

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

Tuesday, September 23, 2025 at 10:00 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 is 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 July 23, 2025
- b. Bank Statements: July & August 2025
- c. Planwest Partners Invoices: July & August 2025
- d. October 2, 2025 Regular Commission Meeting Agenda

5. INFORMATIONAL ITEMS

- a. CALAFCO Update
- b. Status of Current and Future Applications
- c. 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.

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Fred Ryness
Special District Member

Ronnean Lund
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Rosemary Smith
Special District Alternate

Larry Russell
Public Member

Michael Spencer
Public Member Alternate

EXECUTIVE COMMITTEE MEETING

Wednesday, July 23, 2025 at 2:00 p.m.
1274 Court Street, Redding, CA 96001

DRAFT MEETING MINUTES

1. CALL TO ORDER

Chairman Russell called meeting to order at 2:02 p.m. at the Underwood Law Offices P.C. Conference Room, 1274 Court Street, Redding, CA 96001

a. Roll Call

Present: Chair Russell; Commissioners Baugh and Ryness

Absent: None

Staff Present: Executive Officer Krystle Brogna (phone); Clerk Amber Chung (phone); Legal Counsel Jim Underwood

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 Russell/ Baugh to adopt the agenda. Motion passed by 3-0-0 voice vote.

4. BUSINESS ITEMS (POTENTIAL ACTION)

- a. Adopt Executive Committee Meeting Minutes from May 14, 2025

Commissioners reviewed the May 14, 2025, Executive Committee meeting minutes.

Motion Baugh/ Ryness to adopt the meeting minutes from the May 14, 2025, Executive Committee meeting. Motion passed by 3-0-0 voice vote.

- b. Bank Statements: May and June 2025

EO Brogna explained that the US Bank account will be closed once the account with Tri Counties bank is formally established. She also noted recent activity on the bank statements including a refund from US Bank and deposits for FY 25-26 member contributions. Commissioners reviewed the bank statements and asked clarifying questions about charges. No action was taken.

c. Planwest Invoices: May and June 2025

EO Brogna informed the Committee that Planwest went slightly over budget, waived a majority of hours, but would require a budget amendment at the next Commission meeting to cover costs associated with unexpected work that occurred during the fiscal year. Commissioners discussed the remaining balance on CalPERS payments.

Motion Baugh/ Ryness to approve the Planwest Partners invoices for May and June 2025. Motion passed by 3-0-0 voice vote.

d. Contract Accounting Services

EO Brogna introduced the item and explained the importance of hiring assistance with reconciling LAFCO's financials. Commissioners confirmed that EO Brogna felt confident in the proposed bookkeeper's abilities.

Motion Baugh/ Ryness to authorize entering into an agreement with Katie Wheeler for on-call bookkeeping services pending full Commission approval. Motion passed by a 3-0-0 voice vote.

e. August 7, 2025 Regular Commission Meeting Agenda

EO Brogna explained that there was one other item that needed to be added to the agenda clarifying how commissioners are appointed. Commissioners reviewed and provided comment on the draft August 7, 2025, Regular Commission meeting agenda. Commissioners and legal counsel discussed proposed agenda item 9.d regarding the updated language to a special legislation request. No action was taken.

5. INFORMATIONAL ITEMS

a. CALAFCO Update

EO Brogna provided an update on the current transition happening with CALAFCO, updating the Committee on the 6-9 month action plan. It was also noted that EO Brogna recently attended the first CALAFCO U session, board nominations are coming up, and that the Annual Conference is coming up in October.

b. Status of Current and Future Applications

Commissioners received an informational report from EO Brogna on the status of current and future applications. The only active application on file is for CSA #8 - Palo Cedro. There has been no communication from the applicant in several months. Commissioners discussed the letter from CSA #1 indicating that they will no longer be staffing the fire station in the Cassel area.

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

Commissioners received an information report from EO Brogna on the status of MSR/SOI Updates and asked clarifying questions. Staff is working on an MSR covering multiple CSAs and an MSR for Anderson FPD. She explained that staff would be holding work on the FRV FPD MSR until January.

6. COMMISSIONER COMMENTS

No commissioner comments.

