

Patrick Jones
County Member
Pamelyn Morgan
City Member
Stan Neutze
City Member
Michael Dacquisto
City Member Alternate

Vacant
Special District Member
Mary Rickert
County Member Alternate
Ronnean Lund
Special District Member



Larry Russell
Public Member
Kevin W. Crye
County Member
Fred Ryness
Special District Alternate
Michael Spencer
Public Member Alternate
George Williamson
Executive Officer
James M. Underwood
General Counsel

ADOPTED MINUTES

REGULAR COMMISSION MEETING

Thursday, October 5, 2023, at 9:00 a.m.
City of Redding Council Chambers 777 Cypress Avenue, Redding, California

AGENDA

1. CALL TO ORDER
 - a. Chairman Neutze called meeting to order at 9:00 a.m. at City of Redding Council Chambers
 - b. **Present:** Chairman Neutze, Commissioners, Morgan, Lund, Russell, Jones and Crye, Alternates Ryness, Dacquisto and Spencer.
Alternate Ryness was the second special district voting member.
Staff Present: Executive Officer George Williamson.
 - a. Pledge of Allegiance – Fred Ryness
2. PUBLIC COMMENT

Members of the public are invited to address the Commission at this time regarding any item not scheduled for discussion as part of this agenda, and that are within the jurisdiction of LAFCO. Comments may be limited to three (3) minutes per person. No action will be taken by the Commission at this meeting as a result of items presented at this time.

A Fall River Valley resident expressed area services concerns, to be addressed in agenda item.
3. AGENDA ADOPTION
 - a. Agenda* Additions/Changes
 - b. Business/Campaign Conflict Disclosures

**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 (GC 56954.2(b) (1) and GC 54956.5)*

Motion to Adopt October 5 Agenda by Commissioner Crye, seconded by Commissioner Morgan and passed by a 7-0 vote.
4. SPECIAL PRESENTATIONS
 - a. None
5. CONSENT CALENDAR – (Action Item)
 - a. June 1 Commission Meeting Minutes
 - b. August 3 Commission Meeting Minutes
 - c. FY 2022-23 Year End Summary & US Bank Statements
 - d. FY 2023-24 Member Organization Revenues Status

Motion to Approve Consent Calendar by Commissioner Russell, seconded by Commissioner Ryness and passed by a 7-0 vote.

6. CORRESPONDENCE

None

7. SCHEDULED PUBLIC HEARINGS – (Action Items)

a. Shasta CSD MSR/SOI Update (Fire Services Divestiture) - Resolution 2023-08

Staff presented the Draft Shasta CSD MSR/SOI Update, noting that it had been updated to reflect the Shasta Fire Protection District, if formed, as successor agency. The prior MSR/SOI Update had designated County Service Area (CSA) #1, Shasta County Fire Department, as successor agency.

Shasta Fire Protection District representatives were present at the meeting and provided a formation update, including November 7 elections. Commissioners clarified there would be ongoing coordination between local districts/CSA #1, Shasta County Fire and that Commissioner input and community support prompted the Shasta Fire Protection District formation effort.

Motion to Approve Shasta CSD MSR/SOI Update CEQA Exemption by Commissioner Russell, seconded by Commissioner Lund and passed by a 7-0 vote.

Motion to Approve Shasta CSD MSR/SOI Update by Resolution 2023-08 by Commissioner Russell, seconded by Commissioner Lund and passed by a 7-0 vote.

b. Fall River Valley Fire Protection District Reorganization –

Staff reported that an email and voicemail had been received after the hearing item had been noticed and agenda materials prepared, requesting the application be withdrawn.

After receiving a staff report on the proposed reorganization, including recommendation for continuance, the following speakers provided testimony:

- Fire Department Volunteer Lisa Valdez
- Fire District Chief Rick Gomes
- Fire District Board Chairman Gary Fazio
- Fire District Training /Command Staff Ryan Booth
- Fire Department Volunteer Zita Biehle

There was extended testimony, much of which was on matters separate from the proposed reorganization. There is a recorded transcript of this testimony available from Shasta LAFCO. Key issues / testimony summarized as:

- Differences between the Volunteer Fire Department and the Fire District
- Importance of emergency response & maintaining EMT as volunteers
- Fire District decision to have Volunteers apply to the District for continued service
- Restricted access to the Fire Stations by the Fire District
- Board actions, including noticing, meetings, use of funds
- Fire District Chief report on updated procedures and practices
- Fire District Command Staff report on training and response
- Change in Board of Directors and support for proposed reorganization

The Commission asked a number of questions and expressed concerns about District operations. The importance of the District MSR/SOI was emphasized and staff was requested to distribute the current Intermountain FPD MSR/SOI Update to District representatives.

