

Corkey Harmon
County Member

Chris Kelstrom
County Member

Allen Long
County Member Alternate

Vacant
City Member

Pam Morgan
City Member

Tenessa Audette
City Member Alternate



Fred Ryness
Special District Member

Ronnean Lund
Special District Member

Rosemary Smith
Special District Alternate

Brenda Haynes
Public Member

Vacant
Public Member Alternate

EXECUTIVE COMMITTEE MEETING

Tuesday, May 19, 2026 at 10:30 a.m.
1322 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 March 13, 2026
- b. Bank Statements: March & April 2026
- c. Proposed FY2025-26 Budget Amendment
- d. Planwest Partners Invoices: March & April 2026
- e. Proposed Planwest Partners Staffing Services
- f. June 4, 2026 Regular Commission Meeting Agenda
- g. Final FY2026-27 Budget

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.

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AGENDA ITEM 4.C.

Date: May 19, 2026

From: Krystle Brogna, Executive Officer

Subject: **FY2025-26 Budget Amendment**

The Committee will receive an update on the FY2025-26 budget and consider an amendment to cover staffing services costs.

BACKGROUND

Shasta LAFCO adopted the FY2025-26 Budget on June 5, 2025, which was then distributed to member organizations with County Auditor apportioned annual contributions invoices. Based on the additional staffing services provided throughout the fiscal year, the staffing services budget has been exhausted.

DISCUSSION

Due to the unforeseen complications with developing and adopting the Burney FPD Municipal Service Review and Sphere of Influence Update, and the additional time required to respond to threats of legal action, the originally approved budget for staffing services has been expended. As there are still two months remaining in the fiscal year, staff requests the following budget amendment:

- Decrease Fiscal Audit Services by \$5,500
- Decrease Storage Space by \$900
- Increase Contract Independent Executive Officer & Staff Services by \$25,500
- Increase PO Box Rental by \$20

The increased budget for staffing services will require the use of reserves totaling \$19,120. This is anticipated to reduce LAFCO's reserve funding to \$80,805. Should limited staff time be required to respond to future requests for information over the next two months, and no additional time is needed to address potential litigation matters, then the use of reserves is anticipated to be less than that proposed.

RECOMMENDATION

Staff recommends the Committee review the proposed reallocations and consider making a recommendation to the full Commission.

Attachment:

