

Shasta LAFCO

Shasta Local Agency Formation Commission

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MINUTES

Commission Regular Meeting on December 3, 2015

Anderson City 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.)

CALL TO ORDER/ROLL CALL

Chairman Stephen Morgan called the meeting to order at 9:00 am at the Anderson City Council Chambers, 1877 Howard Street, 3rd Floor, in Anderson. Commissioners Morgan, Baugh, Farr, Weaver, and Kehoe were present. Alternate Commissioners Yarbrough, Fust, and Richardson were present. Interim Executive Officer and General Counsel Jim Underwood and temporary support staff Grace Cannon were present. Commissioners Fyten and Haynes were absent.

Commissioner Yarbrough led the Pledge of Allegiance.

Chairman Morgan led the meeting in a moment of silence for the victims in the shooting in San Bernardino, California.

PUBLIC COMMENT. None.

ADOPTION OF AGENDA

a. Additions/Changes to the Agenda. The Agenda was adopted in the form presented by Motion of Alternate Commissioner Richardson and as seconded by Commissioner Baugh. The motion passed unanimously.

b. Economic Conflicts of Interest Disclosures: There were no Commissioner or Alternate Commissioner disclosures.

SPECIAL PRESENTATIONS. None.

CONSENT CALENDAR

- a. Acceptance of Shasta LAFCO Financial Reports for 1st Quarter. Motion by Commissioner Baugh to accept the financial report presented and as seconded by Alternate Commissioner Fust. The motion passed unanimously.

CORRESPONDENCE. None.

SCHEDULED PUBLIC HEARINGS. None.

NEW BUSINESS

- a. Coastal Business Systems Photocopy Machine Agreement: Mr. Underwood briefly explained what was proposed. Commissioner Baugh thanked Fiscal Committee for their work on identifying possible cost savings associated with an amended service agreement. Motion by Commissioner Baugh to accept the revised lease agreement presented and as seconded by Alternate Commissioner Fust. The motion passed unanimously.
- b. HVAC Maintenance Agreement Palo - Cedro Heating & Air Conditioning: Mr. Underwood explained that LAFCo maintenance of the HVAC system is required by terms of the office lease. The proposed service agreement would provide for this requirement at a cost of no more than \$250.00 per year. Motion by Commissioner Weaver to enter into the agreement and as seconded by Alternate Commissioner Yarbrough. The motion passed unanimously.
- c. LAFCO Office Staffing and Hours. It was reported by Mr. Underwood that Office Manager Kathy Bull has been handling office manager functions outside of regular business hours due to her separate full time employment. New part-time staff (former employee Natalie Johnson) will be starting the week of December 7, 2015, for 20 hours a week in the afternoons. Comment was made about having the new Executive Officer have input on future staffing and office hours. Motion made by Commissioner Baugh to hire temporary staffing and hours as stated and as seconded by Alternate Commissioner Fust. The motion passed unanimously.

OLD BUSINESS. None.

INTERIM EXECUTIVE OFFICER REPORT. None.

CLOSED SESSION: The Commission deliberated in Closed-Session concerning:

- a. Pending Litigation – Shasta LAFCO v. Amy Mickelson (Government Code Section 54956.9);
- b. Pending Litigation – Jan Lopez (Government Code Section 54956.9);
- c. Potential Executive Officer Appointment (Government Code Section 54957(b));
- d. Meeting with Real Estate Negotiator James Underwood re potential subletting of office space at 1255 East Street, Redding, California 96001 from Regional Transportation Agency (Government Code Section 54956.8)

It was reported in Open Session that no reportable actions were taken by the Commission in Closed Session.

COMMISSIONER ANNOUNCEMENTS (Informational). None

STAFF ANNOUNCEMENTS

- A. Upcoming meeting schedule for 2016. Mr. Underwood stated he would ask Kathy Bull to make list of 2016 regular meetings with venues, on alternating months beginning in February.
- B. A potential January 7, 2016, special meeting to consider a proposed new Executive Office services agreement was discussed.
- C. Next Regular Meeting was said to be scheduled for February 4, 2016, at 9:00 a.m., at a location to be determined.

STAFF ANNOUNCEMENTS. None.

ADJOURNMENT: There being no further business, Chairman Morgan adjourned the meeting at approximately 10:07 a.m.

ATTEST:

James M. Underwood, Interim Executive Officer