7. MEETING ADJOURNMENT - 2:34 PM

ADDRESS SERVICE REQUESTED

SHASTA LOCAL AGENCY
FORMATION COMMISSION
PO BOX 8693
SOUTH LAKE TAHOE 96158

Service With Solutions

Speak with a
Banker: 1-800-922-8742



Automated
Phone Banking: 1-844-822-2447



Online Banking: TriCountiesBank.com

Updated: Important Notice Regarding Funds Availability

Effective July 1, 2025, Funds Availability thresholds change under Regulation CC. These changes involve adjustments to certain dollar thresholds for the availability of funds when you deposit a check.

Key Changes:

- **Next-Day Availability:** The minimum amount available the next business day will increase from \$225 to \$275.
- **Large Deposits:** Amounts greater than the threshold, increasing from \$5,525 to \$6,725, are subject to longer holds.

Specific hold times for your check deposit will be provided at the time of deposit (or will be mailed to you within one business day if the deposit is not made in person.) If you have any questions, please contact your local branch or call Customer Service at 1-800-922-8742.

Member FDIC

Overall Balance Summary

Account Type	Account Number	Ending Balance
Public Checking	[REDACTED]	\$50,000.00

Public Checking - [REDACTED]

Account Summary

Date	Description	Amount
06/06/2025	Beginning Balance	\$0.00
	1 Credit(s) This Period	\$50,000.00
	0 Debit(s) This Period	\$0.00
06/30/2025	Ending Balance	\$50,000.00

Deposits

Date	Description	Amount
06/05/2025	DEPOSIT	\$50,000.00



ADDRESS SERVICE REQUESTED

SHASTA LOCAL AGENCY
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SOUTH LAKE TAHOE 96158

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Member FDIC

Overall Balance Summary

Account Type	Account Number	Ending Balance
Public Checking	[REDACTED]	\$205,899.79

Public Checking - [REDACTED]

Account Summary

Date	Description	Amount
07/01/2025	Beginning Balance	\$50,000.00
	7 Credit(s) This Period	\$155,992.54
	1 Debit(s) This Period	\$92.75
07/30/2025	Ending Balance	\$205,899.79

Deposits

Date	Description	Amount
07/30/2025	DEPOSIT	\$138,543.08



Public Checking - [REDACTED] (continued)

Electronic Credits

Date	Description	Amount
07/15/2025	MOBL DDA DEP BOB	\$2,630.12
07/15/2025	MOBL DDA DEP BOB	\$1,351.30
07/15/2025	MOBL DDA DEP BOB	\$84.95
07/22/2025	MOBL DDA DEP BOB	\$6,902.85
07/22/2025	MOBL DDA DEP BOB	\$5,342.40
07/22/2025	MOBL DDA DEP BOB	\$1,137.84

Electronic Debits

Date	Description	Amount
07/16/2025	GAN CA LOCALIQ A descript Shasta LAFCO	\$92.75

End of Statement



P.O. Box 1800
Saint Paul, Minnesota 55101-0800

3843 TRN S Y ST01

106481455075783 U

SHASTA LOCAL AGENCY FORMATION
COMMISSION
999 MISSION DE ORO DR STE 106
REDDING CA 96003-3861

Business Statement

Account Number:

Statement Period:

Jul 1, 2025
through
Jul 31, 2025



Page 1 of 2



To Contact U.S. Bank

**Commercial Customer
Service:**

877-295-2509

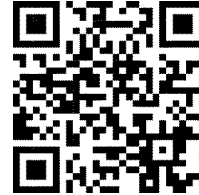
U.S. Bank accepts Relay Calls

Internet:

usbank.com

NEWS FOR YOU

Scan here with your phone's camera to download the U.S. Bank Mobile App.



INFORMATION YOU SHOULD KNOW

Effective August 11, 2025, we would like to inform you of the upcoming changes to the *Business Pricing Information* document that may impact your account.

Primary pricing updates in your revised *Business Pricing Information* disclosure

- For the Silver, Gold and Platinum Checking check order discount, adding additional ways to use the discount
- Under Other Service Fees
 - Under Cash Deposits, adding Branch Cash Forward Non-Compliant Fee - \$15
 - Under Safe Deposit Box Fees, the lock drilling fee will change to no charge (from \$150)

Beginning August 11, 2025, a copy of the *Business Pricing Information* document will be available at usbank.com/bpi, by calling 800-673-3555 or visiting your local branch.

If you have any questions, you can call us at 800-673-3555. Our business bankers are here to help 8 a.m. to 8 p.m. CT Monday through Friday and 8 a.m. to 6:30 p.m. CT on Saturday. We accept relay calls. Or, schedule an appointment at usbank.com/book to speak with a banker in person, by phone or virtually.

