCO Clerk

  
Date

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**Commissioners**

Patricia "Trish" Clarke (County) • Keith Webster (City) • Vacant (County)

Dan Gover (At Large) • Larry Farr (City) • Lynn Miller (Special Districts) • Larry Russell (Special Districts)

**Alternates:** Marvin Bennett (Special Districts) • John Mathena (City) • Vacant (County) • Jeffrey L. Edwards (At Large)

**Chairman:** Larry Russell • **Vice Chairman:** Lynn Miller

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### MINUTES

#### Regular Meeting - February 3, 2005

(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.)

#### CALL TO ORDER/ROLL CALL/INTRODUCTION

Chairman Larry Russell called the meeting to order at 10:05 a.m. in the Board of Supervisors Chambers, Shasta County Courthouse, Redding, California. Chairman Russell introduced and welcomed Mark Cibula as the newly appointed County Commissioner. Chairman Russell also announced that Linda Hartman would serve as the Alternate County Commissioner.

Commissioners Present: Russell, Clarke, Miller, Cibula, Farr, Gover  
(Commissioner Webster arrived at 10:17 a.m.)

Commissioners Absent: Alternates: Bennett, Edwards, Hartman, Mathena

Staff Present: Executive Officer Beauchane, Counsel Underwood,  
Clerk Christensen

#### PLEDGE OF ALLEGIANCE

Vice-Chairman Miller led the Pledge of Allegiance.

#### OPEN TIME

There were no requests to speak during Open Time.

#### CONSENT AGENDA

By motion made, seconded (Clarke, Miller), with Commissioner Cibula abstaining, the Commission approved the following Consent Agenda:

A. Minutes/Previous Meeting: January 6, 2005 Minutes

B. Communications/Publications: None

C. Other: None

## LEGISLATION

None at this time.

## OPERATIONS & ADMINISTRATION

### A. Budget & Fiscal Affairs

1. FY 2004-2005 – 2<sup>nd</sup> & 3<sup>rd</sup> Quarter Claims Registers (*Information*)
2. FY 2004-2005 – 3<sup>rd</sup> Quarter Payroll Register (*Information*)
3. FY 2004-2005 – Cost-Share Collection (*Information*): All but one Special District has paid the amounts due in full, as of January 15, 2005. The auditor is pursuing that district for payment, as the law directs.
4. FY 2004-2005 – Mid-Year Budget Review (*Action*): Ms. Beauchane reported on the status of the LAFCO Budget at mid-FY 2004/2005. A table listing the various expenditure and revenue accounts, the amount budgeted in each account for the year, the amount expended or received as of December 31, and the projected totals at fiscal year end was distributed to the Commissioners and Staff. Assuming no significant unanticipated expenses will develop over the remainder of the fiscal year, the LAFCO Budget is on track to end the year nearly at overall budget. A copy of the table can be acquired at the LAFCO office.

By motion made, seconded (Gover/Clarke), the Commission approved the Mid-Year Budget Report.

B. Personnel Matters: None at this time.

C. Policies & Procedures: None at this time.

## SPECIAL STUDIES/REPORTS

A. Municipal Services Reviews: None at this time.

B. Municipal Services Reviews: Status Report (Information): Ms. Beauchane reported the Redding MSR is nearing completion. Several maps and images are being formulated for inclusion. The Administrative Draft should be ready for printing within the next few weeks. At that point, the Administrative Draft will be reviewed by several key City staff members for data correction. The corrected version of the MSR will then be circulated and presented to the Commission.

A few Fire Districts have submitted their district histories. LAFCO staff is pursuing the additional histories and will begin work upon that MSR as soon as time is available.

Dependent on the Commission's recommendation regarding the hiring of consultants to complete MSRs, there may be significant changes in the MSR adoption schedule. This would reflect the Commission's desire to allow Cities or Special Districts to proceed with the MSR review as the information is provided.

## **CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS**

A. Annexation: None

B. Conducting Authority Proceedings - City of Anderson (Alexander, Bellevue, Pinewood Loop Area) Public Hearing Required: Executive Officer Beauchane advised that this is the time for a public hearing to determine the value of any written protests to Annexation: City of Anderson (Alexander, Bellevue, Pinewood Loop Area) as approved by the Commission on January 6, 2005. Notice of the public hearing was given as required by statute. Ms. Beauchane reported that no written protests have been received up to the time of the hearing.

Chairman Russell opened the public hearing at 10:15 am and called for any protests to the annexation as approved by LAFCO. Hearing none, Chairman Russell closed the hearing at 10:16 am and returned the matter to the Commission for action as the Conducting Authority.

By motion made, seconded (Clarke/Miller), and unanimously carried, the Conducting Authority adopted Resolution No. 05-03 ordering the annexation.

## **OTHER BUSINESS**

A. Committee Report and Recommended Action, Re: Hiring of Consultants to Complete MSRs (Action): Ms. Beauchane reported that at the January LAFCO meeting, the Commission authorized a Committee, made up of Commissioners Clarke, Miller, and Russell to investigate the hiring of consultants to complete MSRs. These MSRs would be funded either by the agency providing service or by developers working within the area. LAFCO staff reviewed comparable situations across the state and determined that at least eight LAFCOs have taken similar actions with positive results. The committee and staff propose the following: 1. Staff will draft and send a letter to the Cities and Independent Special Districts within the county, informing them that LAFCO will circulate an RFP and draft a contract to complete the MSR at bequest of the agency. 2. Shasta LAFCO policy will be amended to reflect such an opportunity. 3. At the March 2005 LAFCO meeting, the Commissioners will vote upon the draft policy and action steps as determined by staff and counsel.

By motion made, seconded (Clarke/Miller), the Commission agreed to have the Executive Officer proceed with the plan as indicated above.

## COMMISSIONER ANNOUNCEMENTS

Chairman Russell reported on an issue regarding the City Select Committee in which City LAFCO Commissioners are only able to vote on issues within their city boundaries. Executive Officer Beauchane and Counsel Underwood will check into this matter and place the item on the next agenda for report and possible action.

## STAFF ANNOUNCEMENTS

Ms. Beauchane reported the Form 700s are due by April 1, 2005 to the LAFCO office. Ms. Beauchane is working with the committee regarding the next CALAFCO Conference, which will be held in Monterey in September. The committee is working towards making this a more useful conference this year. She is also submitting a proposal to the CALAFCO Board to have the 2006 Conference in Redding.

**The next Shasta LAFCO meeting will be held March 3, 2005 at 10:00 a.m. in the new Administrative Building located at 1450 Court Street, Rm. 263 (Board of Supervisors Chambers).**

## CLOSED SESSION

None

## CLOSED SESSION REPORT

No Report.

## ADJOURNMENT

There being no further business, Chairman Russell adjourned the meeting at 10:33 a.m.

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Dana Christensen  
Shasta LAFCO Clerk

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Date

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### **Commissioners**

Patricia "Trish" Clarke (*County*) • Keith Webster (*City*) • Mark Cibula (*County*)

Dan Gover (*At Large*) • Larry Farr (*City*) • Lynn Miller (*Special Districts*) • Larry Russell (*Special Districts*)

**Alternates:** Marvin Bennett (*Special Districts*) • John Mathena (*City*) • Linda Hartman (*County*) • Jeff Edwards (*At Large*)

**Chairman:** Larry Russell • **Vice Chairman:** Lynn Miller

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### MINUTES

#### Regular Meeting - April 7, 2005

(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.)

#### CALL TO ORDER/ROLL CALL/INTRODUCTION

Chairman Larry Russell called the meeting to order at 10:00 a.m. in the Board of Supervisors Chambers, Shasta County Administrative Building, Redding, California.

