Special Commission Meeting

Thursday, July 9th, 2026, at 9:00 a.m.
Shasta County, Board of Supervisors Chambers
1450 Court Street, Redding, CA, 96001

Agenda

1. **Call to Order**
   a. Roll Call
   b. Pledge of Allegiance – Commissioner Haynes
2. **Agenda Adoption**
   a. Agenda – Additions/ Changes

   Note: Only the following additions/changes are permitted: (1) to change the order of noticed agenda items, (2) determine to continue or not consider a noticed agenda item, or (3) discussion/action on an item not appearing on the posted agenda if a defined statutory emergency situation is determined to exist by majority vote (G.C. 56954.2(b)(1) and G.C. 54956.5).

   b. Business/ Campaign Conflict Disclosures
3. **Special Presentations -** None
4. **Consent Calendar –** *Action Item*

All consent items are considered routine and may be enacted by the Commission under one motion. With concurrence of the Chair, a Commissioner may request that an item be removed for discussion.

   a. June 4, 2026 Draft Meeting Minutes
   b. May - June 2026 Financial Summary
5. **Items Pulled from Consent Calendar**

This item is reserved for any items that the Commission wishes to pull from the consent calendar to discuss prior to taking action.

6. **Correspondence -** None
7. **Closed Session -** None
8. **Scheduled Public Hearings** – None

9. BUSINESS ITEMS

Business items are for review and possible action by the Commission.

a. Proposed Request for Qualifications for LAFCO Staffing Services
The Commission will consider approving the proposed Request for Qualifications for LAFCO Staffing Services.

b. Appointment of Statement of Qualifications Review and Selection Committee
The Commission will consider appointing three members of the Commission to a committee for the review of Statements of Qualifications received for staffing services.

10. EXECUTIVE OFFICER REPORT *(INFORMATIONAL ONLY) - NONE*

11. COMMISSIONER ANNOUNCEMENTS *(INFORMATIONAL ONLY)*

12. STAFF ANNOUNCEMENTS

13. ADJOURNMENT

The next Regular Commission Meeting is scheduled for Thursday, August 6, 2026, at 9:00am at the City of Shasta Lake City Council Chambers located at 4477 Main Street, Shasta Lake, CA 96019.

If you choose not to observe the LAFCO meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. the day prior to the meeting. Please submit your comment to amber@shastalafco.org. Your comment will be placed into the record at the LAFCO meeting.

Notice:
This agenda has been posted at least 72 hours prior to the meeting in a location freely accessible to members of the public, in accordance with the Brown Act. The full agenda packet (including staff reports) is also available on the LAFCO website at www.shastalafco.org.

For items appearing on the agenda, the public is invited to make comments at the time the item comes up for consideration by the Commission. The Chair will call for public comment as each item is heard by the Commission. For items not appearing on the agenda, the public is invited to make comments during the Public Comment period for non-agenda items. All speakers are invited to state their names but are not required to do so. If you wish to submit written material at the meeting, please supply 10 copies.

FPPC - Notice to All Parties and Participants in LAFCO Proceedings:
State law requires that a participant in LAFCo proceedings who has a financial interest in the decision and who has made a campaign contribution to any Commissioner in the past year must disclose the contribution. If you are affected, please notify LAFCo staff before the hearing.

Americans with Disabilities Act:
Commission meetings are held in a wheelchair accessible facility. Individuals requiring special accommodation to participate in this meeting are requested to contact the LAFCO representatives at (707) 825-8260. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

REGULAR COMMISSION MEETING

Thursday, June 4, 2026
Board of Supervisor Chambers
1450 Court Street, Redding, CA 96001

DRAFT MEETING MINUTES

1. CALL TO ORDER

Vice Chair Lund called the meeting to order at 9:00 a.m. at the Board of Supervisors Chambers.

a. Roll Call

Present: Commissioners Gallagher, Harmon*, Haynes, Lund, Morgan, and Ryness**; Alternate Commissioner Long***, and Smith****

Absent: Commissioner Kelstrom and Alternate Commissioner Audette

Staff Present: Executive Officer Krystle Brogna; Legal Counsel Jim Underwood

*Commissioner Harmon joined the meeting at 9:05am.

