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County Member

Fred Ryness
Special District Alternate

Michael Spencer
Public Member Alternate

George Williamson
Executive Officer

James M. Underwood
General Counsel

Agenda Item: 4.a

MEETING DATE: December 7, 2023
FROM: Jim Underwood, Legal Counsel
SUBJECT: Executive Officer Interview – Krystle Heaney AICP

Background:

At the October 5, 2023, meeting, it was proposed that Krystle Heaney, AICP, a Planwest Partners Senior Planner, would become the Shasta LAFCo Executive Officer as part of the Planwest Partners Inc. staffing services contract beginning January 1, 2024. George Williamson, AICP, current Executive Officer, would stay on as senior advisor with a reduced workload. The Commission would continue to have Planwest's staff support and professional services. The Commission approved this transition plan by a 7-0 vote.

On November 16, 2023, the Executive Committee interviewed Krystle Heaney for the Shasta LAFCo Executive Officer contract position. The Executive Committee made a favorable recommendation that Krystle Heaney be considered for Executive Officer and be interviewed for that position by the Commission on December 7, 2023.

Discussion:

Legal Counsel facilitated the Executive Committee interview and will facilitate the Commission interview, given the current Executive Officer serves as part of the Planwest Partners Inc. staffing services contract.

Krystle Heaney is a Senior Planner for Planwest and provides support services for numerous LAFCOs throughout the state from her location in El Dorado County. She currently provides clerking services for Humboldt LAFCo and Trinity LAFCo which includes processing service extension and boundary change applications in addition to conducting regular MSRs for cities and special districts.

She has also assisted with MSRs for numerous other LAFCOs including Sacramento, Sonoma, El Dorado, Marin, Contra Costa, Shasta, and San Diego. Ms. Heaney also provides environmental planning services for LAFCOs and other Planwest clients. She is well versed in CEQA regulations and stays up to date on current practices. Her Statement of Qualifications/Resume is attached.

Recommendation:

It is recommended the Commission take the following actions:

1. Conduct an interview with Krystle Heaney;
2. Consider appointing Ms. Heaney as the Shasta LAFCo Executive Officer, subject to approval of an amended Staffing Services Agreement amendment reflecting this appointment, effective January 1, 2024; and
3. Consider approving and authorizing the Commission Chair to sign an amendment to the existing Planwest Staffing Services Agreement, which is on the Commission's agenda as Agenda Item 9.a.

cc: George Williamson, Executive Officer
Attachments: Krystle Heaney AICP Statement of Qualifications/Resume

Krystle Heaney is a Senior Planner for Planwest and provides support services for numerous LAFCo throughout the state from her location in El Dorado County. She currently provides clerking services for Humboldt LAFCo and Trinity LAFCo which includes processing service extension and boundary change applications in addition to conducting regular MSR for cities and special districts. She has also assisted with MSR for numerous other LAFCos including Sacramento, Sonoma, El Dorado, Marin, Contra Costa, Shasta, and San Diego.

Ms. Heaney also provides environmental planning services for LAFCos and other Planwest clients. She is well versed in CEQA regulations and stays up to date on current practices. She has prepared Addendums for an out of area service request and a city boundary change in Humboldt County. She has worked collaboratively with local governments and districts, State and federal regulatory agencies, and community groups on a variety of projects including CEQA environmental review, coastal development permitting requirements, waste discharge requirements documentation, and prohibited pesticide use exemption applications. Due to this experience, she is well-versed in the environmental analysis processes, permitting, and community engagement activities that coincide with LAFCo processes.

As a Senior Planner for Planwest, Ms. Heaney is responsible for managing projects, onboarding and training new staff, preparing and reviewing invoices, and coordination with clients. She has participated in leadership training and regularly coordinates with company Principals on staffing and project proposals.

Relevant Project Experience

- Humboldt LAFCo Clerking and Analyst Services

Ms. Heaney is the current clerk for Humboldt LAFCo and regularly processes requests for information, out of boundary service requests, and boundary change applications. She also oversees the preparation of municipal service reviews for cities and agencies throughout the county. Recent MSR include the City of Arcata, City of Fortuna, City of Trinidad, and several small community services districts supplying water and wastewater services to area residents such as Manila CSD. She regularly prepares staff reports, assists with invoicing and budget tracking, and updates the Commission website with meeting documents and project specific information.