Commissioners Present: Russell, Clarke, Bennett, Cibula, Farr, Gover, Webster

Commissioners Absent: Commissioner Miller  
Alternates: Edwards, Hartman, Mathena

Staff Present: Executive Officer Beauchane, Counsel Underwood,  
Clerk Christensen

#### PLEDGE OF ALLEGIANCE

Commissioner Webster led the Pledge of Allegiance.

#### OPEN TIME

There were no requests to speak during Open Time.

#### CONSENT AGENDA

By motion made, seconded (Clarke, Russell), and unanimously carried, the Commission approved the following Consent Agenda:

A. Minutes/Previous Meeting: February 3, 2005 Minutes

B. Communications/Publications: None

C. Other: None

#### LEGISLATION

None at this time.

## OPERATIONS & ADMINISTRATION

### A. Budget & Fiscal Affairs

1. FY 2004-2005 – 3<sup>rd</sup> Quarter Claims Registers (*Information*)
2. FY 2004-2005 – 3<sup>rd</sup> Quarter Payroll Register (*Information*)
3. Proposed Budget For FY 2005-2006; Public Hearing and Consideration for Adoption (*Action*): Ms. Beauchane reported on the status of the proposed LAFCO Budget. Assuming no significant unanticipated expenses will develop over the remainder of the fiscal year, LAFCO is on track to end the year on budget. As LAFCO is adopting the draft budget at such an early time in the year, many figures projected for the upcoming fiscal year will likely change prior to final budget adoption. Rising costs in Salaries and Benefits, as well as Central Services will most affect the FY 2005-06 Budget. Staff will work closely with the County Auditor's staff in the coming months to better define and specify the exact costs to be included in the Final Budget. A table listing the various expenditure and revenue accounts was distributed to the Commissioners and Staff. A copy of the table can be acquired at the LAFCO office. After some discussion among the Commissioners, Ms. Beauchane recommended the Commission adopt, as presented (with corrections as necessary), a draft budget.

The Public Hearing was opened at 10:31 a.m. There were no comments, so the Public Hearing was closed at 10:32 a.m.

By motion made, seconded (Gover/Farr), and unanimously carried, the Commission approved the Proposed LAFCO Budget for FY 2005-2006.

B. Personnel Matters: None at this time.

C. Policies & Procedures: Consultant Policy for MSRs (*Action*): Ms. Beauchane reported that at the February LAFCO meeting, the Commission directed staff and counsel to draft policy regarding the possibility of consultants completing the MSR process. Attached is the draft policy as drafted by Commission Counsel Underwood. Ms. Beauchane suggested a simple addition to the policy in order to deal with the following scenario: *How to handle those MSRs, which have arrived and may arrive in the future which have been substantially completed by consultants without having gone through the LAFCO consultant selection process as suggested for adoption.* It is the position of the LAFCO Executive Officer that a District can hire a consultant to do significant work on the MSR – if the submission is considered the response to the LAFCO Request for Information (RFI). LAFCO then maintains control over editing, content, and findings. It is basically perceived as a more complete response to the RFI. In order for this to work, the details of authorship and ownership must be discussed and agreed to between the District and their consultant. The response must then be submitted electronically as a document for LAFCO staff to access and manipulate. After some discussion with the Commission, it was agreed that the draft policy drafted by Counsel Underwood would be adopted without modifications. The Staff Report with Ms. Beauchane's addition outlined in the Staff Report would be included in the cover letter.

By motion made, seconded (Clarke/Gover), and unanimously carried, the Commission approved the Consultant Policy drafted by Counsel Underwood without modifications.

## **SPECIAL STUDIES/REPORTS**

A. Municipal Services Reviews: None at this time.

B. Municipal Services Reviews: Status Report (Information): Ms. Beauchane reported the working draft of the Redding MSR has been transmitted to various staff members at the City of Redding. She has asked those individuals to make any material corrections and return the document to her as soon as possible. Once those corrections are made, it will be noticed and the draft will be circulated for comments. In the past several days, LAFCO has received MSR responses from the Happy Valley Fire District and the Anderson Fire District. Ms. Beauchane is currently reviewing both for completion and will begin working those towards the LAFCO adoption process. Both responses were in a format that is very close to a final draft version. Ms. Beauchane added that both districts should be commended for their work and dedication to the process. With two strong examples of Fire District MSRs, the rest of the districts should have a much easier time adhering to the information request and submission process. LAFCO has heard from several entities that are interested in having a consultant complete the MSR process and are anxious to see the LAFCO policy established.

## **CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS**

A. Annexation: 05-01 - CSA #17 Cottonwood Sewer - Adams (*Action*): Ms. Beauchane reported this proposal is to annex contiguous territory to CSA #17 - Cottonwood Sewer. The application was submitted by the CSA on behalf of the property owners. Annexation is requested in order to bring within the CSA boundaries three parcels seeking sewer service. The proposed annexation has 100% consent of the landowners. No public hearing is required. There have been no inquiries to LAFCO by landowners or other agencies in response to the LAFCO-issued Notice of Intent. The application is complete in its components, in compliance with the statutory filing requirements, and consistent with Shasta LAFCO's policies relative to changes of organization and reorganization. It is therefore, recommended the Commission approve and adopt Resolution No. 05-04 which: determines that the proposal is consistent with the provision and factors to be considered under Sections 56425 and 56668 of the LAFCO statute; ratifies the Negative Declaration prepared by the CSA #17 - Cottonwood Sewer; approves Annexation 05-01: CSA #17 Cottonwood Sewer (Adams); establishes the approved acreage and uninhabited designation; designates responsibility for preparation of documents and fees for filing with the State Board of Equalization; waives the requirement for Conducting Authority proceedings; and directs that copies of the resolution be mailed as required by statute.

By motion made, seconded (Clarke/Cibula), and unanimously carried, the Commission approved the Annexation 05-01 - CSA #17 Cottonwood Sewer (Adams) and adopts Resolution No. 04-04.

B. Conducting Authority Proceedings: None

**OTHER BUSINESS**

None at this time.

**COMMISSIONER ANNOUNCEMENTS**

None at this time.

**STAFF ANNOUNCEMENTS**

Ms. Beauchane announced the LAFCO staff would be attending the CALAFCO Staff/Clerk Conference April 19-22 in Bakersfield. The LAFCO Office will be closed April 19-22. Ms. Beauchane, along with the Bureau of Land Management, will be presenting a workshop on GIS Mapping. She will also be seated on a panel discussion regarding MSRs.

Ms. Beauchane announced that Shasta LAFCO has quite a few projects coming up within the year.

The next meeting will be held May 5, 2005.

**CLOSED SESSION**

None

**CLOSED SESSION REPORT**

No Report.

**ADJOURNMENT**

There being no further business, Chairman Russell adjourned the meeting at 11:17 a.m.

  
Dana Christensen  
Shasta LAFCO Clerk

5/5/05  
Date

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**Commissioners**

Patricia "Trish" Clarke (County) • Keith Webster (City) • Mark Cibula (County)

Dan Gover (At Large) • Larry Farr (City) • Lynn Miller (Special Districts) • Larry Russell (Special Districts)

**Alternates:** Marvin Bennett (Special Districts) • John Mathena (City) • Linda Hartman (County) • Jeff Edwards (At Large)

**Chairman:** Larry Russell • **Vice Chairman:** Lynn Miller

## MUNICIPAL SERVICES REVIEWS

### PROPOSED CONSULTANT ENGAGEMENT POLICY AND PROCEDURE

Policy: The following would be added to Chapter 5 of Shasta LAFCO Policies and Procedures, Section 2.

