

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
County Member Alternate

Susie Baugh
City Member

Mike Littau
City Member

Pam Morgan
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

EXECUTIVE COMMITTEE MEETING

Thursday, March 06, 2025 at 9:00 a.m.
1274 Court Street, Redding, CA 96001
Teleconference: (267) 807-9605
Access Code: 737919#

AGENDA

1. CALL TO ORDER

- a. Roll Call

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.

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 (G.C. 56954.2(b)(1) and G.C. 54956.5).

4. BUSINESS ITEMS (POTENTIAL ACTION)

- a. Adopt Executive Committee Meeting Minutes from November 27, 2024
- b. April 3, 2025 Regular Commission Meeting Agenda
- c. Bank Statements: November 2024 to February 2025
- d. US Bank Account Fraud Protection Services
- e. Planwest Partners Invoices: November 2024 to February 2025
- f. Proposed FY2025-26 Budget
- g. 2025 CALAFCO Staff Workshop (April 30 - May 2)

5. INFORMATIONAL ITEMS

- a. Status of Current and Future Applications
- b. Status of Municipal Service Review/ Sphere of Influence Updates

6. COMMISSIONER COMMENTS

7. MEETING ADJOURNMENT

SHASTA LAFCO

If you choose not to observe the LAFCo meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. the day prior to the meeting. Please submit your comment to krystle@shastalafco.org. Your comment will be placed into the record at the LAFCo meeting.

Notice:

This agenda has been posted at least 72 hours prior to the meeting in a location freely accessible to members of the public, in accordance with the Brown Act. The full agenda packet (including staff reports) is also available on the LAFCO website at www.shastalafco.org.

For items appearing on the agenda, the public is invited to make comments at the time the item comes up for consideration by the Commission. The Chair will call for public comment as each item is heard by the Commission. For items not appearing on the agenda, the public is invited to make comments during the Public Comment period for non-agenda items. All speakers are invited to state their names but are not required to do so. If you wish to submit written material at the meeting, please supply 10 copies.

FPPC - Notice to All Parties and Participants in LAFCO Proceedings:

State law requires that a participant in LAFCo proceedings who has a financial interest in the decision and who has made a campaign contribution to any Commissioner in the past year must disclose the contribution. If you are affected, please notify LAFCo staff before the hearing.

Americans with Disabilities Act:

Commission meetings are held in a wheelchair accessible facility. Individuals requiring special accommodation to participate in this meeting are requested to contact the LAFCO representatives at (707) 825-8260. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Patrick Jones
County Member

Tim Garman
County Member

Mary Rickert
County Member Alternate

Janice Powell
City Member

Tenessa Audette
City Member

Stan Neutze
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

EXECUTIVE COMMITTEE MEETING

Wednesday, November 27, 2024, at 9:00 a.m.
1274 Court Street, Redding, CA 96001

DRAFT MEETING MINUTES

1. CALL TO ORDER

Chairman Russell called meeting to order at 9:01 a.m. at the Underwood Law Offices P.C. Conference Room, 1274 Court Street, Redding, CA 96001

a. Roll Call

Present: Chairman Russell; Commissioner Ryness; and Alternate Neutze

Absent: None

Staff Present: Executive Officer Krystle Heaney; Legal Counsel Jim Underwood; Clerk Amber Chung

2. PUBLIC COMMENT

No public comment was provided.

3. AGENDA ADOPTION

- a. Agenda - Additions/ Changes
- b. Business/Campaign Conflict Disclosures

No changes were made to the agenda and no disclosures were made.

Motion Neutze/ Ryness to adopt the agenda. Motion passed by 3-0-0 voice vote.

4. BUSINESS ITEMS (POTENTIAL ACTION)

- a. Adopt Executive Committee Meeting Minutes from September 23, 2024

Commissioners reviewed the September 23, 2024, Executive Committee meeting minutes. It was noted that the spelling of Doug LaMalfa was incorrect.

Motion Neutze/ Ryness to adopt the meeting minutes from the September 23, 2024, Executive Committee meeting with corrections as noted. Motion passed by 3-0-0 voice vote.

- b. December 5, 2024, Regular Commission Meeting Agenda

Commissioners reviewed and provided comment on the draft December 5, 2024, Regular Commission meeting agenda. It was noted that the CALAFCO legislative update will be pulled since the legislative cycle has ended.

Motion Ryness/ Neutze to approve the agenda with changes as noted. Motion passed by 3-0-0 voice vote.