Attachment A: Proposed FY2025-26 Budget Amendment

Proposed FY 2025-2026 Shasta LAFCO Budget

BUDGET CATEGORIES	FY 2022/23	FY 2023/24	FY 2023/24 Amended	FY 2023/24 Actuals	FY 2024/25 Adopted	FY 2024/25 Actuals	Final FY 2025/26	Proposed Amendment	% difference
REVENUES									
CD Interest	\$0	\$0	\$0	\$0	\$0	\$381	\$0	\$0	
Savings Interest				\$7	\$0	\$3	\$0	\$0	
Funding Agencies' Apportionments									
<i>Cities</i>	\$68,200	\$69,500	\$69,500	\$69,500	\$70,500	\$70,500	\$71,900	\$71,900	0.0%
<i>Shasta County</i>	\$68,200	\$69,500	\$69,500	\$69,500	\$70,500	\$70,500	\$71,900	\$71,900	0.0%
<i>Special Districts</i>	\$68,200	\$69,500	\$69,500	\$69,500	\$70,500	\$70,500	\$71,900	\$71,900	0.0%
Total Apportionments	\$204,600	\$208,500	\$208,500	\$208,500	\$211,500	\$211,500	\$215,700	\$215,700	0.0%
TOTAL REVENUES	\$204,600	\$208,500	\$208,500	\$208,500	\$211,500	\$211,884	\$215,700	\$215,700	0.0%
<i>Increase from prior FY</i>	0%	2%	~	~	1.44%	~	1.99%		
EXPENSES									
Payroll, Benefits & Retirement Payout									
Employer Expenses									
<i>Clerk/Administrator</i>	\$32,800	\$35,000	\$1,000	\$1,550	\$0	\$0	\$0	\$0	
<i>CalPERS Annual Payout¹</i>	\$50,498	\$50,498	\$50,498	\$50,498	\$50,500	\$50,498	\$50,500	\$50,500	0.0%
<i>Employer Taxes</i>	\$6,030	\$6,300	\$300	\$84	\$0	-\$84	\$0	\$0	
Total Employer Expense	\$89,328	\$91,798	\$51,798	\$52,132	\$50,500	\$50,414	\$50,500	\$50,500	0.0%
Total Payroll, Benefits & Retirement	\$89,328	\$91,798	\$51,798	\$52,132	\$50,500	\$50,414	\$50,500	\$50,500	0.0%
Professional Services									
Executive Officer & Staffing Services									
<i>Executive Officer and Clerk</i>	\$52,500	\$57,500	\$84,000	\$87,742	\$84,000	\$84,675	\$86,000	\$111,500	29.7%
<i>MSR/SOI Preparation</i>	\$25,660	\$20,260	\$19,000	\$21,815	\$25,000	\$25,703	\$28,000	\$28,000	0.0%
<i>GIS Services</i>	\$4,000	\$4,500	\$4,500	\$2,475	\$5,000	\$4,990	\$5,000	\$5,000	0.0%
Total EO and Staffing Services	\$82,160	\$82,260	\$107,500	\$112,032	\$114,000	\$115,368	\$119,000	\$144,500	21.4%
Legal Counsel Services	\$10,000	\$12,500	\$12,500	\$11,161	\$12,500	\$3,686	\$12,500	\$12,500	0.0%
Website Hosting and Maintenance	\$720	\$120	\$2,000	\$2,000	\$2,000	\$777	\$2,000	\$2,000	0.0%
Information/Technology (IT) Services	\$250	\$750	\$3,000	\$1,124	\$2,000	\$436	\$2,000	\$2,000	0.0%
Fiscal Audit Services (Biannual)	\$5,500	\$0	\$8,500	\$525	\$8,500	\$0	\$8,500	\$3,000	-64.7%
Total Professional Services	\$98,630	\$95,630	\$133,500	\$124,843	\$139,000	\$120,266	\$144,000	\$164,000	13.9%
Office & Supplies									
Rent	\$7,200	\$7,200	\$7,200	\$7,800	\$7,200	\$7,200	\$600	\$600	0.0%
PO Box Rental					\$140	\$80	\$150	\$170	13.3%
Communications (Phone/Internet)	\$1,620	\$1,620	\$2,500	\$1,537	\$1,620	\$1,424	\$150	\$150	0.0%
Tools/ Equipment/ Software	\$0	\$1,012	\$1,500	\$1,209	\$1,230	\$0	\$1,300	\$1,300	0.0%
Storage Space	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800	\$900	-50.0%
Office Supplies Expense	\$950	\$1,300	\$1,000	\$102	\$600	\$277	\$100	\$100	0.0%
Postage, Shipping & Printing	\$640	\$600	\$600	\$610	\$610	\$46	\$700	\$700	0.0%
Total Office Services & Supplies	\$10,410	\$11,732	\$12,800	\$10,648	\$11,400	\$9,027	\$4,800	\$3,920	-18.3%
Memberships and Fees									
Bank & Transfer Fees	\$300	\$300	\$300	\$277	\$300	\$368	\$500	\$500	0.0%
Conferences/ Sponsorships	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000	0.0%
CALAFCO Membership	\$3,650	\$4,000	\$4,000	\$7,993	\$4,000	\$4,043	\$4,200	\$4,200	0.0%
CSDA Membership	\$0	\$0	\$1,250		\$1,300	\$1,351	\$1,500	\$1,500	0.0%
SDRMA Liability Insurance	\$3,900	\$3,900	\$3,712	\$9,316	\$3,800	\$7,094	\$4,000	\$4,000	0.0%
Legal Notices	\$1,000	\$1,140	\$1,140	\$139	\$1,200	\$282	\$1,200	\$1,200	0.0%
Total Memberships & Fees	\$8,850	\$9,340	\$10,402	\$17,725	\$10,600	\$13,137	\$16,400	\$16,400	0.0%
TOTAL EXPENSES	\$207,218	\$208,500	\$208,500	\$205,348	\$211,500	\$192,845	\$215,700	\$234,820	8.9%
Total Gain/(Loss)	-\$2,618	\$0	\$0	\$3,152	\$0	\$19,040	\$0	-\$19,120	
Contingency Fund									
Contingency Deposit	\$0	\$0	\$0	\$3,152	\$0	\$0	\$0	\$0	
Contingency Withdrawal	\$2,618	\$0	\$0	\$0	\$0	\$0	\$0	\$19,120	
Contingency Balance				\$72,794		\$99,925	\$99,925	\$80,805	

1 - Annual payment for prior executive officer retirement plan. As of FY2025-26 there are two more annual payments.

