

California County Assessors' Information Technology Authority Board
Monday, December 12th, 2022; 11:00 AM
DRAFT Minutes

California Assessors' Association (CAA) President, Leslie Morgan, announced that the first item on the agenda was for each member tier to elect their respective Board Members. The members were broken up into small, medium, and large county groups as defined in the California County Assessors' Information Technology Authority Joint Powers Agreement (JPA).

*The members as of December 12, 2022 were provided a hybrid format to meet and vote as follows:

Small (4) – Calaveras, Modoc, Mono, and Siskiyou.

Medium (9) – Humboldt, Kings, Monterey, Marin, Napa, Placer, Shasta, Yuba, and Yolo.

Large (8) – Alameda, Kern, Los Angeles, San Joaquin, Sonoma, Stanislaus, and Riverside.

18 counties were present and 3 absent (Humboldt, Mono, and Yolo). Other medium counties in attendance: Madera and San Luis Obispo

Each tier reported the results of their individual Board Member elections as follows:

Small – Calaveras (until 12/31/22) and Modoc (as of 1/1/2023). They noted that Tuolumne is scheduled to join effective December 13, 2022 and that they had voted Tuolumne as a Board appointment for one year.

Medium – Napa and Marin Counties were elected to the Board with Monterey County elected as an alternate member should a member be unable to continue serving as a tier representative to the Board.

Large – Alameda and Los Angeles Counties were elected to the Board with Stanislaus County elected as an alternate member should a member be unable to continue serving as a tier representative to the Board.

(Note: All Board members so appointed are assessors of member counties on the Effective date except for Los Angeles County. All subsequent votes of the Board were unanimous, but the vote of Los Angeles County should not be included in the total. All references to 8-0 votes should read as 7-0 and one 7-0 vote should read as 6-0 with one abstention)

Napa County Assessor, John Tuteur, made a motion to appoint the Alameda County Assessor, Phong La, as the Coordinating Assessor. The motion was seconded by Calaveras Assessor, Leslie Davis and passed unanimously. This appointment triggered Stanislaus County to become the large county tier Board Member as Alameda transitioned to Coordinating Assessor.

The meeting was called to order at 11:30, the Board was seated and roll call was taken. Board Members La, Morgan, DePaul, Davis, Tuteur, and Gaekle were present. Board Members Scott and Prang were in attendance remotely.

Leslie Davis made a motion to appoint Don Gaekle Chair. The motion was seconded by John Tuteur and passed unanimously. Gaekle took over the meeting as chair.

John Tuteur made a motion to appoint Kristen DePaul Vice-Chair. The motion was seconded by Leslie Morgan and passed unanimously.

Leslie Davis pointed out that the votes taken by the JPA's Board should be taken as roll call votes with a reporting of the vote counts. At that point the meeting was turned back to the CAA President, Leslie Morgan and a new roll call vote of all JPA Members was taken to appoint Alameda County as Coordinating Assessor. It was affirmed that the motion from Napa County, seconded by Calaveras County passed with 18 yes, 0 no, and 3 absent members (Humboldt, Mono, and Yolo).

(Note: Alameda, Calaveras, Kings, Marin, Modoc, Mono, Napa, San Luis Obispo, Shasta, Sonoma, Stanislaus, Yolo & Yuba counties had previously approved and signed the JPA agreement and became members upon the Effective Date of November 15, 2022. The vote among members for the appointment of Phong La, Alameda County, as Coordinating Assessor was: 11 in favor, Mono & Yolo absent.)

A roll call vote was taken on the original motion by Davis and seconded by Tuteur to appoint Gaekle Chair. The motion passed with 8 yes and 0 no votes. Gaekle again took over the meeting. There was no public comment on this item.

A roll call vote was taken on the original motion by Tuteur and seconded by Morgan to appoint DePaul Vice-Chair. The motion passed with 8 yes and 0 no votes. There was no public comment on this item.

Leslie Davis made a motion to approve remote meeting findings under AB 361 to permit a hybrid meeting. The motion was seconded by Phong La and was approved by roll call vote with 8 yes and 0 no votes. There was no public comment on this item.

Public comment was opened for any non-agenda items. There was no public comment.