SHASTA LAFCO

c. Bank Statements - September & October 2024

Commissioners reviewed the September and October 2024 Bank Statements.

Motion Neutze / Ryness to accept and file the bank statements. Motion passed by 3-0-0 voice vote.

d. Planwest Partners Invoice - September & October 2024

Commissioners reviewed the September and October 2024 Planwest Partners Invoices.

Motion Ryness/ Neutze to approve the September and October 2024 invoices. Motion passed by 3-0-0 voice vote.

5. INFORMATIONAL ITEMS

a. Status of Current and Future Applications

Commissioners received an informational report from Executive Officer Heaney on the status of current and future applications. The newly formed Shasta FPD paid its outstanding fees and statement of boundary change was accepted by the Board of Equalization. Chief Ohde informed LAFCO that their liability insurance was cancelled by Shasta CSD which interrupted services for a time.

b. Status of Municipal Service Review/Sphere of Influence Updates

Commissioners received an information report from Executive Officer Heaney on the status of MSR / SOI Updates and asked clarifying questions. Additional comment was made on the status of CSA #1 - Shasta County Fire including that the County is planning on conducting a service study which may cost up to \$67,000 to complete. There is also talk of new policies for volunteers that may inadvertently single them out and negatively impact the volunteer program.

6. COMMISSIONER COMMENTS

Commissioner Neutze asked about the proposed legislation changes that LAFCO submitted. EO Heaney called and left messages with our representatives but has not received a response. Commissioner Lund let EO Heaney she is concerned about the language that was submitted and would like it to be clarified if it is moved forward. Counsel Underwood noted that language can be amended through the drafting process and that it would be best if the item was placed on the consent calendar.

Additional discussion was held regarding the state of fire services in California. Commissioner Ryness would like to invite US Representative Doug LaMalfa to present at an upcoming LAFCO meeting. It was also noted that a large portion of the Commission will be turning over in the new year and it was recommended that a LAFCO introduction be provided at the first meeting in 2025.

7. MEETING ADJOURNMENT - 9:43 AM

Corkey Harmon
County Member

Susie Baugh
City Member

Chris Kelstrom
County Member

Mike Littau
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Allen Long
County Member Alternate

Pam Morgan
City Member Alternate



Fred Ryness
Special District Member

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Rosemary Smith
Special District Alternate

REGULAR COMMISSION MEETING

Thursday, April 3, 2025 at 9:00 a.m.
City of Redding Council Chambers
777 Cypress Avenue, Redding, CA 96001

AGENDA

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance - Commissioner Lund
- c. Recognition of Outgoing Commissioners - Audette, Garman, Jones, Neutze, Powell, Rickert
- d. Seating of New Commissioners - Baugh, Harmon, Kelstrom, Littau, Long, Morgan
- e. Appointment of Chair and Vice Chair for 2025 Calendar Year

2. PUBLIC COMMENT

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4. SPECIAL PRESENTATIONS

- a. Introduction to LAFCO

The Commission will receive a presentation from the Executive Officer on the basics of LAFCO including why LAFCO was formed, responsibilities of Commissioners, and powers of the Commission.

5. CONSENT CALENDAR - ACTION ITEM

All consent items are considered routine and may be enacted by the Commission under one motion. With concurrence of the Chair, a Commissioner may request that an item be removed for discussion.

- a. December 5, 2024 Draft Meeting Minutes
- b. November 2024 - February 2025 Financial Summary

SHASTA LAFCO

6. ITEMS PULLED FROM CONSENT CALENDAR

This item is reserved for any items that the Commission wishes to pull from the consent calendar to discuss prior to taking action.

7. CORRESPONDENCE - NONE

8. SCHEDULED PUBLIC HEARINGS

Any member of the public may address the Commission on scheduled public hearing items. The Chair may regulate the order of such presentations and reserves the right to limit the time allowed for each person to speak.

- a. CSA #1 - Shasta County Fire Department Municipal Service Review and Sphere of Influence Update

The Commission will consider adopting the Municipal Service Review and Sphere of Influence Update for CSA #1 - Shasta County Fire Department. This item is considered exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15306 and Section 15061(b)(3).

- b. Proposed Dissolution of the Fall River Valley Irrigation District

The Commission will consider initiating dissolution of the Fall River Valley Irrigation District which has been included on the State of California's inactive district list in accordance with Government Code Section 56042.

- c. Proposed Budget for Fiscal Year 2025-26

The Commission will consider adopting the FY2025-26 proposed budget for distribution to member agencies.

