

# 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 – February 2, 2006

(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 Russell 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, Mathena, Farr, Cibula, Russell  
(Commissioner Gover arrived at 10:20)

Commissioners Absent: Clarke

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

### PLEDGE OF ALLEGIANCE

Chairman Russell led the Pledge of Allegiance.

### OPEN TIME

Mr. Scales spoke to his concerns about the Jones Valley Annexation (Scales), which was supposed to be on today's agenda. Due to some issues that arose, it was continued to the next meeting. He feels it has been put off for seven months and doesn't understand why. Commissioner Cibula requested a response in writing be made to address his concerns.

### CONSENT AGENDA

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

<u>A. Minutes/Previous Meeting:</u>	December 1, 2005 Minutes
<u>B. Communications/Publications:</u>	None
<u>C. Other:</u>	None

### LEGISLATION

None

### OPERATIONS & ADMINISTRATION

#### A. Budget & Fiscal Affairs

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

3. FY 05/06 Mid-Year Budget Review (*Action*): Ms. Mickelson introduced the FY 2005-2006 Mid-Year Budget Review to the Commissioners and Staff for their review. The budget is on track to come in under budgeted expenditures. There are no areas of concern or requested changes for the Commission's consideration.

By motion made, seconded (Cibula, Miller), the Commission unanimously approved the FY 2005-2006 Mid-Year Budget.

4. CALAFCO Proposed Dues Increase (*Information*): Ms. Mickelson reported at the 2005 CALAFCO Annual Meeting, discussion regarding an expected dues increase was introduced. At the time, several comments were received from rural LAFCOs that felt an unreasonable burden would be placed on them if the proposed increase were enacted. Since that time, CALAFCO staff has worked diligently to consider other, more viable options. At the recent CALAFCO Board Meeting (January 13, 2006), several options were discussed. The Board felt although they had goals that were important to them, the dues necessary to support such activity would be better met incrementally over the next five years, versus a one or two-time increase as proposed. CALAFCO Staff was directed to circulate the proposed dues and allow LAFCOs time to incorporate the expected changes into their budget preparation, as well as respond to the proposal. At this time, communication has not yet been received. Ms. Mickelson recommends this be continued to the next meeting for discussion and possible action.

B. Personnel Matters: Request for Personnel Committee to Meet (*Action*): Ms. Mickelson recommends the Personnel Committee meet regarding current and future staffing needs and to discuss salary and benefit issues in comparison with other North State LAFCOs. She stated given the current and expected flow of annexations, the pressing need to complete MSRs, and the need to move into Sphere of Influence Reviews, combined with the administrative functions of the Executive Officer position; some consideration of an analyst position is warranted. A comparison of LAFCO Salaries amongst similar LAFCOs has been culminated by another LAFCO Executive Officer and is recommended for review and consideration. Ms. Mickelson believes the Personnel Committee is best equipped to begin discussions and research on these matters, bringing any recommendations for action back to the full Commission. It is recommended the Personnel Committee meet within the next two weeks, allowing time for a report of any recommendations to be issued to the Commission prior to the planned March 2, 2006 Special Meeting.

By motion made, seconded (Farr, Mathena), the Commission unanimously agreed for the Personnel Committee to meet prior to the next meeting to discuss the issues stated. The new Personnel Committee will consist of Executive Officer Mickelson, Commissioners Russell, Farr, and Cibula.

C. Policies & Procedures: None

D. Other: Special District Commissioner Election Procedure and Timeline (*Information*): On December 16, 2005, a Notice of Expiration of Special District Member Terms, Notice of Nomination Period, and Notice of Intention to Conduct a Mailed Ballot Election was mailed to each of the Independent Special Districts within the County. The terms of the two regular special district members and the one alternate special district member on Shasta LAFCO will expire April 6, 2006. Two issues arose just prior to the January 31, 2006 nomination deadline that necessitated staff to re-open the Nomination Proceedings. 1. On behalf of one well-intended District, there was confusion regarding the statute, and the District needed the opportunity to correct an ineligible nomination. 2. Two Districts believed they had never received their Elections packet, although they were never returned to the LAFCO office. Therefore, a certified mailing was sent on January 30, 2006 to extend the nomination period until February 17 at 12:00 noon. The candidates will be verified for eligibility, and the final ballot will be mailed, via certified mail no later than February 24, 2006. Ballots will be due to the LAFCO office by March 31, 2006. The Executive Officer will tabulate the ballots with LAFCO counsel, and the results will be announced at the April 6, LAFCO meeting.

Commissioner Dan Gover arrived to the meeting.)

SPECIAL STUDIES/REPORTS

A. Municipal Services Reviews: Happy Valley Fire District MSR, Final Approval (Action): This MSR was originally brought before the Commission in September of 2005. At the time, there were two issues that the Commission asked staff to resolve prior to adoption. The map needed to be finalized and included, and there were issues raised regarding growth in the affected area. The map has since been finalized and included. The growth issues, however, are still pending. Currently there are two studies being done in the south county area that may bring clarification to the growth questions raised by the Commission. They are not, however, complete and are not expected to be available for several more months. At the December 2005 meeting, another issue was raised regarding the Impact Fee adopted by the District and referenced within the MSR. LAFCO Counsel was asked to prepare a legal opinion regarding LAFCO's potential exposure to litigation over this matter. That opinion was attached to the report distributed at this meeting. A copy can be obtained at the LAFCO office. The suggested language for the proposed determination has been included in this latest version of the document (January 2006) on page 11. Ms. Mickelson recommends adopting the Happy Valley MSR.

By motion made, seconded (Cibula, Mathena), the Commission unanimously agreed to adopt the Happy Valley Fire District MSR with a follow-up in 6-8 months regarding the growth issues.

B. Municipal Services Reviews: Status Report (Information): Ms. Mickelson presented an updated 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 had not submitted a response to that point. In December, we made a phone call to each District that had not responded to our request. On February 8, Ms. Mickelson will meet with Districts in the Burney area regarding the Municipal Services Review process. Thanks to Burney Fire Protection District for hosting the meeting. Actual movement on MSRs has been very limited over the last two months due to a very high influx of annexation applications and the Special District Election process.

Certification of CSD Functions, Re: SB 135 (Action): Recent changes to the principal act for Community Services Districts (SB 135) directs LAFCOs to prepare and adopt an inventory of services currently provided by CSDs within their county boundaries. If a CSD is not currently providing a service they were authorized, or are allowed under law, that district will not be able to provide, or add, that service without LAFCO authorization effective January 1, 2006. There are six Community Services Districts in Shasta County: Centerville, Clear Creek, Fall River Mills, Igo-Ono, Mountain Gate, and Shasta. Each of these districts has specific services they provide to their residents.

Centerville CSD	Water
Clear Creek CSD	Water
Fall River Mills CSD	Water, Wastewater Treatment & Disposal
Igo-Ono CSD	Water
Mountain Gate CSD	Water, Fire Protection, Medical Emergency
Shasta CSD	Water, Fire Protection

Shasta CSD brought up the issue that their CSD provides medical emergency service, and this was not listed in the information provided at the meeting.

By motion made, seconded (Farr, Cibula), the Commission unanimously agreed to accept the information provided at this meeting and follow up on the issue of the Shasta CSD being able to provide medical emergency service.

CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS

A. Annexation 05/03 Clear Creek CSD (Happy Valley); Continued Public Hearing (Action): Commissioner Cibula excused himself during this discussion due to a conflict of interest. The Public Hearing was continued from the December meeting. Ms. Mickelson reported this proposal is to annex contiguous territory to Clear Creek CSD. It is within the Sphere of Influence of the District. 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. At the December 5, 2005 LAFCO meeting, during public testimony, it was inaccurately stated that the largest property owner within the proposal had not received notice as that notice was returned to sender via USPS. On that information, the hearing was continued in order that staff could contact that parcel owner. Following that hearing, staff reviewed the file. The property owner in question did indeed receive his notice of hearing. Only one notice had been returned, and it was from a dwelling within the 300-foot radius of the affected area, not within. That particular owner, outside of the affected area, has since been noticed at an updated address and has not offered any comment to the proposal. The mailed notice proceedings were done correctly according to statute and Shasta LAFCO policy. A statement was also made at the December 5, 2005 LAFCO meeting that a board member of the Clear Creek Community Services District had rescinded her original vote to support the annexation and now opposed the action. That action is not recorded with the District. Ms. Mickelson has reviewed their minutes and spoken with staff to verify that the original vote has not, to date, been rescinded. Ms. Mickelson recommends approval of the annexation as requested.

The Public Hearing was opened at 10:45 a.m.

Sandy Winters (parcel #206-070-031) reminded the Commission as to the number of people at the previous meeting that was opposed to this annexation and the letters that were submitted. She mentioned Mr. Vince Cappelino (the property owner in question) was not notified.

Ms. Mickelson again stated that Mr. Cappelino was correctly notified at the address on file and an updated address received from the Assessor's office. Neither letter was returned to the LAFCO office.

Mr. Kurt Born from the Clear Creek CSD responded they had not received a response from Mr. Cappelino either, nor received his notice back. He stated the application was done correctly and provided accurate information.

The Public Hearing was closed at 10:48 a.m.

By motion made, seconded (Farr, Miller), with Commissioner Cibula abstaining, the Commission agreed to approve Annexation 05-03 Clear Creek CSD (Happy Valley) and adopt Resolution 06-01.

