



INVOICE

DATE: September 30, 2023 **INVOICE #:** 23-235-09

TO: Shasta Local Agency Formation Commission (LAFCO)

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

SEPTEMBER 2023 Staffing Services:

Commission /Executive Committee Meetings: Attended September 18 Executive Committee meeting by conference call, including new member Commissioner Ryness. Agenda items included MSR/SOI Updates, staffing services report and October 5 Commission Agenda.

Staffing Coordination General Staffing Services, Noticing & Staff Reports.

Distributed and posted agenda items for October 5 Commission meeting at Redding City Council Chambers. Hearing items included a. Shasta CSD MSR/SOI Update for Fire Services Divestiture by Resolution 2023-08 & Fall River Valley Fire Protection District Reorganization. After hearing was noticed & staff report prepared, received District application withdrawal request.

Other Agenda items included June 1 & August 3 draft Commission Meeting Minutes; FY 2022-23 Year End Summary/ US Bank Statements, FY 2023-24 Member Organization Revenues Status. New business items included Authorization of Increased single signer check limit; Special District Seat 1 & Alternate Nominations Update & Financial Audit Request for Proposal. Old business items included Shasta FPD Formation Update, Fall River Valley CSD Annexation Time Extension by Resolution 2023-09, Services Transition Plan, Savings Funds Investment & Services Invoices.

Extended Special District Nominations due date for 2024-2028 Special District Seat 1 and Special District Alternate terms due to lack of candidates. Continued with Transition Plan tasks including staffing, office needs assessment & financial functions by staffing agreement through December 31, 2023. Submitted CD purchase request to US Bank as authorized by Commission.

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

Continued to incorporate City staff information & clarification requests for City of Shasta Lake MSR /SOI Update including financials and multiple services delivery.

Application – Shasta CSD Fire Services Divestiture,

Submitted Shasta CSD MSR/SOI Update to District staff for review & comment, Distributed & posted Commission Hearing Draft of Shasta CSD MSR/SOI Update - Fire Services Divestiture, for October 5 Commission Meeting.

Application - Fall River Valley Fire Protection District Reorganization

Distributed, noticed & posted staff report for proposed FRV FPD annexation of territory in Shasta County & detachment of territory from County Service Area #1 - Shasta County Fire Department, submitted by FRV FPD Board resolution of application. Staff report included CEQA compliance.

Application - City of Anderson Proposed Water Extension to Sierra Pacific Industries within Sphere of Influence. Additional materials notification. Reviewed additional submittals including draft plan for services & SPI letter. Prepared & distributed Notice of Filing to agencies.

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

TOTAL AMOUNT DUE

\$ 10,748.75

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

Tax Identification Number: 90-0262382

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Shasta LAFCo Contract Planning Services FY 2023-24 Billing September 2023

Planwest Partners Inc.		Hours and Expenses											Total on Budget	Remaining Budget		
		Task	Account	FY 2023-24 Budget	Principal Planner	Sr Advisor (EO)	Senior Analyst	Assoc. Planner	GIS Manager	Service Specialist	Plan Tech/ Serv Assist	Ex-pense			September Total	
Hourly Rate																
MSR/SOI - Review & Analysis				\$25,000.00								\$770.00			\$7,990.00	\$17,010.00
GIS Services	52675							7.00				\$770.00			\$1,760.00	
Public Hearing Notice	52678											\$0.00			\$0.00	
CSD-Irr. Dist-City-CSA MSRs SOI Updates	52680											\$0.00			\$6,230.00	
Staffing Services Planwest Partners Inc.				\$78,150.00								\$5,918.75			\$21,578.00	\$56,572.00
General Staffing Services	52006				2.00	24.00		2.00				\$0.00	\$3,880.00		\$10,576.68	
Noticing & Staff Reports	52006					11.50				1.75		\$0.00	\$1,758.75		\$8,775.32	
Public Info Requests	52006											\$0.00	\$0.00		\$1,480.00	
Commission /Exec Committee Meetings	52006					2.00						\$0.00	\$280.00		\$746.00	
Application Processing /Pre-app review Expenses- EO												\$4,060.00			\$4,060.00	
Fall River Valley FPD Reorg re-application				\$2,500.00		7.50				2.00		\$1,220.00			\$2,815.00	-\$315.00
Shasta CSD - Fire Services Divestiture				\$22,500.00		4.00				2.00		\$730.00			\$730.00	\$21,770.00
Old Shasta FPD Formation by petition				\$30,000.00		4.50						\$630.00			\$1,190.00	\$28,810.00
Axner - CSA#8 Annex-SOI Update				\$2,350.00		9.00		2.00				\$0.00			\$0.00	\$2,350.00
City of Anderson-SPI Water Serv Extend				\$1,500.00								\$1,480.00			\$1,480.00	\$20.00
Maxwell - Redding Annex pre-application				\$3,500.00								\$0.00			\$280.00	\$3,220.00
Application Processing Supplies				\$0.00								\$0.00			\$0.00	\$0.00
Hours					2.00	62.50	0.00	11.00	0.00	5.75		\$0.00			\$33,628.00	
Total Costs				\$103,150.00	\$300.00	\$8,750.00	\$0.00	\$1,210.00	\$0.00	\$488.75	\$0.00	\$10,748.75	\$0.00	\$33,628.00	\$33,628.00	\$73,582.00

meeting mileage-284mi.@\$0.655/mi \$0.00

meetings mileage-285mi.@\$0.655/mi \$0.00



INVOICE

DATE: October 31, 2023 **INVOICE #:** 23-235-10
TO: Shasta Local Agency Formation Commission (LAFCO)
PROJECT: LAFCo Planning and Staffing Services for **OCTOBER 2023**

OCTOBER 2023 Staffing Services:

Commission /Executive Committee Meetings: Attended October 5 Commission Meeting.