9. BUSINESS ITEMS

Business items are for review and possible action by the Commission.

- a. Appointment of Executive Committee for Calendar Year 2025

The Commission will consider appointing members to the Executive Committee for the remainder of the 2025 calendar year.

- b. Designation of Surplus Equipment

The Commission will consider approving the surplus equipment list provided by the Executive Officer and provide direction on how best to dispose of equipment.

10. EXECUTIVE OFFICER REPORT (INFORMATIONAL ONLY)

An applicant or member of the public may provide comments on an item at the discretion of the Chair. General direction to staff for future action may be provided by the Commission.

- a. Status of Municipal Service Review/Sphere of Influence Update Preparations

The Commission will receive an update on MSR/SOI preparation for Burney FPD, Fall River Valley FPD, and CSAs #3 & #6.

- b. Status of Current and Future Applications

The Commission will receive an update on current and future applications.

- c. CALAFCO Update

The Commission will receive an update on current status of CALAFCO and upcoming events.

11. CLOSED SESSION - NONE

SHASTA LAFCO

12. COMMISSIONER ANNOUNCEMENTS *(INFORMATIONAL ONLY)*

13. STAFF ANNOUNCEMENTS

14. ADJOURNMENT

The next Regular Commission Meeting is scheduled for Thursday June 5, 2025, at 9:00am at the City of Anderson Council Chambers located at 1887 Howard St, Anderson CA 96007.

If you choose not to observe the LAFCO meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. the day prior to the meeting. Please submit your comment to amber@shastalafco.org. Your comment will be placed into the record at the LAFCO meeting.

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AGENDA ITEM 4.D.

Date: March 06, 2025

From: Krystle Heaney, Executive Officer

Subject: **US Bank Fraud Protection Services**

The Committee will consider approving fraud protection services for the LAFCO Operations account with US Bank.

BACKGROUND

Shasta LAFCO banks independently from the County and other agencies. The Commission's operations and savings accounts are currently held at US Bank and serviced through their Commercial Services division.

DISCUSSION

During the last year, the Commission's operation account has seen multiple charges that were not authorized by the Executive Officer or other signers on the account. These charges added up to a total of \$1,967.03 from July 2024 to February 2025. Of this, \$1,709.07 has been returned, and another \$113.96 is still pending.

It is recommended that the Committee consider options to prevent future unauthorized charges from occurring. These may include adding fraud prevention services offered by US Bank, closing the current operating account and opening a new one, or researching other means of banking such as opening an account with the County.

US Bank offers several fraud prevention options including Positive Pay. This service would require payees to be included on a preauthorized list or be manually approved by an authorized user before the transaction can be completed. This service would increase the monthly services charges for the operations account from \$23.50 to \$82 per month (\$282 to \$984 per year).

The Commission could alternatively close its current operations account and open a new checking account with a new account number. This would require additional coordination with US Bank's Commercial Services division and submittal of new paperwork. The Commission could also consider researching alternative methods of banking, such as setting up an account with the County. This would require staff to submit claims to the County on a regular basis for reimbursement of expenses. The County does charge an additional fee for this service.

RECOMMENDATION

Staff recommends the Committee review and discuss options for preventing future unauthorized charges to the Commission's accounts and provide direction to staff.

DATE:	11-30-2024
INVOICE #:	24-135-11
TOTAL DUE:	\$ 9,745.00

BILL TO:

Shasta LAFCO
 PO Box 8693
 South Lake Tahoe, CA 96158

PAY TO:

Planwest Partners, Inc
 P.O. Box 4581
 Arcata, CA 95518
Tax ID #: 90-0262382

PROJECT: SHASTA LAFCO PLANNING AND STAFFING SERVICES NOVEMBER 2024

Municipal Service Reviews (MSR) / Sphere of Influence (SOI) Updates

Finalized City of Anderson MSR/SOI update with City representatives. Continued work on CSA #1 MSR/SOI Update. Drafted additional sections on services. Coordinated creation of draft maps for CSA #1 showing service area and stations. Received and filed comments on CSA #1 concerning volunteer retention and agency expenditures.

Staffing Services

Prepared Executive Committee staff reports including financial statements, MSR progress updates, and application tracking. Prepared for and conducted November 27th Executive Committee meeting. Updated QuickBooks as needed based on bills and payments received and paid. Drafted staff reports for December 5th Commission meeting. Coordinated printing and mailing of commissioner packets.

