

Corkey Harmon  
County Member

Chris Kelstrom  
County Member

Allen Long  
County Member Alternate

Mike Gallagher  
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

Bill Goodwin  
Public Member Alternate

## **EXECUTIVE COMMITTEE MEETING**

Wednesday, July 15, 2026 at 4:00 p.m.  
City of Anderson Council Chambers  
1887 Howard Street, Anderson, CA 96007  
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

*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).*

- b. Business/ Campaign Conflict Disclosures

### **4. BUSINESS ITEMS (POTENTIAL ACTION)**

- a. Adopt Executive Committee Meeting Minutes from June 24, 2026
- b. Bank Statement: June 2026
- c. Planwest Partners Invoices: June 2026
- d. August 6, 2026 Regular Commission Meeting Agenda

### **5. INFORMATIONAL ITEMS**

- a. Status of Municipal Service Review/ Sphere of Influence Updates
- b. Status of Current and Future Applications

### **6. COMMISSIONER COMMENTS**

### **7. MEETING ADJOURNMENT**

## SHASTA LAFCO

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## **EXECUTIVE COMMITTEE MEETING**

Wednesday, June 24, 2026 at 4:00 p.m.  
Underwood Law Offices - 1322 Court Street  
Redding, CA 96001

## **DRAFT MEETING MINUTES**

### **1. CALL TO ORDER**

Vice Chair Lund called the meeting to order at 4:07 p.m. at Underwood Law Offices, located at 1322 Court Street, Redding, CA 96001.

a. Roll Call

**Present:** Vice Chair Lund, and Commissioner Haynes (Commissioner Harmon also attended as a non-voting member)

**Absent:** Commissioner Kelstrom

**Staff Present:** Executive Officer Krystle Brogna (phone); Clerk Amber Chung (phone)

### **2. PUBLIC COMMENT**

No public comment was provided.

### **3. AGENDA ADOPTION**

a. Agenda - Additions/Changes

No changes were made to the agenda.

b. Business/Campaign Conflict Disclosures

No disclosures were made.

### **4. BUSINESS ITEMS (POTENTIAL ACTION)**

a. Adopt Executive Committee Meeting Minutes from March 13, 2026 and May 19, 2026

Motion Lund/Haynes to approve the March and May Executive Committee meeting minutes.  
Motion passed by 2-0-0 voice vote.

b. Bank Statements: May 2026

EO Brogna provided a summary of the May Tri Counties Bank Statement and provided explanations for several of the checks written.

Motion Haynes/Lund to accept the bank statements. Motion passed by 2-0-0 voice vote.

c. Planwest Partners Invoices: May 2026

EO Brogna provided a summary of the May invoice for Planwest Partners and provided an explanation for some of the recorded hours to provide clarification to Commissioners.

Motion Haynes/Lund to approve the May Planwest Partners invoice. Motion passed by 2-0-0 voice vote.

d. Proposed Staffing Services RFQ

EO Brogna introduced the RFQ and noted that it is substantially similar to what was utilized in 2023, with the exception that this RFQ would allow proposals from individuals who would like to be hired directly by Shasta LAFCO rather than as independent contractors. Commissioners asked clarifying questions, including what additional services would be required if someone was hired directly by the Commission. It was noted that the Commission would not be required to participate in CalPERS again. Minor changes to the language of the RFQ were also discussed.

Motion Haynes/Lund to recommend the RFQ, with changes, to the full Commission for consideration and potential approval at the July 9, 2026 Regular Commission meeting. Motion passed by 2-0-0 voice vote.

e. July 9, 2026 Special Commission Meeting Agenda

EO Brogna provided an overview of the proposed agenda and noted that the meeting would likely take place at the Board of Supervisors Chambers. Commissioners requested that an additional item be added to the agenda to establish a selection committee for the RFQ process. It was also requested that an updated workplan be provided during the next regular Commission meeting.

Motion Haynes/Lund to approve the July 9, 2026 Special Commission Meeting agenda with changes. Motion passed by 2-0-0 voice vote.

**5. INFORMATIONAL ITEMS - *NONE***

**6. COMMISSIONER COMMENTS**

No Commissioner comments were provided.