APPLICATION COSTS	FY2021-22 Actuals	FY2022-23 Actuals	FY2023-24 Actuals	FY2024-25 Actuals
REVENUES				
Application Fees	22,563.38	\$54,986.97	\$3,280.00	\$3,226.00
Other	0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$22,563.38	\$54,986.97	\$3,280.00	\$3,226.00
EXPENSES				
Staff Time	\$16,317.32	\$26,220.00	\$22,197.50	\$2,900.00
Legal Services	\$1,320.00	\$3,077.00	\$0.00	\$0.00
CDFW Fees	\$1,150.00	\$81.00	\$0.00	\$0.00
BOE Filing Fees	\$0.00	\$0.00	\$0.00	\$4,885.00
Public Hearing Notice	\$479.75	\$341.00	\$0.00	\$0.00
Other	\$874.68	\$92.00	\$0.00	\$35.00
TOTAL EXPENSES	\$20,141.75	\$29,811.00	\$22,197.50	\$7,820.00
Total Gain/ (Loss)	\$2,421.63	\$25,175.97	(\$18,917.50)	(\$4,594.00)

DATE:	03/31/2026
INVOICE #:	26-235-03
TOTAL DUE:	\$ 15,812.26

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 MARCH 2026

Municipal Service Reviews (MSR) / Sphere of Influence (SOI) Updates
 No actions this period.

Staffing Services

Reviewed banking accounts, made deposits, and updated QuickBooks as needed. Reviewed current financials and prepared draft budget for FY2026/27. Prepared and submitted legal notice for upcoming Regular Commission meeting. Prepared for and conducted March 13 Executive Committee meeting. Coordinated with legal counsel and staff on a response to Public Records Act request. Gathered and reviewed requested documents as part of the Public Records Act request. Developed staff reports for the upcoming April 2 Regular Commission meeting. Responded to request for information regarding water district consolidation. Coordinated with a new printing company on distribution of Commission meeting packet materials. Coordinated with legal counsel on procedure for closed session at the Regular Commission meeting. Coordinated with Tri Counties bank on new signatories for the Shasta LAFCO checking account.

Applications

Fall River Valley CSD: Reviewed final application materials, maps, and agency comments regarding proposed annexation. Prepared and sent landowner and registered voter notice to applicable recipients. Developed required factors for application review under GC §56668. Utilized required factors to develop staff report for the April 2 Regular Commission meeting. Coordinated with applicants on next steps for application processing and attendance at the April Commission meeting.

<i>MSR/SOI Update Amount Due:</i>	\$ 0.00
<i>Staffing Services Amount Due:</i>	\$ 12,694.76
<i>GIS Services Amount Due:</i>	\$ 0.00
<i>Applications:</i>	\$ 3,117.50

TOTAL AMOUNT DUE THIS INVOICE: \$ 15,812.26

(see attached spreadsheets for detailed cost breakdown)

Staffing Services Contract:	\$ 119,000.00
Total Billed to Date	
<i>(less application fees):</i>	\$ 113,117.35
<hr/> Amount Remaining:	\$ 5,882.65

Shasta LAFCO Staffing Services - March 2026

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 March 2026	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>				
Hourly Rate			\$195	\$160	\$145	\$145	\$125	\$125				
MSR/SOI - Review and Analysis		\$28,000.00								\$0.00	\$26,941.25	\$1,058.75
Fall River Valley FPD MSR/SOI Update										\$0.00	\$62.50	
CSAs #2, 3, 6, and 13 MSR/SOI Update										\$0.00	\$11,446.25	
Anderson FPD MSR/SOI Update										\$0.00	\$10,147.50	
Burney FPD MSR/SOI Update										\$0.00	\$4,722.50	
CSA #4 - Dissolution MSR/SOI Update										\$0.00	\$562.50	
Staffing Services		\$86,000.00								\$12,694.76	\$82,551.10	\$3,448.90
General Staffing Services				20.00			17.50		\$121.89	\$5,509.39	\$45,063.88	
Accounting				4.00						\$640.00	\$7,453.30	
Policies and Procedures Update										\$0.00	\$0.00	
Staff Coordination										\$0.00	\$0.00	
Noticing, Staff Reports, and Budgeting				12.00			10.50			\$3,232.50	\$9,056.25	
Public / Agency Information Requests				6.00						\$960.00	\$4,800.00	
Budget Preparation				4.00						\$640.00	\$800.00	
Conferences										\$0.00	\$1,820.04	
Commission Meetings									\$12.87	\$12.87	\$6,242.63	
Executive Committee Meetings				7.50			4.00			\$1,700.00	\$7,315.00	
GIS Services		\$5,000.00								\$0.00	\$3,625.00	\$1,375.00
Public/ Agency Information Requests										\$0.00	\$3,625.00	
Application Processing / Pre-App Review Expenses		Deposit								\$3,117.50	\$7,288.75	
CSA #8 Annexation - Axner										\$0.00	\$0.00	
FRV CSD Annexation Williams Rd				5.00	6.50		6.00	5.00		\$3,117.50	\$7,288.75	
FRV FPD Reorganization										\$0.00	\$0.00	
Staff Hours			0.00	58.50	6.50	0.00	38.00	5.00				
Total		\$119,000.00	\$0.00	\$9,360.00	\$942.50	\$0.00	\$4,750.00	\$625.00	\$134.76	\$15,812.26	\$113,117.35	\$5,882.65