MSR/SOI Update Amount Due: \$ 2,188.75
Staffing Services Amount Due: \$ 7,556.25

TOTAL AMOUNT DUE THIS INVOICE: \$ 9,745.00

(see attached spreadsheets for detailed cost breakdown)

Staffing Services Contract:	\$ 114,000.00
Total Billed to Date:	\$ 61,882.86
Amount Remaining:	\$ 54,872.14

Shasta LAFCO Staffing Services - November 2024

Planwest Partners Inc.			Hours and Expenses										
Project Task	Account	Budget	Principal	Senior Advisor	EO / Senior Planner	Assistant Planner	GIS Analyst	Expense	Total Cost November 2024	Total Cost FY-to-Date	Remaining		
			<i>C. Santsche</i>	<i>G. Williamson</i>	<i>K. Heaney</i>	<i>A. Chung</i>	<i>L. Choy</i>						
<i>Hourly Rate</i>			\$170	\$160	\$145	\$115	\$115						
MSR/SOI - Review and Analysis		\$25,000.00							\$2,188.75	\$14,550.00	\$10,450.00		
City of Anderson	52677				0.50				\$72.50	\$6,146.25			
CSA #1 - Shasta County Fire	52678				2.50	11.75	3.50		\$2,116.25	\$8,403.75			
Staffing Services		\$84,000.00							\$7,556.25	\$43,555.36	\$40,444.64		
General Staffing Services	52006		2.50		9.50	16.50	7.00		\$4,505.00	\$21,603.91			
Accounting	52006				3.00				\$435.00	\$6,036.25			
Policies and Procedures Update	52006								\$0.00	\$0.00			
Staff Coordination	52006								\$0.00	\$785.00			
Noticing, Staff Reports, and Budgeting	52006				4.00	7.25			\$1,413.75	\$5,421.88			
Public / Agency Information Requests	52006				0.50				\$72.50	\$2,768.75			
Budget Preparation	52006								\$0.00	\$0.00			
Commission Meetings	52006							\$42.50	\$42.50	\$3,604.57			
Executive Committee Meetings	52006				7.50				\$1,087.50	\$3,335.00			
GIS Services		\$5,000.00							\$0.00	\$1,022.50	\$3,977.50		
Public/ Agency Information Requests									\$0.00	\$1,022.50			
Application Processing / Pre-App Review Expenses		Deposit							\$0.00	\$2,755.00			
CSA #4 - Dissolution									\$0.00	\$217.50			
Old Shasta FPD - Formation by Petition		\$30,000.00							\$0.00	\$2,465.00			
Staff Hours			2.50	0.00	27.50	35.50	10.50						
Total		\$114,000.00	\$425.00	\$0.00	\$3,987.50	\$4,082.50	\$1,207.50	\$42.50	\$9,745.00	\$61,882.86	\$54,872.14		



Office Supplies

BILL TO: Shasta LAFCO

PROJECT: Shasta LAFCO Staffing Services

NVOICE # 24-135-11
DATE: 11/30/2024

Account	Title	Qty	Type	Description	Cost/Unit	Total
	Printing	12	8½ x 11 (Color)	Printing of color pages from two agenda packets (Commissioner Ryness and Chair Russell)	\$0.60	\$7.20
	Postage	2	Flat-sized envelope, priority	Mailer to Commissioner Ryness and Chair Russell - Agenda packets	\$10.45	\$20.90
	Printing	144	8.5" x 11" B&W	Printing of two agenda packets (Commissioner Ryness and Chair Russell)	\$0.10	\$14.40
					SUBTOTAL	\$42.50
					TOTAL	\$42.50

DATE:	12-31-2024
INVOICE #:	24-135-12
TOTAL DUE:	\$ 5,140.25

BILL TO:

Shasta LAFCO
PO Box 8693
South Lake Tahoe, CA 96158

PAY TO:

Planwest Partners, Inc
P.O. Box 4581
Arcata, CA 95518
Tax ID #: 90-0262382

PROJECT: SHASTA LAFCO PLANNING AND STAFFING SERVICES DECEMBER 2024

Municipal Service Reviews (MSR) / Sphere of Influence (SOI) Updates

Worked on developing supplemental maps for the CSA #1 MSR/SOI Update. Gathered additional information for background sections including DUCs, population, land use, and others.

Staffing Services

Prepared for and attended December 5th Commission meeting. Coordinated with C. Norden from CSDA on attendance at Commission meeting. Updated QuickBooks as needed based on bills and payments received and paid. Reached out to IT support regarding server malfunction at Redding office. Responded to requests for information on BOE filings.