** Commissioner Ryness joined the meeting at 9:10am.

*** Alternate Commissioner Long was seated as a voting member.

**** Alternate Commissioner Smith was seated as a voting member from 9:00 – 9:10am.

b. Pledge of Allegiance – Led by Vice Chair Lund.

c. Appointment of Alternate Public Member

Executive Officer Brogna noted that the required waiting period for appointment of the Alternate Public Member has been met and no additional inquiries were made about the open seat. As such, the Commission could move forward with appointment.

Motion Haynes/Long to appoint Bill Goodwin as the Alternate Public Member for the remainder of the 2023 – 2026 term. Motion passed by 6-0-0 voice vote.

d. Seating of Regular City Member – Mike Gallagher

Mike Gallagher was welcomed to the Commission as the new Regular City Member representing the City of Anderson. No action was taken.

Commissioner Harmon joined the meeting.

e. Designation of Chair and Vice Chair

Nominations were accepted for the Chair and Vice Chair position for the remainder of the 2026 calendar year.

Motion Haynes/Morgan to appoint Ronnean Lund as Chair and Christopher Kelstrom as Vice Chair. Motion passed by 7-0-0 roll call vote.

AYES: Commissioners Gallagher, Harmon, Haynes, Long, Lund, Morgan, and Ryness

NOES: None

ABSTAIN: None

ABSENT: Commissioner Kelstrom

2. Public Comment

Public comment was provided by Larry Russell.

3. Agenda Adoption

a. Agenda – Additions/ Changes

Motion Morgan/Haynes to approve the agenda. Motion passed by 7-0-0 voice vote.

b. Business/Campaign Conflict Disclosures

No disclosures were made.

4. Special Presentations - None

5. Consent Calendar

a. February 5, 2026 Draft Meeting Minutes

Motion Haynes/Morgan to approve the February 5, 2026 meeting minutes. Motion passed by 6-0-1 voice vote with Commissioner Gallagher abstaining.

b. January – February 2026 Financial Summary

Motion Morgan/Haynes to approve the January to February 2026 financial summary. Motion passed by a 7-0-0 voice vote.

6. Items Pulled from Consent Calendar – None

7. Correspondence - None

8. Closed Session - None

9. Scheduled Public Hearings

a. Final FY2026-27 Budget

Executive Officer Brogna introduced the staff report and provided an overview of the final budget for FY2026-27. Minimal changes were made from the proposed version brought to the Commission in April; these changes included updates to expected expenses based on actual expenditures. There is no increase in member contributions.

No public comment or Commissioner comments were received.

Motion Haynes/Morgan to adopt Resolution 2026-03 approving the final FY2026-27 budget. Motion passed by a 7-0-0 voice vote.

10. BUSINESS ITEMS

a. Proposed FY2025-26 Budget Amendment and Planwest Partners, Inc Invoices

Executive Officer Brogna introduced the staff report and explained that due to higher-than-expected costs associated with the Burney FPD MSR/SOI Update, the staffing services budget has been expended. She explained that the budget amendment would require the use of reserve funds and would fund staffing services for April through June of 2026.

Motion Ryness/Long to adopt Resolution 2026-04 approving the FY2025-26 budget amendment and Planwest Partners invoices for March and April 2026. Motion passed by 7-0-0 voice vote.

b. Professional Services Agreement for Executive Officer Services

Executive Officer Brogna introduced the staff report and stated that Planwest Partners is proposing a six-month contract and assisting with the facilitation of a staffing transition.

Commissioners held discussion about the staffing options, including its opposition to contracting with the County to provide executive officer services. The Commission also discussed its interest in scheduling a special meeting at 9:00 am on July 9, 2026, to review, discuss, and take action on an RFP for staffing services.

Motion Gallagher/Haynes to approve the six-month staffing services contract with Planwest Partners. Motion passed by 7-0-0 voice vote.

c. Professional Services Agreement for Legal Counsel Services

Legal Counsel Underwood introduced the staff report and provided an overview of the changes made to the professional services agreement since the last time it was approved. Changes made include the contract covering two years instead of on an annual basis and rate increases.