Expenses		
Mileage (240 mi@0.725/mi)		
Hotel & Meals		
CALAFCO Conference		
Printing & Postage (see separate sheet for detail)		\$12.87
Storage Unit (Crown Storage) Rent		\$121.89
Total		\$134.76



Office Supplies

BILL TO: Shasta LAFCO

PROJECT: Shasta LAFCO Staffing Services

NVOICE # 26-235-03

DATE: 3/31/2026

Account	Title	Qty	Type	Description	Cost/ Unit	Total
	Printing (McDonald's Budget Printing)	1	8.5" x 11" B&W	Printing of one agenda packet	\$12.87	\$12.87
SUBTOTAL						\$12.87

TOTAL \$12.87

DATE:	04/30/2026
INVOICE #:	26-235-04
TOTAL DUE:	\$ 11,100.61

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 APRIL 2026

Staffing Services

Reviewed banking accounts, paid bills, made deposits, and updated QuickBooks as needed. Coordinated closure of US Bank account and updates to Tri Counties checking account. Prepared for and conducted April 2nd Regular Commission meeting. Coordinated with staff and legal counsel on follow-up action items from meeting. Coordinated with legal counsel on responses to letters received from Burney FPD legal counsel regarding potential Brown Act violations. Gathered additional information to respond to Public Records Act request and organized documents based on request letter. Held meeting with legal counsel regarding continued staffing services for Shasta LAFCO. Coordinated with Commissioners on personal communications to be included in the PRA request. Prepared and sent out notice of proposed budget to member agencies. Updated website as needed. Responded to calls regarding fire services provided in the Fall River Valley.

GIS Services

Coordinated with Shasta County staff on potential discrepancies with ACID boundary. Reviewed City of Redding boundary.

Applications

Fall River Valley CSD: Reviewed final application materials, maps, and agency comments regarding proposed annexation. Prepared and sent landowner and registered voter notice to applicable recipients. Developed required factors for application review under GC §56668. Utilized required factors to develop staff report for the April 2 Regular Commission meeting. Coordinated with applicants on next steps for application processing and attendance at the April Commission meeting.

Staffing Services Amount Due: \$ 10,708.11
GIS Services Amount Due: \$ 312.50
Applications: \$ 80.00

TOTAL AMOUNT DUE THIS INVOICE: \$ 11,100.61

(see attached spreadsheets for detailed cost breakdown)

Staffing Services Contract:	\$ 119,000.00
Total Billed to Date	
<i>(less application fees):</i>	\$ 124,137.96
<hr/> Amount Remaining:	<hr/> \$ -5,137.96