**2.3 Engagement of Consultants.** Shasta LAFCO recognizes that some affected local agencies may desire to expedite the preparation of proposed municipal service reviews for LAFCO consideration. It is the intent of Shasta LAFCO to minimize municipal service review preparation, review and approval time, utilizing LAFCO staff to the extent possible and considering the policies and procedures stated in this Chapter, but when requested by an affected local agency because other LAFCO priorities and staff constraints may otherwise delay review completion benefitting a particular local agency, an independent consultant may be engaged by LAFCO to assist with the preparation of such a review, as provided in this Chapter.

Procedure: The following would be added to Chapter 5 of Shasta LAFCO Policies and Procedures, Section 3.

**3.10. Consultant Selection Process.** The following procedures shall be adhered to when an interested local agency desires to have an independent consultant assist in the preparation of a municipal service review.

**3.10.1. Applicant Notification.** Any local agency seeking to have LAFCO engage a consultant for the purpose of preparing a proposed review shall notify the Executive Officer in writing of such intent. Following such notice, and if the Executive Officer determines that a review is then needed for the affected agency, the applicant agency will be so notified in writing. That notice will inform the applicant of the review requirement, issues which need to be addressed in the review, and the consultant selection process that will be used by LAFCO. LAFCO will be solely responsible for distributing Requests for Proposals (RFPs).

**3.10.2. Deposit of Funds.** Upon the selection of prospective consultants to be sent an RFP, but before actual preparation of the RFP documents, the applicant agency shall deposit funds sufficient to pay for estimated LAFCO staff costs for preparation of the RFP. Estimates of staff costs shall be based on current labor and material rates.

**3.10.3. Preparation of RFP.** Subsequent to notification of the applicant and upon the deposit of funds as provided in Section 3.10.2, the Executive Officer will prepare the RFP and mail it to a minimum of three (3) qualified consultants. The Executive Officer may select additional qualified consulting firms to be sent an RFP if it is determined that a wider range of potential consultant responses are appropriate due to the nature or complexity of the proposed review.

**3.10.4. Submission of Proposals.** Consultant proposals shall be submitted directly to the Executive Officer by the date specified in the RFP.

-A- ACCT. NO.	-B- OBJECT LEVEL/ ACCOUNT	-C- FY 03-04 BUDGET	-D- FY 03-04 ACTUAL	-E- FY 04-05 BUDGET	-F- FY 04-05 YTD ACTUAL TO 12/31/04	-G- FY 04-05 PROJECTED TO 6/30/05	-H- FY 05-06 DRAFT BUDGET
<b>EXPENDITURES</b>							
<b>Salaries &amp; Benefits</b>							
11000	Regular Salaries	\$98,630	\$52,825	\$67,812	\$37,315	\$80,630	\$96,756
----	Management Stipend	\$0	\$0	\$0	\$0	\$0	
----	Admin. Leave Payment	\$0	\$0	\$0	\$0	\$0	
	Termination/Special Pay	\$0	\$17,984	\$0	\$0	\$0	
18100	Employer Share - OASDI	\$7,550	\$5,368	\$5,188	\$2,802	\$5,603	\$6,724
18201	Employer Share - Retirement	\$5,850	\$2,841	\$4,139	\$3,939	\$7,879	\$9,455
18300	Employer Share - Health Ins.	\$3,150	\$3,238	\$13,087	\$6,046	\$12,093	\$14,511
18400	Employer Share - Unemp. Ins.	\$500	\$267	\$716	\$279	\$558	\$669
18500	Workers Comp. - Exposure	\$1,620	\$1,091	\$2,035	\$795	\$1,591	\$1,909
	<b>Total Salaries &amp; Benefits</b>	<b>\$117,300</b>	<b>\$83,612</b>	<b>\$92,977</b>	<b>\$51,177</b>	<b>\$108,353</b>	<b>\$130,024</b>
<b>Services &amp; Supplies</b>							
32500	Communications	\$1,250	\$873	\$1,250	\$478	\$1,000	\$1,000
32900	Household Expense	\$280	\$368	\$600	\$146	\$300	\$500
33102	Liability Ins. - Exposure	\$455	\$279	\$500	\$172	\$350	\$500
33103	Miscellaneous Insurance	\$15	\$0	\$20	\$0	\$20	\$20
33105	Liability Ins. - Experience	\$15	\$12	\$14	\$7	\$15	\$15
33700	Maintenance of Structures	\$250	\$146	\$250	\$0	\$250	\$250
34100	Memberships	\$1,340	\$1,340	\$1,340	\$1,368	\$1,368	\$1,368
	Office Expense		\$35				
34501	Office Expense - Supplies	\$4,500	\$1,839	\$4,500	\$409	\$2,000	\$2,500
34502	Office Expense - ID Mail	\$1,500	\$731	\$1,500	\$357	\$1,500	\$1,500
34503	Office Expense - Printing	\$1,500	\$519	\$1,500	\$0	\$1,500	\$1,500
34701	Professional Svcs. - Counsel	\$7,500	\$5,487	\$7,500	\$3,285	\$7,500	\$7,500
34702	Professional Svcs. - Engineering	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
34703	Professional Svcs. - Elections	\$250	\$0	\$250	\$0	\$250	\$250
34704	Professional Svcs. - Planning	\$500	\$0	\$500	\$0	\$500	\$500
****	Personnel Reserve			\$17,975	\$0	\$12,818	\$0
34705	Information Systems - Service	\$3,500	\$3,212	\$3,500	\$1,508	\$3,500	\$3,500
34706	Professional Svcs. - Other	\$8,000	\$28,311	\$8,000	\$180	\$8,000	\$10,000
	Pre-employment Screening		\$101				
34900	Publications/Legal Notices	\$1,250	\$518	\$1,250		\$1,250	\$1,250
35100	Rents & Leases - Equipment	\$2,500	\$2,441	\$2,500	\$1,288	\$2,500	\$2,500
35300	Rents & Leases - Structures	\$9,345	\$9,344	\$9,345	\$4,788	\$9,345	\$9,345
35500	Small Tools & Equipment	\$500	\$0	\$500	\$107	\$500	\$500
35590	Information Systems - Software	\$250	\$438	\$250	\$0	\$250	\$250

# Shasta LAFCO

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## Local Agency Formation Commission of Shasta County

1670 Market Street, Suite 244, Redding, CA 96001

Phone: (530) 225-5558 Fax: (530) 225-5582 Web: [www.shasta.lafco.ca.gov](http://www.shasta.lafco.ca.gov)

## MINUTES

### Regular Meeting - May 5, 2005

(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.)

### CALL TO ORDER/ROLL CALL/INTRODUCTION

Chairman Larry Russell called the meeting to order at 10:03 a.m. in the Board of Supervisors Chambers, Shasta County Administrative Building, Redding, California.

Commissioners Present: Russell, Bennett, Cibula, Farr, Gover, Webster

Commissioners Absent: Commissioner Miller, Clarke  
Alternates: Edwards, Hartman, Mathena

Staff Present: Executive Officer Beauchane, Counsel Underwood,  
Clerk Christensen

### PLEDGE OF ALLEGIANCE

Commissioner Cibula led the Pledge of Allegiance.

### OPEN TIME

There were no requests to speak during Open Time.

### CONSENT AGENDA

By motion made, seconded (Farr, Webster), and unanimously carried, the Commission approved the following Consent Agenda:

A. Minutes/Previous Meeting: April 7, 2005 Minutes

B. Communications/Publications: None

C. Other: None

### LEGISLATION

Ms. Beauchane reported on the current legislative session regarding the current and anticipated legislative efforts as well as a review of positions adopted by the CALAFCO Board's Legislative Advisory Committee. A copy of this report can be obtained at the Shasta LAFCO office. It was Ms. Beauchane's recommendation that the Commission not take action at this time regarding these bills, but review this document and adopt the position of the CALAFCO Board at some point in the future.