Motion Haynes/Morgan to approve the two-year legal services contract with Underwood Law Offices. Motion passed by 7-0-0 voice vote.

11. EXECUTIVE OFFICER REPORT

a. Status of Municipal Service Review/Sphere of Influence Update Preparations

EO Brogna introduced the staff report, noting that MSR/SOI development has been on hold as indicated at previous Commission meetings. She noted that she'd like to bring an MSR supporting the dissolution of CSA #4 to an upcoming meeting.

b. Status of Current and Future Applications

EO Brogna introduced the staff report and explained that she has been in touch with CSA #8 representatives and they have indicated continued interest in their application for annexation. EO Brogna noted that she outlined the outstanding application materials for the applicants and will continue to coordinate with them. She also provided a brief update on the annexation to the Fall River Valley CSD, noting that the final step was to file the annexation with the State Board of Equalization.

c. Status of Commissioner Terms

EO Brogna introduced the staff report, noting upcoming expiring terms. Staff will be pulling together the special district member election materials in the coming months.

d. CALFCO Legislative Report

EO Brogna noted that a list of bills being tracked by CALAFCO was included in the packet for Commissioner review.

e. CALAFCO SB 827 Fiscal and Financial Training

EO Brogna noted that on demand fiscal training is being offered by CALAFCO and staff is available to assist Commissioners with singing up for the training if they are interested.

12. COMMISSIONER ANNOUNCEMENTS

Commissioner Morgan announced that the City of Shasta Lake is planning a drone show by the dam on July 3rd.

13. STAFF ANNOUNCEMENTS - NONE

14. ADJOURNMENT – 9:44 AM

Shasta Local Agency Formation Commission
Profit and Loss Detail
May 1-June 30, 2026

	date	type	Num	Name	Description	Item split account	Amount	Balance
Expenses								
B Professional Services								
Contractor Executive Officer								
	05/31/2026	Bill	26-235-05	Planwest Partners, Inc.		Accounts Payable	7,131.98	7,131.98
	06/30/2026	Bill	26-235-06	Planwest Partners, Inc.		Accounts Payable	8,938.84	16,070.82
Total for Contractor Executive Officer							**$16,070.82**	
Legal Services and Councel								
Miscellaneous Legal Service								
	05/31/2026	Bill	10567	Underwood Law Offices, PC		Accounts Payable	240.00	240.00
	06/22/2026	Bill	10601	Underwood Law Offices, PC		Accounts Payable	520.00	760.00
Total for Miscellaneous Legal Service							**$760.00**	
Total for Legal Services and Councel with sub-accounts							**$760.00**	
MSR/SOI Expenses								
	06/30/2026	Bill	26-235-06	Planwest Partners, Inc.		Accounts Payable	240.00	240.00
Total for MSR/SOI Expenses							**$240.00**	
Planning and GIS								
	06/30/2026	Bill	26-235-06	Planwest Partners, Inc.		Accounts Payable	812.50	812.50
Total for Planning and GIS							**$812.50**	
Total for B Professional Services with sub-accounts							**$17,883.32**	
Total for Expenses with sub-accounts							**$17,883.32**	
Net Ordinary Income							**-$17,883.32**	
Other Income/Expense								
Other Income								
Finished Application Fee Income								
	06/08/2026	Invoice	FCA 06-08-26	Fall River Valley Community Services Dist:Williams Road Annexation	Final Cost Accounting for Annexation Processing	Accounts Receivable	6,368.75	6,368.75
Total for Finished Application Fee Income							**$6,368.75**	
Total for Other Income with sub-accounts							**$6,368.75**	
Other Expense								
Application Processing Costs								
Application Processing EO								
	05/31/2026	Bill	26-235-05	Planwest Partners, Inc.		Accounts Payable	650.00	650.00
	06/30/2026	Bill	26-235-06	Planwest Partners, Inc.		Accounts Payable	800.00	1,450.00
Total for Application Processing EO							**$1,450.00**	
Total for Application Processing Costs with sub-accounts							**$1,450.00**	
Total for Other Expense with sub-accounts							**$1,450.00**	
Net Other Income							**$4,918.75**	
Net Income							**-$12,964.57**	

Accrual Basis Thursday, July 02, 2026 08:17 PM GMTZ

AGENDA ITEM 9.A.