MSR/SOI Update Amount Due: \$ 992.50

Staffing Services Amount Due: \$ 4,147.75

TOTAL AMOUNT DUE THIS INVOICE: \$ 5,140.25

(see attached spreadsheets for detailed cost breakdown)

Staffing Services Contract: \$ 114,000.00

Total Billed to Date: \$ 67,023.11

Amount Remaining: **\$ 49,731.89**

Shasta LAFCO Staffing Services - December 2024

Planwest Partners Inc.			Hours and Expenses								
Project Task	Account	Budget	Principal	Senior Advisor	EO / Senior Planner	Assistant Planner	GIS Analyst	Expense	Total Cost December 2024	Total Cost FY-to-Date	Remaining
			<i>C. Santsche</i>	<i>G. Williamson</i>	<i>K. Heaney</i>	<i>A. Chung</i>	<i>L. Choy</i>				
<i>Hourly Rate</i>			\$170	\$160	\$145	\$115	\$115				
MSR/SOI - Review and Analysis		\$25,000.00							\$992.50	\$15,542.50	\$9,457.50
CSA #1 - Shasta County Fire	52678					3.50	2.00		\$632.50	\$9,036.25	
Burney FPD MSR/SOI Update	52679					2.50			\$287.50	\$287.50	
MSR/SOI Updates	52680				0.50				\$72.50	\$72.50	
Staffing Services		\$84,000.00							\$4,147.75	\$47,703.11	\$36,296.89
General Staffing Services	52006				16.50	2.00	2.00		\$2,852.50	\$24,456.41	
Accounting	52006				2.50				\$362.50	\$6,398.75	
Policies and Procedures Update	52006								\$0.00	\$0.00	
Staff Coordination	52006								\$0.00	\$785.00	
Noticing, Staff Reports, and Budgeting	52006				2.00				\$290.00	\$5,711.88	
Public / Agency Information Requests	52006								\$0.00	\$2,768.75	
Budget Preparation	52006								\$0.00	\$0.00	
Commission Meetings	52006				2.00			\$352.75	\$642.75	\$4,247.32	
Executive Committee Meetings	52006								\$0.00	\$3,335.00	
GIS Services		\$5,000.00							\$0.00	\$1,022.50	\$3,977.50
Public/ Agency Information Requests									\$0.00	\$1,022.50	
Application Processing / Pre-App Review Expenses		Deposit							\$0.00	\$2,755.00	
CSA #4 - Dissolution									\$0.00	\$217.50	
Old Shasta FPD - Formation by Petition		\$30,000.00							\$0.00	\$2,465.00	
Staff Hours			0.00	0.00	23.50	8.00	4.00				
Total		\$114,000.00	\$0.00	\$0.00	\$3,407.50	\$920.00	\$460.00	\$352.75	\$5,140.25	\$67,023.11	\$49,731.89

Expenses		
Mileage (mi@0.67/mi)	260	\$174.20
Hotel & Meals		\$157.40
Printing & Postage (see separate sheet for detail)		\$21.15
Rental Car		\$0.00
Total		\$352.75



Office Supplies

BILL TO: Shasta LAFCO

PROJECT: Shasta LAFCO Staffing Services

NVOICE # 24-135-12
DATE: 12/31/2024

Account	Title	Qty	Type	Description	Cost/ Unit	Total
	Printing (McDonald's Budget Printing)	1	8.5" x 11" B&W	Printing of two agenda packets (Commissioner Lund and Alternate Commissioner Spencer)	\$21.15	\$21.15
					SUBTOTAL	\$21.15
					TOTAL	\$21.15

DATE:	01-31-2025
INVOICE #:	25-135-01
TOTAL DUE:	\$ 8,982.50

BILL TO:

Shasta LAFCO
 PO Box 8693
 South Lake Tahoe, CA 96158

PAY TO:

Planwest Partners, Inc
 P.O. Box 4581
 Arcata, CA 95518
Tax ID #: 90-0262382

PROJECT: SHASTA LAFCO PLANNING AND STAFFING SERVICES JANUARY 2025

Municipal Service Reviews (MSR) / Sphere of Influence (SOI) Updates

Conducted internal review of CSA #1 MSR. Reviewed fire code for applicable sections regarding contracting. Reviewed CSA #1 FY2024-25 contract in detail and reviewed Shasta County adopted budgets in regards to fire department allocations. Reviewed public comment received to date and summarized comments in document. Drafted governance options and recommendations. Prepared administrative draft for Commission Chair review.

