

Les Baugh
County Member
James Yarbrough
City Member
Francie Sullivan
City Member
Larry Farr
City Member Alternate

Irwin Fust
Special District Member
Pam Giacomini
County Member Alternate
Brenda Haynes
Special District Member



Dick Fyten
Public Member
David Kehoe
County Member
Stephen Morgan
Special District Alternate

Bob Richardson
Public Member Alternate
George Williamson
Executive Officer
James M. Underwood
General Counsel
Kathy Bull
Office Manager

MINUTES

Regular Commission Meeting August 4, 2016 City of Shasta Lake Council Chambers

(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.)

1. CALL TO ORDER

- a. Chairman Morgan called the meeting to order at 9:01 a.m. at the City of Shasta Lake Council Chambers located at 4488 Red Bluff Street, Shasta Lake, California.

Present: Chairman Morgan; Vice-Chairman Yarbrough; Commissioners Baugh, Fyten, Haynes, Kehoe, and Sullivan. Alternate Commissioners Farr, Fust and Richardson were present in the audience.

Staff Present: Executive Officer George Williamson, Manager Kathy Bull

Absent: Alternate Commissioners Giacomini and General Counsel Jim Underwood

- b. Commissioner Yarbrough led the Pledge of Allegiance.

- c. Chairman Nominations – Chairman Morgan requested nominations for Chairman.

Motion was presented by Commissioner Kehoe to nominate James Yarbrough as Chairman, seconded by Commissioner Baugh and passed by the following votes:

Ayes: Baugh, Fyten, Haynes, Kehoe, Morgan, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

Chairman Morgan thanked Mr. Underwood for the help he provided over the year, Ms. Bull for being in her position along with the Commissioners and Alternate Commissioners. He stated he will now be an alternate which gives time to run campaign for Board of Supervisors. Chairman Morgan then turned the chair over to Chairman Yarbrough.

- d. Seating of newly selected Special District Commissioner.

The newly selected Special District Commissioner Irwin Fust was seated.

As James Yarbrough was previously Vice-Chairman, there was a need to nominate a new Vice-Chairman.

Motion was presented by Commissioner Baugh to nominate Irwin Fust as Vice-Chairman, seconded by Commissioner Haynes and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

2. PUBLIC COMMENT

No comments were provided.

3. AGENDA ADOPTION

a. Agenda Additions/Changes

No changes or additions were provided.

b. Business/Campaign Conflict Disclosures

No conflicts were disclosed.

4. SPECIAL PRESENTATIONS

No special presentations were presented.

5. CONSENT CALENDAR

- a. Financial Reports and 4th Quarter Statements – Year End
- b. Bank Statements for May and June 2016
- c. Accounts Receivable Aging Report for Fiscal Year 2016/2017
- d. Invoices from Planwest Partners, George Williamson
- e. Minutes from June 2, 2016 Commission Meeting

Commissioner Fyten asked to pull items 5.a., 5.b. and 5.e. from the consent calendar for discussion.

Motion to approve the balance of the Consent Calendar Items 5.c. and 5.d. was presented by Commissioner Baugh, seconded by Commissioner Kehoe and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

Commissioner Fyten referred to item 5.a., which showed a savings of \$4,000 on the Executive Officer budget. He also mentioned that staff cost was over budget by \$1,000 which included cost of staff for an unexpected relocation. There was a cost savings of \$2,500 for a Fiscal Audit. The General Counsel budgeted line item was also under budget. There were some items that ran over the budgeted amount due to the unexpected relocation. The budget year ended \$7,000 under budget with \$13,516 going toward contingency.

Commissioner Fyten noted needed corrections on the minutes which staff stated would be corrected.

Motion to approve Consent Calendar Items 5.a., 5.c., and 5.e as modified was presented by Commissioner Kehoe, seconded by Commissioner Sullivan and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

6. CORRESPONDENCE

No correspondence was provided.

7. SCHEDULED PUBLIC HEARINGS

No public hear was scheduled.

8. NEW BUSINESS

a. RFP Audit Services for FY 2015/2016

Mr. Williamson asked the Commission to allow staff to send out an RFP for Compilation Audit Services.

Motion for staff recommendation was presented by Commissioner Sullivan, seconded by Commissioner Fust and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: Kehoe

Abstain: None

Absent: None

b. RFP for Information Technology Services

Mr. Williamson asked the Commission authorize staff to send out an RFP to seek qualified Information Technology Services for on call and possibly quarterly services.

Motion to approve staff to send out RFP for Information Technology Services was presented by Commissioner Haynes, seconded by Commissioner Kehoe and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

c. Potential Credit Card Procurement

Mr. Williamson provided information regarding credit cards that would be restricted as to purchases and stated there are some needed items that are only available for purchase on-line requiring the need for a credit card.

Commissioner Sullivan asked if a list of pros and cons could be provided. Commissioner Kehoe stated he felt very comfortable with the staff recommendation and the explanation

given by Mr. Williamson. Commissioner Haynes asked that credit card statements be provided to the Commission.

Mr. Williamson suggested a fiscal committee meeting be held to approve payment of credit card statements and provide a full accounting to the Commission.

Commissioner Baugh asked if a debit card could be used instead of a credit card. The discussion was explained there would be documentation from the bank on a credit card.