Date: July 9, 2026

From: Jim Underwood, Legal Counsel

Subject: **Proposed Staffing Services Request for Qualifications**
The Commission will consider approving the proposed Request for Qualifications and provide direction to staff on dissemination of RFQ materials.

BACKGROUND

Local Agency Formation Commissions (LAFCOs) are individually responsible under the Cortese-Knox-Hertzberg Local Governmental Reorganization Act of 2000 (CKH Act) for making their own provisions for personnel and facilities. In making their own provisions, LAFCOs may choose to contract with a public or private entity in accordance with Government Code Section 56380. The CKH Act also prescribes personnel requirements for LAFCO under Government Code Section 56384, which includes appointing an executive officer to conduct and perform the day-to-day business of the agency. This statute also directs LAFCOs to appoint additional staff as it deems appropriate in fulfilling its regulatory and planning duties. Shasta LAFCO has contracted with Planwest Partners since 2016 with regular contract extensions generally approved on an annual basis. For FY2026-27, Planwest has proposed a six-month staffing services contract to assist with recruitment of a new Executive Officer and transition of staffing services.

DISCUSSION

The proposed RFQ (Attachment A), provides details on the duties and responsibilities of the Executive Officer, the desired qualifications for staffing services, and submittal requirements. The Executive Committee previously reviewed the draft RFQ and provided direction to staff on minor adjustments to the RFQ language.

As noted in the RFQ, there is the option to provide staffing services as either an independent contractor or as a direct employee of Shasta LAFCO. In the event the Commission decides to hire employees directly, additional services will be required for payroll and other administration services.

RECOMMENDATION

Staff recommends the Commission review the attached draft Request for Qualifications and approve the release of the RFQ with additional direction to staff as needed.

<u>Attachments:</u>

Attachment A: Draft Request for Qualifications for Shasta LAFCO Staffing Services

Krystle Brogna, AICP
Executive Officer
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www.shastalafco.org

James Underwood
General Counsel
jim@jmulawoffice.com

REQUEST FOR QUALIFICATIONS
LAFCO EXECUTIVE OFFICER STAFFING SERVICES

The Shasta Local Agency Formation Commission (LAFCO) is seeking proposals from qualified individuals or professional consulting firms to provide staffing services, including Executive Officer services, on either an independent contractor basis, or as a W-2 employee of Shasta LAFCO. Shasta LAFCO intends to enter into a two (2)-year contract for staffing services, starting January 1, 2027. The Executive Officer position, as authorized by California Government Code Section 56384, provides management and executive leadership for all LAFCO activities as directed by the Commission. Additional positions that may be presented in the Statement of Qualifications include but are not limited to: Clerk, Administrator, Services Analyst, GIS Analyst, and/or Executive Assistant.

Shasta LAFCO is an independent local agency created by the State Legislature in 1963 to encourage orderly growth and development of local agencies. LAFCO's mission is to facilitate changes in local governmental structure and boundaries that foster orderly growth and development, promote the efficient delivery of services, and encourage the preservation of open space and agricultural lands. LAFCO seeks to be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs, and actions.

For general information about LAFCOs, visit the CALAFCO website: www.calafco.org; for information about Shasta LAFCO, please visit our website: www.shastalafco.org.

Duties and Responsibilities

The duties and responsibilities assigned to the Executive Officer will include but are not limited to the following:

a. Scheduling, preparing for, and attending regular and special in-person Commission meetings, including agendas, reports, resolutions, budgets and studies in coordination with Legal Counsel.

b. Overseeing LAFCO day-to-day Commission operations.

c. Managing the posting of meeting materials and other public documents to the Commission's website.

d. Meeting with Executive Committee prior to each Commission meeting to set agendas, discuss applications, and review other Commission interests.

e. Preparing special reports and studies as mandated by statute, including municipal service reviews and sphere of influence updates, based on Commission direction and priorities.

f. Processing applications for city and district formations, annexations, reorganizations, consolidations, detachments and other proposals.

g. Administering adopted LAFCO budget with budget controls, records, files and review claims and revenue deposits to and from independent LAFCO accounts.

h. Monitoring new and proposed State and local legislation that pertains to LAFCO and representing Shasta LAFCO at CALAFCO and professional associations.

i. Coordinating with LAFCO counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel.

j. Building and maintaining positive working relationships with regular and alternate commissioners, local governmental agencies, and members of the public.

k. Providing technical assistance, especially with regard to applicant proposals, including by pre-application agreements.

l. Other administrative and executive services as may be requested or directed by the Commission and/or Executive Committee.