Shasta LAFCO Staffing Services - April 2026

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 April 2026	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>				
Hourly Rate			\$195	\$160	\$145	\$145	\$125	\$125				
MSR/SOI - Review and Analysis		\$28,000.00								\$0.00	\$26,941.25	\$1,058.75
Fall River Valley FPD MSR/SOI Update										\$0.00	\$62.50	
CSAs #2, 3, 6, and 13 MSR/SOI Update										\$0.00	\$11,446.25	
Anderson FPD MSR/SOI Update										\$0.00	\$10,147.50	
Burney FPD MSR/SOI Update										\$0.00	\$4,722.50	
CSA #4 - Dissolution MSR/SOI Update										\$0.00	\$562.50	
Staffing Services		\$86,000.00								\$10,708.11	\$93,259.21	-\$7,259.21
General Staffing Services				28.25				5.50	\$110.00	\$5,317.50	\$50,381.38	
Accounting				2.00						\$320.00	\$7,773.30	
Policies and Procedures Update										\$0.00	\$0.00	
Staff Coordination										\$0.00	\$0.00	
Noticing, Staff Reports, and Budgeting										\$0.00	\$9,056.25	
Public / Agency Information Requests				22.50						\$3,600.00	\$8,400.00	
Budget Preparation				1.00				1.00	\$37.53	\$322.53	\$1,122.53	
Conferences										\$0.00	\$1,820.04	
Commission Meetings				5.00					\$348.08	\$1,148.08	\$7,390.71	
Executive Committee Meetings										\$0.00	\$7,315.00	
GIS Services		\$5,000.00								\$312.50	\$3,937.50	\$1,062.50
Public/ Agency Information Requests								2.50		\$312.50	\$3,937.50	
Application Processing / Pre-App Review Expenses		Deposit								\$80.00	\$7,368.75	
CSA #8 Annexation - Axner										\$0.00	\$0.00	
FRV CSD Annexation Williams Rd				0.50						\$80.00	\$7,368.75	
FRV FPD Reorganization										\$0.00	\$0.00	
Staff Hours			0.00	59.25	0.00	0.00	6.50	2.50				
Total		\$119,000.00	\$0.00	\$9,480.00	\$0.00	\$0.00	\$812.50	\$312.50	\$495.61	\$11,100.61	\$124,137.96	-\$5,137.96

Expenses	
Mileage (240 mi@0.725/mi)	\$174.00
Hotel & Meals	\$174.08
CALAFCO Conference	
Printing & Postage (see separate sheet for detail)	\$37.53
Storage Unit (Crown Storage) Rent	\$110.00
Total	\$495.61



Office Supplies

BILL TO: Shasta LAFCO

PROJECT: Shasta LAFCO Staffing Services

NVOICE # 26-235-04

DATE: 4/30/2026

Account	Title	Qty	Type	Description	Cost/Unit	Total
	Printing	74	8½ x 11 (B&W)	Proposed Budget mailing to member agencies - 04/28	\$0.10	\$7.40
	Office Supplies	37	Standard envelope	Proposed Budget mailing to member agencies - 04/28	\$0.05	\$1.85
	Office Supplies	3	Label sheet	Proposed Budget mailing to member agencies - 04/28	\$0.30	\$0.90
	Postage	37	Standard postage (metered)	Proposed Budget mailing to member agencies - 04/28	\$0.74	\$27.38
SUBTOTAL						\$37.53

TOTAL \$37.53

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Rosemary Smith
Special District Alternate

Brenda Haynes
Public Member

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AGENDA ITEM 4.E.

Date: May 19, 2026

From: Krystle Brogna, Executive Officer

Subject: **Proposed Planwest Partners Staffing Services for FY2026-27**

The Committee will receive an update on staffing services proposed by Planwest Partners in FY2026-27.

BACKGROUND

Local Agency Formation Commissions (LAFCOs) are individually responsible under the Cortese-Knox-Hertzberg Local Governmental Reorganization Act of 2000 (CKH Act) for making their own provisions for personnel and facilities. In making their own provisions, LAFCOs may choose to contract with a public or private entity in accordance with Government Code Section 56380. The CKH Act also prescribes personnel requirements for LAFCO under Government Code Section 56384, which includes appointing an executive officer to conduct and perform the day-to-day business of the agency. This statute also directs LAFCOs to appoint additional staff as it deems appropriate in fulfilling its regulatory and planning duties. Shasta LAFCO has contracted with Planwest Partners since 2016 with regular contract extensions generally approved on an annual basis.

DISCUSSION

The owners of Planwest Partners have recently held robust discussion regarding the allocation of staff resources for the company. Based on this review, they have decided to end the staffing services contract with Shasta LAFCO so that staff time may be utilized to support other areas of the company. As such, Planwest Partners is proposing a six-month contract with Shasta LAFCO for FY 2026-27 in order to help facilitate a staffing transition. This proposed contract will be provided to the full Commission at the June 4th Regular Commission meeting.

Planwest Partners is grateful that the Commission has entrusted the daily operations of this important organization to Planwest for so long and will strive to provide a smooth transition over the next six months. Several options can be considered for future staffing of the Commission including releasing an RFP for consulting services or directly hiring staff.

RECOMMENDATION

Staff recommends the Committee review the report and provide direction to staff as needed.