## **OPERATIONS & ADMINISTRATION**

### A. Budget & Fiscal Affairs

1. FY 2004-2005 – 3<sup>rd</sup> & 4<sup>th</sup> Quarter Claims Registers (*Information*)
2. FY 2004-2005 – 4<sup>th</sup> Quarter Payroll Register (*Information*)
3. Draft Budget Update For FY 2005-2006 (*Information/Possible Action*): Ms. Beauchane reported the Draft Budget that was adopted April 7, 2005 was based largely on estimated costs. Since then, figures for Salaries and Benefits have been more accurately estimated. Those new estimates are shown in the blue highlighted cells on the budget chart. Another area for concern upon adoption was the drastic increase in A-87 charges. Those are costs that are incurred in prior fiscal years (two years past). The dramatic increase bears much concern for LAFCO's total operating expenses and the independent nature of the agency. Ms. Beauchane has done some research and has had discussions with the Auditor regarding some of those costs. Ms. Beauchane respectfully requests that the Commission appoint a committee to review the A-87 costs and provide a recommendation to the Commission prior to the adoption of the 2005-2006 Final Budget. After some discussion among the Commissioners and Staff, the Commission unanimously agreed to appoint a committee to review the A-87 costs prior to adopting a final budget. Mark Cibula and Larry Farr will serve on the committee along with Ms. Beauchane, Executive Officer for LAFCO, and Jim Underwood, Counsel for Shasta LAFCO. Copies of the Draft Budget and the A-87 Costs Chart can be obtained at the Shasta LAFCO office.

B. Personnel Matters: None at this time.

C. Policies & Procedures: None at this time.

## **SPECIAL STUDIES/REPORTS**

A. Municipal Services Reviews: None at this time.

B. Municipal Services Reviews: Status Report (*Information*): Ms. Beauchane reported the current MSR work is focused on several areas: reviewing and revising the City of Redding MSR, providing information and input to the City of Anderson MSR, reviewing and drafting changes to the Happy Valley Fire District MSR, and drafting the Administrative draft for Anderson Fire Protection District. Assistance is also being provided to the Cottonwood Water District, Bella Vista Water District, and quite a few other Districts that are in the process of submitting and updating the data. Ms. Beauchane reported acquiring accurate data and correct mapping is still proving difficult. She is researching the GIS capability

within the County and has had to shift focus towards getting accurate maps for several different entities. This will continue to be a priority until boundaries are clearly defined through this process. Ms. Beauchane anticipates the adoption of three MSRs by July with several others to follow in September and October. LAFCO is on track to complete the MSR process of willing and motivated agencies by the end of 2005. Additional resources may be required to complete those entities, which are not providing timely and accurate data in early 2006.

## **CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS**

A. Out of Agency Service Agreements: Ms. Beauchane reported that in building the new elementary school site, the Cottonwood Union School District would need to seek services via annexation to the Cottonwood Water District and the Shasta County Service Area #17. At this point, due to time constraints and financing requirements, it is recommended that the commission approve an Out of Agency Service Agreement for each entity.

Mr. Wayne Nadon, Superintendent, Cottonwood Union School District, presented his report on why an Out of Agency Service Agreement was needed. Due to State funding constraints and time constraints, it is necessary, prior to annexation, to have sewer and water services in place as construction begins this summer.

Ms. Beauchane recommends the agreements be approved as presented subject to completion of the MSR for Cottonwood Water District and annexation within a time period of one year.

By motion made, seconded (Gover/Webster), with Commissioner Farr voting no, the Commission approved the Out of Agency Service Agreements for Cottonwood Union School District and Shasta County Sewer (CSA #17) and Cottonwood Union School District and Cottonwood Water District.

B. Conducting Authority Proceedings: None

## **OTHER BUSINESS**

None at this time.

## **COMMISSIONER ANNOUNCEMENTS**

Commissioner Webster reported Anderson has four new subdivisions going in. He mentioned the Record Searchlight article this past week listing Anderson as the fastest growing city in California for the past two years in a row.

## **STAFF ANNOUNCEMENTS**

Ms. Beauchane reported her and Dana attended the CALAFCO Staff/Clerk Conference in Bakersfield. There was a lot of valuable information presented. Redding was presented as a possible site for the next conference, but it was determined a more central location would be more appropriate in regards to travel issues.

The next meeting will be held June 2, 2005.

**CLOSED SESSION**

None

**CLOSED SESSION REPORT**

No Report.

**ADJOURNMENT**

There being no further business, Chairman Russell adjourned the meeting at 11:03 a.m.

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Dana Christensen  
Shasta LAFCO Clerk

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Date

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**Commissioners**

Patricia "Trish" Clarke (*County*) • Keith Webster (*City*) • Mark Cibula (*County*)

Dan Gover (*At Large*) • Larry Farr (*City*) • Lynn Miller (*Special Districts*) • Larry Russell (*Special Districts*)

**Alternates:** Marvin Bennett (*Special Districts*) • John Mathena (*City*) • Linda Hartman (*County*) • Jeff Edwards (*At Large*)

**Chairman:** Larry Russell • **Vice Chairman:** Lynn Miller

# Shasta LAFCO

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## Local Agency Formation Commission of Shasta County

1670 Market Street, Suite 244, Redding, CA 96001

Phone: (530) 242-1112 Fax: (530) 242-1113 Web: [www.shasta.lafco.ca.gov](http://www.shasta.lafco.ca.gov)

## MINUTES

### Regular Meeting - June 2, 2005

(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.)

#### CALL TO ORDER/ROLL CALL/INTRODUCTION

Chairman Larry Russell called the meeting to order at 10:04 a.m. in the Board of Supervisors Chambers, Shasta County Administrative Building, Redding, California.

Commissioners Present: Russell, Clarke, Cibula, Farr, Gover, Miller, Webster

Commissioners Absent: Alternates: Edwards, Hartman, Mathena, Bennett

Staff Present: Executive Officer Beauchane, Clerk Christensen

Counsel Jim Underwood was absent. His associate, Elizabeth Johnson was introduced to the Commission and filled in for Mr. Underwood.

#### PLEDGE OF ALLEGIANCE

Commissioner Clarke led the Pledge of Allegiance.

#### OPEN TIME

There were no requests to speak during Open Time.

#### CONSENT AGENDA

By motion made, seconded (Gover, Webster), with Commissioners Clarke and Miller abstaining, the Commission approved the following Consent Agenda with the following correction to the Minutes:

Page 3, in the motion, should read, "with Commissioner Farr voting no"

A. Minutes/Previous Meeting: May 5, 2005 Minutes

B. Communications/Publications: CALAFCO Publication, "The Sphere"

C. Other: None

## LEGISLATION

None at this time.

