

DATE:	06/30/2026
INVOICE #:	26-235-06
TOTAL DUE:	\$ 10,791.34

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

JUNE 2026

MSR/SOI Reviews

Reviewed prior communications with Anderson FPD and status of current MSR/SOI Update. Reviewed status of CSAs MSR and prior information requests.

Staffing Services

Reviewed banking accounts, paid bills, made deposits, and updated QuickBooks as needed. Reached out to Commissioners regarding upcoming Commission meeting to check for a quorum and answer questions as needed. Met with new Commissioner Gallagher to provide an overview of LAFCO and review the Regular meeting packet. Checked on LAFCO storage unit and filed documents as needed. Prepared for and conducted June 4th Regular Commission meeting at the Shasta County Board of Supervisors Chambers. Followed up on meeting action items. Prepared five separate staff reports for additional Executive Committee meeting scheduled in June. Prepared for and conducted Executive Committee meeting on June 24, 2026. Prepared and sent out notice of final budget via USPS and email to member agencies and county auditor. Reviewed ACID boundary history including prior annexations and detachments which included research and review of historical files. Coordinated with staff on response to AICD regarding need to update Board Division map to reflect recorded boundary.

GIS Services

Continued coordination with County on agency boundary discrepancies. Organized and updated boundary database as needed. Reviewed final Fall River Valley CSD boundary change. Reviewed Pine Grove Cemetery District boundary to ensure consistency with recorded Tax Rate Areas.

Applications

Fall River Valley CSD Williams Road Annexation: Prepared Certificate of Completion and supporting documents for filing. Recorded certificate with County on June 3, 2026. Prepared Board of Equalization statement of boundary change form and supporting documents. Organized application files. Prepared final cost accounting. Coordinated with applicant on final filing process and payment of outstanding fees.

MSR/SOI Services:	\$240.00
Staffing Services:	\$ 8,938.84
GIS Services:	\$ 812.50
Applications:	\$ 800.00

TOTAL AMOUNT DUE THIS INVOICE: \$ 10,791.34*(see attached spreadsheets for detailed cost breakdown)*

Staffing Services Contract (amended):	\$ 144,500.00
Total Billed to Date <i>(less app fees)</i> :	\$ 141,261.28
Amount Remaining:	\$ 3,238.72

Shasta LAFCO Staffing Services - June 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 June 2026	Total Cost FY-to-Date	Remaining
	<i>Hourly Rate</i>		C. Sontsche	K. Bragna	E. Haskett	S. Wickman	A. Chung	L. Choy				
MSR/SOI - Review and Analysis		\$28,000.00	\$195	\$160	\$145	\$145	\$125	\$125		\$240.00	\$27,181.25	\$818.75
Fall River Valley FPD MSR/SOI Update										\$0.00	\$62.50	
CSAs #2, 3, 6, and 13 MSR/SOI Update				0.50						\$80.00	\$11,526.25	
Anderson FPD MSR/SOI Update				1.00						\$160.00	\$10,307.50	
Burney FPD MSR/SOI Update										\$0.00	\$4,722.50	
CSA #4 - Disolution MSR/SOI Update										\$0.00	\$562.50	
Staffing Services		\$111,500.00								\$8,938.84	\$109,330.03	\$2,169.97
General Staffing Services				35.50			5.50		\$13.21	\$6,380.71	\$59,723.34	
Accounting				1.50						\$240.00	\$8,333.30	
Policies and Procedures Update										\$0.00	\$0.00	
Staff Coordination										\$0.00	\$0.00	
Noticing, Staff Reports, and Budgeting										\$0.00	\$10,256.25	
Public / Agency Information Requests				3.00						\$480.00	\$9,200.00	
Budget Preparation				3.00			2.00		\$45.92	\$775.92	\$2,138.45	
Conferences										\$0.00	\$1,820.04	
Commission Meetings										\$418.57	\$8,325.01	
Executive Committee Meetings				4.00					\$3.64	\$643.64	\$9,533.64	
GIS Services		\$5,000.00								\$812.50	\$4,750.00	\$250.00
Public/ Agency Information Requests								6.50		\$812.50	\$4,750.00	
Application Processing / Pre-App Review Expenses		Deposit								\$800.00	\$8,818.75	
CSA #8 Annexation - Axner										\$0.00	\$650.00	
FRV CSD Annexation Williams Rd				5.00						\$800.00	\$8,168.75	
FRV FPD Reorganization										\$0.00	\$0.00	
Staff Hours			0.00	53.50	0.00	0.00	7.50	6.50				
Total		\$144,500.00	\$0.00	\$8,560.00	\$0.00	\$0.00	\$937.50	\$812.50	\$481.34	\$10,791.34	\$141,261.28	\$3,238.72

Expenses	
Mileage (240 mi @0.725/mi)	\$174.00
Hotel & Meals	\$192.12
CALAFCO Conference	
Printing & Postage (see separate sheet for detail)	\$115.22
Storage Unit (Crown Storage) Rent	
Total	\$481.34



Office Supplies

BILL TO: Shasta LAFCO

PROJECT: Shasta LAFCO Staffing Services

INVOICE # 26-235-06

DATE: 6/30/2026

Account	Title	Qty	Type	Description	Cost/ Unit	Total
	Printing	153	8½ x 11 (B&W)	Final Budget mailing to member agencies - 06/23	\$0.10	\$15.30
	Office Supplies	38	Standard envelope	Final Budget mailing to member agencies - 06/23	\$0.05	\$1.90
	Office Supplies	2	Label sheet	Final Budget mailing to member agencies - 06/23	\$0.30	\$0.60
	Postage	38	Standard postage (metered)	Final Budget mailing to member agencies - 06/23	\$0.74	\$28.12
	Postage		First-Class Mail	Mailing of Certificate of Completion to Fall River Valley CSD	\$2.17	\$2.17
	Printing (Redwood Printing)	1	8.5" x 11" Color	Printing of Certificate of Completion filing package for Fall River Valley CSD annexation	\$11.04	\$11.04
	Printing (Copy Cats Printing)	1	8.5" x 11" B&W	Printing of one agenda packet (Commissioner Gallagher) for June 4, 2026, Commission Meeting	\$12.50	\$12.50
	Printing (Redwood Printing)	1	8.5" x 11" B&W	Printing of agendas, agenda packets, resolutions, staffing services contracts for June 4, 2026 Commission Meeting	\$33.21	\$33.21
	Printing (McDonald's Budget Printing)	1	8.5" x 11" B&W	Printing of one agenda packet (Commissioner Long) for June 4, 2026, Commission Meeting	\$6.74	\$6.74
	Printing (McDonald's Budget Printing)	1	8.5" x 11" B&W	Printing of one agenda packet (Commissioner Lund) for June 24, 2026, Exec Committee Meeting	\$3.64	\$3.64

TOTAL \$115.22