

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 April 6, 2017 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. Vice-Chairman Fust called the meeting to order at 9:00 a.m. at the City of Shasta Lake Council Chambers, 4488 Red Bluff Street, Shasta Lake, California.

**Present:** Chairman Fust; Vice Chairman Farr; Commissioners: Baugh, Fyten, Haynes, and Neutze. Commissioner Kehoe arrived at 10:00 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:** Alternate Commissioners Clarke, Rickert, and Sullivan

b. Commissioner Brenda Haynes led the Pledge of Allegiance.

c. Chairman Fust acknowledged Patricia A. Clarke as a new Alternate Member.

#### 2. PUBLIC COMMENT

No public comment was provided.

#### 3. AGENDA ADOPTION

a. Agenda Additions/Changes

Commissioner Fyten requested Agenda Items 6.d. with 7.d. and 7.a. with 8 c. and with 9 b. be combined.

b. Business/Campaign Conflict Disclosures

No conflicts were disclosed.

#### 4. SPECIAL PRESENTATIONS

No special presentations were provided.

#### 5. CONSENT CALENDAR

a. Minutes from February 2, 2017 Commission meeting

b. Fiscal Information – January and February bank statements, reconciliations, disbursements.

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

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Neutze

**Noes:** None

**Abstain:** None

**Absent:** Kehoe

## 6. CORRESPONDENCE

### a. CalPERS Letter – Mandate of Electronic Fund Payments

### b. LAFCO Response to CalPERS – Mandate of Electronic Fund Payments

Both Items 6.a. and b. were combined. Mr. Williamson stated Ms. Bull found a provision in CalPERS to allow for another form of payment other than the electronic fund mandate. Shasta LAFCO is awaiting a response from CalPERS.

### c. California State Controller – Inactive Special Districts

Mr. Williamson provided that the California State Controller has initiated a statewide effort to identify inactive special districts with two identified inactive districts. Ms. Bull did some research and it is believed the listed inactive districts is in error.

### d. Steve Boyd – Written Comments for CSA #6 – Jones Valley MSR

This item was combined with Agenda Item 7.d.

## 7. SCHEDULED PUBLIC HEARINGS

### a. Proposed Draft Budget – Fiscal Year 2017/2018

Mr. Williamson provided information on the proposed draft budget with staff's recommendation to approve the draft budget and provide information to the funding agencies. He also suggested changing the MSR/SOI's schedule and suggested the changes would allow for budget efficiencies. No increase in revenues for funding agencies is expected.

Ms. Haynes noted there were a couple of duplicates in the MSR/SOI schedule document.

Mr. Fyten expressed concerns regarding the MSR/SOI expenses and items listed within a Planwest invoice.

There was discussion to have concerns addressed in an Executive Committee meeting, before bringing the budget back before the Commission. It was also noted that it was a draft budget that was presented with the intent of a final budget presented on June 1, 2017.

**Motion** to approve the draft budget as submitted was presented by Commissioner Baugh, seconded by Commissioner Farr and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Neutze

**Noes:** None

**Abstain:** None

**Absent:** Kehoe

Agenda Items 8 c. and 9 b. were placed back in original order of Agenda.

b. County CSA #2 – Sugar Loaf

Mr. Williamson provided information regarding the CSA #2 – Sugar Loaf MSR/SOI update and provided clarification to Commissioner questions.

The Hearing was opened to the public. Pat Minturn, Shasta County Public Works Director provided further information regarding CSA #2. He noted that bottled water has been provided to residents through a state grant. There were Commissioner questions regarding water rights and Use Permit from the Forest Service. Mr. Minturn explained a prior Use Permit expired, however, the Forest Service allows the County to be on their property.

Robert Richardson, Alternate LAFCO Commissioner provided a text amendment to the MSR/SOI.

The hearing was closed to the public.

**Motion** to approve the CSA #2 Sugar Loaf updated MSR/SOI with Resolution 2017-02 with text amendment was presented by Commissioner Kehoe, seconded by Commissioner Neutze and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze

**Noes:** None

**Abstain:** None

**Absent:** None

c. County CSA #3 – Castella

Mr. Williamson provided information regarding the CSA #3 – Castella MSR/SOI update and provided clarification to Commissioner questions.

