

# Shasta LAFCO

## Local Agency Formation Commission of Shasta County

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### MINUTES Special Meeting – June 15, 2006

(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/INTRODUCTION/PLEDGE OF ALLEGIANCE/PUBLIC COMMENT

Chair Miller called the meeting to order at 10:01 a.m. in the Anderson City Council Chambers, Anderson, California.

Commissioners Present: Miller, Cibula, Langfield, Gover, Clarke, Mathena, Webster  
Commissioners Absent: Farr  
Staff Present: Executive Officer Mickelson, Counsel Johnson

Commissioner Mathena led the Pledge of Allegiance. There were no requests to speak during Public Comment.

#### OPERATIONS AND ADMINISTRATION

Budget & Fiscal Affairs - FY 2006-07 Final Budget Adoption (Action) The Executive Officer presented the proposed Final Budget:

SALARIES AND BENEFITS			
		REGULAR SALARIES	\$ 107,370
		EMPLOYER SHARE OASDI	\$ 8,215
		EMPLOYER SHARE RETIREMENT	\$ 18,000
		EMPLOYER SHARE HEALTH INSUR	\$ 12,000
		EMPLOYER SHR UNEMPLOYMENT INS	\$ 3,000
		WORKERS COMP EXPOSURE	\$ 3,500
<b>TOTAL</b>	<b>SALARIES AND BENEFITS</b>		<b>\$ 152,085</b>
SERVICES AND SUPPLIES			
		COMMUNICATIONS	2,400
		HOUSEHOLD EXPENSE	500
		LIABILITY INSURANCE EXPOSURE	3,500
		MEMBERSHIPS	1,800
		OFFICE EXP SUPPLIES	2,500
		OFFICE EXP ID MAIL	1,600
		OFFICE EXP PRINTING	600
		PROF SVS COUNSEL	7,500
		PROF SVS AUDITOR	1,200
		PROF SVS ENGINEERING	1,000
		PROF SVS ELECTIONS	500

		PROF SVS PLANNING	500
		INFORMATION TECHNOLOGY SVS	1,000
		PROF SVS OTHER	3,000
		PUBLICATIONS & LEGAL NOTICES	1,000
		RENTS & LEASES OF EQUIPMENT	2,500
		RENTS & LEASES OF STRUCTURES	10,000
		SMALL TOOLS & EQUIPMENT	750
		I/T SOFTWARE	500
		I/T SMALL TOOLS & EQUIPMENT	3,500
		SPECIAL DEPARTMENTAL EXPENSE	300
		TRANSPORTATION & TRAVEL	2,200
		TRANS & TRAVEL TRNG/CONFERNECE	2,000
		INDEPENDENT AUDIT	3,500
		PAYROLL PROCESSING	3,000
<b>TOTAL</b>	<b>SERVICES AND SUPPLIES</b>		<b>56,850</b>
OTHER CHARGES			
		CENTRAL SERVICE COST A-87	1,000
<b>TOTAL</b>	<b>OTHER CHARGES</b>		<b>1,000</b>
		APPROPRIATION FOR CONTINGENCY	0
<b>TOTAL</b>	<b>APPROP FOR CONTINGENCY</b>		<b>0</b>
<b>TOTAL</b>	<b>EXPENDITURES*****</b>		<b>209,935</b>
REVENUE FROM MONEY & PROPERTY			
		INTEREST	1000
		CHNG IN FAIR VALUE INVESTMENTS	
<b>TOTAL</b>	<b>REVENUE FROM MONEY &amp; PROPERTY</b>		<b>1000</b>
INTERGOVERNMENTAL REVENUES			
		CONTRIB FROM CITIES	60000
		CONTRIB FRM SPEC DIST LOCAL BD	60000
		CONTRIBUTION FROM SHASTA CO	60000
<b>TOTAL</b>	<b>INTERGOVERNMENTAL REVENUES</b>		<b>180,000</b>
CHARGES FOR SERVICES			
		LAFCO FEES	10000
		CHGS FOR PROFESSIONAL SVS	0
<b>TOTAL</b>	<b>CHARGES FOR SERVICES</b>		<b>10000</b>
MISCELLANEOUS REVENUES			