Effective August 11, 2025, please review updates made to the *Your Deposit Account Agreement* document which may affect your rights.

Beginning July 7, 2025, you can review the full revised document at usbank.com/YDAA-upcoming-version, by calling 24-Hour Banking at 800-USBANKS (872-2657) or by visiting your local U.S. Bank branch. We accept relay calls.

Here's what you should know:

- Under **Refusing Payment on Your Checks**, adding we may refuse to exchange for cash any check drawn on your account unless the presenter of such check also maintains a deposit account with us.

If you have questions, please call us at 800-673-3555. Our business bankers are here to help 8 a.m. to 8 p.m. CT Monday through Friday and 8 a.m. to 6:30 p.m. CT on Saturday. You can also schedule an appointment at usbank.com/book to speak with a banker in person, by phone or virtually.



SHASTA LOCAL AGENCY FORMATION
COMMISSION
999 MISSION DE ORO DR STE 106
REDDING CA 96003-3861

Business Statement

Account Number: [REDACTED]

Statement Period:

Jul 1, 2025

through

Jul 31, 2025

Page 2 of 2

SILVER BUSINESS CHECKING

Member FDIC

U.S. Bank National Association

Account Number [REDACTED]

Account Summary

	# Items		
Beginning Balance on Jul 1		\$	49,960.08
Other Withdrawals	2		1,013.50-
Checks Paid	1		35.00-
Ending Balance on Jul 31, 2025		\$	48,911.58

Other Withdrawals

Date	Description of Transaction	Ref Number	Amount
Jul 3	Electronic Withdrawal To INTUIT * REF=251830177803540N00	0000756346QBooks Onl3234768	\$ 970.00-
Jul 15	Analysis Service Charge	15000000000	43.50-
Total Other Withdrawals			\$ 1,013.50-

Checks Presented Conventionally

Check	Date	Ref Number	Amount
4027	Jul 2	8612954404	35.00

Conventional Checks Paid (1)

\$ 35.00-

Balance Summary

Date	Ending Balance	Date	Ending Balance	Date	Ending Balance
Jul 2	49,925.08	Jul 3	48,955.08	Jul 15	48,911.58

Balances only appear for days reflecting change.



P.O. Box 1800
Saint Paul, Minnesota 55101-0800

3843 TRN S Y ST01

106481497474072 U



SHASTA LOCAL AGENCY FORMATION
COMMISSION
999 MISSION DE ORO DR STE 106
REDDING CA 96003-3861

Business Statement

Account Number:

Statement Period:

Aug 1, 2025

through

Aug 29, 2025

Page 1 of 2



To Contact U.S. Bank

Commercial Customer

Service:

877-295-2509

U.S. Bank accepts Relay Calls

Internet:

usbank.com

SILVER BUSINESS CHECKING

U.S. Bank National Association

Member FDIC

Account Number

Account Summary

	# Items		
Beginning Balance on Aug 1		\$	48,911.58
Other Withdrawals	1		27.00-
Checks Paid	1		16,764.49-
Ending Balance on Aug 31, 2025		\$	32,120.09

Other Withdrawals

Date	Description of Transaction	Ref Number	Amount
Aug 14	Analysis Service Charge	1400000000	\$ 27.00-
Total Other Withdrawals			\$ 27.00-

Checks Presented Conventionally

Check	Date	Ref Number	Amount
4028	Aug 20	8611572926	16,764.49

Conventional Checks Paid (1) **\$ 16,764.49-**

Balance Summary

Date	Ending Balance	Date	Ending Balance
Aug 14	48,884.58	Aug 20	32,120.09

Balances only appear for days reflecting change.

ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: July 2025

Account Number:		\$	27.00
Analysis Service Charge assessed to		\$	27.00

Service Activity Detail for Account Number

Service	Volume	Avg Unit Price	Total Charge
Depository Services			
Combined Transactions/Items	2		No Charge
Subtotal: Depository Services			0.00
SinglePoint			
SPE Pday Det & Sum Mo Maint	1	15.00000	15.00
SPE Token Mo Maintenance	1		No Charge
SPE ACH Mo Maintenance	1	12.00000	12.00
SP Image Access Mo Maint	1		No Charge
SPE Ext Messaging Mo Maint	1		No Charge

Products and services available in U.S. only. Eligibility requirements and restrictions apply. For additional information, contact a U.S. Bank branch or call 800-872-2657.



