

Les Baugh
County Member

Larry Farr
City Member

Stan Neutze
City Member

Francie Sullivan
City Member Alternate

Irwin Fust
Special District Member

Mary Rickert
County Member Alternate

Brenda Haynes
Special District Member



Dick Fyten
Public Member

David Kehoe
County Member

Patricia A. Clarke
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 3, 2017 City of Redding 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. Vice-Chairman Fust called the meeting to order at 9:00 a.m. at the City of Redding Council Chambers, 777 Cypress Avenue, Redding, California.
Present: Vice Chairman Farr; Commissioners: Baugh, Fyten, Haynes, and Kehoe. Alternate Commissioner Clarke arrived at 9:07 a.m. Alternate Commissioner Richardson was present in the audience.
Staff Present: Executive Officer George Williamson, General Counsel Jim Underwood and Office Manager Kathy Bull
Absent: Chairman Fust, Commission Neutze; Alternate Commissioners, Rickert, and Sullivan
- b. Vice Chairman Farr led the Pledge of Allegiance.

2. PUBLIC COMMENT

No public comment was provided.

3. AGENDA ADOPTION

- a. Agenda Additions/Changes
No Changes were presented.
- b. Business/Campaign Conflict Disclosures
No conflicts were disclosed.

Motion to adopt the Agenda was presented by Commissioner Kehoe, seconded by Commissioner Baugh and passed by the following votes:

Ayes: Baugh, Farr, Fyten, Kehoe and Haynes

Noes: None

Abstain: None

Absent: Clark, Fust, Neutze

4. SPECIAL PRESENTATIONS

No special presentations were provided.

5. CONSENT CALENDAR

- a. Minutes from April 6, 2017 Commission Meeting
- b. Minutes from June 1, 2017 Commission Meeting
- c. Minutes from June 29, 2017 Special Commission Meeting
- d. Fiscal Information – May and June; bank statements, reconciliations, disbursements
- e. Fiscal Year 2017/2018 Accounts Receivable Aging Detail

Motion to approve consent calendar items was presented by Commissioner Haynes, seconded by Commissioner Baugh and passed by the following votes:

Ayes: Baugh, Farr, Fyten, Kehoe and Haynes

Noes: None

Abstain: None

Absent: Clarke, Fust, Neutze

6. CORRESPONDENCE

- a. Response Letter from Shasta County Grand Jury

A letter of response from the Shasta County Grand Jury was discussed with no action needed from the Commission.

- b. CALAFCO Letter Regarding Board of Directors Nominations for 2017/2018
Information regarding nomination for 2017/2018 CALAFCO Board of Directors was discussed with no action from the Commission to participate.

7. SCHEDULED PUBLIC HEARINGS

No Public Hearings were scheduled.

8. NEW BUSINESS

- a. Proposed Bennett-Endraske Annexation to CSA #25 – Keswick

Mr. Williamson explained two parcels are within the jurisdictional boundary of Shasta CSD with only one parcel receiving water. The reason for proposed annexation into CSA #25 – Keswick is to provide water service to both parcels. There is 100 percent land owner consent.

Motion to adopt Resolution 2017-12 approving the Bennett-Endraske Annexation to the County Service Area #25 – Keswick with modifications and conditions was presented by Commissioner Baugh, seconded by Commissioner Haynes and passed by the following votes:

Ayes: Baugh, Clarke, Farr, Fyten, Kehoe and Haynes

Noes: None

Abstain: None

Absent: Fust, Neutze

- b. Cost of Share Apportionment

Ms. Bull outlined a Cost of Share Apportionment for the County, Cities and Special Districts for a period of five years.

c. LAFCO 101 Presentation to the Grand Jury

The Grand Jury previously requested staff to provide LAFCO information to new Grand Jury members. Mr. Williamson provided the LAFCO 101 documents that staff shared with the Grand Jury on July 14th.

d. Full Audit for Fiscal Year 2016/2017

Donald R. Reynolds provided Shasta LAFCO with an engagement letter, which Mr. Williamson explained was for the purposes of a full audit for Fiscal Year 2016/2017.

Motion to authorize staff to obtain services of Donald R. Reynolds, CPA for purposes of providing full audit services to Shasta LAFCO's Fiscal Year ending June 20, 2017 was presented by Commissioner Baugh, seconded by Commissioner Kehoe and passed by the following votes:

Ayes: Baugh, Clarke, Farr, Fyten, Kehoe and Haynes

Noes: None

Abstain: None

Absent: Fust, Neutze

9. OLD BUSINESS

a. Policy and Procedures Update – Chapter 3

Mr. Williamson provided information on changes to the Policy and Procedures, Chapter 3, specifically removing the LAFCO definitions. Commissioner Baugh asked that the changes to the Policy and Procedures be provided with strikeout. Mr. Williamson agreed for Item to be brought back with strikeout changes to the October Shasta LAFCO meeting.

b. 4th Quarter Financial Budget Reports – End of Year – Budget vs Actual, Revenue Statement, Financial Statement, Balance Sheet

Commissioner Fyten provided a document entitled "Explanation of 2014/2015 Budget Overrun" which was presented to the Commission in February of 2015. The estimated normal operation was shown possible at \$160,781.00 per Fiscal Year. The end of the Fiscal Year 2016/2017 has total expenditure of \$159,943.00 with \$7,712.00 remaining out of an adopted budget amount of \$167,655.00.

Ms. Bull followed up with the unspent amount of \$7,712.00 could be transferred to the contingency fund. Resolution 2017-13 included verbiage that the Final Budget expenditures for Fiscal Year 2016/2017 was present to the Commission and to authorize staff to transfer \$7,712.00 from unspent operational funds to the contingency fund.

Motion to approve Resolution 2017-13 was presented by Commissioner Haynes, seconded by Commissioner Fyten and passed by the following votes:

Ayes: Baugh, Clarke, Farr, Fyten, Kehoe and Haynes

Noes: None

Abstain: None

Absent: Fust, Neutze

c. Planwest Partners Invoices, George Williamson for May and June 2017

Mr. Williamson presented the Planwest Partners invoices for May and June 2017.

Motion to approved May and June 2017 invoices for Planwest Partners was presented by Commissioner Baugh, seconded by Commissioner Haynes and passed by the following votes:

Ayes: Baugh, Clarke, Farr, Fyten, Kehoe and Haynes

Noes: None

Abstain: None

Absent: Fust, Neutze

10. EXECUTIVE OFFICER REPORT

Mr. Williamson informed the Commission of a meeting between staff and Fall River Valley CSD who is working on an annexation project. A pre-application agreement has been signed and a deposit received.

11. CLOSED SESSION

No Closed Session items were scheduled.

12. COMMISSIONER ANNOUNCEMENTS

No Commissioner announcements were provided.

13. STAFF ANNOUNCEMENTS

a. The next Regular Meeting was stated to be scheduled for October 5, 2017 at 9:00 a.m. located at the City of Anderson Council Chambers.

14. ADJOURNMENT

There being no further business, Vice Chairman Farr adjourned the meeting at 9:38 a.m.

ATTEST:

APPROVED:

Kathy Bull
Acting Clerk to the Commission

Irwin Fust
Chairman

DATE:_____

DATE:_____