B. 100 % Consent-Public Hearing Waived: CSA #8 Annexation 05/04 Palo Cedro Oaks (Action): Ms. Mickelson reported this proposal is to annex contiguous territory to CSA #8 – Palo Cedro Sewer. The application was submitted by the CSA on behalf of the developer of the parcel. Annexation is requested in order to bring within the CSA boundaries one parcel seeking sewer service. The land has a planned development zoning with proposed lot sizes ranging from .33 acres to 1.45 acres. 41 total lots are proposed for the 32.21-acre development. Ms. Mickelson is recommending approval of the annexation as requested.

By motion made, seconded (Gover, Miller), the Commission unanimously agreed to approve Annexation 05-04 CSA #8 – Palo Cedro Sewer & Water (Palo Cedro Oaks) and adopt Resolution 06-02.

C. 100 % Consent-Public Hearing Waived: CSA #6 Annexation 05/05 Scales (Action): Ms. Mickelson reported that several informational issues have arisen with this application and staff requests the continuation of this item to the next LAFCO meeting.

By motion made, seconded (Farr, Cibula), the Commission unanimously agreed to continue this item to the next meeting (March 2, 2006).

D. 100 % Consent-Public Hearing Waived: CSA #8 Annexation 06/01Community Park (Action): Ms. Mickelson reported this proposal is to annex contiguous territory to CSA #8 – Palo Cedro Sewer and Water. The application was submitted by the CSA on behalf of the Palo Cedro Community Action Team. Annexation requested in order to bring within the CSA boundaries two parcels seeking water and sewer service. The original proposal included just one parcel, however, one additional parcel was included after discussions with the CSA regarding contiguous boundaries. The parcel owner has submitted consent to waive the public hearing, and the application has been modified to include the additional acreage. Ms. Mickelson is recommending approval of the annexation as requested.

By motion made, seconded (Cibula, Miller), the Commission unanimously agreed to approve Annexation 06-01 CSA #8 – Palo Cedro Sewer and Water (Palo Cedro Community Park) and adopt Resolution 06-03.

E. Conducting Authority Proceedings: None

#### OTHER BUSINESS

None

#### COMMISSIONER ANNOUNCEMENTS

Commissioner Cibula reported he is working with Clear Creek CSD regarding their long-term plan to provide services for future annexations.

Chairman Russell reported on two Water District Conferences he attended recently in San Diego and Reno.

#### STAFF ANNOUNCEMENTS

With two annexation proposals pending and upcoming budgetary matters, Ms. Mickelson recommends holding a special meeting in March. The regular meeting date of the first Thursday is the preferred date to convene; however, as it is a special meeting, any date in which the meeting room is available is also available for consideration.

The Annual CALAFCO Staff Workshop will be held April 26 – 28 at Lake Tahoe.

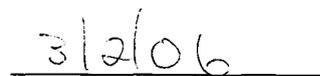
CLOSED SESSION – No Closed Session

CLOSED SESSION REPORT – No Report

#### ADJOURNMENT

There being no further business, Chairman Russell adjourned the meeting at 11:12 a.m.

  
Dana Christensen  
Shasta LAFCO Clerk

  
Date

---

#### Commissioners

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

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

## MINUTES

Special Meeting – March 2, 2006

(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/PLEDGE OF ALLEGIANCE/OPEN TIME

Chairman 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: Miller, Mathena, Farr, Cibula, Russell, Gover, Clarke

Commissioners Absent: None

Staff Present: Amy Mickelson, Dana Christensen, Counsel Elizabeth Johnson

Commissioner Gover led the Pledge of Allegiance. There were no requests to speak during Open Time.

### CONSENT AGENDA

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

Minutes/Previous Meeting: February 2, 2006 Minutes

Communications/Publications: CALAFCO Newsletter: The Sphere

### OPERATIONS & ADMINISTRATION

Personnel Matters: Report of the Personnel Committee (Action): The Personnel Committee (Cibula, Farr, and Russell) met regarding two issues brought forward by the Executive Officer. Given the flow of applications and administrative needs that have arisen over the past several months, and projecting that need to only grow, the Executive Officer asked the Committee to consider the creation of a combined Clerk/Analyst position. Staff believes that a greater utilization of staff time could be made by combining the current Clerk services with more research, drafting of reports, and basic application analysis. A candidate with the correct skill set and personality could easily grow into such a position. The reconfiguration versus the addition of a part-time analyst was favored for several reasons, including:

It would be difficult to find a part-time analyst. If we are to release Dana from her position, it is only fair to do so prior to June 30, 2006, while we are still contracting with the County for Personnel services, in order for her to find other employment in the County system. LAFCO procedures can be learned, so a completely technical (Planning type) background is not necessary. A candidate who has administrative functions and some education, combined with a desire to grow into such a position of potential, with the addition of some LAFCO training and enhancement, could well serve Shasta LAFCO into the future.

The Executive Officer's average hours in a given week are approximately 45 hours. The Executive Officer is contracted to work 32 hours per week. The Personnel Committee concurs with the fact that a Clerk/Analyst could take a significant number of hours of workload from the Executive Officer in the areas of submitted projects and should be able to handle more of the technical questions that arise and need to be answered regarding general LAFCO issues and projects. The second issue that was brought to the Personnel Committee was the comparison of salaries and benefits amongst north state LAFCOs.

The Personnel Committee recommends the following to the full Commission:

- To engage in the process of creating a Clerk/Analyst position.
- The Executive Officer will research similar positions and draft a job description for a Clerk/Analyst position, including a recommended pay scale that the hiring process be discussed with the County, realizing that LAFCO may opt to change Personnel services at the conclusion of our current contract (June 30, 2006).
- Once the hiring process is confirmed with the County, set a process and timeline to be approved by the Commission on April 6, 2006.
- For the Executive Officer to present the comparison of salaries and benefits amongst north state LAFCOs as a budget action item at the April 6, 2006 Draft Budget Hearing.

There was some discussion among the Commissioners and Staff regarding the hiring procedures through the County and the issues involved in that. It was recommended that the County Personnel Director come to the next LAFCO meeting and discuss these procedures and any issues that may arise.

By motion made, seconded (Clarke, Gover), the Commission approved recommendations to engage in the process of creating a Clerk/Analyst position, research similar positions and draft a job description and pay scale, discuss the hiring process with County Personnel, and set a process and timeline to be approved by the April 6, 2006 LAFCO meeting, and for the Executive Officer to present the comparison of salaries and benefits amongst north state LAFCOs as a budget action item at the April 6, 2006 Draft Budget Hearing.

#### CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS

100 Consent-Public Hearing Waived, Annexation 05/05 CSA #6, Jones Valley Water (Scales) (Action): Ms. Mickelson reported on the proposed annexation of contiguous territory to CSA No. 6 – Jones Valley Water. The parcels requesting annexation are within the Sphere of Influence for the CSA. The application was submitted by the CSA on behalf of the parcel owners. Annexation is requested in order to bring within the CSA boundaries two parcels seeking water service. No statutory or procedural issues have been identified which would preclude Commission action on the proposed annexation. Ms. Mickelson recommends the Commission approve the annexation and adopt Resolution No. 06-04.

By motion made, seconded (Clarke, Miller), the Commission approved Annexation 05/05 CSA #6, Jones Valley Water (Scales) and adopted LAFCO Resolution 06-04.

100 % Consent-Public Hearing Waived, Annexation 06/02 Bella Vista Water District (Russell) (Action): Ms. Mickelson reported on the proposed annexation of contiguous territory to Bella Vista Water District. The parcel requesting annexation is within the Sphere of Influence of the District. Although the MSR for Bella Vista Water District is not complete, the District has submitted the requested information for LAFCO staff to complete the MSR. The application was submitted by the District on behalf of the parcel owner. Annexation is requested in order to bring within the CSA boundaries one parcel seeking water service. This same parcel was recently (2/06) approved for annexation into CSA #8 – Palo Cedro Sewer. No statutory or procedural issues have been identified which would preclude Commission action on the proposed annexation. Ms. Mickelson recommends the Commission approve the annexation and adopt Resolution No. 06-05.

By motion made, seconded (Farr, Clarke), the Commission approved Annexation 06/02 Bella Vista Water District (Russell) and adopted LAFCO Resolution 06-05.

#### COMMISSIONER ANNOUNCEMENTS

There were no announcements at this time.

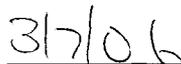
## STAFF ANNOUNCEMENTS

- Ms. Mickelson reported on the CALAFCO CEQA Workshop and noted that another workshop was to be scheduled later in the year as well.
- Ms. Mickelson did a presentation February 8, 2006 for the Burney Fire Protection District. As a result of that presentation, Ms. Mickelson has had discussion with the California Special Districts Association to possibly provide some District trainings in the future.
- The next regular meeting will be April 6, 2006.
- The Form 700s are due to the LAFCO Office by April 1, 2006 with an original signature.

## ADJOURNMENT

There being no further business, Chairman Russell adjourned the meeting at 10:37 a.m.