SHASTA LOCAL AGENCY FORMATION
COMMISSION
999 MISSION DE ORO DR STE 106
REDDING CA 96003-3861

Business Statement

Account Number:

[REDACTED]

Statement Period:

Aug 1, 2025

through

Aug 29, 2025

Page 2 of 2

ANALYSIS SERVICE CHARGE DETAIL (CONTINUED)

Service Activity Detail for Account Number [REDACTED] (continued)

<i>Service</i>	<i>Volume</i>	<i>Avg Unit Price</i>	<i>Total Charge</i>
Subtotal: SinglePoint			27.00
Fee Based Service Charges for Account Number 1-534-9510-2045		\$	27.00

DATE:	07/31/2025
INVOICE #:	25-235-07
TOTAL DUE:	\$ 16,488.17

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 JULY 2025

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

Followed up with Fall River Valley FPD on the information request sent prior fiscal year. Coordinated with District to check in again in January 2026. Began drafting an Administrative Draft MSR/SOI Update document for County Service Area's #2, 3, 6, and 13. Conducted research on CSAs and requested contact information for County staff. Met internally with staff to review MSR/SOI Update process for Anderson FPD. Prepared public review draft of Burney FPD MSR/SOI Update for inclusion in August regular meeting packet.

Staffing Services

Followed up on closing of Redding office. Received and input member contribution invoices from County Auditor. Spoke with representatives from Cassel VFD regarding letter from CAL FIRE/CSA #1. Reviewed letter from CAL FIRE and discussed options for continued fire services in Cassel area. Responded to inquiries from the public on the LAFCO application process. Prepared budget amendment for consideration by Executive Committee. Updated website with information regarding upcoming meetings. Prepared for and attended the Executive Committee meeting on July 23rd. Prepared staff reports for upcoming regular commission meeting in August. Received and processed member contribution fees.

GIS Services

No hours this period.

Applications

No hours this period.

MSR/SOI Update Amount Due: \$ 5,365.00

Staffing Services Amount Due: \$ 11,123.17

GIS Services Amount Due: \$ 0.00

TOTAL AMOUNT DUE THIS INVOICE: \$ 16,488.17

(see attached spreadsheets for detailed cost breakdown)

Staffing Services Contract: \$ 114,000.00

Total Billed to Date: \$ 16,488.17

Amount Remaining: \$ 102,511.83

Shasta LAFCO Staffing Services - July 2025

Planwest Partners Inc.			Hours and Expenses									
Project Task	Account	Budget	Principal	EO / Senior Planner	Associate Analyst	Associate Planner	Assistant Planner	GIS Analyst	Expense	Total Cost July 2025	Total Cost FY-to-Date	Remaining
			C. Santsche	K. Brogna	E. Haskett	S. Wickman	A. Chung	L. Choy				
<i>Hourly Rate</i>			\$195	\$160	\$145	\$145	\$125	\$125				
MSR/SOI - Review and Analysis		\$28,000.00								\$5,365.00	\$5,365.00	\$22,635.00
Fall River Valley FPD MSR/SOI Update							0.50			\$62.50	\$62.50	
CSAs #2, 3, 6, and 13 MSR/SOI Update						20.00		6.75		\$3,743.75	\$3,743.75	
Anderson FPD MSR/SOI Update				1.00	5.50					\$957.50	\$957.50	
Burney FPD MSR/SOI Update				2.00			2.25			\$601.25	\$601.25	
Staffing Services		\$86,000.00								\$11,123.17	\$11,123.17	\$74,876.83
General Staffing Services	52006			22.00		2.00	6.00	4.00	\$110.00	\$5,170.00	\$5,170.00	
Accounting	52006			10.50					\$13.30	\$1,693.30	\$1,693.30	
Policies and Procedures Update	52006									\$0.00	\$0.00	
Staff Coordination	52006									\$0.00	\$0.00	
Noticing, Staff Reports, and Budgeting	52006			8.00						\$1,280.00	\$1,280.00	
Public / Agency Information Requests	52006			3.00						\$480.00	\$480.00	
Budget Preparation	52006			1.00						\$160.00	\$160.00	
Commission Meetings	52006						7.75		\$77.37	\$1,046.12	\$1,046.12	
Executive Committee Meetings	52006			7.50			0.75			\$1,293.75	\$1,293.75	
GIS Services		\$5,000.00								\$0.00	\$0.00	\$5,000.00
Public/ Agency Information Requests										\$0.00	\$0.00	
Application Processing / Pre-App Review Expenses		Deposit								\$0.00	\$0.00	
CSA #8 Annexation - Axner										\$0.00	\$0.00	
Staff Hours			0.00	55.00	5.50	22.00	17.25	10.75				
Total		\$119,000.00	\$0.00	\$8,800.00	\$797.50	\$3,190.00	\$2,156.25	\$1,343.75	\$200.67	\$16,488.17	\$16,488.17	\$102,511.83