Began preliminary data collection and mapping for CSA #3 and CSA #8. Drafted sections of Burney FPD MSR/SOI Update.

Staffing Services

Responded to public requests for information including research on Western Star Masonic Cemetery in Old Shasta. Coordinated with Commission Chair on cancellation of February Commission meeting. Received and paid invoices as needed. Reviewed expenses to date and updated master budget tracking sheet. Updated QuickBooks online. Met with auditor on next steps for audit process and discussed obtaining additional accounting help with Humbooks.

MSR/SOI Update Amount Due: \$ 4,766.25

Staffing Services Amount Due: \$ 4,216.25

TOTAL AMOUNT DUE THIS INVOICE: \$ 8,982.50

(see attached spreadsheets for detailed cost breakdown)

Staffing Services Contract: \$ 114,000.00

Total Billed to Date: \$ 76,005.61

Amount Remaining: **\$ 40,749.39**

Shasta LAFCO Staffing Services - January 2025

Planwest Partners Inc.			Hours and Expenses										
Project Task	Account	Budget	Principal	EO / Senior Planner	Associate Planner	Assistant Planner	GIS Analyst	Expense	Total Cost January 2025	Total Cost FY-to-Date	Remaining		
			<i>C. Santsche</i>	<i>K. Heaney</i>	<i>S. Wickman</i>	<i>A. Chung</i>	<i>L. Choy</i>						
<i>Hourly Rate</i>			\$170	\$145	\$135	\$115	\$115						
MSR/SOI - Review and Analysis		\$25,000.00							\$4,766.25	\$20,308.75	\$4,691.25		
City of Anderson									\$0.00	\$6,146.25			
CSA #3 and CSA #6					4.50		1.00		\$722.50	\$722.50			
CSA #1 - Shasta County Fire				15.00		2.25	8.00		\$3,353.75	\$12,390.00			
Burney FPD MSR/SOI Update						6.00			\$690.00	\$977.50			
MSR/SOI Updates									\$0.00	\$72.50			
Staffing Services		\$84,000.00							\$4,216.25	\$51,919.36	\$32,080.64		
General Staffing Services	52006			18.50		3.25			\$3,056.25	\$27,512.66			
Accounting	52006			5.00					\$725.00	\$7,123.75			
Policies and Procedures Update	52006								\$0.00	\$0.00			
Staff Coordination	52006								\$0.00	\$785.00			
Noticing, Staff Reports, and Budgeting	52006								\$0.00	\$5,711.88			
Public / Agency Information Requests	52006			3.00					\$435.00	\$3,203.75			
Budget Preparation	52006								\$0.00	\$0.00			
Commission Meetings	52006								\$0.00	\$4,247.32			
Executive Committee Meetings	52006								\$0.00	\$3,335.00			
GIS Services		\$5,000.00							\$0.00	\$1,022.50	\$3,977.50		
Public/ Agency Information Requests									\$0.00	\$1,022.50			
Application Processing / Pre-App Review Expenses		Deposit							\$0.00	\$2,755.00			
CSA #4 - Dissolution									\$0.00	\$217.50			
Old Shasta FPD - Formation by Petition		\$30,000.00							\$0.00	\$2,465.00			
Staff Hours			0.00	41.50	4.50	11.50	9.00						
Total		\$114,000.00	\$0.00	\$6,017.50	\$607.50	\$1,322.50	\$1,035.00	\$0.00	\$8,982.50	\$76,005.61	\$40,749.39		

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Special District Alternate

AGENDA ITEM 4.F.

Date: March 06, 2025

From: Krystle Heaney, Executive Officer

Subject: Proposed FY 2025-26 Budget
The Committee will receive and review the proposed budget for FY 2025-26.

BACKGROUND

Under California Government Code Section 56381, LAFCOs are responsible for annually adopting a proposed budget by May 1st and a final budget by June 15th. State law specifies the proposed and final budgets shall, at a minimum, be equal to the budget adopted for the previous fiscal year unless LAFCO finds the reduced costs will nevertheless allow agency to fulfill its prescribed regulatory and planning duties.

DISCUSSION

The proposed FY 2025-26 budget will be provided to all member agencies upon approval. The budget proposes a small increase (2%) in member contributions similar to prior years' budgets.