  
Dana Christensen  
Shasta LAFCO Clerk

  
Date

---

### Commissioners

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

Chairman: Larry Russell • Vice Chairman: Lynn Miller

### DRAFT MINUTES Regular Meeting – April 6, 2006

(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/PLEDGE OF ALLEGIANCE/OPEN TIME

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

Commissioners Present: Mathena, Farr, Cibula, Russell, Gover, Clarke, Bennett  
(Commissioner Gover arrived 5 minutes late)  
Commissioners Absent: Miller  
Staff Present: Amy Mickelson, Dana Christensen, Counsel Jim Underwood

Commissioner Mathena led the Pledge of Allegiance. There were no requests to speak during Open Time.

#### CONSENT AGENDA

By motion made, seconded (Mathena, Clarke), the Commission approved the following Consent Agenda:  
Minutes/Previous Meeting: March 2, 2006 Minutes

#### OPERATIONS & ADMINISTRATION

FY 2005-2006 3<sup>rd</sup> Qtr. Claims & Payroll Registers (Information): There were no comments or questions regarding the claims and payroll registers.

Chairman Russell asked the Commission if there were any objections to moving the Draft Budget Item to the end of the agenda in order to be inclusive of any budget impacting discussions that were also scheduled for discussion or action. The Commission concurred and the item was moved to the end of the agenda.

CALAFCO Proposed Dues Increase (Action): Ms. Mickelson reported that CALAFCO introduced a potential dues restructuring at the 2005 Annual Conference. After much CALAFCO Board discussion, they adopted a plan to gradually increase dues over the next three fiscal years, adding services and benefits to the membership as finances allow. It was noted by Ms. Mickelson that the actual dues increase and re-structure would require a vote at the CALAFCO Annual Conference in September. Ms. Mickelson recommends supporting the member organization by adopting the proposed CALAFCO 2006-07 dues into the Draft and Final Budget. There was some discussion among the Commissioners. Ms. Mickelson will keep them informed as to any changes to this proposal when it is finalized.

By motion made, seconded (Clarke, Gover), the Commission approved the CALAFCO dues increase to be budgeted.

Personnel Matters: Report from the Shasta County Personnel Director, re: Hiring Procedures (Possible Action): Assistant Personnel Directory, Marty Bishop spoke regarding the Shasta County Hiring Procedures. He outlined all the steps that departments, including LAFCO, need to take. The question was asked how much input would LAFCO have in selecting a qualified applicant. Mr. Bishop assured the Commissioners that LAFCO would be able to make the hiring decision after the proper hiring steps were taken. After some

discussion, it was agreed that LAFCO would stay with the County hiring process at this time and continue this discussion at a later time. The Personnel Committee will continue to follow this issue.

Personnel Matters: Clerk/Analyst Position (Action): At the March 2, 2006 LAFCO meeting, the Executive Officer was directed to research Analyst positions in other LAFCOs, draft a job flyer for a combined position of Clerk/Analyst, and recommend a salary range. These items were to be brought back to the Commission for discussion and possible action. The following job flyer was drafted after consideration of the following areas: First, no other LAFCO has a combined Clerk/Analyst position. Next, the position requires much more than the typical "Clerk" classifications and the usage of the term Clerk may confuse the applicant pool. Lastly, research was done regarding current Shasta County positions, job duties and salaries.

### RECRUITMENT FOR LAFCO ANALYST/OFFICE MANAGER

The Shasta Local Agency Formation Commission (LAFCO) is seeking a skilled and motivated individual to serve as Analyst/Office Manager. The Analyst/Office Manager is responsible for the performance of specialized duties and obligations assigned to the position by LAFCO policy and state law. The LAFCO Analyst will report directly to the LAFCO Executive Officer and will assist in the management and administration of the Local Agency Formation Commission (LAFCO) program and serve as a specialist to conduct special studies and manage the LAFCO office.

The Local Agency Formation Commission (LAFCO) is an independent agency with countywide jurisdiction established by state law (Cortese Knox Hertzberg Act) to encourage orderly growth and development. The main goals of LAFCO are to preserve agricultural and open space lands, prevent sprawl and ensure efficient delivery of services through orderly and logical formations of local agency boundaries.

Shasta LAFCO currently contracts with the County of Shasta for some services including personnel services. This position is linked to the Shasta County classification of Agency Staff Services Analyst II. The salary range is \$2,876-\$3,671/month, depending on qualifications. For additional information contact Amy Mickelson at (530) 242.1112.

#### Typical Tasks

---

The LAFCO Analyst/Office Manager will:

- Provide information to the public, officials and co-workers in a manner that requires the use of independent judgment, compliance with laws and interpretation of policies, rules and procedures.
- Administer techniques including the principles of organization, accounting, budget and organizational analysis.
- Use analytical techniques and information gathering processes to obtain required information and data for project analysis and reporting.
- Independently organize work, set priorities, coordinate multiple concurrent assignments and meet critical deadlines.
- Prepare long and short-term administrative reports, which require statistical research, basic accounting, budget, organizational, legislative analysis and clear, concise writing.
- Prepare legally correct and accurate records and files.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use standard office equipment including computer programs such as Word, Excel, PowerPoint, QuickBooks, Publisher, Adobe Writer, etc.
- Serve as the Clerk to the Commission, recording Commission meetings and preparing the written minutes
- Review and analyze proposals, make recommendations and prepare staff reports

## Ideal Candidate

---

Candidates must possess the following education and experience:

- Four or more years of professional or para-professional experience in a responsible support position. Experience in a public agency is desirable.
- Associate's or Bachelor's Degree or equivalent is highly desirable, with course work in accounting, business, public administration, or a related field.
- A valid California Driver's License is required.

## Abilities

---

Candidates should have the ability to balance multiple priorities, to understand, interpret and apply laws, rules and policies, to communicate effectively both in writing and orally, to think analytically, to develop consensus among and work well with a wide variety of people including elected officials, community groups, agencies, private organizations and the public.

Staff recommends the Commission direct the LAFCO Executive Officer to make any recommended changes to the draft job flyer and begin the employment process as necessary to fill the position beginning on or around June 15, 2006.

Commissioner Cibula asked the question as to whether this position needed to meet County requirements. Assistant Personnel Director, Marty Bishop commented they would need to look at the County positions to see if the requirements fit with a County classification. It may be that a new position will need to be developed. If a new position needs to be developed, it would then need to be brought before the Board of Supervisors and included in the County salary plan.

UPEC Union Representative, Dave Ritchie spoke to his concerns about the new Clerk/Analyst position.

Ms. Mickelson stated that to her understanding of County practice, the present Clerk position would need to be deleted and the new position created. The Commission was asked to consider the options in the County Personnel Contract and their hiring procedures, versus LAFCO going completely independent and creating this new position. After some discussion among the Commissioners, a motion was made.

By motion made, seconded (Clarke, Mathena), the Commission directed the Executive Officer to begin proceedings to delete the current Clerk position and create a new Analyst position for LAFCO, per County personnel procedures, and proceed with the hiring of the created Analyst position.

Commissioner Gover asked to be excused from the meeting for personal reasons (10:45 a.m.).

Personnel Matters: Salary/Benefit Review, Executive Officer (Action): Ms. Mickelson reported on February 23, 2006, the Personnel Committee (Cibula, Farr, and Russell) met regarding a comparison of salaries and benefits amongst North State LAFCOs. An Executive Officer Salary Benefit Comparisons in Similar and Surrounding LAFCOs was distributed to the Commission and considered at the March 2, 2006 LAFCO meeting. At the March 2, 2006 LAFCO meeting, the Executive Officer was directed to bring the comparison back to the Commission for discussion and possible action as a budget item. This comparison included nine other similar LAFCOs. The survey determined that there the Shasta LAFCO Executive Officer salary was 16% below the average of the similar LAFCO Executive Officer salaries and that many other Executive Officers receive a fuller range of benefits, specifically a vehicle and cellular allowance. Ms. Mickelson recommends referring the matter to the Personnel committee for further consideration with any recommendations brought back to the full Commission.

Dave Ritchie spoke regarding the Salary/Benefit Review for the Executive Officer. Mr. Ritchie handed out his own salary comparison that he prepared using other LAFCOs with a significantly higher difference in the salary range than the comparison Ms. Mickelson presented. The Executive Officer stated that she did not consider that LAFCOs that Mr. Richie utilized to be truly comparable LAFCOs.

After some discussion among the Commissioners, it was agreed the Personnel Committee would meet and review the salary and benefit disparity and bring back a recommendation at the next LAFCO meeting.

Other Matters: Special District Commissioner Election Results (Action): Ms. Mickelson reported on the Special District Election results. The Special District Election closed on March 31, 2006.

Ms. Mickelson announced Lynn Miller from Burney FPD and Larry Russell from Clear Creek CSD would continue serving on the Commission, with Darren Langfield from Centerville CSD becoming the new Alternate Special District Member.

Ms. Mickelson thanked Commissioner Bennett for his service on the LAFCO Board.

Dave Ritchie made statements regarding the election process.

The Commission referred to Counsel Underwood, who responded to Mr. Ritchie's concerns. Chairman Russell also responded to Mr. Ritchie's statements.

Commissioner Cibula made a motion to direct Ms. Mickelson to look into the election proceedings to make sure and confirm to the Board at the next meeting that all proper and appropriate procedures were met. The motion died for lack of a second.

By motion made, seconded (Clarke, Mathena), the Commission voted to approve the Election results as submitted.