Expenses		
Mileage (19 mi@0.70/mi)		\$13.30
Hotel & Meals		\$0.00
Printing & Postage (see separate sheet for detail)		\$77.37
Storage Unit (Crown Storage) Rent		\$110.00
Total		\$200.67



Office Supplies

BILL TO: Shasta LAFCO

PROJECT: Shasta LAFCO Staffing Services

NVOICE # 25-235-07

DATE: 7/31/2025

Account	Title	Qty	Type	Description	Cost/ Unit	Total
	Duplicating	225	8½ x 11 (B&W)	Printing of three agenda packets (Commissioner Ryness, Chair Russell, and Alternate Commissioner Morgan)	\$0.10	\$22.50
	Postage	3	Flat-sized envelope, priority	Mailer to Commissioner Ryness, Chair Russell, and Alternate Commissioner Morgan - Agenda packets	\$11.00	\$33.00
	Printing (McDonald's Budget Printing)	1	8.5" x 11" B&W	Printing of two agenda packets (Commissioner Lund and Alternate Commissioner Spencer)	\$21.87	\$21.87
SUBTOTAL						\$77.37

TOTAL \$77.37

DATE:	08/31/2025
INVOICE #:	25-235-08
TOTAL DUE:	\$ 19,852.77

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**AUGUST 2025**

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

Researched budgets and audits for numerous County Service Areas. Reviewed prior MSRs for CSAs and agency histories. Reviewed available online information and researched community advisory boards. Began compiling financial information and conducting analysis on current financial standing.

Reviewed prior Anderson FPD MSR/SOI. Began researching population and land use data for the FPD. Coordinated with staff on development of MSR template. Met with Anderson FPD Chief to discuss MSR process and concerns over prior MSR report.

Reviewed prior communication with County staff regarding CSA #4. Coordinated with staff on development of abbreviated MSR/SOI Update that can be used to support official dissolution of the CSA.

Updated Burney FPD MSR/SOI Update based on Commission comments. Coordinated with Fire Chief on updated SOI boundary for the District.

Staffing Services

Prepared for and held August 7th Regular Commission meeting. Searched hard copy files in storage for information on special districts including Anderson FPD. Provided explanation of LAFCo member contributions to ACID General Manager. Coordinated with staff and Commissioners to book travel arrangements for annual CALAFCO conference. Coordinated with Commissioners Russell and Kelstrom to complete CALAFCO Board nomination packet for Commissioner Kelstrom.

Visted Redding branch of Tri Counties Bank to make deposits and check on status of checks for new checking account. Updated contact information including mailing address. Coordinated with Katie Wheeler on reconciliation of QuickBooks Online accounts. Researched prior transactions and cost accounting for applications. Reviewed findings of reconciliation. Continued to record and deposit checks from member agencies.

GIS Services

Coordinated with County staff on updated geodatabase for special district and city boundaries. Coordinated review of agency boundaries with Board of Equalization staff. Reviewed numerous CSA boundaries for discrepancies with recorded tax rate areas.

Applications***FRV CSD Annexation (Pre-App)***

Provided information to applicant engineer on development of application package. Provided guidance on timing of application steps. Provided examples of application materials including plan for services.