Pat Minturn, Shasta County Public Works Director provided further information regarding CSA #3. He noted the CAB [Community Advisory Board] is not dead, but sleeping. Residents are invited to take part of the CAB and 7 members are needed. Commissioner Haynes asked if the County had a desire to an active CAB for all the CSA's with Mr. Minturn explaining yes, the Board of Supervisors adopted a resolution to that effect.

The Hearing was opened to the public, and with no public comments, hearing was closed to the public.

**Motion** to approve Resolution 2017-03 was presented by Commissioner Baugh, seconded by Commissioner Kehoe and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze

**Noes:** None

**Abstain:** None

**Absent:** None

d. County CSA #6 – Jones Valley

This Agenda Item was combined with written comment listed as Agenda Item 8.d.

Mr. Williamson provided information regarding the CSA #6 – Jones Valley MSR/SOI update and provided clarification for Commissioner's questions and corrections.

Pat Minturn, Shasta County Public Works Director provided further information regarding CSA #6 and spoke about the deficit for Jones Valley CSA. The budget listed in the MSR show system depreciation with gradual accumulated expensive for maintenance. He explained government grants back-fill some of the depreciation and it is not known if grants will be available in the future. Customer rates had not been set to cover the depreciation however, the CSA is working toward rate increases. Mr. Minturn answered questions from the Commission.

The hearing was opened to the public.

Roy Vincent, a CAB member provided information regarding a grant application and shared his concerns regarding the County having PACE working as a contractor. Commissioner Baugh asked that information be sent to the Board of Supervisors.

Joe Hlavacik, provided a print out to the Commissioners. He shared his concerns regarding water leaks within the service area.

Nancy Wallen stated had been involved with Jones Valley since 2002 and had experienced a rocky relationship with the Shasta County Public Works. Ms. Wallen also stated, the Board of Supervisors don't want to support the CAB.

Steve Boyd expressed his concern with the MSR/SOI, stating there hadn't been 7 CAB members in quite some time, and said the Board of Supervisors had not been active to support the members. He was also concerned that it is difficult to communicate with the County staff. Mr. Boyd provided a written concern to the LAFCO Commission and addressed information included in the written comments.

The hearing was closed to the public, and there was discussion regarding information provided to the Commission.

**Motion** to accept the CSA #6 Jones Valley updated MSR/SOI and LAFCO Resolution 2017-04 with revisions was presented by Commissioner Kehoe, seconded by Commissioner Farr and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze

**Noes:** None

**Abstain:** None

**Absent:** None

e. County CSA #13 – Alpine Meadows

Mr. Williamson provided information for the Alpine Meadows area located in Shingletown. The sphere of influence is being expanding in an area located near Highway 44.

Pat Minturn, Shasta County Public Works Director stated CSA #13 provides water and sewer services and provided information on the leach fields, and answered questions from the Commissioners.

Corrections to the MRS/SOI were suggested from the Commissioners.

The Hearing was opened to the public, and with no public comments, hearing was closed to the public.

**Motion** to approve the LAFCO Resolution 2017-05 for CSA #13 Alpine Meadows updated MSR/SOI with corrections was presented by Commissioner Baugh, seconded by Commissioner Haynes and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze  
**Noes:** None  
**Abstain:** None  
**Absent:** None

f. County CSA #17 – Cottonwood

Mr. Williamson provided CSA #17 does have a Community Advisory Board.

Pat Minturn, Shasta County Public Works Director provided a little information regarding the geography of the Cottonwood area..

Corrections to the MRS/SOI were suggested from the Commissioners.

The Hearing was opened to the public, and with no public comments, hearing was closed to the public.

**Motion** to approve LAFCO Resolution 2017-06 for the CSA #17 Cottonwood updated MSR/SOI was presented by Commissioner Baugh, seconded by Commissioner Neutze and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze  
**Noes:** None  
**Abstain:** None  
**Absent:** None

8. NEW BUSINESS

a. County CSA #13 – Alpine Meadows Annexation with 100% Property Owner Consent, County Hearings on County Entitlement completed.