Funding Sources:

Shasta LAFCO's annual operating expenses are principally funded through appropriations from the County, Cities and Special Districts, in addition to application fees and interest earnings. Each fiscal year, after the Commission adopts the final budget, the County Auditor apportions operating expenses by one-third shared between the County, the Cities, and the independent special districts.

Operating Expenses:

Proposed operating expenses reflect anticipated staffing services, and daily operational needs. Notable expenses as follows:

- Retirement - CalPERS (two more annual payments)
- Membership costs with CALAFCO and CSDA
- Liability costs with SDRMA
- MSR/SOI Updates
- Conference Fees and Sponsorships (hosting CALAFCO staff workshop in Spring 2026)

MSR/SOI Updates Compliance Work Plan

For FY 2025-26, the following MSR/SOI Updates are scheduled: Fall River Valley FPD, Anderson FPD, Buckeye FPD, CSA #2 - Sugarloaf, CSA #3 - Castella, CSA #6 - Jones Valley, and CSA #13 - Alpine Meadows.

RECOMMENDATION

Staff recommends the Committee review the proposed budget, provide feedback to staff on budgeted expenses, and provide a recommendation for the full commission.

Proposed FY 2025-2026 Shasta LAFCO Budget

BUDGET CATEGORIES	FY 2022/23	FY 2023/24	FY 2023/24 Amended	Adopted FY 2024/25	Proposed FY 2025/26
REVENUES					
CD Interest	\$0	\$0	\$0	\$0	\$0
Funding Agencies' Apportionments					
<i>Cities</i>	\$68,200	\$69,500	\$69,500	\$70,500	\$71,900
<i>Shasta County</i>	\$68,200	\$69,500	\$69,500	\$70,500	\$71,900
<i>Special Districts</i>	\$68,200	\$69,500	\$69,500	\$70,500	\$71,900
Total Apportionments	\$204,600	\$208,500	\$208,500	\$211,500	\$215,700
TOTAL REVENUES	\$204,600	\$208,500	\$208,500	\$211,500	\$215,700
<i>Increase from prior FY</i>	0%	2%	0%	1.44%	1.99%
EXPENSES					
Payroll, Benefits & Retirement Payout					
Employer Expenses					
<i>Clerk/Administrator</i>	\$32,800	\$35,000	\$1,000	\$0	\$0
<i>CalPERS Annual Payout¹</i>	\$50,498	\$50,498	\$50,498	\$50,500	\$50,500
<i>Employer Taxes</i>	\$6,030	\$6,300	\$300	\$0	\$0
Total Employer Expense	\$89,328	\$91,798	\$51,798	\$50,500	\$50,500
Total Payroll, Benefits & Retirement	\$89,328	\$91,798	\$51,798	\$50,500	\$50,500
Professional Services					
Executive Officer & Staffing Services					
<i>Executive Officer and Clerk</i>	\$52,500	\$57,500	\$84,000	\$84,000	\$86,000
<i>MSR/SOI Preparation</i>	\$25,660	\$20,260	\$19,000	\$25,000	\$28,000
<i>GIS Services</i>	\$4,000	\$4,500	\$4,500	\$5,000	\$5,000
Total EO and Staffing Services	\$82,160	\$82,260	\$107,500	\$114,000	\$119,000
Legal Counsel Services	\$10,000	\$12,500	\$12,500	\$12,500	\$12,500
Website Hosting and Maintenance	\$720	\$120	\$2,000	\$2,000	\$2,000
Information/Technology (IT) Services	\$250	\$750	\$3,000	\$2,000	\$2,000
Fiscal Audit Services (Biannual)	\$5,500	\$0	\$8,500	\$8,500	\$8,500
Total Professional Services	\$98,630	\$95,630	\$133,500	\$139,000	\$144,000
Office & Supplies					
Rent	\$7,200	\$7,200	\$7,200	\$7,200	\$600
PO Box Rental				\$70	\$70
Communications (Phone/Internet)	\$1,620	\$1,620	\$2,500	\$1,620	\$150
Tools/ Equipment/ Software	\$0	\$1,012	\$1,500	\$1,300	\$1,300
Storage Space	\$0	\$0	\$0	\$0	\$1,800
Office Supplies Expense	\$950	\$1,300	\$1,000	\$600	\$180
Postage, Shipping & Printing	\$640	\$600	\$600	\$610	\$700
Total Office Services & Supplies	\$10,410	\$11,732	\$12,800	\$11,400	\$4,800
Memberships and Fees					
Bank & Transfer Fees	\$300	\$300	\$300	\$300	\$500
Conferences/ Sponsorships	\$0	\$0	\$0	\$0	\$5,000
CALAFCO Membership	\$3,650	\$4,000	\$4,000	\$4,000	\$4,200
CSDA Membership	\$0	\$0	\$1,250	\$1,300	\$1,500
SDRMA Liability Insurance	\$3,900	\$3,900	\$3,712	\$3,800	\$4,000
Legal Notices	\$1,000	\$1,140	\$1,140	\$1,200	\$1,200
Total Memberships & Fees	\$8,850	\$9,340	\$10,402	\$10,600	\$16,400
TOTAL EXPENSES	\$207,218	\$208,500	\$208,500	\$211,500	\$215,700
Total Gain/(Loss)	-\$2,618	\$0	\$0	\$0	\$0