MSR/SOI Update Amount Due: \$ 7,543.75

Staffing Services Amount Due: \$ 10,096.52

GIS Services Amount Due: \$ 1,812.50

Applications: \$ 400.00

TOTAL AMOUNT DUE THIS INVOICE: \$ 19,852.77

(see attached spreadsheets for detailed cost breakdown)

Staffing Services Contract: \$ 114,000.00

Total Billed to Date: \$ 35,940.94

Amount Remaining: **\$ 83,059.06**

Shasta LAFCO Staffing Services - August 2025

Planwest Partners Inc.			Hours and Expenses									
Project Task	Account	Budget	Principal	EO / Senior Planner	Associate Analyst	Associate Planner	Assistant Planner	GIS Analyst	Expense	Total Cost August 2025	Total Cost FY-to-Date	Remaining
			<i>C. Santsche</i>	<i>K. Brogna</i>	<i>E. Haskett</i>	<i>S. Wickman</i>	<i>A. Chung</i>	<i>L. Choy</i>				
<i>Hourly Rate</i>			\$195	\$160	\$145	\$145	\$125	\$125				
MSR/SOI - Review and Analysis		\$28,000.00								\$7,543.75	\$12,908.75	\$15,091.25
Fall River Valley FPD MSR/SOI Update										\$0.00	\$62.50	
CSAs #2, 3, 6, and 13 MSR/SOI Update				1.00		19.00		7.50		\$3,852.50	\$7,596.25	
Anderson FPD MSR/SOI Update				4.00	10.00			8.50		\$3,152.50	\$4,110.00	
Burney FPD MSR/SOI Update				2.00			0.75	1.00		\$538.75	\$1,140.00	
Staffing Services		\$86,000.00								\$10,096.52	\$21,219.69	\$64,780.31
General Staffing Services	52006			25.00			15.50		\$90.08	\$6,027.58	\$11,197.58	
Accounting	52006			14.00						\$2,240.00	\$3,933.30	
Policies and Procedures Update	52006									\$0.00	\$0.00	
Staff Coordination	52006									\$0.00	\$0.00	
Noticing, Staff Reports, and Budgeting	52006			1.00						\$160.00	\$1,440.00	
Public / Agency Information Requests	52006			3.00						\$480.00	\$960.00	
Budget Preparation	52006									\$0.00	\$160.00	
Commission Meetings	52006			4.50			1.00		\$343.94	\$1,188.94	\$2,235.06	
Executive Committee Meetings	52006									\$0.00	\$1,293.75	
GIS Services		\$5,000.00								\$1,812.50	\$1,812.50	\$3,187.50
Public/ Agency Information Requests								14.50		\$1,812.50	\$1,812.50	
Application Processing / Pre-App Review Expenses		Deposit								\$400.00	\$400.00	
CSA #8 Annexation - Axner										\$0.00	\$0.00	
FRV CSD Annexation (Pre-Application)				2.50						\$400.00	\$400.00	
FRV FPD Reorganization										\$0.00	\$0.00	
Staff Hours			0.00	57.00	10.00	19.00	17.25	31.50				
Total		\$119,000.00	\$0.00	\$9,120.00	\$1,450.00	\$2,755.00	\$2,156.25	\$3,937.50	\$434.02	\$19,852.77	\$35,940.94	\$83,059.06

Expenses		
Mileage (260 mi@0.70/mi)		\$182.00
Hotel & Meals		\$161.94
Printing & Postage (see separate sheet for detail)		\$90.08
Storage Unit (Crown Storage) Rent		\$0.00
Total		\$434.02



Office Supplies

BILL TO: Shasta LAFCO

PROJECT: Shasta LAFCO Staffing Services

NVOICE # 25-235-08

DATE: 8/31/2025

Account	Title	Qty	Type	Description	Cost/ Unit	Total
	Duplicating	0	8½ x 11 (B&W)		\$0.10	\$0.00
	Postage	0	Flat-sized envelope, priority		\$11.00	\$0.00
	Printing (McDonald's Budget Printing)	1	8.5" x 11" B&W	Printing of five agenda packets (meeting copies)	\$48.85	\$48.85
SUBTOTAL						\$48.85

TOTAL \$48.85

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

REGULAR COMMISSION MEETING

Thursday, October 2nd, 2025, at 9:00 a.m.
Burney Fire Protection District Fire Hall
37072 Main Street, Burney, CA 96013

DRAFT AGENDA

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance - Commissioner Kelstrom

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 is 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. SPECIAL PRESENTATIONS - NONE

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. August 7, 2025 Draft Meeting Minutes
- b. July - August 2025 Financial Summary

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

- a. SDRMA Award

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. Burney Fire Protection District Municipal Service Review and Sphere of Influence Update

The Commission will continue the Public Hearing for the Municipal Service Review and Sphere of Influence Update for the Burney Fire Protection District.