Experience, Education, and Training

The successful Statement of Qualifications will be one that demonstrates the respondent's combination of experience, education, and training which substantially demonstrates knowledge of:

a. The organization, structure, role and functions of LAFCO, including familiarity with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), including but not limited to an understanding of the Municipal Services Review (MSR) and Sphere of Influence (SOI) process, requests for extension of services beyond agency boundaries, and specific expertise with respect to the statutory procedures and requirements associated with processing changes of organization and reorganization proposals.

b. Local governmental agency organization, structure, services and functions, including understanding of how the full range of municipal services including water, wastewater, fire protection and other services are financed and delivered.

c. Planning, management, and administration principles and practices which are typically applied to Local Agency Formation Commissions and other local governmental agencies.

d. Research methodologies, group and organization dynamics, and the communication skills and techniques necessary for gathering, evaluating, presenting and disseminating information to the Commission, other agencies, community organizations, and the general public.

Minimum Qualifications

The required knowledge and skills are typically attained through education equivalent of a Bachelor's Degree in Urban Planning, Public Policy, Public Administration, Civil Engineering or a related field. A minimum of five (5) years of experience with LAFCOs, either as an Executive Officer, Assistant or Deputy Executive Officer, or as a contract Executive Officer, is preferred. Consideration will be given to similar experience with other local governmental/public agencies such as a county, a city, or a special district. Consideration will also be given to other unique qualifications as may be presented by the applicant. It is not required that applicants live within Shasta County, but special consideration may be given to firms or individual applicants that are based within Shasta County.

Statement of Qualifications (SOQ) Requirements

The nature and form of responses to this RFQ are at respondent's discretion, but must not exceed ten (10) pages. The following minimum information must be provided:

1. A signed cover letter with address, telephone, and e-mail of principal contact.
2. Statement of experience in providing services to other municipal agencies, including LAFCOs.
3. A brief plan explaining how the duties described and services requested will be provided. Include the duties of each person associated with the proposal, including any support staff and/or sub-contractors.
4. A cost and budget sheet detailing costs for contract staffing services by position, hourly rate per person, and estimated costs for services for the first fiscal year, if it is proposed that some or all staff support will be contracted for in addition to the Executive Officer position.
5. Qualification statements for the principal person who would serve as Executive Officer, as well as for all staff who will be performing work under this contract. Please limit the statement to one page per person.
6. Contact information for three professional references.
7. Disclosure of potential conflicts of interest with other work or third party contracts.

Submittal Requirements

A. <u>SOQs must be received no later than 5 p.m., on Friday, August 28,2026, by email or mail</u>. Proposals received after the deadline will not be accepted. They are to be submitted to:

    Jim Underwood, Shasta LAFCO General Counsel
    By delivery to jim@jmulawoffice.com; or to P.O. Box 2428, Weaverville, CA 96093
    Attn: Shasta LAFCO Selection Committee

B. All SOQs, whether selected or rejected, shall become Shasta LAFCO property.

C. The cost of preparation of SOQs shall be borne solely by the proposer.

D. SOQs must be signed by an authorized employee or officer to be considered.

Selection Process

The selection process will include review of SOQs by a Selection Committee appointed by the Commission. The Selection Committee will use the criteria listed below to evaluate the SOQs. At the discretion of the Selection Recommendation committee, additional information may be requested to clarify and explain the SOQs.

a. Applicability of overall experience and qualifications relating to Executive Officer staffing services.

b. Evaluation of the scope of services, examining in particular any special techniques, approaches, ideas, and insights to be used in performing the services, along with additional consideration of how previous experiences may contribute to the proposer's ability to carry out the services.

c. Demonstrated knowledge of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the California Environmental Quality Act, and California land use and planning law.

d. Evaluation of the relevancy and quality of previous service contracts/ employment agreements on which the proposer was the sole or lead consultant. Successful experience with local public agencies of similar size and scope to the Shasta LAFCO within the last five (5) years, including pertinent references.

e. Evaluation of background, experience, knowledge, and capacity to perform quality work within established deadlines and within budget. Candidate shall possess all permits, licenses and insurance necessary to perform the required planning services.