## OPERATIONS & ADMINISTRATION

### A. Budget & Fiscal Affairs

1. FY 2004-2005 – 4<sup>th</sup> Quarter Claims Register (*Information*)
2. FY 2004-2005 – 4<sup>th</sup> Quarter Payroll Register (*Information*)
3. Report from Committee, re: A-87 Charges and Contract with Shasta County (*Information/Possible Action*): On May 26, 2005, Commissioners Cibula and Farr along with Shasta County Auditor Rick Graham and Assistant Auditor Connie Regnell met with Ms. Beauchane to discuss the rising A-87 costs and the implications for LAFCO, particularly as LAFCO prepares to renew or renegotiate its current contract with Shasta County for certain services. A summary explanation of the A-87 costs was given to the Commissioners and staff. (A copy of this report may be obtained at the LAFCO office.) One of the main issues is the conception that LAFCO employees are Shasta County employees. Under the Government Code Section 56000 it states that LAFCO employees are employees of the Commission. When Shasta LAFCO was researching their options to gain independence in 2001, many outside contracts for service were investigated. At the time, the decision to contract with Shasta County was made for various reasons. Current LAFCO staff has made some calls and received some general quotes for doing business with a variety of entities that provide bookkeeping, payroll, benefits, and auditing. Ms. Beauchane reports the time is ripe for continued discussion regarding how Shasta LAFCO administers their business and requests direction from the Commission to further research outside services, including, but not limited to: independent personnel/payroll/benefit administrators, contracts with other independent agencies (Cities or Special Districts), JPAs with other LAFCOs, and the role of CALAFCO in the continued discussions of independence. After some discussion among the Commissioners, it was determined the Committee would meet again before the next LAFCO meeting and discuss various options and bring recommendations back to the Commission. Ms. Beauchane will gather all the necessary information and set up a meeting time and notify those on the Committee.
4. FY 2005-2006 Proposed Final Budget; Public Hearing and Consideration for Adoption (*Action*): Ms. Beauchane presented a summary report of all line items for the Final Budget for FY 2005-2006 proposed for adoption. (A copy of this report may be obtained at the Shasta LAFCO office.) After some discussion among the Commission and Staff, the Public Hearing was opened at 10:32 a.m. There were no requests to speak, so the Public Hearing was closed.

By motion made, seconded (Clarke, Miller), the Commission unanimously adopted the Shasta LAFCO Final Budget for FY 2005-2006.

B. Personnel Matters: None at this time.

C. Policies & Procedures: None at this time.

## **SPECIAL STUDIES/REPORTS**

A. Municipal Services Reviews: None at this time.

B. Municipal Services Reviews: Status Report (Information): Ms. Beauchane reported the current MSR work is focused on several areas: reviewing and revising the City of Redding MSR, providing information and input to the City of Anderson MSR, reviewing and drafting changes to the Happy Valley Fire District MSR, and drafting the Administrative Draft for Anderson Fire Protection District. Assistance is also being provided to the Cottonwood Water District, Bella Vista Water District, and quite a few other districts that are in the process of submitting and updating the data. Ms. Beauchane anticipates CEQA procedures to begin shortly and for the Commission to follow with action soon thereafter.

## **CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS**

A. Annexation: 05-02 Clear Creek CSD (West Valley High School): Ms. Beauchane reported the application was submitted by the CSD on behalf of a property owner. Annexation is requested in order to bring within the CSD boundaries thirty-seven parcels seeking water service. This project needs to be re-noticed to property owners that are contiguous to the annexing area. Ms. Beauchane, respectfully, requests the Commission continue this item to the next LAFCO meeting in order to be in compliance with noticing requirements. The list of property owners provided did not list all property owners within a 300 ft. boundary.

The Commission agreed to continue this matter to the next LAFCO meeting.

B. Conducting Authority Proceedings: None

## **OTHER BUSINESS**

None at this time.

## **COMMISSIONER ANNOUNCEMENTS**

Commissioner Gover invited everyone to the SRCAF Annual Board Meeting and BBQ to be held that evening at the Gover Ranch at 5:30 p.m. Commissioner Webster reported the City of Anderson would have a record month in June for building permits.

## **STAFF ANNOUNCEMENTS**

Ms. Beauchane reported that scheduling conflicts required changing the regular July meeting to a special meeting date. After some discussion among the Commissioners, it was decided that due to conflicting schedules in July, the July meeting would be cancelled and the next meeting would be August 4, 2005, with the flexibility to schedule a special meeting if the need arises.

**CLOSED SESSION**

None

**CLOSED SESSION REPORT**

No Report.

**ADJOURNMENT**

There being no further business, Chairman Russell adjourned the meeting at 10:44 a.m.



Dana Christensen  
Shasta LAFCO Clerk

8/5/05  
Date

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**Commissioners**

Patricia "Trish" Clarke (*County*) • Keith Webster (*City*) • Mark Cibula (*County*)

Dan Gover (*At Large*) • Larry Farr (*City*) • Lynn Miller (*Special Districts*) • Larry Russell (*Special Districts*)

**Alternates:** Marvin Bennett (*Special Districts*) • John Mathena (*City*) • Linda Hartman (*County*) • Jeff Edwards (*At Large*)

**Chairman:** Larry Russell • **Vice Chairman:** Lynn Miller

# Shasta LAFCO

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## Local Agency Formation Commission of Shasta County

1670 Market Street, Suite 244, Redding, CA 96001

Phone: (530) 242-1112 Fax: (530) 242-1113 Web: [www.shasta.lafco.ca.gov](http://www.shasta.lafco.ca.gov)

### MINUTES

#### Regular Meeting - August 4, 2005

(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.)

#### CALL TO ORDER/ROLL CALL/INTRODUCTION

Chairman Larry Russell called the meeting to order at 10:03 a.m. in the Board of Supervisors Chambers, Shasta County Administrative Building, Redding, California.

Commissioners Present: Russell, Cibula, Farr, Webster, Bennett  
(Commissioner Gover arrived at 10:24 a.m.)

Commissioners Absent: Miller, Clarke

Staff Present: Executive Officer Beauchane, Clerk Christensen, Counsel Elizabeth Johnson

#### PLEDGE OF ALLEGIANCE

Commissioner Farr led the Pledge of Allegiance.

#### OPEN TIME

There were no requests to speak during Open Time.

#### CONSENT AGENDA

By motion made, seconded (Farr, Cibula), the Commission approved the following Consent Agenda :

A. Minutes/Previous Meeting: June 2, 2005 Minutes

B. Communications/Publications: Letter from Bruce Alexander to Cottonwood Water District

C. Other: None

#### LEGISLATION

Ms. Beauchane reported on AB 1746.

## OPERATIONS & ADMINISTRATION

### A. Budget & Fiscal Affairs

1. FY 04/05 4<sup>th</sup> Qtr. Claims Register & FY 05/06 1<sup>st</sup> Qtr. Claims Register (*Information*)
2. FY 04/05 4<sup>th</sup> Qtr. Payroll Register & FY 05/06 1<sup>st</sup> Qtr. Payroll Register (*Information*)
3. Report from Committee, re: A-87 Charges and Contract with Shasta County (*Information/Possible Action*): On July 20, 2005, Sub-Committee members Mark Cibula and Larry Farr met with Executive Officer and LAFCO Counsel Jim Underwood to discuss the A-87 Costs and Contract with Shasta County. They discussed recent communication that the Executive Officer had with other LAFCO staff across the state and PERS representatives regarding the inclusion of LAFCO employees in the County PERS contract. As a result, staff believes that Shasta LAFCO will have no choice but to pursue their own PERS account and designation within the next year. The Committee directed staff to continue in research and to request the necessary documentation from PERS to begin that process. This process may take anywhere from 8-12 months to complete. The target completion date will be July 1, 2006. The Executive Officer was also asked to contact California Special Districts Association Risk Management Division regarding Errors and Omissions coverage and the associated cost. The Sub-Committee will meet again in approximately four months to review the situation with PERS and make further determinations about future contracting with the County (or other agency) and other areas of possible change, such as accounting, auditing, and insurance. Staff was also directed to meet with CALAFCO staff to determine their role in this type of situation. Ms. Beauchane is scheduled to facilitate such a discussion at the CALAFCO Annual Meeting in Monterey on September 9<sup>th</sup>.)
4. Legal Counsel Agreement (*Action*): Ms. Beauchane reported it is time to renew the contract for Legal Counsel and recommends approval of the new agreement for FY 2005-2006. A letter regarding the renewal as well as Elizabeth Johnson replacing Jim Underwood as lead Counsel for LAFCO was given to the Commissioners. There was some discussion among the Commissioners regarding the contract. It was confirmed there would be no raise in fees. There would also be no additional charge for Ms. Johnson commuting from Weaverville to Redding. It was also clarified that Ms. Johnson would indeed be the lead Counsel for Shasta LAFCO.

