



## INVOICE

**DATE:** May 31, 2023

**INVOICE #:** 23-235-05

**TO:** Shasta Local Agency Formation Commission (LAFCO)

**PROJECT:** LAFCO Planning and Staffing Services for **MAY 2023**

### **MAY 2023 Staffing Services:**

**Commission /Executive Committee Meetings:** Scheduled and attended May 18 Executive Committee meeting by conference call to review June 1 Commission Agenda, staffing services extensions and staffing services transition plan.

### **Staffing Coordination General Staffing Services, Noticing, and Staff Reports.**

Prepared and distributed materials agenda for June 1 Commission meeting at City of Shasta Lake Council Chambers including FY 2023-24 final budget staff report and resolution. Other agenda items included Clear Creek CSD Commission Draft MSR /SOI Update with staff report and resolution for Commission action; Anderson Cottonwood Irrigation District Draft MSR /SOI Update, to be continued for District Board review; Anderson water services time extension; and Staffing Services Transition Plan for Commission Action. Transition plan to include overall staffing review, office needs assessment, financial functions analysis, potential revised budget and services recruitment request for proposal.

### **Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:**

Incorporated District comments for Clear Creek CSD MSR /SOI Update; Proposing SOI reduction to eliminate City of Anderson overlap. Noted in staff report and determinations that District preferred City SOI reduction rather than District reduction. Incorporated information from Anderson-Cottonwood Irrigation District into Draft MSR /SOI Update. Advised District staff that MSR /SOI Update hearing would be continued to August Commission meeting, as requested, for District review.

Updated three CSA MSR /SOI Update (CSA #14–Belmont, CSA #15 Lighting & CSA # 23 Crag View a water only service provider). Contacted City of Dunsmuir regarding water or wastewater services study that may affect CSA #23 Crag View, due to adjacent Sphere of Influence at Shasta – Siskiyou County Boundary.

### **Application - City of Anderson Out of Area Water Services Extension**

Sent City of Anderson and Shasta County Public Works consent to annex template for water services to fire station condition compliance. Advised of time extension on June 1 Commission agenda.

### **Application – Axner Annexation & SOI Amendment to CSA #8 Palo Cedro**

Advised applicant of Palo Cedro CSA Annex /SOI Amendment Application review status, with notice to agencies & certificate of filing being prepared for Commission hearing August 3 2023.

**MAY 2023 COSTS** (*see attached spreadsheet for hours and expense itemization*)

**TOTAL AMOUNT DUE**

**\$ 9,230.00**

Please make check payable to:  
Planwest Partners, Inc. P.O. Box 4581 Arcata, CA 95518