Corkey Harmon
County Member

Vacant
City Member

Chris Kelstrom
County Member

Pam Morgan
City Member

Allen Long
County Member Alternate

Tenessa Audette
City Member Alternate



Fred Ryness
Special District Member

Brenda Haynes
Public Member

Ronnan Lund
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REGULAR COMMISSION MEETING

Thursday, June 4th, 2026, at 9:00 a.m.
Shasta County, Board of Supervisors Chambers
1450 Court Street, Redding, CA, 96001

AGENDA

1. CALL TO ORDER

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

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. April 2, 2026 Draft Meeting Minutes
- b. March - April 2026 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 - NONE

8. CLOSED SESSION - NONE

SHASTA LAFCO

9. 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. Final FY2026-27 Budget

The Commission will consider adopting the FY2026-27 final budget in accordance with California Government Code Section 56381(c).

10. BUSINESS ITEMS

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

a. Public Member Vacancy

The Commission will receive a report on the recent vacancy of the Alternate Public Member seat and direct staff on how to proceed with filling the vacancy.

b. Proposed FY 2025-26 Budget Amendment

The Commission will consider approving a budget amendment for FY2025-26.

c. Professional Service Agreements for Executive Officer Services and Legal Counsel Services

The Commission will consider approving professional service agreements with Planwest Partners, Inc., to continue providing Executive Officer Services and with Underwood Law to continue providing Legal Counsel services.

11. 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 FY2025-26.

b. Status of Current and Future Applications

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

c. Status of Commissioner Terms

The Commission will receive a report on current Commissioner terms and vacancies including the upcoming Special District Member election process.

d. CALAFCO Legislative Report

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

e. CALAFCO SB 827 Fiscal and Financial Training

The Commission will receive an update on fiscal and financial training (SB 827) available to Commissioners through CALAFCO.

12. COMMISSIONER ANNOUNCEMENTS (INFORMATIONAL ONLY)

13. STAFF ANNOUNCEMENTS

14. ADJOURNMENT

The next Regular Commission Meeting is scheduled for Thursday, August 6, 2026, at 9:00am at the City of Shasta Lake City Council Chambers located at 4477 Main Street, Shasta Lake, CA 96019.

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.

SHASTA LAFCO

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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AGENDA ITEM 4.G.

Date: May 19, 2026

From: Krystle Brogna, Executive Officer

Subject: **Final FY 2026-27 Budget**

The Committee will receive and review the final budget for FY 2026-27.

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 final FY 2026-27 budget will be provided to the Shasta County Auditor and all member agencies upon approval. The budget proposes no increase in member contributions. Only minor changes were made to the proposed budget approved by the Commission in April 2026.

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.

Operating Expenses:

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

- Retirement - CalPERS (last annual payment)
- Membership costs with CALAFCO and CSDA
- Liability costs with SDRMA
- MSR/SOI Updates
- Conference Fees and Sponsorships (attendance at Annual CALAFCO Conference)

MSR/SOI Updates Compliance Work Plan

For FY 2026-27, the following MSR/SOI Updates are scheduled: Conclude Fall River Valley FPD, Anderson FPD, Buckeye FPD, CSA #2 - Sugarloaf, CSA #3 - Castella, CSA #6 - Jones Valley, CSA #13 - Alpine Meadows, and CSA #4 - Redding Transit.