#### **SPECIAL STUDIES/REPORTS**

Municipal Services Reviews: Status Report (Information): Ms. Mickelson reported the Municipal Services Review information for Cottonwood Water District will be drafted, circulated, and prepared for Administrative Draft adoption in May, along with the District Reorganization. Several other districts have also submitted their required information and have been responsive to staff interviews. Centerville CSD is undergoing final format changes and will be delivered to their District with the intent of adopting in May, as well. A summary was distributed to staff and Commissioners of each MSR that Shasta LAFCO is required to complete and the estimated timeframe for completion.

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

Conducting Authority Proceedings: 05/03 Clear Creek CSD (Happy Valley) (Action): Ms. Mickelson reported in February, the Commission approved the Happy Valley Annexation to Clear Creek CSD. The sole purpose of the Conducting Authority Hearing is to receive, evaluate, and take action based on valid written protest to the LAFCO-approved annexation. While the Conducting Authority may continue the public hearing for a period not to exceed 60 days, the Conducting Authority may not alter the boundaries of the change approved by LAFCO, nor alter or delete any of the terms or conditions of approval imposed by LAFCO.

If the valid written protest received represents less than 25% of the landowners in the annexation area, the Conducting Authority must adopt a resolution ordering the reorganization. If the valid written protest is between 25% and 50% of the landowners, the Conducting Authority must adopt a resolution ordering an election. If the valid written protest is from more than 50% of the landowners, the Conducting Authority must adopt a resolution that orders termination of all further proceedings.

Ms. Mickelson reported at the time of this report, no written protests have been received by the LAFCO Executive Officer. Any protest given at the Public Hearing should be received, verified, and calculated. The appropriate action is then mandated by the less than 25%, 35-50%, and over 50% scenarios described above.

The Public Hearing was opened at 11:39 a.m. There were no requests to speak, and the Public Hearing was closed at 11:40 a.m. Commissioner Cibula was absent from the Annexation Proceedings due to a conflict of interest.

By motion made, seconded (Clarke, Miller), with Cibula abstaining, the Commission approved Annexation 05/03 Clear Creek CSD (Happy Valley) by Conducting Authority.

### COMMISSIONER ANNOUNCEMENTS

There were no announcements at this time.

### STAFF ANNOUNCEMENTS

There will be a Special Meeting May 4, 2006.

Budget & Fiscal Affairs – FY 2006-2007 Draft Budget (Action): Assuming no significant unanticipated expenses will develop over the remainder of the fiscal year, LAFCO is on track to end the year below budgeted expenditures. 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.

There are two budget options presented at this time. One option projects the continuation of our current County contract level. The other option presents draft costs of total independent operations. Some combination of the two is also possible. A transition period option is also a possibility, for example, making the change effective October 1 versus July 1 to allow further time to negotiate benefits and contracts for services.

All Salary and Benefit items for both budget options assume a 16% increase to the Executive Officer salary to bring it up to the average salary per the Executive Officer survey results. This was to incorporate “worst case” (highest cost) to the budget if the Commission decides to make a salary adjustment. Also assumed was an Analyst starting wage of \$34,512/year (lowest start and range per the recommend County equivalent). Ms. Mickelson stated LAFCO is required to take action on the Draft Budget. Staff recommends the Commission adopt the higher budgeted amount as presented/with corrections as necessary.

After some discussion, the Commission deleted the Clerk position, and plans for the Analyst position will be determined after discussions with the County Personnel Department.

The Public Hearing was opened at 11:38 a.m. There were no requests to speak, and the Public Hearing was closed at 11:39 a.m.

By motion made, seconded (Mathena, Farr), with Cibula and Clarke voting no, Farr, Russell, and Mathena voting yes, the Commission approved Budget No. 2 dollar amount with further discussion and recommendations for a Final Budget to be reviewed by the Budget Committee (Farr, Russell, Clarke) and bring back recommendations to the full Commission at the May Special Meeting.

### ADJOURNMENT

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

---

Amy Mickelson  
Shasta LAFCO Executive Officer

---

Date

# 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

## MINUTES

### Special Meeting – May 4, 2006

(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/PLEDGE OF ALLEGIANCE/OPEN TIME

Chairman 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: Miller, Mathena, Farr, Cibula, Russell, Gover, Clarke  
Commissioners Absent: None  
Staff Present: Amy Mickelson, Counsel Elizabeth Johnson

Chairman Russell introduced Darren Langfield, the newly elected Alternate Special District Commissioner. Commissioner Miller led the Pledge of Allegiance. There were no requests to speak during Open Time.

#### CONSENT AGENDA

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

Minutes/Previous Meeting: April 6, 2006 Minutes

#### SPECIAL STUDIES/REPORTS/CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS

Cottonwood Water District Municipal Service Review and Reorganization (Action): Ms. Mickelson reported that there had been a high number of returned notices. It appeared that in some cases the notices had been mailed to the physical address instead of the mailing address. Ms. Mickelson recommended that the Commission accept any public comment submitted regarding the project and then close and continue the proposal to the June 1, 2006 meeting. Discussion ensued regarding noticing requirements (21 days) and if a meeting could be held sooner. Legal Counsel told the Commission that to proceed without the 21 day notice would require a waiver of notice from each of the intended recipients.

Mr. Einard Diaz, consultant for the District approached the Commission and requested that the District be allowed to adopt policy regarding development agreements to be signed, with full indemnity and disclosure stating that while Annexation was proposed, there was no guarantee of approval. Two property owners requested that LAFCO allow the District to form such a policy. The Commission reiterated that it would be District policy and did not involve LAFCO action. Mr. Diaz agreed and made note that the District would likely have the item on their next agenda.

The matter was re-set to June 1, 2006.

#### COMMISSIONER ANNOUNCEMENTS

There were no announcements made.

**STAFF ANNOUNCEMENTS**

There were no staff announcements presented.

**CLOSED SESSION**

The Commission convened to Closed Session at 10:35 to discuss Public Employee Discipline/Dismissal/Release pursuant to Government Code Section 54957

**CLOSED SESSION REPORT**

At 11:05 Chairman Russell reported that the Commission voted unanimously to accept the settle offer provided by the County in regard to Public Employee Discipline/Dismissal/Release.

**OPERATIONS & ADMINISTRATION**

Personnel Matters: Analyst Position Recruitment (Action):

The Executive Officer reported that since the Clerk position had not yet been deleted by the County Board of Supervisors, that there was a delay in creating the Analyst position through the County system. By motion made (Clarke/Gover) the Executive officer was directed to begin the hiring process outside of the County system. The motion was passed by a voice vote.

Personnel Matters: Temporary Office Staff (Action)

The Executive Officer reported that there was a need for temporary office assistance. By motion made (Clarke/Gover) the Executive Officer was directed to hire temporary office assistance through a staffing agency. The Executive Officer was directed to fund the temporary staff through previously budgeted monies for consultants. The motion passed by voice vote.

Other Matters: 2006-07 Operations and Contracted Service Plan (Action)

The Independence Committee met regarding the issue of current County services and a plan for the upcoming fiscal year. After considering budget and operations impacts, the committee requested that the item be placed on the agenda for consideration.

Upon motion made (Clarke/\_\_\_\_\_), the Commission directed Counsel to notify the County of LAFCO’s intent to not renew the current contract for services. The motion passed unanimously.

**ADJOURNMENT**

Prior to adjournment, Chairman Russell announced that he would be stepping down from the Commission as he had moved out of the District boundaries that had made him eligible for the LAFCO seat. It was noted that Alternate Commissioner Langfield would step into the Regular Commissioner position as per LAFCO policy. Another Alternate Commissioner would be elected. Staff and Commissioners thanked Mr. Russell for his many years of service and his commitment to LAFCO.

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

\_\_\_\_\_  
Amy Mickelson  
Executive Officer

\_\_\_\_\_  
Date

Commissioners

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

**Interim Chair Lynn Miller called the meeting to order at 10:02. Roll Call was taken, finding the following present:**

Commissioners Present: Cibula, Clarke, Farr, Gover, Langfield, Miller and Mathena

Commissioners Absent: None

Staff Present: Executive Officer Mickelson, Counsel Elizabeth Johnson

Commissioner Farr led the Pledge of Allegiance.

**There was no Public Comment submitted.**

**1. The Commission (Clarke/Farr) by motion made and seconded, approved the consent agenda:**

- A. Minutes/Previous Meeting: May 4, 2006 (*Consent Action*)
- B. FY 2005-06 3<sup>rd</sup> & 4<sup>th</sup> Qtr. Claims Register (*Consent Action*)
- C. Communications/Publications: The CALAFCO Sphere

**5. Legislation:** Legislative Report

**6. Operations & Administration:**

**A. Budget & Fiscal Affairs:**

- 1. Proposed Final Budget for FY 2006-2007; Public Hearing and Consideration for Adoption (*Action*)

**B. Personnel Matters:**

- 1. Personnel Committee Report, re: Executive Officer Benefits (*Action*)
- 2. *Analyst Position Update (Information)*

**C. Policies & Procedures:**

- 1. Draft Personnel Procedures (*Action*)

**D. Other:** Alternate Special District Commissioner Nomination Announcement (*Action*)

**7. Special Studies/Reports:**

- A. Municipal Services Review: Administrative Draft Cottonwood Water District (*Action*)
- B. Municipal Services Review: Administrative Draft Centerville CSD
- C. Municipal Services Reviews: Oral Status Report (*Information*)

**8. Changes of Organization and/or Reorganization:**

- A. Cottonwood Water District Reorganization
- B. Conducting Authority Proceedings – Public Hearing Required: None

**9. Other Business:** None at this time.

**10. Commissioner Announcements**

**11. Staff Announcements**

- A. Next Meeting – Special Meeting: June 15, 2006

**12. Closed Session:** None

**13. Closed Session Report:** None

**14. Adjourn**

# 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

### MINUTES Special Meeting – June 15, 2006

(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/PLEDGE OF ALLEGIANCE/PUBLIC COMMENT

Chair Miller called the meeting to order at 10:01 a.m. in the Anderson City Council Chambers, Anderson, California.

