EXECUTIVE COMMITTEE MEETING

Friday, March 13, 2026 at 10:00 a.m.
Shasta County Library – Redding – Foundation Room
1100 Parkview Avenue, Redding, CA 96001

MEETING MINUTES

1. CALL TO ORDER

Chair Baugh called meeting to order at 10:09 a.m. at the Foundation Room in the Redding Branch of the Shasta County Library, 1100 Parkview Avenue, Redding, CA 96001.

a. Roll Call

Present: Chair Baugh, Commissioner Lund, and Commissioner Haynes

Absent: None

Staff Present: Executive Officer Krystle Brogna (phone); Clerk Amber Chung (phone); Legal Counsel Jim Underwood

2. PUBLIC COMMENT

No public comment was provided.

3. AGENDA ADOPTION

a. Agenda – Additions/Changes
b. Business/Campaign Conflict Disclosures

No changes were made to the agenda and no disclosures were made.

4. BUSINESS ITEMS *(POTENTIAL ACTION)*

a. Adopt Executive Committee Meeting Minutes from January 22, 2026

Commissioners reviewed the January 22, 2026 Executive Committee meeting minutes.

Motion Baugh/ Haynes to adopt the meeting minutes from the January 22, 2026, Executive Committee meeting. Motion passed by 2-0-1 voice vote with Commissioner Lund abstaining.

b. Bank Statements: January and February 2026

EO Brogna noted recent activity on the bank statements including that everything is fairly routine and that there was an item scheduled later on the agenda to formally close the US Bank account. Two checks were lost in the mail and needed to be reissued.

Commissioner Haynes inquired about a charge on the US Bank statement; it was clarified that this is a service charge and will no longer be charged once the account is closed.

Motion Baugh/ Haynes to accept the January and February 2026 bank statements. Motion passed by 3-0-0 voice vote.

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General Counsel
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c. Planwest Invoices: January and February 2026

EO Brogna explained that these are routine invoices and provided an overview of how the Planwest Partners' invoices are typically organized. Commissioners asked clarifying questions.

Motion Haynes/ Baugh to approve the Planwest Partners invoices for January and February 2026. Motion passed by 3-0-0 voice vote.

d. April 2, 2026 Regular Commission Meeting Agenda

EO Brogna outlined the draft agenda for the upcoming Commission meeting, explaining that there are three scheduled and noticed public hearings including a proposed annexation to the Fall River Valley CSD, the proposed budget for FY2026-27, and the rehearing of the Burney FPD MSR/SOI Update from October 2025. Legal counsel suggested that he provide an update under the Executive Officer report, Item 10, on remote meeting participation requirements and possibilities to the full Commission.

Motion Lund/ Haynes to approve the April 2, 2026 Regular Commission Meeting Agenda with the addition of an item presented by Legal Counsel on remote meeting participation under Item 10. Motion passed by a 3-0-0 voice vote.

e. Preliminary FY2026-27 Budget

Commissioner Lund stated that A.C.I.D is working with the County Auditor and the District attorney to figure out how to recoup some of its member contributions that were paid at the beginning of FY2025-26; the District believes that they were overcharged due to some of its grant funds being considering income by the County Auditor.

EO Brogna clarified the process for determining member contributions and stated that once the Commission approves the budget, the Auditor determines the member contributions and prepares the invoices for LAFCO staff to distribute. She has invited an employee from the Auditor's office to attend the upcoming Commission meeting and provide an explanation of how member contributions are determined. Legal Counsel offered to provide a copy of the legal statute that outlines what entities are responsible for contributing to LAFCO's operating revenues to be included in the proposed budget staff report.

EO Brogna provided an overview of the preliminary FY2026-27 budget, noting that there is no proposed increase in member contributions this year. The Commission has one remaining CalPERS payment of approximately $35,000 (decreased from the usual $50,000 installments); this difference will support the increasing costs of this fiscal year instead of an increase in member contributions. She also noted that more funds have been allocated to the MSR/SOI preparation line item to budget for the outstanding MSRs that still need to be completed from this fiscal year. These MSR/SOI Updates are behind schedule due to unexpected costs associated with both the CSA #1 and Burney FPD MSR/SOI Updates. Several other line item costs have decreased, including rent, IT, and legal notices.

Motion Haynes/ Lund for the Executive Committee to recommend the Preliminary FY2026-27 Budget to the full Commission on April 2, 2026. Motion passed by a 3-0-0 voice vote.

f. Closure of US Bank Checking Account

EO Brogna noted that at a prior Commission meeting, she was given authorization to close the US Bank account but wanted to ensure that the current Executive Committee supported this prior to taking final action. Commissioner Lund confirmed that funds in the US Bank account would be transferred to the Commission's Tri Counties bank account. Commissioners expressed support for EO Brogna to close the account.

Motion Lund/ Haynes to authorize EO Brogna to officially close the US Bank checking account. Motion passed by a 3-0-0 voice vote.

5. Informational Items

a. Status of Current and Future Applications

Commissioners received an informational report from EO Brogna on the status of current and future applications. Active applications on file included CSA #8 – Palo Cedro, which has had no new updates since the previous meeting, and an application for an annexation of territory to the Fall River Valley Community Services District (CSD) which will be presented to the Commission at the April 2, 2026, Regular meeting. Commissioners inquired about deactivating the CSA #8 application since there has been no progress; EO Brogna stated that she would look into this and provide more information about the logistics of considering an application inactive. Commissioners requested that EO Brogna contact CSA #8 and inquire about the status of the application and if they intend to continue pursuing it.

b. Status of Municipal Service Review/Sphere of Influence Updates

Commissioners received an informational report from EO Brogna on the status of MSR/SOI Updates. All MSR/SOIs are on hold while staff works to finalize the Burney FPD MSR/SOI process due to budgetary constraints. Commissioners and staff discussed the Burney FPD SOI and potential options to propose at the upcoming Commission meeting.

Commissioner Lund proposed that, if budget allows, a budget amendment be proposed to the Commission to move funds around to finance the drafting of the MSR/SOI Updates that are currently on hold. EO Brogna replied that if funds were available towards the end of the fiscal year, staff could prepare this and wrap up the CSA #4 MSR.

c. Public Records Act Request

EO Brogna stated that LAFCo received a Public Records Act (PRA) request for documentation on the Burney SOI process including all communications pertaining to Burney FPD, Cassel VFD, CSA #1, or other related topics from January 1, 2025, to February 25, 2026. Staff have been working to complete the request.

6. Commissioner Comments

No Commissioner comments.

7. Meeting Adjournment – 11:18 a.m.