RECOMMENDATION

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

Proposed FY 2026-2027 Shasta LAFCO Budget

BUDGET CATEGORIES	FY 2023/24 Adopted	FY 2023/24 Amended	FY 2023/24 Actuals	FY 2024/25 Adopted	FY 2024/25 Amended	FY 2024/25 Actuals	FY 2025/26 Adopted	FY 2025/26 10mo Actuals	Proposed FY 2026/27	Final FY 2026/27	% difference
REVENUES											
CD Interest	\$0	\$0	\$0	\$0	\$0	\$381	\$0	\$0	\$0	\$0	
Savings Interest			\$7	\$0	\$0	\$3	\$0	\$0	\$0	\$0	
Funding Agencies' Apportionments											
<i>Cities</i>	\$69,500	\$69,500	\$69,500	\$70,500	\$70,500	\$70,500	\$71,900	\$71,900	\$71,900	\$71,900	0.0%
<i>Shasta County</i>	\$69,500	\$69,500	\$69,500	\$70,500	\$70,500	\$70,500	\$71,900	\$71,900	\$71,900	\$71,900	0.0%
<i>Special Districts</i>	\$69,500	\$69,500	\$69,500	\$70,500	\$70,500	\$70,500	\$71,900	\$71,900	\$71,900	\$71,900	0.0%
Total Apportionments	\$208,500	\$208,500	\$208,500	\$211,500	\$211,500	\$211,500	\$215,700	\$215,700	\$215,700	\$215,700	0.0%
TOTAL REVENUES	\$208,500	\$208,500	\$208,500	\$211,500	\$211,500	\$211,884	\$215,700	\$215,700	\$215,700	\$215,700	0.0%
Increase from prior FY	2%	~	~	1.44%	~	~	1.99%		0.00%	0.00%	
EXPENSES											
Payroll, Benefits & Retirement Payout											
Employer Expenses											
<i>Clerk/Administrator</i>	\$35,000	\$1,000	\$1,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<i>CalPERS Annual Payout¹</i>	\$50,498	\$50,498	\$50,498	\$50,500	\$50,500	\$50,498	\$50,500	\$50,498	\$34,700	\$34,700	0.0%
<i>Employer Taxes</i>	\$6,300	\$300	\$84	\$0	\$0	-\$84	\$0	\$0	\$0	\$0	
Total Employer Expense	\$91,798	\$51,798	\$52,132	\$50,500	\$50,500	\$50,414	\$50,500	\$50,498	\$34,700	\$34,700	0.0%
Total Payroll, Benefits & Retirement	\$91,798	\$51,798	\$52,132	\$50,500	\$50,500	\$50,414	\$50,500	\$50,498	\$34,700	\$34,700	0.0%
Professional Services											
Executive Officer & Staffing Services											
<i>Executive Officer and Clerk</i>	\$57,500	\$84,000	\$87,742	\$84,000	\$84,700	\$84,675	\$86,000	\$91,439	\$90,000	\$90,000	0.0%
<i>MSR/SOI Preparation</i>	\$20,260	\$19,000	\$21,815	\$25,000	\$25,725	\$25,703	\$28,000	\$26,941	\$35,000	\$35,000	0.0%
<i>GIS Services</i>	\$4,500	\$4,500	\$2,475	\$5,000	\$5,000	\$4,990	\$5,000	\$3,938	\$5,000	\$5,000	0.0%
Total EO and Staffing Services	\$82,260	\$107,500	\$112,032	\$114,000	\$115,425	\$115,368	\$119,000	\$122,318	\$130,000	\$130,000	0.0%
Legal Counsel Services	\$12,500	\$12,500	\$11,161	\$12,500	\$12,500	\$3,686	\$12,500	\$7,364	\$14,000	\$14,000	0.0%
Website Hosting and Maintenance	\$120	\$2,000	\$2,000	\$2,000	\$2,000	\$777	\$2,000	\$755	\$2,000	\$2,000	0.0%
Information/Technology (IT) Services	\$750	\$3,000	\$1,124	\$2,000	\$1,275	\$436	\$2,000	\$73	\$0	\$0	0.0%
Fiscal Audit Services (Biannual)	\$0	\$8,500	\$525	\$8,500	\$8,500	\$0	\$8,500	\$1,790	\$8,500	\$8,500	0.0%
Total Professional Services	\$95,630	\$133,500	\$124,843	\$139,000	\$139,700	\$120,266	\$144,000	\$132,300	\$154,500	\$154,500	0.0%
Office & Supplies											
Rent	\$7,200	\$7,200	\$7,800	\$7,200	\$7,200	\$7,200	\$600	\$0	\$0	\$0	0.0%
PO Box Rental				\$140	\$140	\$80	\$150	\$166	\$170	\$170	0.0%
Communications (Phone/Internet)	\$1,620	\$2,500	\$1,537	\$1,620	\$1,620	\$1,424	\$150	\$0	\$0	\$0	0.0%
Tools/ Equipment/ Software	\$1,012	\$1,500	\$1,209	\$1,230	\$1,230	\$0	\$1,300	\$970	\$1,250	\$1,250	0.0%
Storage Space	\$0	\$0	\$0	\$0	\$0	\$0	\$1,800	\$605	\$1,800	\$1,500	-16.7%
Office Supplies Expense	\$1,300	\$1,000	\$102	\$600	\$600	\$277	\$100	\$0	\$80	\$180	125.0%
Postage, Shipping & Printing	\$600	\$600	\$610	\$610	\$610	\$46	\$700	\$70	\$300	\$300	0.0%
Total Office Services & Supplies	\$11,732	\$12,800	\$10,648	\$11,400	\$11,400	\$9,027	\$4,800	\$1,811	\$3,600	\$3,400	-5.6%
Memberships and Fees											
Bank & Transfer Fees	\$300	\$300	\$277	\$300	\$400	\$368	\$500	\$296	\$250	\$250	0.0%
Conferences/ Sponsorships	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$4,523	\$7,000	\$7,000	0.0%
CALAFCO Membership	\$4,000	\$4,000	\$7,993	\$4,000	\$4,050	\$4,043	\$4,200	\$4,176	\$4,200	\$4,400	4.8%
CSDA Membership	\$0	\$1,250	\$1,300	\$1,300	\$1,375	\$1,351	\$1,500	\$1,398	\$1,500	\$1,500	0.0%
SDRMA Liability Insurance	\$3,900	\$3,712	\$9,316	\$3,800	\$3,475	\$7,094	\$4,000	-\$130	\$4,000	\$4,000	0.0%
Legal Notices	\$1,140	\$1,140	\$139	\$1,200	\$600	\$282	\$1,200	\$600	\$950	\$950	0.0%
Total Memberships & Fees	\$9,340	\$10,402	\$17,725	\$10,600	\$9,900	\$13,137	\$16,400	\$10,863	\$17,900	\$18,100	1.1%
TOTAL EXPENSES	\$208,500	\$208,500	\$205,348	\$211,500	\$211,500	\$192,845	\$215,700	\$195,472	\$210,700	\$210,700	0.0%
Contingency Fund											
Contingency Deposit	\$0	\$0	\$3,152	\$0	\$0	\$19,040	\$0	\$0	\$5,000	\$5,000	0.0%
Contingency Withdrawal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Gain/(Loss)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,228	\$0	\$0	
Cash at End of Period (June 30th)			\$72,794			\$99,925	\$99,925		\$104,925	\$104,925	