Commissioners Present: Miller, Cibula, Langfield, Gover, Clarke, Mathena, Webster  
Commissioners Absent: Farr  
Staff Present: Executive Officer Mickelson, Counsel Johnson

Commissioner Mathena led the Pledge of Allegiance. There were no requests to speak during Public Comment.

#### OPERATIONS AND ADMINISTRATION

Budget & Fiscal Affairs - FY 2006-07 Final Budget Adoption (Action) The Executive Officer presented the proposed Final Budget:

SALARIES AND BENEFITS			
		REGULAR SALARIES	\$ 107,370
		EMPLOYER SHARE OASDI	\$ 8,215
		EMPLOYER SHARE RETIREMENT	\$ 18,000
		EMPLOYER SHARE HEALTH INSUR	\$ 12,000
		EMPLOYER SHR UNEMPLOYMENT INS	\$ 3,000
		WORKERS COMP EXPOSURE	\$ 3,500
<b>TOTAL</b>	<b>SALARIES AND BENEFITS</b>		<b>\$ 152,085</b>
SERVICES AND SUPPLIES			
		COMMUNICATIONS	2,400
		HOUSEHOLD EXPENSE	500
		LIABILITY INSURANCE EXPOSURE	3,500
		MEMBERSHIPS	1,800
		OFFICE EXP SUPPLIES	2,500
		OFFICE EXP ID MAIL	1,600
		OFFICE EXP PRINTING	600
		PROF SVS COUNSEL	7,500
		PROF SVS AUDITOR	1,200
		PROF SVS ENGINEERING	1,000
		PROF SVS ELECTIONS	500

		PROF SVS PLANNING	500
		INFORMATION TECHNOLOGY SVS	1,000
		PROF SVS OTHER	3,000
		PUBLICATIONS & LEGAL NOTICES	1,000
		RENTS & LEASES OF EQUIPMENT	2,500
		RENTS & LEASES OF STRUCTURES	10,000
		SMALL TOOLS & EQUIPMENT	750
		I/T SOFTWARE	500
		I/T SMALL TOOLS & EQUIPMENT	3,500
		SPECIAL DEPARTMENTAL EXPENSE	300
		TRANSPORTATION & TRAVEL	2,200
		TRANS & TRAVEL TRNG/CONFERNECE	2,000
		INDEPENDENT AUDIT	3,500
		PAYROLL PROCESSING	3,000
<b>TOTAL</b>	<b>SERVICES AND SUPPLIES</b>		<b>56,850</b>
OTHER CHARGES			
		CENTRAL SERVICE COST A-87	1,000
<b>TOTAL</b>	<b>OTHER CHARGES</b>		<b>1,000</b>
		APPROPRIATION FOR CONTINGENCY	0
<b>TOTAL</b>	<b>APPROP FOR CONTINGENCY</b>		<b>0</b>
<b>TOTAL</b>	<b>EXPENDITURES*****</b>		<b>209,935</b>
REVENUE FROM MONEY & PROPERTY			
		INTEREST	1000
		CHNG IN FAIR VALUE INVESTMENTS	
<b>TOTAL</b>	<b>REVENUE FROM MONEY &amp; PROPERTY</b>		<b>1000</b>
INTERGOVERNMENTAL REVENUES			
		CONTRIB FROM CITIES	60000
		CONTRIB FRM SPEC DIST LOCAL BD	60000
		CONTRIBUTION FROM SHASTA CO	60000
<b>TOTAL</b>	<b>INTERGOVERNMENTAL REVENUES</b>		<b>180,000</b>
CHARGES FOR SERVICES			
		LAFCO FEES	10000
		CHGS FOR PROFESSIONAL SVS	0
<b>TOTAL</b>	<b>CHARGES FOR SERVICES</b>		<b>10000</b>
MISCELLANEOUS REVENUES			

		CASH OVER/SHORT	0
<b>TOTAL</b>	<b>MISCELLANEOUS REVENUES</b>		<b>0</b>
OTHER FINANCING SRCS SALE F/A			
		SALE OF FIXED ASSETS	0
<b>TOTAL</b>	<b>OTHER FINANCING SRCS SALE F/A</b>		<b>0</b>
<b>TOTAL</b>	<b>REVENUES*****</b>		<b>191,000</b>
	LAFCO ADMINISTRATION		
	<b>EXP OVER/UNDER REVENUE</b>		<b>18,935</b>
<b>BEGINNING FUND BALANCE 7/1/FY</b>			62,914
<b>FUND BALANCE USE OR ADDITION</b>			<b>-18,935</b>
<b>FUND BALANCE ADJ DFO FAIR VALUE INV</b>			0
<b>ENDING FUND BALANCE (SHOULD MATCH G/L)</b>			<b>43,979</b>

The Final Budget Public Hearing was opened at 10:40. There was no public comment submitted and the Public Hearing was closed at 10:41. Commissioner Webster moved to adopt the budget as submitted. Commissioner Mathena provided the second. The 2006-07 Final Budget as adopted by voice vote.

Risk Management Contract with the Special District Risk Management Authority, Including Formation of a JPA for services (Action) This item was not yet available and thus moved to the meeting scheduled for June 29, 2006.

Direction to Shasta County Personnel Director, re: Vacation and Administrative Leave Disbursement at Close of Contract (Action) The Executive Officer discussed the need to, in effect, terminate the employment of the Executive Officer on June 30, 2006, and rehire the Executive Officer as decision of the truly independent agency. She also discussed the fact that although her employment was to remain in effect (from a LAFCO perspective) that she would lose all earned sick leave and Administrative leave once LAFCO terminated the Shasta County contract. The Commission discussed the situation. Commissioner Mathena moved to direct the Personnel Director to consider June 30, 2006 as the effective termination date and to pay all vacation time as of that date. The sick leave and administrative leave pay-out or rollover was to be considered by the Independence Committee with a full recommendation back tot eh full Commission at the June 29, 2006 meeting. Commissioner Webster provided the second. The motion passed by a voice vote.

**COMMISSIONER ANNOUNCEMENTS**

Commissioner Webster noted the opening of the theaters at the Prime Outlets and Wal-Mart. He also mentioned that the City of Anderson was very busy with permits and building.

**STAFF ANNOUNCEMENTS**

The Executive Officer reminded Commissioners about the upcoming CALAFCO conference. She asked for Commissioners to share with her if they were interested in attending.

**CLOSED SESSION**

The Commission convened to Closed Session at 11:10 to discuss Public Employee Evaluation: Executive Officer, pursuant to Government Code Section 54954.5(e).

**CLOSED SESSION REPORT**

At 11:30 Chair Miller reported that the Commission gave direction to the Chair regarding the Executive Officer Employee Evaluation as required by the termination of the County contract.

**ADJOURNMENT**

There being no further business, Chair Miller adjourned the meeting at 11:31 pm.

---

Amy Mickelson  
Executive Officer

---

Date

---

Commissioners

Patricia “Trish” Clarke (County) • John Mathena (City) • Mark Cibula (County)  
Dan Gover (At Large) • Larry Farr (City) • Darren Langfield (Special Districts) • Lynn Miller (Special Districts)  
Alternates: Vacant (Special Districts) • Keith Webster (City) • Linda Hartman (County) • Jeff Edwards (At Large)

Chairman: Lynn Miller • Vice Chairman: John Mathena

# 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

## MINUTES

### Special Meeting – June 29, 2006

(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/PLEDGE OF ALLEGIANCE/OPEN TIME

Chair Miller called the meeting to order at 10:05 a.m. in the Redding City Council Chambers, Redding, California.

Commissioners Present: Miller, Cibula, Langfield, Gover, Clarke, Webster  
Commissioners Absent: Farr, Mathena  
Staff Present: Amy Mickelson

Commissioner Webster led the Pledge of Allegiance. There were no requests to speak during Public Comment.

#### CHANGES OF ORGANIZATION AND/OR REORGANIZATIONS

Annexation: 06-04 Centerville CSD – Jones Annexation (Action): Ms. Mickelson presented the map and staff report. It was noted that this was an Annexation only – not a Sphere of Influence Amendment as incorrectly shown in the staff report heading. The proposal was to annex contiguous territory to Centerville CSD. The affected property is located at a southeastern portion of current District boundaries. The application was submitted by the CSD on behalf of the property owners. It consists of one 40.53 parcel which is planned for a four-lot residential development. The parcel currently has a ground water source that if of poor quality and irregular supply, often subject too limited or no water provision during the summer months. Centerville CSD prepared and adopted the Negative Declaration. Approval of the annexation was recommended by staff.

