EXECUTIVE COMMITTEE MEETING

Friday, May 19, 2026 at 10:00 a.m.
Underwood Law Offices - 1322 Court Street
Redding, CA 96001

ADOPTED MEETING MINUTES

1. CALL TO ORDER

Vice Chair Lund called meeting to order at 10:037 a.m. at Underwood Law Offices located at 1322 Court Street, Redding, CA 96001.

a. Roll Call

Present: Vice Chair 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

Motion Haynes/Lund to amend the agenda to add two business items including Legal Services Contract and Discussion of Chair and Vice Chair appointment process. Motion passed by 2-0-0 voice vote.

b. Business/Campaign Conflict Disclosures

No disclosures were made.

4. BUSINESS ITEMS *(POTENTIAL ACTION)*

a. Discussion of Chair and Vice Chair

Commissioners discussed the process for appointing a new Chair and Vice Chair since former Chair Baugh was not longer serving on the Commission. Direction was provided to staff to place an additional item on the Regular Commission meeting agenda to appoint both a Chair and Vice Chair.

b. Adopt Executive Committee Meeting Minutes from March 13, 2026

The minutes were not included in the agenda packet provided to Commissions. As such, the item was deferred until the next Executive Committee meeting.

c. Bank Statements: March & April 2026

EO Brogna noted that the US Bank account was closed and the remaining funds were deposited into Tri Counties Bank. Commissioner Lund inquired about opening a new CD savings account.

Motion Haynes/Lund to accept the March and April 2026 bank statements. Motion passed by 2-0-0 voice vote.

d. Proposed FY2025-26 Budget Amendment

EO Brogna introduced the staff report and explained that a budget amendment is being proposed to cover the unexpected expenses associated with the Burney Fire Protection District Sphere of Influence update. Discussion was held regarding formatting and additional work to be completed this fiscal year.

Motion Haynes/Lund to submit the Proposed Budget Amendment to the full Commission for consideration. Motion passed by 2-0-0 voice vote.

e. Planwest Invoices: March & April 2026

EO Brogna explained that these are routine invoices and noted the additional work completed for the Burney Fire Protection District Public Records Act Request. Commissioners asked clarifying questions and discussed if the item should be taken to the full Commission for consideration.

Motion Haynes/Lund to submit the invoices to the full Commission for consideration as part of the Proposed Budget Amendment. Motion passed by 2-0-0 voice vote.

f. Proposed Planwest Partners Staffing Services

EO Brogna presented the staff report and explained that Planwest Partners has decided to end its staffing services contract with Shasta LAFCO. Discussion was held regarding potential staffing options. Commissioners asked clarifying questions and noted they would like to discuss further at the Executive Committee level.

Motion Haynes/Lund to discuss staffing services options at the next Regular Commission meeting as part of the Planwest Partners contract item. Motion passed by 2-0-0 voice vote.

g. Proposed Underwood Law Offices Contract for Legal Services

Legal Counsel Underwood presented his updated contract for legal services to the Commission. The contract is for a two-year period and includes a slight hourly rate increase.

Motion Haynes/Lund to consider the proposed two-year contract at the next Regular Commission meeting. Motion passed by 2-0-0 voice vote.

h. June 4, 2026 Regular Commission Meeting Agenda

EO Brogna outlined the draft agenda for the upcoming Commission meeting. Commissioners asked clarifying questions about the agenda items and reviewed items added to the agenda based on previous discussion.

Motion Haynes/Lund to approve the June 4, 2026 Regular Commission Meeting Agenda with changes. Motion passed by a 2-0-0 voice vote.

i. Final FY2026-27 Budget

EO Brogna noted that no comments were received on the proposed budget and the final budget presented is largely the same. Commissioner Lund provided comments regarding last years' contribution from ACID.

Motion Haynes/ Lund for the Executive Committee to recommend the Final FY2026-27 Budget to the full Commission on June 4, 2026. Motion passed by a 2-0-0 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. The Certificate of Completion for the Fall River Valley Community Services District Williams Road Annexation is planned to be recorded in early June.

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

EO Brogna noted that all MSRs are still currently on hold due to budget constraints.

6. Commissioner Comments

No Commissioner comments.

7. Meeting Adjournment – 11:44 a.m.