Motion to authorize procurement of a credit card as amended was presented by Commissioner Kehoe, seconded by Commissioner Fyten and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

d. Cost of Share Apportionment

Mr. Williamson stated Ms. Bull reached out to the County Auditor's and received information over a five year period for each agencies cost of share to LAFCO.

Commissioner Fyten asked if the county can provide the break down for the county service areas.

e. LAFCO 101 Presentation to Grand Jury

Mr. Williamson provided a hand out of slides provided at a Grand Jury presentation.

f. Pre-Application Agreement

A pre-application agreement form was presented to the Commission for approval, which had been endorsed by Mr. Underwood, General Counsel. The pre-application agreement helps with the processes prior to an entity requesting an annexation.

Steve Nelson, a local engineer and potential applicant provided information about developing a complex sub-division in Shasta County, specific to Tierra Robles, which borders Boyle Road and part of Old Alturas.

Commissioner Baugh appreciated the pre-application agreement format with the inclusion of legal direction and financial flow.

Motion to approve a pre-application agreement form was presented by Commissioner Baugh, seconded by Commissioner Fust and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

g. CalPERS Invoice for Fiscal Year 2016/2017 – Budget Adjustment

CalPERS provided and estimate in cost for Fiscal Year 2016/2017, however the bill received was in excess of the estimate and Shasta LAFCO's approved budget. Due to late fees, the

fiscal committee decided to pay the bill before the commission meeting and Mr. Williamson asked for approval of a budget adjustment of \$711.00.

Motion to approve a budget adjustment was presented by Commissioner Baugh, seconded by Commissioner Haynes and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

h. County Service Area (CSA) MSR Template

Mr. Williamson provided information on an updated MSR Template to be used for future reports.

Commissioner Baugh provided it was good to have Mr. Williamson with his professionalism and history to be in the position as Executive Officer. Commissioner Sullivan concurred with Commissioner Baugh's comments.

i. Fiscal Audit Status Update for FY 2014/2015 and 2013/2014

The CPA, Don Reynolds is currently working on the audit and a draft audit should be available soon.

9. OLD BUSINESS

a. Shasta County Grand Jury Report Discussion and Response

Mr. Williams discussed Shasta LAFCO's response to the Grand Jury Report and provided a letter addressed to Gregory Gaul, Presiding Judge in response.

Chairman Yarbrough asked if any there were any public comments. No public comments were provided.

Motion to approve the sending of letter to Gregory Gaul as amended to James Yarbrough as signatory was presented by Commissioner Fyten, seconded by Commissioner Haynes and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

b. Authorization to Enter Into Rental Agreement and Incur Related Relocation Costs

In the previous meeting, the Commission had questions regarding the lease. Ms. Bull contacted SRTA with these questions and received favorable responses on the items in question.

Motion for authorization to enter into necessary agreements was presented by Commissioner Fust, seconded by Commissioner Baugh and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

c. MSR/SOI Schedule

Mr. Williamson provided LAFCO was on track for the MSR updates and preparation.

d. Information regarding Resolution to update MSR/SOI for City of Redding as presented December 18, 2014.

The City of Redding requested the resolution be continued until the October meeting. There will also be corrections made to the resolution before the October meeting.

Motion for continue any action on the City of Redding was presented by Commissioner Sullivan, seconded by Commissioner Baugh and passed by the following votes:

Ayes: Baugh, Fust, Fyten, Haynes, Kehoe, Sullivan, Yarbrough

Noes: None

Abstain: None

Absent: None

10. EXECUTIVE OFFICER REPORT

Mr. Williamson stated he will be following up on Commissioner office terms.

Pamela Miller from CALAFCO contacted Mr. Williamson to coordinate a workshop in the near future.

Commissioner Sullivan suggested that the office have a sign-in sheet to which Mr. Williamson agreed.

11. CLOSED SESSION

As Mr. Underwood, General Counsel was absent from the meeting, closed session items were tabled for the next regular meeting.

12. COMMISSIONER ANNOUNCEMENTS

Commissioner Kehoe wanted to share that he had been contacted by two developers stating it was a pleasure to work with Mr. Williamson, saying he was timely and thorough.

Vice-Chairman Fust thanked Alternate Commission Morgan for his 4 years of service on the Commission.

Commissioner Sullivan said it was great to have the LAFCO reputation back.

Chairman Yarbrough stated watching and working with Mr. Williamson and Ms. Bull, he was encouraged that being Chairman would be a breeze.

13. STAFF ANNOUNCEMENTS

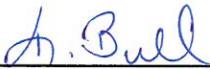
- a. Next Regular Meeting is scheduled for October 6, 2016 at 9:00 a.m. located at the County of Shasta Board of Supervisor Chambers, 1450 Court Street, Redding, California.

14. ADJOURNMENT

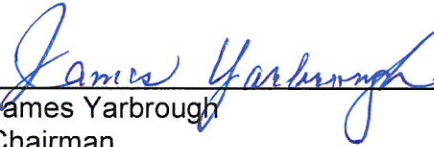
There being no further business, Chairman Yarbrough adjourned the meeting at 11:50 a.m.

ATTEST:

APPROVED:



Kathy Bull
Acting Clerk to the Commission



James Yarbrough
Chairman

DATE: 10/6/2016

DATE: 10/6/16.