The agenda item was opened to Public Comment. No comment was submitted. The Commission considered the annexation. A motion was made by Commissioner Webster to approve the annexation as submitted. Commissioner Gover provided the second. The motion was approved by voice vote.

#### OPERATIONS AND ADMINISTRATION

Budget & Fiscal Affairs - FY 2005-06 4<sup>th</sup> Quarter Claims and Payroll Registers (Information) The Claims and Payroll registers were considered by the Commission. No formal action was necessary.

Risk Management Contract with the Special District Risk Management Authority, Including Formation of a JPA for services (Action) The Contract and JPA formation were discussed. It was noted that legal counsel did review the documents and approved them as to form. Commissioner Clarke moved to approve the contract and JPA formation and to grant the Chair the right of signature upon those documents. Commissioner Webster provided the second. The motion passed by voice vote.

Agreement with Staff Resources, Inc. to Provide Personnel Services (Action) The agreement with Staff Resources was presented and discussed. Staff noted that there were some concerns regarding benefit provision. The Staff Resources contact indicated to her (verbally) just a day prior to the meeting that for LAFCO to provide benefits to our employees, we would be bound to use their benefit package and provision. She noted that it was not anywhere in the written contract. The Executive Officer did receive a written termination option from the representation of Staff Resources that allowed LAFCO to opt out of the contract

with no notice if Staff Resources was unable to meet the insurance quote provided to us by SDRMA. Staff indicated that at that point, if the agreement with Staff Resources was not approved then LAFCO would be unable to employ an Executive Officer as of July 1<sup>st</sup> due to the lack of Worker's Compensation coverage. Commissioner Gover moved approval of the agreement. Commissioner Clarke provided the second. The motion was approved by voice vote.

Agreement with Shasta County Auditor for Deposit/Holding and Claims Services (Action) Staff noted that as of the meeting date, no agreement had been determined by the Auditor. Previous discussions with the Auditor centered on not needing a written agreement, but that the Assistant Auditor and the CAO's office believed that an agreement was necessary. Staff was to follow up on the issue and provide an update and possible agreement at the August meeting.

Approval of LAFCO Personnel Policies (Action) This item was referred to the Independence Committee for further review and recommendation to the full Commission.

### COMMISSIONER ANNOUNCEMENTS

There were no announcements made.

### STAFF ANNOUNCEMENTS

The Executive Officer reminded Commissioners about the upcoming CALAFCO conference. She noted the registration materials needed to be returned to the Shasta LAFCO office for payment.

### CLOSED SESSION

The Commission convened to Closed Session at 10:45 to discuss Public Employee Appointment: Executive Officer, pursuant to Government Code Section 54957

### CLOSED SESSION REPORT

At 12.41 Chair Miller reported that the Commission voted unanimously to contract with Amy Mickelson for Executive Officer services, and delineated those services and compensation by contract.

### ADJOURNMENT

There being no further business, Chair Miller adjourned the meeting at 12:42 am.

\_\_\_\_\_  
Amy Mickelson  
Executive Officer

\_\_\_\_\_  
Date

---

#### Commissioners

Patricia "Trish" Clarke (County) • John Mathena (City) • Mark Cibula (County)

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

Alternates: Vacant (Special Districts) • Keith Webster (City) • Linda Hartman (County) • Jeff Edwards (At Large)

Chairman: Lynn Miller • Vice Chairman: John Mathena

## Shasta Local Agency Formation Commission

---

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 3, 2006

(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.)

Draft Minutes of the Call to Order/Roll Call/Introductions Chair Miller called the meeting to order at 10:02. Commissioners Clarke, Cibula, Farr, Langfield, Mathena and Miller were present. Executive Officer Mickelson was also present.

Pledge of Allegiance: Commissioner Cibula Led the Pledge of Allegiance

Open Time: The Public Comment period was opened; however, no comment was submitted.

Consent Agenda:

The minutes from June 15, 2006 and June 29, 2006 were distributed. In order to review them, it was moved and seconded (Cibula/Mathena) to continue the approval to the next regular meeting. The motion passed by a voice vote. Commissioner Clarke asked Commissioners to keep the distributed copies to avoid having to make additional copies at the next meeting date.

Operations & Administration:

The FY 2006-2007 1<sup>st</sup> Quarter Claims Register was moved for approval (Clarke/Langfield) and passed by a voice vote.

The Lease Agreement Extension for 1644 Market Street, SU 244 was reviewed. It was noted that there were no changes from the original lease, other than the effective dates. Approval was moved and seconded (Clarke/Mathena). The motion passed (5-0-2), with Commissioners Cibula and Langfield abstaining.

Commissioner Miller was nominated as the 2006 CALAFCO Conference Voting Member and Commissioner Farr was nominated as the Alternate (*Mathena/Cibula*). *The motion passed via voice vote.*

The policy regarding frequency of meetings was reviewed. It was determined that the current schedule of meeting every other month, with Special Meetings as needed, was effective at controlling costs and staff time. No action was taken and the policy remained in effect.

The Executive Officer distributed the Draft LAFCO Personnel Policies. She asked that the Personnel Committee meet to review, amend and make a recommendation to the full Commission. The Committee scheduled a meeting for August 8<sup>th</sup> at 4:00 pm.

**The Executive Officer discussed the need for LAFCO to approve their own travel policy to insure that Commissioners and Staff would receive their total reimbursement owed when traveling to Conferences and Workshops on behalf of LAFCO. Draft policy was presented to the Commission for their consideration. Discussion followed.**

Commissioner Cibula made the motion to adopt the policy as presented, along with the Internal Revenue Service (IRS) guidelines regarding travel and reimbursement, in total. Commissioner Langfield provided the second. Discussion on the motion occurred, regarding the lack of IRS guidelines for consideration at the time of the meeting. By agreement of the providing parties (Cibula/Langfield), the motion was withdrawn. The Executive Officer encouraged the Commission to take some action due to the upcoming CALAFCO Conference.

Commissioner Mathena moved to approve the draft policy as presented, with direction to staff to research what limitations each of the three incorporated cities place on travel reimbursement and instruction to bring the policy back with the accompanying research, for further review at a later meeting. Commissioner Clarke provided the second. Discussion followed. The motion passed (5-2-0), with Commissioners Cibula and Langfield abstaining.

The Executive Officer and Commissioner Clarke discussed the recent negotiations that had taken place to draft an agreement with the Auditor for funds holding and disbursement services. It was noted that the agreement had been approved by the Board of Supervisors at their previous meeting. The drafted agreement was presented for approval (Cibula/Clarke) and passed by a voice vote.

The Executive Officer presented the issue of establishment of commercial accounts in LAFCO's name. She noted that most companies require a link to a credit card or a proven account history prior to establishing credit. This issue has required the Executive Officer to incur many charges on her own personal credit card and then have to seek reimbursement.

The Executive Officer requested that the Commission consider the opening of a low-limit checking account, with a debit card linked to it, in order to open accounts with such firms as Office Depot and Pitney Bowes (postage meter). She proposed that the checking account transactions be limited to debit card transactions and would appear for approval by the Commission at each LAFCO meeting. The transactions should also be made available to the Executive Committee in an online form for review and monitoring as they see fit. She also proposed that when the balance of the account begins to diminish below a certain mark, a vote of the Commission would be necessary to add additional funds to the account.

The Commission discussed the issue. The question was raised as to the original deposit amount should be. The Commissioners discussed the idea of a \$2,000 original deposit. More discussion followed. By motion made, seconded (Mathena/Clarke), and carried (5-1 Cibula), the Commissioners took the following action, which was listed on the Agenda as Item 5H – Operations and Administration:

Approved and authorized the LAFCO Executive Officer to establish a checking account at a local bank, with an original deposit amount of \$2,000. The Executive Officer will have signing authority for the debit card that shall draw on the account. The Executive Committee shall have online oversight to account activity. Account activity shall come to the full Commission as a review item at each LAFCO meeting. Additional deposits to the account will require Commission approval.

A review of Shasta LAFCO Committee Structure and Members was held. It was determined that the Personnel Committee and the Independence Committee should be disbanded, and an Executive Committee created. By motion made (Cibula/Farr) the Independence Committee was disbanded, effective immediately; the Personnel Committee would sunset on October 5, 2006 and the Executive Committee formed immediately. The Executive Committee was formed as the Chair, Vice Chair and one additional member named. The additional member named was Commissioner Clarke.

Changes of Organization and/or Reorganization:

The Romar Homes Annexation to CSA #17 was not ready for hearing and would be brought back at a later meeting, due to last minute changes on the proposal.

The Chase Annexation to CSA #17 was presented. It was noted that the application was within the Sphere of Influence of the CSA and was a 100% consent proposal. The Executive Officer presented the Staff Report. Mr. Steve Prezler, from the Shasta County Department of Public Works also provided information regarding the proposal.

By motion made (Mathena) and seconded (Clarke), the annexation passed and the Chair authorized to sign the Resolution 06-07.

At 11:20 am the Conducting Authority hearing for the Cottonwood Water District Reorganization was opened. No protest or comment was submitted. The hearing was closed at 11:20 and the Executive Officer was instructed to file the project as mandated by statute.