By motion made and seconded (Webster, Cibula), the Commission unanimously approved the agreement with amended changes of no charge for travel time and Ms. Johnson being the lead Counsel.

5. LAFCO/County Administrative Services Agreement (*Action*): Ms. Beauchane reported it is time to renew the Contract for County Services for the current FY 2005-2006. A revised copy of the contract was distributed to the Commissioners, Staff, and Counsel at the meeting. There was some discussion regarding the revisions, which were: Number 6 had an underlined change of "shall be the employer of all such employees," added, and Number 10 was added regarding a "termination clause." After some discussion and some concerns over what the changes to Number 6 may do to our PERS benefits at the present time, it was decided that the change on Number 6

would be left out at this time until Counsel can look into this further and the Termination Clause be added to the contract.

By motion made and seconded (Gover, Farr), the Commission unanimously approved the County Contract with the amended change of a Termination Clause be added and the change to Number 6 be left out at this time.

B. Personnel Matters: Public Employee Performance Evaluation (pursuant to Government Code Section 54954.5 (e.) LAFCO Executive Officer: See Closed Session (Agenda Item 12): Ms. Beauchane requested this item be continued to the September meeting and the Commission agreed to do this.

C. Policies & Procedures: None at this time.

### **SPECIAL STUDIES/REPORTS**

A. Municipal Services Reviews: None at this time.

B. Municipal Services Reviews: Status Report (Information): Ms. Beauchane reported the current MSR work is moving forward and should produce some completed MSR's by September and more to follow in the next few months.

### **CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS**

A. Annexation: 05-02 Clear Creek CSD (West Valley High School): Ms. Beauchane reports the application was submitted by the CSD on behalf of various property owners. This is a proposal to annex contiguous territory and to concurrently amend the Sphere of Influence to Clear Creek CSD. Annexation is requested in order to bring within the CSD boundaries thirty-seven parcels seeking water service. The proposed annexation does not have 100% certified consent of the landowners, so Shasta LAFCO is required by statute and by its locally adopted procedures to give notice and conduct a public hearing. Notice for this hearing has been mailed out to all property owners within the proposed annexation area, as well as those within a 100-foot area of the proposed change. Notice was also published in the Record Searchlight on July 10, 2005. As of the issuance of this report, there has been only one comment received from landowners or other agencies in response to the LAFCO-issued Notice of Intent. The comment did not indicate whether in favor or not of the proposal, rather spoke to the issue of fees. Ms. Beauchane is recommending approval of the Annexation and Sphere of Influence Amendment as requested.

Chairman Larry Russell opened the Public Hearing for comment at 10:53 a.m. Kurt Born from the Clear Creek CSD presented a letter to the Commission from a landowner that was received after the proposal was accepted by LAFCO. He added there are no other services available for this area except to drill wells. Cottonwood Water District has no desire at this time to expand their services that far.

There were no other requests to speak. The Public Hearing was closed at 10:55 a.m.

By motion made, seconded, (Cibula, Webster), the Commission unanimously approved the Annexation and Sphere Amendment for Annexation 05-02 Clear Creek CSD (West Valley High School) and adopted Resolution 05/06.

B. Conducting Authority Proceedings: None

### OTHER BUSINESS

None at this time.

### COMMISSIONER ANNOUNCEMENTS

None at this time.

### STAFF ANNOUNCEMENTS

Ms. Beauchane announced she would be attending the Annual CALAFCO Conference, which will be held in September in Monterey. She reported there were some difficulties in disconnecting with the County Server. County IT will work with LAFCO to fix the problems and charge us an hourly rate for their services. Ms. Beauchane also reported she did a LAFCO presentation with the Grand Jury this past week and got some good feedback from this. There are also several projects in the works including some district consolidations.

The next LAFCO Meeting will be September 1, 2005.

### CLOSED SESSION

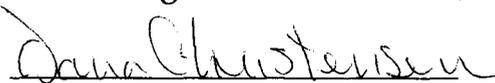
None

### CLOSED SESSION REPORT

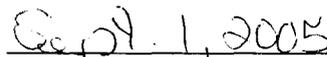
None

### ADJOURNMENT

There being no further business, Chairman Russell adjourned the meeting at 11:05 a.m.



Dana Christensen  
Shasta LAFCO Clerk



Date

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#### Commissioners

Patricia "Trish" Clarke (County) • Keith Webster (City) • Mark Cibula (County)

Dan Gover (At Large) • Larry Farr (City) • Lynn Miller (Special Districts) • Larry Russell (Special Districts)

Alternates: Marvin Bennett (Special Districts) • John Mathena (City) • Linda Hartman (County) • Jeff Edwards (At Large)

Chairman: Larry Russell • Vice Chairman: Lynn Miller

# Shasta LAFCO

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## Local Agency Formation Commission of Shasta County

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Phone: (530) 242-1112 Fax: (530) 242-1113 Web: [www.shasta.lafco.ca.gov](http://www.shasta.lafco.ca.gov)

### MINUTES

#### Regular Meeting - September 1, 2005

(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.)

#### CALL TO ORDER/ROLL CALL/INTRODUCTION

Vice Chairman Lynn Miller called the meeting to order at 10:00 a.m. in the Board of Supervisors Chambers, Shasta County Administrative Building, Redding, California.

Commissioners Present: Miller, Clarke, Cibula, Farr, Webster

Commissioners Absent: Russell, Gover

Staff Present: Executive Officer Mickelson, Clerk Christensen, Counsel Elizabeth Johnson

#### PLEDGE OF ALLEGIANCE

Commissioner Webster led the Pledge of Allegiance.

#### OPEN TIME

There were no requests to speak during Open Time.

#### CONSENT AGENDA

By motion made, seconded (Farr, Webster), the Commission approved the following Consent Agenda :

A. Minutes/Previous Meeting: August 4, 2005 Minutes

B. Communications/Publications: CALAFCO Newsletter: The Sphere

C. Other: None

#### LEGISLATION

Executive Officer Mickelson reported on the CALAFCO Omnibus Bill. She hoped to have a more conclusive update regarding the changes to Cortese-Knox-Hertzberg extending the MSR process by two years. The Bill is headed to the Governor's desk for signature. The

same can be said for the changes made to the CSD Law this year as well. Most of the intentions came through in the final legislation.

## OPERATIONS & ADMINISTRATION

### A. Budget & Fiscal Affairs

1. FY 05/06 1<sup>st</sup> Qtr. Claims Register (*Information*)
2. FY 05/06 1<sup>st</sup> Qtr. Payroll Register (*Information*)
3. Lease Agreement for 1670 Market Street, Suite 244, Redding, CA (*Action*): The Executive Officer presented the lease agreement to the Commission. The date has been changed to coincide with the Fiscal Year. Ms. Mickelson reported there have been some issues in the mall, but they are being resolved. She recommends extending the lease through June 30, 2006.

By motion made and seconded (Clarke, Farr), the Commission unanimously approved the Lease Agreement for 1670 Market Street, Suite 244, Redding, CA for the next nine months to June 30, 2006.

B. Personnel Matters: Public Employee Performance Evaluation (pursuant to Government Code Section 54954.5 (e.) LAFCO Executive Officer: See Closed Session (Agenda Item 12)

This item will be continued to the October meeting.