In addition, the JPA Board took the following actions on the following New Business items:

Assign California County Assessors' Information Technology Authority Board Secretary. John Tuteur motioned to appoint Alameda County as Secretary. This motion was seconded by Leslie Davis. Under discussion La mentioned that he can assign staff to help with this task in an ongoing capacity; however, he felt that his staff present today would be stretched too thin if asked to also prepare the minutes from today's meeting. Leslie Morgan agreed to prepare the minutes for the meeting if Alameda was able to be the Secretary. Tuteur amended his motion which was approved by roll call vote with 8 yes and 0 no votes. There was no public comment on this item.

Discuss California County Assessors' Information Technology Authority Board structure and assignments. The Board discussed the two items presented to the Department of Finance (DOF). Those two items were an exemption portal and a Proposition 19 portal. John Tuteur made a motion to appoint Alameda County as chair of an exemption portal subcommittee and Riverside County as chair of a Proposition 19 portal subcommittee. The motion was seconded by Leslie Morgan and approved by roll call vote with 8 yes and 0 no votes. There was no public comment on this item.

Create California County Assessors' Information Technology Authority Board bylaws committee. Leslie Davis made a motion to delegate the authority to appoint a bylaws committee to the Board Chair. The motion was seconded by John Tuteur and approved by roll call vote with 8 yes and 0 no votes. There was no public comment on this item.

California County Assessors' Information Technology Authority Board legal fees and future of JPA attorney discussion. Assessor La reviewed that the CAA had approved the upfront legal fees from Best, Best, & Krieger (BB&K) in order to allow the contracted fees to be covered in the event that the JPA was not formed. The JPA has now been created and the attorney fees invoiced as \$4,810 by BB&K are directly related to creation of the JPA. Assessor La is requesting approval to pay the attorney fees from the administrative portion of the state grand funds. John Tuteur made a motion to pay the invoice from BB&K for the services to establish the JPA. The motion was seconded by Shelley Scott and approved by roll call vote with 8 yes and 0 no votes. There was no public comment on this item. A new motion was made by Leslie Davis to retain Josh Nelson for future legal advice in coordination with either the Chair, Vice-Chair, or Coordinating Assessor and limited to \$15,000 without review. The motion was seconded by John Tuteur and approved by roll call vote with 8 yes and 0 no votes. There was no public comment on this item.

California County Assessors' Information Technology Authority Board bank account discussion. Kristen DePaul shared that Modoc County had received the state grant funds; however, a bank account has not yet been established. The CAA's Treasurer will be transitioning to Tulare County effective January 1, 2023 and this will transition the JPA Board Member position of the CAA Treasurer to Tulare County as well. John Tuteur made a motion that the JPA will coordinate with the Tulare Authority Treasurer Tax Collector, and the JPA's Treasurer, Chair, Vice-Chair, and Coordinating Assessor to establish a bank account beginning with an opening amount of \$75,000; and that the signors on the bank account will be the JPA's Treasurer, Chair, Vice-Chair, and Coordinating Assessor. The motion was seconded by Leslie Davis and approved by roll call vote with 8 yes and 0 no votes. There was no public comment on this item.

Discuss California County Assessors' Information Technology Authority vendor procurement structure. Leslie Davis made a motion to delegate authority to the Board Chair to appoint a committee to work with legal council to create a procurement policy. The motion was seconded by John Tuteur and approved by roll call vote with 8 yes and 0 no votes. There was no public comment on this item.

Discuss website content and creation. Steve Bestolarides, San Joaquin, shared that his county has recently updated their website and that their contract includes a piggyback clause for web development as our needs progress over time. John Tuteur motioned that Alameda County proceed to set up a website to meet the basic needs of the JPA with an initial cost not to exceed \$1,500. The motion was seconded by Shelley Scott and approved by roll call vote with 7 yes and 0 no votes. Alameda recused from the vote. There was no public comment on this item.

Exemptions Presentation re: identifying individual County goals and needs. Israel Padilla, Alameda County, gave a presentation on the main areas identified by Alameda staff as elements for an exemption portal that can be used by filers statewide.

Discussion of future agenda items included the determination that the Chair will send an announcement to the Board regarding the next meeting and create an agenda to be posted for the meeting.

The meeting was adjourned at 1:15 pm