Mr. Williamson explained there was a proposal for commercial development in Shingletown and would require service from CSA #13 – Alpine Meadows.

**Motion** to approve the LAFCO Resolution 2017-07 for the CSA #13 Alpine Meadows Annexation was presented by Commissioner Baugh, seconded by Commissioner Fyten and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze  
**Noes:** None  
**Abstain:** None  
**Absent:** None

b. Approval of Resolutions on Previously Adopted MSR/SOI updates

Mr. Williamson stated Ms. Bull's diligent review found affirmative actions on MSR's which Resolutions had not been prepared.

**Motion** to approve the 15 Resolutions listed in Agenda Item 8.b. with consecutive numbers associated with the MSR was presented by Commissioner Haynes, seconded by Commissioner Kehoe and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze  
**Noes:** None  
**Abstain:** None  
**Absent:** None

c. Budget Line Items Adjustment

Mr. Williamson explained the changes to the Line Items in the FY 2016/2017 budget.

**Motion** to approve the Budget Line Items adjustment as submitted was presented by Commissioner Baugh, seconded by Commissioner Fyten and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze  
**Noes:** None  
**Abstain:** None  
**Absent:** None

d. Authorization to Transfer Funds from Operational Account to Savings Account

Ms. Bull provided an explanation for moving funds from Shasta LAFCO's checking account to the savings account.

**Motion** to approve the fund transfer as submitted was presented by Commissioner Fyten, seconded by Commissioner Neutze and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze  
**Noes:** None  
**Abstain:** None  
**Absent:** None

e. Bank Account Fees/Services from other Banks

Staff had previously been requested to research other banks operating charges. Ms. Bull provided the banks researched had the same fees as the current bank being used.

f. Policy and Procedures Update – Chapter 3

Mr. Williamson asked for this item to be continued to the next meeting of June 1, 2017.

g. Executive Committee – 3<sup>rd</sup> Member Appointment

Mr. Williamson information regarding an appointment of a 3<sup>rd</sup> member to the Executive Committee.

**Motion** to appoint Commission Fyten was presented by Commissioner Haynes, seconded by Commissioner Farr and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze

**Noes:** None

**Abstain:** None

**Absent:** None

9. OLD BUSINESS

a. Policy and Procedures Update – Chapters 1 & 2 including Committee Policies

Mr. Williamson provided staff had made corrections and the updates are ready for approval.

**Motion** to approve the Chapter 1 & 2 Policy and Procedures Update as corrected was presented by Commissioner Farr, seconded by Commissioner Baugh and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze

**Noes:** None

**Abstain:** None

**Absent:** None

b. Invoices from Planwest Partners, George Williamson for January and February 2017

Mr. Williamson explained the items within the invoices that were submitted for payment. Commissioner.

**Motion** to approve the Planwest Partners invoices as submitted was presented by Commissioner Haynes, seconded by Commissioner Kehoe and passed by the following votes:

**Ayes:** Baugh, Farr, Fust, Fyten, Haynes, Kehoe, Neutze

**Noes:** None

**Abstain:** None

**Absent:** None

10. EXECUTIVE OFFICER REPORT

Mr. Williamson had no further reports.

11. CLOSED SESSION

Pursuant to Government Code Section 54957(b) and 54956.9, the Commission entered into Closed Session at 1:10 p.m. after a short break.

Return from closed session to open session at 1:36 p.m. and Mr. Underwood stated there were no reportable actions.

12. COMMISSIONER ANNOUNCEMENTS

Commissioner Fyten noted dates he would be out of town. Commissioner Farr also noted dates he would be out of town.

13. STAFF ANNOUNCEMENTS

- a. The next Regular Meeting was stated to be scheduled for June 1, 2017 at 9:00 a.m. located at the Shasta County Board of Supervisors Chambers.

14. ADJOURNMENT

There being no further business, Chairman Fust adjourned the meeting at 1:38 p.m.

ATTEST:

APPROVED:

K. Bull  
Kathy Bull  
Acting Clerk to the Commission

Irwin Fust  
Irwin Fust  
vice-Chairman

Larry Farr  
Larry Farr

DATE: 8/3/2017

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