1 - Annual payment for prior executive officer retirement plan. As of FY2026-27 there is one more annual payment.

APPLICATION COSTS	FY2022-23 Actuals	FY2023-24 Actuals	FY2024-25 Actuals	FY2025-26 10-mo Actuals
REVENUES				
Application Fees	\$54,986.97	\$3,280.00	\$3,226.00	\$1,800.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$54,986.97	\$3,280.00	\$3,226.00	\$1,800.00
EXPENSES				
Staff Time	\$26,220.00	\$22,197.50	\$2,900.00	\$7,368.75
Legal Services	\$3,077.00	\$0.00	\$0.00	\$0.00
CDFW Fees	\$81.00	\$0.00	\$0.00	\$0.00
BOE Filing Fees	\$0.00	\$0.00	\$4,885.00	\$300.00
Public Hearing Notice	\$341.00	\$0.00	\$0.00	\$68.99
Other	\$92.00	\$0.00	\$35.00	\$68.00
TOTAL EXPENSES	\$29,811.00	\$22,197.50	\$7,820.00	\$7,805.74
Total Gain/ (Loss)	\$25,175.97	(\$18,917.50)	(\$4,594.00)	(\$6,005.74)

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AGENDA ITEM 5.A.

Date: May 19, 2026

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. Staff will be reaching out to CSA #8 staff to inquire about the status of the application and, if appropriate, will be looking into deactivating the application.
- Proposed Annexation to Fall River Valley CSD: The EO received an application for annexation of several parcels to the Fall River Valley CSD. The annexation was approved by the Commission at a noticed public hearing at the April 2, 2026, regular meeting. The 30-day reconsideration period has passed, and protest proceedings were waived in accordance with Government Code Section 56663. Staff will be preparing the final filing of the annexation in the coming weeks.

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: May 19, 2026

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 (LAFCo) 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 final MSR/SOI Update was adopted at the October 2, 2025, Regular Commission meeting with SOI Option A which includes the majority of the area the District requested and the community of Cassell. The Commission reviewed the prior action at the April 2, 2026, Regular Commission meeting and voted to take no action on the Burney SOI. If an outside party requests formal amendment of the Burney SOI, then the Commission will review the request in accordance with the CKH Act. Otherwise, no further updates are anticipated on this MSR/SOI Update.

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

Staff met with County staff to discuss the MSR process and additional information needs and began drafting the report. The MSR/SOI Update is currently on hold due to budget constraints.

Anderson Fire Protection District MSR/SOI Update

Staff is continuing to coordinate with District staff on information needs. The District recently provided two additional audits for review and inclusion in the report. The MSR/SOI Update is currently on hold due to budget constraints.

CSA #4 MSR/SOI Report for Dissolution

Staff reviewed historical information available for the CSA and began drafting an initial draft of the document. The MSR/SOI Update is currently on hold due to budget constraints.

RECOMMENDATION

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