At the discretion of the Selection Recommendation Committee, the Committee may, but is not required to, conduct initial interviews with one or more of the persons or principal parties of the person or entity submitting the proposal.

One or more of the persons or consulting firms with the most highly rated SOQs by the Selection Recommendation Committee may be invited for interviews with the Committee in September 2026. When a final selection is made, all applicants will be advised of the selection. Shasta LAFCO will prepare and provide a proposed contract for professional services for the selected candidate, and that proposed contract will be presented for Commission approval on October 1, 2026.

The Commission reserves the right to cancel this RFQ process at any time, and award a contract to one or more firms, or to decline to award a contract to any firm. The Commission may amend the RFQ at any time, which amendment shall take the form of an addendum published on the Commission's website. Any interested applications that have provided their contact information to LAFCO will be notified of any addendums.

If there are any questions concerning this Request for Qualifications or the selection process, please contact LAFCO Counsel Jim Underwood (530) 739 - 9791.

Selection Process:
SOQs due: August 28, 2026;

SOQ Screening & Selection Committee Interviews: September 2026;

Commission approval of contract for the selected candidate: October 1, 2026;

Start Date: January 1, 2027

Insurance Requirements

The successful proposer shall be required to maintain throughout the term of the contract, and for a minimum of six months following completion by Consultant and acceptance by LAFCO of all services under the contract, the minimum insurance coverages, minimum limits, and endorsements and conditions as described below.

a. Commercial General Liability - with a limit of not less than $1,000,000 per occurrence combined single limit for bodily injury and property damage, including contractual liability, personal injury, products and completed operations.

b. Commercial or Business Automobile Liability - for owned, non-owned or hired automobiles with a combined single limit of not less than $1,000,000 per occurrence.

c. Workers' Compensation - Statutory Limits.

d. Employers Liability Insurance - with a limit of not less than $100,000 per accident.

e. Additional Insured Endorsement - The insurance policy or policies as required above, with the exception of commercial or business automobile liability, workers' compensation and employers liability, shall be endorsed to name as additional insured Shasta LAFCO and their directors, officers, employees and agents.

Before commencing any operations under the Agreement, the successful proposer shall furnish the Shasta LAFCO with a Certificate of Insurance and copies of all applicable endorsements evidencing compliance with the above insurance requirements and that such insurance will not be canceled or materially changed without thirty (30) days advance written notice.

AGENDA ITEM 9.B.

Date: July 9, 2026

From: Jim Underwood, Legal Counsel

Subject: **Appointment of Statement of Qualifications Review and Selection Committee**
The Commission will consider appointing three members of the Commission to a committee for the review of Statements of Qualifications received for staffing services.

BACKGROUND

Shasta LAFCO is anticipated to release a Request for Qualifications (RFQ) for staffing services with an anticipated start date of January 1, 2027. The RFQ seeks proposals from qualified firms and/or individuals to provide a range of staffing services including Executive Officer, Clerk, Analyst, and GIS services. The proposed deadline for submitting Statements of Qualifications (SOQ) is August 28, 2026.

DISCUSSION

The Commission is invited to appoint a Statement of Qualifications Selection Committee that will be convened to review SOQs and conduct interviews if necessary. The Selection Committee should consist of three Commissioners and include representatives from different types of memberships represented on the Commission (County, City, Special District, or Public).

It is anticipated that the Selection Committee will meet at least once in September to discuss the SOQs and may choose to schedule interviews with qualified applicants prior to providing a recommendation. Selection and approval of a firm or individuals to provide staffing services for Shasta LAFCO is anticipated at the October 1, 2026, Regular Commission meeting.

RECOMMENDATION

Staff recommends the Commission appoint members to the SOQ Selection Committee and provide additional direction to staff as needed.