9. BUSINESS ITEMS

Business items are for review and possible action by the Commission

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 Anderson FPD, CSA #4, and CSAs #2, #3, #6, & #13.

b. Status of Current and Future Applications

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

c. CALAFCO Legislative Report

The Commission will receive an update on legislation that is currently being tracked by CALAFCO.

d. Expiring Commissioner Terms

The Commission will receive an update on Commissioner terms that will be expiring this year including the Regular Public Member seat.

11. CLOSED SESSION - NONE

12. COMMISSIONER ANNOUNCEMENTS (INFORMATIONAL ONLY)

13. STAFF ANNOUNCEMENTS

14. ADJOURNMENT

The next Regular Commission Meeting is scheduled for Thursday December 4, 2025, at 9:00am at the City of Redding Council Chambers located at 777 Cypress Avenue, Redding, CA.

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 amber@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.

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
County Member Alternate

Susie Baugh
City Member

Mike Littau
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Pam Morgan
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AGENDA ITEM 5.B.

Date: September 23, 2025

From: Krystle Brogna, 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, for regulating 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. 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 at this time. The applicants' request for rezoning was denied by the Shasta County Board of Supervisors and as such, they will not be able to proceed with the project as planned. Staff informed the applicants that they can still move forward with the annexation process, but additional information is still needed to consider the application complete.

The following are potential future applications:

- Proposed Annexation to Fall River Valley CSD: The EO has received requests for information on the LAFCO application process for annexation to the Fall River Valley CSD. The annexation would include parcels along Williams Road in McArthur that are adjacent to the District's boundary and within its current SOI. The parcels are currently served by a private water system that provides inconsistent water quality.

RECOMMENDATION

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

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
County Member Alternate

Susie Baugh
City Member

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AGENDA ITEM 5.C.

Date: September 23, 2025

From: Krystle Brogna, Executive Officer

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

As part of the FY2025-26 workplan, staff are preparing several MSR/SOI updates for agencies covering fire services and County 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

Burney Fire Protection District MSR/SOI Update

The Draft MSR/SOI Update was presented at the August 7th Regular Commission meeting. Chief May provided a brief summary of how the District was doing and thoughts for expansion of services to the Cassel area. Staff took comments from Commissioners and the District and updated the document. Staff discussed potential SOI options with Chief May and reviewed timberland boundaries around the District. The final MSR/SOI Update will be presented at the October 2, 2025 Regular Commission meeting to be held in Burney, CA.

County Service Area #2 - Sugarloaf, #3 - Castella, #6 - Jones Valley, and #13 - Alpine Meadows MSR/SOI Update

Staff worked on drafting the background and services sections for all of the CSAs and conducted a thorough review of each agency's financial documents. Staff also met with County staff in charge of management of the agencies and discussed the prior MSRs conducted for each agency and current standing of services. Staff will be conducting an internal review of the draft document and providing an administrative draft to County staff for review and comment. The document is tentatively scheduled for an initial hearing at the December 2025 Regular Commission meeting.

Anderson Fire Protection District MSR/SOI Update

Staff have begun reviewing the prior MSR/SOI Update and are beginning data collection for the 2025 update. Staff met with the District twice to discuss the prior MSR/SOI update and the current level of fire and EMS services provided in the District. Staff have begun drafting background sections of the document including land use, population, and disadvantaged unincorporated communities.

CSA #4 MSR/SOI Report for Dissolution

Last fiscal year, the Redding Area Bus Authority (RABA) requested information about CSA #4 which was established in 1977 in order to provide additional funding for bus services in the Redding area. However, CSA #4 is not listed as an active agency in current LAFCO records. Staff worked with the County Auditor to obtain historical information regarding the CSA. Based on the administrative record, CSA #4 was established by voter approval along with an ad valorem tax that would begin being charged after five years. For the first five years, the CSA was to be funded by Transportation Development Act funds. However, in June 1978, Proposition 13 was passed which rolled property taxes back to 1975-76 values and limited the amount of property taxes to 1% of the lands assessed value. Since the CSA was not collecting taxes because it was still within the initial five year funding period, the approved tax for CSA #4 became void. If the County wanted to pursue the funding further, a new election would have been required with two-thirds voter approval. However, no additional measures were taken to secure funding for CSA #4 and the agency never functioned.

Staff will be drafting an abbreviated MSR/SOI Report for CSA #4 to set a zero SOI in anticipation of dissolution. The report will document the formation of the district, the proposed tax, the effects of Proposition 13, and proposed proceedings for dissolution of the CSA.

RECOMMENDATION

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