		CASH OVER/SHORT	0
<b>TOTAL</b>	<b>MISCELLANEOUS REVENUES</b>		<b>0</b>
OTHER FINANCING SRCS SALE F/A			
		SALE OF FIXED ASSETS	0
<b>TOTAL</b>	<b>OTHER FINANCING SRCS SALE F/A</b>		<b>0</b>
<b>TOTAL</b>	<b>REVENUES*****</b>		<b>191,000</b>
	LAFCO ADMINISTRATION		
	<b>EXP OVER/UNDER REVENUE</b>		<b>18,935</b>
<b>BEGINNING FUND BALANCE 7/1/FY</b>			62,914
<b>FUND BALANCE USE OR ADDITION</b>			<b>-18,935</b>
<b>FUND BALANCE ADJ DFO FAIR VALUE INV</b>			0
<b>ENDING FUND BALANCE (SHOULD MATCH G/L)</b>			<b>43,979</b>

The Final Budget Public Hearing was opened at 10:40. There was no public comment submitted and the Public Hearing was closed at 10:41. Commissioner Webster moved to adopt the budget as submitted. Commissioner Mathena provided the second. The 2006-07 Final Budget as adopted by voice vote.

Risk Management Contract with the Special District Risk Management Authority, Including Formation of a JPA for services (Action) This item was not yet available and thus moved to the meeting scheduled for June 29, 2006.

Direction to Shasta County Personnel Director, re: Vacation and Administrative Leave Disbursement at Close of Contract (Action) The Executive Officer discussed the need to, in effect, terminate the employment of the Executive Officer on June 30, 2006, and rehire the Executive Officer as decision of the truly independent agency. She also discussed the fact that although her employment was to remain in effect (from a LAFCO perspective) that she would lose all earned sick leave and Administrative leave once LAFCO terminated the Shasta County contract. The Commission discussed the situation. Commissioner Mathena moved to direct the Personnel Director to consider June 30, 2006 as the effective termination date and to pay all vacation time as of that date. The sick leave and administrative leave pay-out or rollover was to be considered by the Independence Committee with a full recommendation back tot eh full Commission at the June 29, 2006 meeting. Commissioner Webster provided the second. The motion passed by a voice vote.

**COMMISSIONER ANNOUNCEMENTS**

Commissioner Webster noted the opening of the theaters at the Prime Outlets and Wal-Mart. He also mentioned that the City of Anderson was very busy with permits and building.

**STAFF ANNOUNCEMENTS**

The Executive Officer reminded Commissioners about the upcoming CALAFCO conference. She asked for Commissioners to share with her if they were interested in attending.

**CLOSED SESSION**

The Commission convened to Closed Session at 11:10 to discuss Public Employee Evaluation: Executive Officer, pursuant to Government Code Section 54954.5(e).

**CLOSED SESSION REPORT**

At 11:30 Chair Miller reported that the Commission gave direction to the Chair regarding the Executive Officer Employee Evaluation as required by the termination of the County contract.

**ADJOURNMENT**

There being no further business, Chair Miller adjourned the meeting at 11:31 pm.

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Amy Mickelson  
Executive Officer

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Date

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Commissioners

Patricia “Trish” Clarke (County) • John Mathena (City) • Mark Cibula (County)  
Dan Gover (At Large) • Larry Farr (City) • Darren Langfield (Special Districts) • Lynn Miller (Special Districts)  
Alternates: Vacant (Special Districts) • Keith Webster (City) • Linda Hartman (County) • Jeff Edwards (At Large)

Chairman: Lynn Miller • Vice Chairman: John Mathena