### C. Policies & Procedures:

1. Consider Change in Meeting Schedule (*Action*): The Executive Officer has raised the idea of changing the regular meeting schedule to an every other month schedule. Many LAFCOs are already functioning well with six meetings per year. She states three specific reasons for this change. A. When Cortese-Knox-Hertzberg took effect in 2001, it increased the required notice period to 21 days from the previous requirement of 15 days. This increase has obviously added to the time required to process a reorganization or to notice a MSR. B. It takes a significant amount of staff time to prepare and mail agendas and packets to our long list of recipients. At this time, when MSR preparation and proposal processing is the priority of LAFCO, monthly meeting preparation takes time away from those areas of focus. Additional costs such as postage, printing, and paper are to be considered as well. C. Our meetings have been running less than an hour on an average basis. It would be better to utilize the Commissioners' time and be more efficient to hold a two-hour meeting every other month instead of an hour meeting every month. After some discussion among the Commissioners, the regular meeting schedule will be changed to every other month with the option to hold a special meeting when necessary. The Commission will meet again in six months to review this change.

By motion made and seconded (Clarke, Webster), the Commission unanimously approved the change to the LAFCO Meeting Schedule as follows: Every other month (February, April,

June, August, October, December) with the option to hold any special meetings as needed or required and to review the change in six months.

2. Nominate 2005 CALAFCO Conference Voting Member and Alternate (*Action*): At each CALAFCO Business Meeting, individual LAFCOs are asked to vote on business issues and candidates for the CALAFCO Board. Those individuals must be appointed by their respective LAFCOs to take action. As Lynn Miller is the only Commissioner attending the CALAFCO Conference, it is recommended she be nominated Voting Member and the Executive Officer should be appointed as the Alternate Voting Member in the event that the Commissioner is unable to attend the Business Meeting or has a conflict of interest.

By motion made and seconded (Cibula, Webster), the Commission unanimously nominated Vice Chairman Lynn Miller as Voting Member for the CALAFCO Conference and Executive Officer Amy Mickelson as the Alternate Voting Member.

### **SPECIAL STUDIES/REPORTS**

A. Municipal Services Reviews: None

B. Municipal Services Reviews: Status Report (*Information*): Happy Valley Fire District and Anderson Fire District Municipal Services Reviews will be presented to the Commission for adoption at the next regular meeting. Centerville Community Services District has recently submitted their information and the City of Shasta Lake plans on submitting their information and narrative by September 15<sup>th</sup>. The Redding MSR is undergoing formatting and the addition of maps and photos and will be reviewed by COR for accuracy and then brought back to LAFCO for adoption. The timeline for the COR MSR is expected presentation by the end of the calendar year.

### **CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS**

A. Annexation: None

B. Conducting Authority Proceedings: None

### **OTHER BUSINESS**

None

### **COMMISSIONER ANNOUNCEMENTS**

Commissioner Webster commented there is a lot of activity going on in Anderson. The Indian artifacts issue has been resolved, and the Wal-Mart project is moving forward. The Anderson State of the City Luncheon will be held September 28, 2005 .

Vice Chairman Miller reported she will be attending the CALAFCO Conference and will be sitting on the "LAFCO Hats" panel. She asked if any of the Commissioners had any comments they would like her to present at the conference.

A moment of silence was held in honor of Julie Howard, (Shasta LAFCO Executive Officer for many years) who passed away this week. She was very much appreciated and was a wonderful woman. She will be greatly missed.

### STAFF ANNOUNCEMENTS

Ms. Mickelson, Executive Officer for LAFCO informed the Commission she has changed her name back to her maiden name of Mickelson. Ms. Mickelson announced herself and Vice Chairman Miller would be attending the Annual CALAFCO Conference September 6-9, 2005 in Monterey. They will report on the conference at the next meeting. Ms. Mickelson has worked on the Program Committee, and reports the conference should be outstanding.

The next LAFCO Meeting will be October 6, 2005.

### CLOSED SESSION

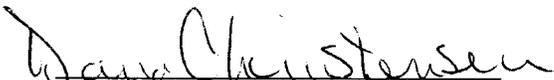
None

### CLOSED SESSION REPORT

None

### ADJOURNMENT

There being no further business, Vice Chairman Miller adjourned the meeting at 10:20 a.m.

  
Dana Christensen  
Shasta LAFCO Clerk

10/6/05  
Date

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#### Commissioners

Patricia "Trish" Clarke (County) • Keith Webster (City) • Mark Cibula (County)

Dan Gover (At Large) • Larry Farr (City) • Lynn Miller (Special Districts) • Larry Russell (Special Districts)

Alternates: Marvin Bennett (Special Districts) • John Mathena (City) • Linda Hartman (County) • Jeff Edwards (At Large)

Chairman: Larry Russell • Vice Chairman: Lynn Miller







# Shasta LAFCO

Local Agency Formation Commission of Shasta County

1670 Market Street, Suite 244, Redding, CA 96001

Phone: (530) 242-1112 Fax: (530) 242-1113 Web: [www.shasta.lafco.ca.gov](http://www.shasta.lafco.ca.gov)

## MINUTES

Regular Meeting – December 1, 2005

(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.)

### CALL TO ORDER/ROLL CALL/INTRODUCTION

Vice Chairman Miller called the meeting to order at 10:02 a.m. in the Board of Supervisors Chambers, Shasta County Administrative Building, Redding, California.

Commissioners Present: Miller, Clarke, Bennett, Farr, Webster, Hartman, Gover

Commissioners Absent: Cibula, Russell

Staff Present: Executive Officer Mickelson, Clerk Christensen, Counsel Elizabeth Johnson

### PLEDGE OF ALLEGIANCE

Vice Chairman Miller led the Pledge of Allegiance.

### OPEN TIME

No requests to speak during Open Time.

### CONSENT AGENDA

By motion made, seconded (Farr, Clarke), the Commission approved the following Consent Agenda:

A. Minutes/Previous Meeting: October 6, 2005 Minutes

B. Communications/Publications: CALAFCO: The Sphere

C. Other: None

### LEGISLATION

None

### OPERATIONS & ADMINISTRATION

#### A. Budget & Fiscal Affairs

1. FY 05/06 1<sup>st</sup> & 2<sup>nd</sup> Qtr. Claims Register (*Information*)
2. FY 05/06 2<sup>nd</sup> Qtr. Payroll Register (*Information*)

B. Personnel Matters: None

C. Policies & Procedures: None

D. Other: CALAFCO Membership and Dues Proposal (Action):

Ms. Mickelson reported that at the CALAFCO Annual Meeting in September, the CALAFCO Board briefly introduced a proposal to increase membership dues. Handouts pertaining to this discussion were distributed to the Commissioners and Staff. Ms. Mickelson has met with several rural LAFCOs who feel that the proposed burden is unnecessarily placed on the rural and smaller suburban LAFCO. Ms. Mickelson requests direction from the Commission to draft communication from Shasta LAFCO regarding the proposed dues and membership change and present that communication at the CALAFCO Board Meeting in Sacramento on January 13, 2006. The Commission directed Ms. Mickelson to continue discussions with the CALAFCO Board.

SPECIAL STUDIES/REPORTS

A. Municipal Services Reviews: Happy Valley Fire District MSR, Final Approval (Action):

Ms. Mickelson reported the Commission adopted the draft Municipal Services Review for the Happy Valley Fire Protection District on October 6, 2005. At that time staff was directed to resolve two outstanding issues and bring the final MSR back for approval. One issue, that of a correct map, has been resolved and is included for today's presentation. The issue that still remains is that of projected growth figures for the Happy Valley District area. At this time, the County is conducting several studies in the Happy Valley area that may assist us in determining a more accurate growth projection. Ms. Mickelson recommends the Commission either adopt the final MSR with instruction to bring it back for amendment when more specific growth projections are available (the County estimates that may be available in two-four months); or continue action until those figures are complete.