Commissioner Announcements

Commissioner Mathena noted the ongoing efforts regarding regional planning, namely the I-5 Corridor Study. He also stated that he would be attending the Western Council of Governments meeting in Portland to learn more about partnership funding that might be available.

Staff Announcements

The Executive Officer presented the Executive Officer report, hereby incorporated as a part of this written record. She also noted the upcoming CALAFCO Conference, September 5-7, 2006 in San Diego.

The Chair invited all those present to join the Commission at the LAFCO office immediately following adjournment to celebrate the successful transition to independent operations.

The Next Regular Meeting was noted as October 5, 2006 at 10:00 am

Chair Miller adjourned the meeting at 11:50 am.

Respectfully submitted,

---

Amy Mickelson  
Executive Officer and Clerk to the Commission

\*\* Items noted in **bold** have been added to the minutes since their original distribution.

# Shasta LAFCO

---

## Shasta Local Agency Formation Commission

1670 Market Street, Suite 244, Redding, CA 96001

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

## MINUTES

### Regular Meeting – October 5, 2006

(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

Chair 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, Mathena, Gover, Langfield, Clarke

Commissioners Absent: Cibula, Farr

Staff Present: Executive Officer Mickelson, Counsel Elizabeth Johnson

#### PLEDGE OF ALLEGIANCE

Commissioner Clarke led the Pledge of Allegiance.

#### OPEN TIME

No one requested to speak.

#### CONSENT AGENDA

By motion made and seconded (Mathena/Gover), the Commission approved the following Consent Agenda, with Commissioner Langfield dissenting:

A. Minutes/Previous Meeting: June 15, 2006

B. Minutes/Previous Meeting: June 29, 2006

C. Minutes/Previous Meeting: August 3, 2006

#### OPERATIONS & ADMINISTRATION

Fiscal Year 2006-2007 1<sup>st</sup> Quarter Claims Register

By motion made and seconded (Gover/Langfield), the Commission approved the 1<sup>st</sup> Quarter Claims Register.

September Checking Account Activity Register

Ms. Mickelson reported to the commission that she had trouble obtaining the debit card for this account due to the fact that it was a non-standard account creation for the bank and they were unsure of policy. They did, however approve the account and the debit card. The delay was lengthy, thus no bank statement was available to be presented at this meeting. However, Ms. Mickelson did provide a copy of the balance from the bank.

By motion made and seconded (Mathena/Clarke), the Commission approved the Checking Account Activity Register as submitted.

#### Agreement for Legal Services

Ms. Johnson pointed out that the only change to the proposed 2006-07 contract was an increase in the hourly rate of an additional \$10 per hour. By motion made and seconded (Clarke/Mathena) the commission approved the Agreement for Legal Services.

#### Announcement of Special District Alternate Commissioner Election

Chair Miller announced that Irwin Fust was elected as the Special District Alternate Commissioner.

#### Office Manager/Analyst Position Report and Request for Executive Committee Interviews

Ms. Mickelson reported that the position closed on September 27, 2006, and that approximately eighty resumes were received. She proposed that she interview the top fifteen candidates and then have the Executive Committee interview her top five candidates. Commissioner Mathena said he preferred to review her top 10 candidates before she started interviewing. Commissioner Clarke agreed with him. Ms. Mickelson agreed to forward copies of her top candidates to Commissioners Clarke and Mathena that afternoon for their review. It was determined that the top five candidates will be interviewed Monday, October 16, 2006, starting at 2:00 PM at the Shasta LAFCO office.

### **SPECIAL STUDIES/REPORTS**

#### Draft Municipal Services Review, Centerville Community Services District

Ms. Mickelson called attention to page 5 of 12 in the review regarding the Foxwood development. A change needs to be drafted in regard to a portion of the project that will remain within the CSD. The report will be reviewed by affected agencies and will be brought back for final approval meeting in approximately ninety days.

By motion, seconded (Langfield, Mathena) the Commission approved the Draft Municipal Services Review.

### **CHANGES OF ORGANIZATIONS AND/OR REORGANIZATION**

#### Rhodes Annexation to CSA #8, 100% Consent

Ms. Mickelson reviewed the Executive Officer report with the Commission. She communicated that this was a basic annexation application, within the Sphere of Influence, 100% consent and there are no outstanding issues that would preclude the Commission from taking action.

By motion, seconded (Clarke, Mathena), the Commission unanimously approved the Rhodes Annexation to CSA #8.

#### Beck Detachment from Shasta CSD

Ms. Mickelson provided information on this upcoming item to the Commission.

### **COMMISSIONER ANNOUNCEMENTS**

CALAFCO Conference Report: Commissioner Mathena reported that he attended the Wednesday afternoon panel discussion on MSRs that Ms. Mickelson served on the panel for. He was expecting the session to be more in depth, but complimented Amy on her presentation. He also participated in a session with Commissioner Farr on the separation of LAFCOs and said that he wanted the session to look more at the big picture and not concentrate on the employees so much. He mentioned that the breakfast was a good opportunity to talk about problems and network with many people.

Ms. Mickelson attended the regular business meeting where an increase in annual dues was proposed. It was agreed that CALAFCO will adopt a 3-year step approach to the increase, increasing to approximately \$700 more per year. 51 LAFCOs attended the conference.

Other:

Commissioner Mathena reported on his activities with RTPA, a committee of local cities working on a "blueprint" for regional planning areas. He attended the CALTRANS conference and states it is necessary to belong to this organization in order to get some of the 19.5 Billion dollars from the upcoming election for infrastructure.

Chair Miller reported that she had attended the CSDA Conference and found it very useful.

**STAFF ANNOUNCEMENTS**

Executive Officer Report

Ms. Mickelson stated that she would be seeking assistance from the City of Redding for their MSR completion. She also noted that she is currently working on Cottonwood FPD and Anderson FPD and wants to finish all fire districts during the winter months when they are more available.

Legislative Report

Ms. Mickelson reported that AB1602 was signed and AB2259 is enrolled. AB2158 was not enrolled but will likely be discussed again.

Next regular meeting

December 7, 2006 at 10:00am – Ms. Mickelson mentioned that there might be a need for a special meeting in November.

**ADJOURNMENT**

There being no further business, Chair Miller adjourned the meeting at 10:53 a.m.

---

Amy K. Mickelson  
Executive Officer

---

Date

# Shasta LAFCO

---

## Shasta Local Agency Formation Commission

1670 Market Street, Suite 244, Redding, CA 96001

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

### MINUTES

#### Executive Committee Meeting – November 28, 2006

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

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

Vice Chairman Mathena called the meeting to order at 2:00 p.m. in the Shasta LAFCO office, 1670 Market St. Ste 244, Redding, California.

Commissioners Present: Mathena, Clarke

Commissioners Absent: Miller

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

#### **DRAFT PERSONNEL POLICIES**

After review and discussion of amended personnel policies Commissioner Clarke felt that a probationary period should be 12 months, not 3, Commissioner Mathena agreed. Further discussion, however, centered on the idea of at-will employment and a probationary period being somewhat in conflict with that ideal. Further committee discussion followed ensuing in the removal of the probationary language. Medical benefits would also be provided upon hiring. A list of the actual holiday and the dates was added to the personnel policy as well. The issue of the Paid Time Off benefit offered to employees was discussed. A concern was that if an employee separation were to occur with Shasta LAFCO all PTO time accrued would be payable to the employee since there is no distinction between Vacation Time and Sick Time. Ms. Mickelson was going to research PTO policies to see if there is a way to differentiate Vacation Time and Sick Time, so that if an employee separation occurred with Shasta LAFCO not all PTO time would be paid out.

*By motion made, seconded (Clarke, Mathena), the Executive Committee recommended the policies for action by the full Commission as submitted, with the amendments as drafted by the committee, awaiting final language regarding PTO.*

#### **CONSIDERATION OF CHANGE IN STATUS FOR EXECUTIVE OFFICER**

Ms. Mickelson is currently an Exempt employee (32 hour work week) she stated that her hours have been well over 40 hours a week for several weeks now. Ms. Mickelson does not expect this to change for the next 3-6 months due to completing MSR's within the next 14 months as well as the training of the new Clerk/Analyst position. It was noted that if approval for change in status were made, we would still come in under budget in the Salaries line item.

*The Executive Committee (Mathena/Clarke) recommends the following to the full Commission: to alter the current work status for the Executive Officer from Exempt (32 hour work week) to Exempt (40 hour work week) for 3-6 months as needed.*

**CONSIDERATION OF EMPLOYEE BENEFITS PROVISION**

Ms. Mickelson researched several providers that offer medical insurance. Staff & Commissioners agreed that SDRMA offers competitive prices and feels it would be the best option for employee medical benefits.

*The Executive Committee (Clarke/Mathena) recommends the following to the full Commission: to contract for the SDRMA Gold PPO benefit package and pay 100% of the employee premium.*

**REVIEW OF AGENDA MATERIAL FOR REGULAR MEETING**

The agenda was reviewed for the December 7, 2006 meeting and staff was directed to mail/post as prepared.

**ADJOURNMENT**

There being no further business, Vice-Chairman Mathena adjourned the meeting at 2:50 p.m.

---

Amy K. Mickelson  
Executive Officer

---

Date

# Shasta LAFCO

---

## Shasta Local Agency Formation Commission

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 7, 2006

(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

Chair Miller called the meeting to order at 10:55 a.m. in the Board of Supervisors Chambers, Shasta County Administrative Building, Redding, California.