Staffing Coordination General Staffing Services, Noticing & Staff Reports.

Attended & presented agenda items/staff reports at in-person October 5 Commission meeting. Hearing items included Shasta CSD MSR/SOI Update for Fire Services Divestiture by Resolution 2023-08 & Fall River Valley Fire Protection District Reorganization.

Other Agenda items included June 1 & August 3 draft Commission Meeting Minutes; FY 2022-23 Year End Summary/ US Bank Statements, FY 2023-24 Member Organization Revenues Status. New business items included Authorization of Increased single signer check limit; Special District Seat 1 & Alternate Nominations Update & Financial Audit Request for Proposal. Old business items included Shasta FPD Formation Update, Fall River Valley CSD Annexation Time Extension by Resolution 2023-09, Services Transition Plan, Savings Funds Investment & Services Invoices.

Distributed Special District Seat 1 and Alternate 2024-2028 terms Ballots by certified mail, with pre addressed stamped return envelopes. Continued with Transition Plan tasks including staffing, office needs assessment & financial functions by staffing agreement through December 31, 2023.

Responded to CSD inquiry regarding latent powers activation. Retained interim bookkeeper for QBooks entries & reconciliations. Started Quarter 1 financial summary.

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

Incorporated City of Shasta Lake staff comments into Draft MSR /SOI Update including financials and services delivery edits. Reviewed MSR /SOI Update list for next cycle.

Application – Shasta Fire Protection District Formation,

Continued Shasta Fire Protection District Formation MSR /SOI Update for Commission review at December meeting, contingent on affirmative vote at November 7 Special Election. Responded to inquiries on ballot materials.

Application – Shasta CSD Fire Services Divestiture,

Submitted Shasta CSD MSR/SOI Update to District staff for review, distributed & posted Commission October 5 Hearing agenda item for Fire Services Divestiture. Posted

Application - Fall River Valley Fire Protection District Reorganization

Presented October 5 Commission hearing agenda item for proposed FRV FPD reorganization-annexation of territory in Shasta County & detachment of territory from CSA #1, including staff report & CEQA compliance. Received considerable testimony on District operations beyond reorganization. Commission continued hearing. Researching Intermountain FPD MSR /SOI Update as way to inform Commission on broader service delivery issues identified during the hearing.

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

TOTAL AMOUNT DUE

\$ 11,781.15

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Shasta LAFCo Contract Planning Services FY 2023-24 Billing October 2023

Planwest Partners Inc.	Task	Hourly Rate	Account	FY 2023-24 Budget	Hours and Expenses											Total on Budget	Remaining Budget		
					Principal Planner	Sr Advisor (EO)	Senior Analyst	Assoc. Planner	GIS Manager	Service Specialist	Plan Tech/ Serv Assist	Ex-pense	October Total						
	MSR/SOI - Review & Analysis			\$25,000.00	\$150.00	\$140.00	\$130.00	\$110.00	\$110.00	\$95.00	\$85.00							\$9,655.00	\$15,345.00
	GIS Services		52675															\$2,145.00	
	Public Hearing Notice		52678															\$0.00	
	CSD-Irr. Dist-City-CSA MSRs SOI Updates		52680				3.00	4.00			4.00							\$7,510.00	
	Staffing Services Planwest Partners Inc.			\$78,150.00														\$30,294.15	\$47,855.86
	General Staffing Services/ Transition		52006		3.50	18.00	5.75											\$215.66	\$4,008.16
	Noticing, Staff Reports & Budgeting		52006			15.00					12.00							\$0.00	\$3,120.00
	Public Info Requests		52006			4.00												\$560.00	
	Commission /Exec Committee Meetings		52006			6.00												\$187.99	\$1,027.99
	Application Processing /Pre-app review Expenses- EO																	\$1,400.00	
	Fall River Valley FPD Reorg re-application			\$2,500.00		2.00												\$280.00	\$625.00
	Shasta CSD - Fire Services Divestiture			\$22,500.00														\$0.00	\$22,500.00
	Old Shasta FPD Formation by petition			\$30,000.00		8.00												\$1,120.00	\$27,690.00
	Axner - CSA#8 Annex-SOI Update			\$2,350.00														\$0.00	\$2,350.00
	City of Anderson-SPI Water Serv Extend			\$1,500.00														\$0.00	\$1,500.00
	Maxwell - Redding Annex pre-application			\$3,500.00														\$0.00	\$3,220.00
	Application Processing Supplies			\$0.00														\$0.00	\$0.00
	Hours				3.50	56.00	9.75	0.00	3.50	0.00	16.00							\$403.65	\$11,781.15
	Total Costs			\$103,150.00	\$525.00	\$7,840.00	\$1,267.50	\$0.00	\$385.00	\$0.00	\$1,360.00							\$41,349.15	\$63,200.86

10-5 meeting mileage-287mi. @\$.655/mi \$187.99

Special District Ballot Printing & Certified Mail \$215.66

Print & Mail	Quantity	Item Cost	Cost
8 1/2 x 11 B&W	297	\$0.08	\$23.76
Label sheets	5	\$0.30	\$1.50
Standard envelopes	64	\$0.05	\$3.20
Return envelope post	32	\$0.63	\$20.16
Ballot/certified mail pc	32	\$5.22	\$167.04
Total			\$215.66