- Trinity LAFCo Clerking and Analyst Services

Ms. Heaney is the current clerk for Trinity LAFCo and has worked on several MSR for Trinity LAFCo including Post Mountain PUD, Weaverville CSD, Ruth Lake CSD, and Hayfork FPD. She regularly prepares staff reports, communicates with Commissioners regarding upcoming meetings, and trains new staff on LAFCo processes. She is also responsible for regularly updating the Trinity LAFCo website and is proficient with the WordPress webpage platform.



EDUCATION

CSU Sacramento
B.A. – Physical Geography, 2013

TRAINING/PROFESSIONAL AFFILIATIONS

Association of Environmental Professionals
(AEP) Annual Conference
Session Panelist - 2023

California Planning Roundtable Leadership
Academy – 2022

American Institute of Certified Planners
Certified November 2020

American Planning Association
Member Since 2019

AEP Intermediate CEQA Workshop – 2021

AEP Advanced CEQA Workshop – 2020

CALAFCOU: Deep Dive into MSR – 2019

- Shasta LAFCo Municipal Service Reviews
Ms. Heaney has been responsible for collecting data and drafting agency profiles for community services districts, community service areas, and mosquito abatement districts in Shasta County. She has also recently reviewed MSR for the City of Shasta Lake and the proposed Shasta FPD. Services reviewed include water, wastewater, flood control, fire/ emergency response, and mosquito abatement activities. These MSR have included regular contact with agency and county staff to collect information and review draft documents.
- El Dorado LAFCo Municipal Service Reviews
Ms. Heaney managed the preparation of the Small to Medium Water and Wastewater Purveyors MSR/SOI Update which included Georgetown Divide PUD, South Tahoe PUD, and Grizzley Flats CSD. The project was complicated by the Caldor Fire that occurred in 2021 and almost completely destroyed the Grizzley Flat area. The MSR was able to effectively discuss the effects of the fire on the CSD and the steps the District was taking towards recovery. Ms. Heaney is now managing the Cities and CSD MSR which includes the Cameron Park CSD, City of Placerville, and City of South Lake Tahoe. As part of this process Ms. Heaney also prepared an in depth memo regarding SOI changes which included analysis of El Dorado LAFCo policies, county and city policies, and CEQA requirements.
- Beckwourth Peak Fire Protection District Formation
Planwest, with assistance from RSG, was retained to prepare a feasibility study and plan for services for the formation of a new regional fire protection district in eastern Plumas County. The project included regular stakeholder meetings, coordination with four existing fire services providers, development of material to support an application to LAFCo along with a special tax measure to provide funding for the new district. Ms. Heaney assisted with developing the feasibility study/ plan for services including document template creation, and drafting background information and formation process sections.
- Contra Costa LAFCo Municipal Service Reviews
Contra Costa LAFCo retained Planwest to conduct the 2nd Round Cemetery Services MSR/SOI update in 2021 which included Alamo-Lafayette Cemetery District and Byron Brentwood Knightsen Union Cemetery District. Ms. Heaney was responsible for data collection, coordination with district staff, services analysis, and report preparation.
- Sonoma LAFCo Municipal Service Reviews
Ms. Heaney managed the preparation of the Timber Cove County Water District MSR in 2020. This review was completed at the request of the District and included a water services rate comparison analysis. Ms. Heaney coordinated with District staff and board members, participated in internal coordination meetings, and presented the draft document to the commission during the public hearing.
- San Diego LAFCo Municipal Service Reviews
San Diego LAFCo retained Planwest in 2019 to conduct several MSR including the City of Poway and Ramona Municipal Water District MSR/SOI updates. Ms. Heaney was responsible for development of the draft Ramona MWD MSR which included a review of water, wastewater, fire/ emergency response, and parks and recreation services. This included coordination with District staff, CalFire, and a non-profit organization responsible for overseeing park services. Ms. Heaney provided analysis of all services provided by the District and identified service and financial trends.
- Marin LAFCo Municipal Service Reviews
Marin LAFCo retained Planwest in 2018 to conduct the San Rafael and Novato Regional MSR/SOI updates. Ms. Heaney was responsible for data collection, coordination with district staff, services analysis, and report preparation for a number of small dependent and independent special districts in the area. Services included landscaping, road maintenance, dredging activities, fire/ emergency response, parks and recreation, wastewater, street lighting, and others.