Commissioners Present: Miller, Clarke, Cibula, Webster

Commissioners Absent: Farr, Gover, Langfield,

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

The new LAFCO Analyst, Jessica Smith, was introduced to the Commission.

#### PLEDGE OF ALLEGIANCE

Commissioner Clarke led the Pledge of Allegiance.

#### OPEN TIME

No one requested to speak.

#### CONSENT AGENDA

By motion made and seconded (Clarke/Webster), the Commission approved the minutes of the November 28, 2006 Executive Committee Meeting.

As a quorum of members who had attended the meeting was not present, Commissioner Cibula asked that the minutes for the October 5, 2006 be carried over to the February meeting. Counsel reminded the Commission that a quorum was unlikely to be available at the February meeting due to election results and expected Commission changes. Counsel advised the Commission that attendance at the October 5<sup>th</sup> meeting was not required in order to vote on the minutes. Commissioner Cibula remained firm in his request, however. The minutes for October 5, 2006 were continued to the next agenda.

#### BUDGET & FISCAL AFFAIRS

##### Fiscal Year 2006-2007 YTD Claims Register

After brief review of the Claims Register, Commissioner Cibula asked Ms. Mickelson who was currently paying for her business cell phone, as there was not a cellular phone expense on the Claims Register. Ms. Mickelson stated that she was currently paying for the cell phone that she uses for LAFCO business. She stated that this was due to the fact that Shasta LAFCO had no credit history, thus she had been unable to open a new account under Shasta LAFCO.

Commissioner Cibula suggested that Ms. Mickelson either receives a monthly stipend for a cell phone, which could be used for personal and/or business use, or she will have to carry two phones, one for personal use and one for business use. Commissioner Clarke reported that the IRS code has recently changed for employees who are required to carry a cell phone and the bill is paid by the agency. The new law will made it a tedious task of recording keeping if one cell phone is used for personal and business use and is funded with out a stipend. It was recommended by the Commission that this issue be put on the next agenda for further discussion, and for Ms. Mickelson to research other agencies to see what their monthly stipend to employees is for a cell phone.

By motion made and seconded (Clarke/Webster), the Commission approved the 2006-07 YTD Claims Register.

#### November Checking Account Activity Register

Ms. Mickelson reported that after much effort a debit card was received from Tri Counties Bank. Ms. Mickelson explained that the two charges that were erroneous charged to the bank account have been credited back and will be reflected on the next bank statement.

By motion made and seconded (Clarke/Webster), the Commission approved the Checking Account Activity Register as submitted.

#### FY 2006-07 Budget Update

Ms. Mickelson reported that this an YTD updated budget and in February a Mid-Year Budget Review will be presented. There was discussion about a few items that where were over budget, such as **Memberships**, due to CALAFCO increase in dues and becoming a member with SDRMA, **Professional Services**, for temporary staff & **Trainings**, due to new staff attending a training.

Chair Miller informed the Commissioners that since she was unable to attend the CALAFCO conference last year due to illness and her registration fee had already been paid; CALAFCO was able to hold the registration fees for next year's conference. Ms. Mickelson stated that they could actually apply the held funds to anyone who attends the 2007 CALAFCO conference.

## **POLICIES & PROCEDURES**

### Personnel Policies

Chair Miller began discussing of Sick/Vacation time vs. PTO. Cibula stated that he would like to wait until the full board is present to allow necessary deliberation before making this type of decision. Ms. Mickelson explained that staff is currently covered under Employer Concepts personnel policy, but the agency really needs to have their own set of personnel policies. Ms. Mickelson asked that if the Commission is not able to make a decision about Sick/Vacation time vs. PTO at this meeting, that they really consider the two options so that a decision can be made at the next meeting.

Commissioner Clarke informed Commissioners that two of the issued raised at the Executive Committee meeting in November were benefits and the probationary period. The Committee felt that the probationary period wording was conflicting. Commissioner Cibula asked for more clarification. Commissioner Clarke explained that if employees are truly at-will employees there is no need for a probationary period. A probationary period implies that after a set amount of time employee is now in a protected class. If employee is truly at-will, then they need to be at-

will. Further discussion followed with input from legal counsel who verified that she had drafted the language and believed it to be the best policy regarding true at-will employment.

Staff was directed to take the policies back to the Executive Committee for recommendation for action at the next Commission meeting.

## **SPECIAL STUDIES/REPORTS**

### MSR Status Report

The Executive Officer presented a summary as to where the MSRs currently stood as far as completing and priority. Ms. Mickelson indicated that two-three Fire Districts were expected to be completed within the next few months.

## **CHANGES OF ORGANIZATIONS AND/OR REORGANIZATION**

At this time there were no reorganization or conducting authority proceedings. Ms. Mickelson reported that she expects to have several proposals (approximately 6) filed within the next two months. There are also several items that are in the discussion and pre-application phase.

## **OPERATIONS & ADMINISTRATION**

### Change in Status for Executive Officer

Ms. Mickelson presented a staff report regarding hours worked, contract obligations and expected workload for the next several months. As per contract, she is currently an Exempt employee, with her salary calculated based on a 32 hour work week. She stated that her hours have been well over 40 hours a week for several weeks now. Ms. Mickelson does not expect this to change for the next 3-6 months due to completing MSR's within the next 14 months as well as the training of the new Clerk/Analyst position. It was noted that if approval for change in status were made, we would still come in 11% under budget in the Salaries line item. The Executive Committee recommended that the Executive Officer be classified as an Exempt employee based on a 40 hour work week for a temporary period since her workload has increased in the past few months.

Counsel Johnson recommending using generic terms such as stating that Ms. Mickelson's workload has increased by 1/5 and needs to be compensated for that instead of basing it on hours since she is an exempt employee. Commissioner Clarke explained that Ms. Mickelson's salary was based on a  $\frac{3}{4}$  time position as per her contract, but she has been working a full time plus position for some time now and should be compensated for it. Commissioner Cibula would like to wait until the February 2007 meeting when a full board is present to make this decision. Commissioner Clarke felt that it was unfair of the Commission to ask the Executive Officer to continue to work 40+ hours a week until February and not compensate her. Commissioner Cibula again stated that if Ms. Mickelson is asked for a 20% increase in pay it should go before the full board and he doesn't mind if a special meeting needs to be called to settle this matter. He felt that there were legal concerns and this issue wasn't considered at a legal level.

Commissioner Clarke said that it was considered at a legal level. Counsel confirmed that she had been a part of discussions and review leading to this agenda item. Commissioner Miller expressed that since the other Commissioners couldn't be here they would expect the Commissioners present to continue on with business as usual. There are enough Commissioners present to have a quorum, which is sufficient to make these types of decisions. Commissioner

Clarke also noted that even with new staff and approval of Executive Office at a temporary change in status, we would still be under budget by 11%. Commissioner Clarke felt that Commissioner Cibula wanted all the work done by the Executive Officer but didn't want to compensate her. Commissioner Clarke explained that the Executive Officer has a legal expectation to receive full compensation for the work she's doing. Commissioner Clarke recommended approving a 2-month temporary change in status for the Executive Office until they could meet again with the full board in February. Commissioner Cibula stated that he didn't disagree with what Commissioner Clarke is saying; he just has a problem with the way Ms. Mickelson's staff report is worded.

By motion made and seconded (Clarke/Webster), the Commission approved paying the Executive Office her hourly rate multiplied by 40 hours a week. The motion failed 3-1-3.

Commissioner Clarke asked to reconsider the motion. Commissioner Cibula asked to reconsider the reconsideration.

After some discussion among the Commissioners regarding the intent of the motion as well as parliamentary procedure, the original motion was withdrawn.

Commissioner Clarke moved to increase the salary compensation to the Executive Officer by 20% to reflect a 20% increase in workload and expected hours and for the change to be brought back to the Commission at the next meeting for review and continuation. Commissioner Webster provided the second. The motion passed 4-0-3.

#### Employee Benefits

The Executive Officer presented the Commission with a staff report regarding medical benefits coverage. Commissioner Cibula asked to continue the item to the next meeting where more Commissioners were present. Staff indicated that a decision was necessary in order to bind coverage and that these medical benefits were offered to employees upon hiring.

Upon motion made (Clarke/Webster), staff was directed to bind and allocate funds for medical benefits through SDRMA at the gold level for employees only. The motion also authorized the Chair and Executive Officer to sign for dental, vision and life insurance policies up to a monthly allowance of \$110 per employee. The motion passed 4-0-3.

#### **OTHER BUSINESS**

There was no other business brought before the Commission.

#### **COMMISSIONER ANNOUNCEMENTS**

Commissioner Clarke was thanked for her extensive service and years of dedication to LAFCO. The Commission and audience was invited back to the LAFCO office to share in a luncheon honoring outgoing Commissioners Clarke and Mathena.

#### **STAFF ANNOUNCEMENTS**

##### Next regular meeting

February 1, 2007 at 10:00am

##### LAFCO office hours

Monday – Thursday; between 9-12 and 1-4

LAFCO office closed  
December 25<sup>th</sup> – January 2<sup>nd</sup>

**ADJOURNMENT**

There being no further business, Chair Miller adjourned the meeting at 12:10 a.m.

---

Amy K. Mickelson  
Executive Officer

---

Date