There was some discussion among the Commissioners and Staff regarding the conflict in the law and Shasta LAFCO's liability regarding the environmental impact fees. It was recommended that Counsel Johnson draft a legal opinion regarding this issue.

By motion made, seconded (Clarke, Gover), the Commission unanimously agreed to continue this agenda item to a later date.

B. Municipal Services Reviews: Status Report (Information):

Ms. Mickelson presented a summary chart of each MSR that Shasta LAFCO is required to complete and the estimated timeframe for completion. In November, LAFCO re-circulated the Request for Information form to each of the Districts that has not submitted a response to this point. Those mailings will be supported by a phone call to each District in December. In January, Ms. Mickelson will call a meeting for Fire Districts and work through the MSR requirements on a section-by-section basis to assist them in providing the information. The summary chart will be updated and circulated via email to the Commissioners twice a month to keep the Commissioners informed as to progress and changes. Commissioner Clarke requested that the date of adoption be added to the handout.

C. CSD Survey Results (Information):

Ms. Mickelson reported she has been communicating with the Community Services Districts within the County. At this time, four of the six CSDs have submitted their inventory of services. One additional survey is expected within the office by the end of this week and staff is meeting with the remaining District to assist them with the completion of the survey. By accepting and filing the survey results at the LAFCO office, the services currently provided will be determined as allowable services as of January 1, 2005. Any additional services will be considered latent powers and will require LAFCO approval to initiate provision. A resolution confirming the survey results will be presented to the Commission for adoption at the February meeting.

## CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS

### A. Annexation: Annexation 05-03 Clear Creek CSD (Happy Valley); Public Hearing (*Action*)

Ms. Mickelson reported on a proposal to annex contiguous territory to Clear Creek CSD. She introduced a corrected map regarding two parcels that were incorrect on the previous map and also corrected that it was not a sphere amendment. Because the proposed annexation does not have 100% certified consent of the landowners, Shasta LAFCO is required by statute and by its locally adopted procedures to give notice and conduct a public hearing. Notice for this hearing was mailed out to all property owners within the proposed annexation area as well as those within a 300-foot area of the annexation. A notice of public hearing was also listed in two local newspapers. The application was submitted by the CSD on behalf of a property owner. It consists of 998.56 acres with 18 parcels, mixed use, open range and single-family dwelling units. The affected property is located in the mid-western region of the District bordering Palm Avenue along the northern edge and along the existing district boundaries on the eastern edge. Annexation is requested in order to bring within the CSD boundaries several parcels seeking water service. The original boundaries were modified after discussions with District staff to include additional parcels in order to maintain contiguous and appropriate boundary lines. The District has spent time discussing this proposal within the community. Of the 18 parcels included, the District received 16 letters of support and 2 that declined to reply. Prior to the meeting there were numerous comments received from concerned citizens in response to the LAFCO-issued Notice of Intent. The comments received spoke mostly to the idea of annexation as a growth-inducing measure and of the desire to maintain the rural quality of the Happy Valley area. Ms. Mickelson has found the application to be complete in its components, in compliance with the statutory filing requirements, and consistent with Shasta LAFCO's policies relative to changes of organization and reorganization and is recommending adoption and approval of the annexation as requested.

The Public Hearing was opened at 10:30 a.m.

Colleen Wogoman (parcel #206-190-013) spoke in concerns to the discrepancies that were told to the landowners in the community meeting regarding the amount of homes to be built in the annexation area.

Sandy Winters (parcel #206-070-031) spoke of drought and water problems in the area.

Ms. Mickelson clarified that the public hearing was only to hear issues regarding the annexation and not zoning or development issues that may or may not occur in the future.

Dave Whitfield of the Kennett Group wanted to let the landowners know that he was available to discuss any issues they may have with the property development.

Vice Chairman Miller again clarified the public hearing is only to hear annexation issues and not zoning and development issues.

Mariane Purdue had drought and water concerns.

Grace Seibert was concerned this annexation would take away water from the farming in the area.

Dennis Possehn, (parcel #206-350-19) spoke regarding CEQA stating he was not either for or against the annexation.

Ms. Mickelson and Vice Chairman Miller again clarified the reasons for the public hearing.

Wayne Nolan (parcel #'s 206-270-012, 013, 011 & 206-010-090) stated he was against the annexation.

Lloyd Wilkinson (parcel #206-110-050) also stated he was against the annexation.

The Public Hearing was closed at 10:58 a.m.

It was brought to the attention of the Commission by a landowner that one of the largest landowners within the annexation area had not been properly notified; that his letter had been returned by mail. After some discussion among the Commissioners and Staff, it was recommended the proposal be continued to a later date that proper notification is done for this landowner.

It was also mentioned that Jim Diehl, Shasta County Fire Chief and Kurt Born from Clear Creek CSD were also in attendance. Mr. Born reported his letter to this landowner had not been returned, and he had received no response from him. He also stated the facts had been spoken at the community meeting.

By motion made, seconded (Clarke, Webster), the Commission unanimously agreed to continue this proposal to a later date and conduct a public hearing after proper notice has been given to all property owners.

B. Conducting Authority Proceedings: None

OTHER BUSINESS

None

COMMISSIONER ANNOUNCEMENTS

None

STAFF ANNOUNCEMENTS

The LAFCO office will be closed from December 23, 2005 – January 3, 2006. Ms. Mickelson will be available by cell phone during this time.

The next LAFCO Meeting will be February 2, 2006.

Some of the Commissioner terms are expiring. There will be elections at the next meeting and rotation of the City Commissioners.

CLOSED SESSION

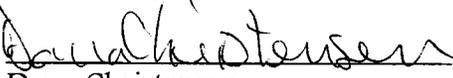
The Commissioners adjourned at 11:11 a.m. to a closed session to discuss Ms. Mickelson's Public Employee Performance Evaluation (pursuant to Government Code Section 54954.5 (e.) LAFCO Executive Officer.

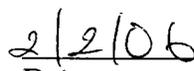
CLOSED SESSION REPORT

The closed session adjourned at 11:20 a.m.

ADJOURNMENT

There being no further business, Vice Chairman Miller adjourned the meeting at 11:20 a.m.

  
Dana Christensen  
Shasta LAFCO Clerk

  
Date

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Commissioners

Patricia "Trish" Clarke (County) • Keith Webster (City) • Mark Cibula (County)  
Dan Gover (At Large) • Larry Farr (City) • Lynn Miller (Special Districts) • Larry Russell (Special Districts)  
Alternates: Marvin Bennett (Special Districts) • John Mathena (City) • Linda Hartman (County) • Jeff Edwards (At Large)

Chairman: Larry Russell • Vice Chairman: Lynn Miller

**CLOSED SESSION**

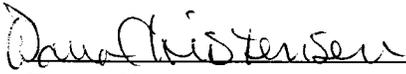
The Commissioners adjourned at 11:00 a.m. to a closed session to discuss Ms. Mickelson's Public Employee Performance Evaluation (pursuant to Government Code Section 54954.5 (e.) LAFCO Executive Officer. Ms. Mickelson joined them at 11:54 a.m.

**CLOSED SESSION REPORT**

The closed session adjourned at 12:30 p.m.

**ADJOURNMENT**

There being no further business, Chairman Russell adjourned the meeting at 12:30 p.m.

  
\_\_\_\_\_  
Dana Christensen  
Shasta LAFCO Clerk

  
\_\_\_\_\_  
Date

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Commissioners  
*Patricia "Trish" Clarke (County) • Keith Webster (City) • Mark Cibula (County)*  
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Chairman: *Larry Russell* • Vice Chairman: *Lynn Miller*