Tax Identification Number: 90-0262382

TEL: (707) 825-8260  
FAX: (707) 825-9181

P.O. Box 4581  
Arcata, CA 95518

planners@planwestpartners.com  
www.planwestpartners.com

**Shasta LAFCo Contract Planning Services FY 2022-23 Billing      May 2023**

<b>Planwest Partners Inc.</b>		<b>Hours and Expenses</b>										<b>Total on Budget</b>	<b>Remaining Budget</b>
<b>Task</b>	<b>Account</b>	<b>FY 2022-23 Budget</b>	<b>Principal Planner</b>	<b>Senior Advisor (EO)</b>	<b>Senior Analyst</b>	<b>GIS Analyst</b>	<b>Services Specialist</b>	<b>Plan Tech/ Serv Assist</b>	<b>Expense</b>	<b>May Total</b>			
<b>Hourly Rate</b>			<b>\$140.00</b>	<b>\$130.00</b>	<b>\$120.00</b>	<b>\$100.00</b>	<b>\$90.00</b>	<b>\$80.00</b>					
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$30,000.00</b>								<b>\$4,100.00</b>		<b>\$25,335.00</b>	<b>\$4,665.00</b>
GIS Services	52675					8.00				\$800.00		\$5,000.00	
Public Hearing Notice	52678									\$0.00		\$0.00	
CSD-Irr: Dist-City-CSA MSRs SOI Updates	52680			18.00				12.00		\$3,300.00		\$20,335.00	
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$52,500.00</b>								<b>\$5,130.00</b>		<b>\$42,277.33</b>	<b>\$10,222.67</b>
General Staffing Services	52006			22.00						\$2,860.00		\$17,905.00	
Noticing & Staff Reports	52006			9.00				4.75		\$1,550.00		\$14,585.00	
Public Info Requests	52006			1.00		2.00				\$330.00		\$4,765.00	
Commission /Exec Committee Meetings	52006			3.00						\$390.00		\$2,711.08	
<b>Application Processing / Pre-app review Expenses- EO</b>										<b>\$0.00</b>		<b>\$0.00</b>	
Fall River Valley FPD Reorg re-application		\$2,500.00								\$0.00		\$0.00	\$2,500.00
Shasta CSD - Fire Services Divestiture		\$22,500.00								\$0.00		\$14,059.82	\$8,440.18
Old Shasta FPD Formation by petition		\$30,000.00								\$0.00		\$6,720.00	\$23,280.00
Axner - CSA#8 Annex-SOI Update		\$2,350.00								\$0.00		\$0.00	\$2,350.00
Maxwell - Redding Annex pre-application		\$3,500.00								\$0.00		\$325.00	\$3,175.00
<b>Application Processing Supplies</b>		<b>\$0.00</b>								<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Hours</b>			0.00	53.00	0.00	10.00	0.00	16.75		<b>\$0.00</b>			
<b>Total Costs</b>			<b>\$0.00</b>	<b>\$6,890.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,340.00</b>		<b>\$9,230.00</b>		<b>\$67,612.33</b>	<b>\$14,887.67</b>

No meeting mileage 0mi. @ \$0.655/mi      \$0.00



**INVOICE**

**DATE:** June 30, 2023 **INVOICE #:** 23-235-06  
**TO:** Shasta Local Agency Formation Commission (LAFCO)  
**PROJECT:** LAFCo Planning and Staffing Services for **JUNE 2023**

**JUNE 2023 Staffing Services:**

**Commission /Executive Committee Meetings:** Prepared materials, distributed agenda packets and attended in-person June 1 Commission Agenda. Agenda items included staffing services extensions and staffing services transition plan.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.**

Presented Commission agenda items meeting including FY 2023-24 final budget staff report and resolution. Other June 1 meeting agenda items at City of Shasta Lake Council Chambers included Clear Creek CSD Commission Draft MSR /SOI Update with staff report and resolution for Commission action; Anderson Cottonwood Irrigation District Draft MSR /SOI Update, continued for District Board review; Anderson water services time extension; and Staffing Services Transition Plan for Commission Action. Transition plan includes staffing overview, office needs assessment, financial functions analysis, potential revised budget and services recruitment.

**Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:**

Received Anderson-Cottonwood Irrigation District Draft MSR /SOI Update comments and incorporating those into August Commission Draft. Submitted County Draft CSA MSR /SOI Update (CSA #14–Belmont, CSA #15 Lighting & CSA # 23 Crag View a water only service provider) to DPW. Received information from City of Dunsmuir regarding water /wastewater services study that may affect CSA #23 Crag View.

**Application - Fall River Valley FPD Reorg (Annexation-Detachment) Re-application.**

Advised of Fire Chief change, prepared Property Tax Revenue Sharing notice to County for Fall River Valley FPD Reorganization (annexation/detachment) Application. Advised that, in accordance with R&TC Section 99 (b)(4) Shasta County Administrative Office provided notice to allow for opportunity to comment on proposed tax exchange and notice to extend negotiation period to 90 days.