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AGENDA ITEM 5.A.

Date: March 6, 2025

From: Krystle Heaney, Executive Officer

Subject: **Status of Current and Future Applications**

The Committee will receive an update on the current status of applications and provide direction to staff as necessary.

BACKGROUND

LAFCOs are responsible, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, to regulate the formation and development of local governmental agencies and their municipal services. This includes approving or disapproving proposed changes of organization, such as boundary changes (e.g. annexations), consistent with adopted policies and procedures pursuant to California Government Code (G.C.) §56375. LAFCOs have broad discretion in amending and conditioning changes of organization as long as they do not directly regulate land use, property development, or subdivision requirements.

DISCUSSION

The following application(s) are active with LAFCo:

- Proposed SOI Amendment and Annexation to CSA #8 (Palo Cedro): The proposal includes two parcels (APNs: 059-390-003 & 059-390-002) along Deschutes Road totaling approximately 5.4 acres. Both parcels are outside the existing CSA #8 SOI but adjacent to the northwesterly jurisdictional boundary. Surrounding land uses include rural residential, commercial, and planned development. Currently, the southern parcel has a single residential structure, and the northern parcel has one larger residential and multiple smaller structures. The applicants are requesting annexation to CSA #8 in order to obtain wastewater services for their properties. Water services are currently provided by Bella Vista Water District and no change of provider is proposed as this time. Until additional items are received, the application is considered incomplete and will remain on hold.

RECOMMENDATION

Staff recommends the Committee receive and file this report and provide direction to staff as needed.

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AGENDA ITEM 5.B

Date: March 6, 2025

From: Krystle Heaney, Executive Officer

Subject: **Status of MSR/SOI Updates**

As part of the FY2024-25 workplan, staff are preparing several MSR/SOI updates for agencies covering fire services and city services.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act directs Local Agency Formation Commissions (LAFCOs) to regularly prepare municipal service reviews (MSRs) in conjunction with establishing and updating each local agency's sphere of influence (SOI). The legislative intent of MSRs is to proactively assess the availability, capacity, and efficiency of local governmental services. MSRs may also lead LAFCOs to take other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies in addition to any related sphere changes.

DISCUSSION

CSA #1 - County Fire

Staff has completed an internal review of the MSR/SOI update and incorporated additional information on the status of volunteers and how the CAL FIRE contract is accounted for in the County budget. Staff sent an administrative draft of the document to the County Administrative Office and Chief O'Hara for review and comment. This MSR will be brought forward at the April 3, 2025 Regular Commission meeting.

Burney Fire Protection District MSR/SOI Update

Staff previously reached out to Burney FPD to obtain additional background documents to complete a draft MSR/SOI Update. The District was responsive and staff is currently working on an administrative draft that will be provided to the District for review and comment prior to a public hearing which is tentatively scheduled for June 5, 2025.

Fall River Valley Fire Protection District MSR/SOI Update

Staff previously requested information from the district and is continuing to coordinate information gathering. Fall River Valley FPD has indicated that they have been inundated with administrative tasks and will be delayed in providing information to LAFCO.

County Service Area #3 - Castella, and #6 Jones Valley MSR/SOI Update

County Service Area #3 - Castella, provides water services to the community of Castella on the northern border of Shasta County just south of the City of Dunsmuir. County Service Area #6 provides water services to the community of Jones Valley to the northeast of the City of Redding. Staff are in the early stages of data collection for this MSR/SOI update and has reached out to the State Board of

Equalization regarding Tax Rate Area discrepancies. Work on this document will continue at the start of the new fiscal year.

RECOMMENDATION

Staff recommends the Executive Committee review the status of the upcoming MSR/SOI Updates and provide direction to staff as needed.