Motion to continue the Fall River Valley Fire Protection District Reorganization to the December 7 meeting by Commissioner Crye, seconded by Commissioner Russell and passed by a 7-0 vote.

8. NEW BUSINESS

a. Authorize Increased single signer check limit (Potential Action)

Staff presented proposed amendment to LAFCO Policy Chapter 2 Section 2.3.1 Accounts and Signatures to increase single signer check limit to \$750.00. This is primarily to expedite vendor, rent, and services payments for budgeted items.

Motion to amend LAFCO Policy Authorize Increased single signer check limit to \$750.00 by Commissioner Russell, seconded by Commissioner Morgan and passed by a 7-0 vote.

b. Special District Seat 1 & Alternate Nominations Update (Informational)

Five Special District Seat 1 Nominations & one Alternate Nomination had been received. Ballots are being distributed for both positions. This was an informational item and no action taken.

c. Financial Audit Request for Proposal (Potential Action)

A Draft Request for Proposals (RFP) to provide: Independent Professional Auditing Services, to Audit Shasta LAFCO Financial Statements for Fiscal Year ending June 30, 2023, was included in the agenda packet and presented to the Commission. This would be distributed to local CPA firms and out of area firms with LAFCO audit experience.

Motion to release the Financial Audit RFP by Commissioner Morgan, seconded by Commissioner Crye and passed by a 7-0 vote.

9. OLD BUSINESS

a. Shasta FPD Formation Update (Informational)

Shasta Fire Protection District Representatives Interim Chief Eric Ohde and Interim Assistant Chief Chris Varnum were present at the meeting and provided a formation update. They are working with the County Auditor on a startup budget. The Auditor will hold District funds initially. The District representatives are building a good relationship with Shasta County Fire Department (CSA #1) and plan to have a mutual aid agreement soon after formation. The formation, board member and parcel tax elections are November 7, 2023. This was an informational item and no action taken.

b. Fall River Valley CSD Annexation Time Extension Resolution 2023-09 (Potential Action)

FRV CSD staff is preparing annexation descriptions and maps for filing with the State Board of Equalization. More time is needed and Resolution 2023-09 extends the time frame for completion of terms and conditions and recording a Certificate of Completion to October 5, 2024. All other provisions, terms and conditions of Shasta LAFCO Resolution Number 2021-13, dated October 7, 2021, shall remain in effect.

Motion to approve a one-year time extension, by Resolution 2023-09, for Fall River Valley CSD Annexation condition compliance, by Commissioner Ryness, seconded by Commissioner Morgan and passed by a 7-0 vote.

c. Staffing Services Transition Plan (Potential Action)

Staff reported on a proposed staffing services change for the Executive Officer position. Planwest Partners Senior Planner Krystle Heaney, with American Institute of Certified Planners membership, has expressed interest in becoming the Shasta LAFCO Executive Officer, starting in 2024. She offers more than 5 years of LAFCO experience and is currently the Humboldt LAFCo Analyst. She also serves as Project Manager, preparing MSR/SOI updates for several other LAFCo's. The current Executive Officer would stay on as a senior advisor through a transitionary period and Shasta LAFCO would have Planwest's continued staff support. Planwest proposes a staffing services extension and Executive Committee interview with Krystle and potential action for the Commission at the December 7, 2023, meeting.

The Commission expressed support for this proposal and requested the Executive Committee interview Krystle Heaney and provide a recommendation to the Commission.

Motion to approve the Staffing Services Transition Plan by Commissioner Morgan, seconded by Commissioner Crye and passed by a 7-0 vote.

d. Savings Funds Investment (Informational)

A Certificate of Deposit for higher savings account fund interest has been applied for at US Bank. This was an informational item and no action taken.

e. Planwest Partners July & August 2023 Invoices (Potential Action)

Motion to approve the Planwest Partners July & August 2023 Invoices by Commissioner Ryness, seconded by Commissioner Morgan and passed by a 7-0 vote.

10. EXECUTIVE OFFICER REPORT (Informational)

11. CLOSED SESSION
None

12. COMMISSIONER ANNOUNCEMENTS (Informational)

13. STAFF ANNOUNCEMENTS

- a. Next Regular Meeting is scheduled for Thursday, December 7, 2023, at 9:00 a.m. at the City of Anderson Council Chambers, 1887 Howard Street, Anderson California.

14. ADJOURNMENT at 11:15 AM