**Application - Shasta CSD - Fire Services Divestiture.**

Reviewed CSD Board Resolution 2022-14 and published notice of election as required for upcoming Shasta Fire District formation election. Responded to District inquiry regarding Health & Safety Code Section 13827 requiring a proposed district boundary description, with proposed district map.

**Application - Old Shasta Fire Protection District Formation by registered voter petition.**

Drafted Shasta Fire Protection District Formation and proposed Parcel Fee Impartial Analysis as required for ballot and sent to General Counsel for review. Preparing Shasta FPD MSR.

**Application – Axner Annexation & SOI Amendment to CSA #8 Palo Cedro**

Received notice of filing responses from Shasta County DPW and Bella Vista Water District regarding services requirements for proposed annexation. Discussed County entitlement requirements and BVWD including details on parcel development or subdivision with applicant.

**JUNE 2023 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**TOTAL AMOUNT DUE \$ 10,670.37**

Please make check payable to: Planwest Partners, Inc. P.O. Box 4581 Arcata, CA 95518

Tax Identification Number: 90-0262382

TEL: (707) 825-8260  
FAX: (707) 825-9181

P.O. Box 4581  
Arcata, CA 95518

planners@planwestpartners.com  
www.planwestpartners.com

**Shasta LAFCo Contract Planning Services FY 2022-23 Billing June 2023**

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
Task	Account	FY 2022-23 Budget	Principal Planner	Senior Advisor (EO)	Senior Analyst	GIS Analyst	Services Specialist	Plan Tech/ Serv Assist	Expense	June Total			
Hourly Rate			\$140.00	\$130.00	\$120.00	\$100.00	\$90.00	\$80.00					
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$30,000.00</b>								<b>\$1,980.00</b>		<b>\$29,915.00</b>	<b>\$85.00</b>
GIS Services	52675					1.00				\$100.00		\$5,800.00	
Public Hearing Notice	52678									\$0.00		\$0.00	
CSD-Irr: Dist-City-CSA MSRs SOI Updates	52680			2.00			18.00			\$1,880.00		\$24,115.00	
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$52,500.00</b>								<b>\$3,285.37</b>		<b>\$52,540.27</b>	<b>-\$40.26</b>
General Staffing Services	52006			14.00		2.00				\$2,020.00		\$22,030.00	
Noticing & Staff Reports	52006			2.00						\$260.00		\$18,315.00	
Public Info Requests	52006					3.00				\$300.00		\$5,365.00	
Commission /Exec Committee Meetings	52006			4.00					\$185.37	\$705.37		\$4,519.02	
<b>Application Processing / Pre-app review Expenses- EO</b>										<b>\$5,405.00</b>		<b>\$5,405.00</b>	
Fall River Valley FPD Reorg re-application		\$2,500.00		4.50						\$585.00		\$585.00	\$1,915.00
Shasta CSD - Fire Services Divestiture		\$22,500.00		7.50						\$975.00		\$15,034.82	\$7,465.18
Old Shasta FPD Formation by petition		\$30,000.00		11.50			4.00	7.00		\$2,415.00		\$9,135.00	\$20,865.00
Axner - CSA#8 Annex-SOI Update		\$2,350.00		5.00		3.00		6.00		\$1,430.00		\$1,430.00	\$920.00
Maxwell - Redding Annex pre-application		\$3,500.00								\$0.00		\$325.00	\$3,175.00
<b>Application Processing Supplies</b>		<b>\$0.00</b>								<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Hours</b>			0.00	50.50	0.00	9.00	22.00	13.00		<b>\$0.00</b>			
<b>Total Costs</b>			<b>\$0.00</b>	<b>\$6,565.00</b>	<b>\$0.00</b>	<b>\$900.00</b>	<b>\$1,980.00</b>	<b>\$1,040.00</b>	<b>\$185.37</b>	<b>\$10,670.37</b>		<b>\$87,860.27</b>	<b>\$44.74</b>

June 1 meeting mileage 283mi. @ \$0.655/mi \$185.37