**7. MEETING ADJOURNMENT - 4:30 P.M.**

|            |              |
|------------|--------------|
| 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 4<sup>th</sup> 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      |
| <hr/>                                         |                    |
| Amount Remaining:                             | <b>\$ 3,238.72</b> |

## 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  |
|                                                  |         |              | C. Santische | K. Brogna           | E. Haskett        | S. Wickman        | A. Chung          | L. Choy     |          |                      |                       |            |
| Hourly Rate                                      |         |              | \$195        | \$160               | \$145             | \$145             | \$125             | \$125       |          |                      |                       |            |
| MSR/SOI - Review and Analysis                    |         | \$28,000.00  |              |                     |                   |                   |                   |             |          | \$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 - Dissolution 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 |

|                                                    |                 |
|----------------------------------------------------|-----------------|
| <b>Expenses</b>                                    |                 |
| 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                  |                 |
| <b>Total</b>                                       | <b>\$481.34</b> |



## Office Supplies

**BILL TO:** Shasta LAFCO

**PROJECT:** Shasta LAFCO Staffing Services

**NVOICE #** 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**

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## **REGULAR COMMISSION MEETING**

Thursday, August 6, 2026, at 9:00 a.m.  
City of Shasta Lake Council Chambers  
4477 Main Street, Shasta Lake, CA 96019

## **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

*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).*

- b. Business/ Campaign Conflict Disclosures

### **4. SPECIAL PRESENTATIONS**

- a. Cemetery District Presentation

*The Commission will receive a presentation from the Cemetery District on current type and level of services provided by the agency.*

### **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. July 9, 2026 Special Meeting Draft Minutes
- b. June 2026 Financial Summary
- c. FY2025-26 Year End 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. CALAFCO Achievement Awards

## 8. CLOSED SESSION - NONE

## 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. CSA #4 Municipal Service Review and Sphere of Influence Update  
*The Commission will consider approving the CSA #4 MSR/SOI Update and setting a zero SOI for the agency in anticipation of dissolution.*

## 10. BUSINESS ITEMS

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

- a. Proposal to Initiate Dissolution of County Service Area #4  
*The commission will consider adopting a resolution calling for the dissolution of County Service Area #4 and setting the Public Hearing date for October 1, 2026.*
- b. CALAFCO Board of Directors Election  
*The Commission will receive information on the upcoming CALAFCO Board of Directors election and may consider nominating a member of the Commission for one of the open seats.*

## 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 FY2026-27 including a work plan for the remainder of 2026.*
- 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.*

## 12. COMMISSIONER ANNOUNCEMENTS (INFORMATIONAL ONLY)

## 13. STAFF ANNOUNCEMENTS

## 14. ADJOURNMENT

*The next Regular Commission Meeting is scheduled for Thursday, October 1, 2026, at 9:00am at the City of Redding Council Chambers located at 777 Cypress Avenue, Redding, CA 96001.*

*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](mailto:amber@shastalafco.org). Your comment will be placed into the record at the LAFCO meeting.*

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## AGENDA ITEM 5.A.

**Date:** July 15, 2026

**From:** Krystle Brogna, Executive Officer

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

As part of the FY2026-27 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

#### **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 will be finalized for the August 6, 2026 Regular Commission meeting and will recommend a zero SOI for the agency in anticipation of dissolution.

#### **Anderson Fire Protection District MSR/SOI Update**

LAFCO staff is continuing to coordinate with District staff on information needs. The District previously provided two additional audits for review and inclusion in the report. Staff is currently reviewing the draft document for additional information needs and will further coordinate with the District on review of an administrative draft of the document. It is anticipated that this report will be ready for the October 1, 2026 Regular Commission meeting.

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

Staff will be reviewing the current status of the document and will coordinate with the County on any additional information needs. It is anticipated that this report will be ready for the December 3, 2026 Regular Commission meeting.

### RECOMMENDATION

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

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## AGENDA ITEM 5.B.

**Date:** July 15, 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 indicated they are still interested in pursuing the annexation but no further communication has been received at this time.
- Williams Road Annexation to Fall River Valley CSD: The EO filed the Notice of Completion with the Shasta County Recorder on June 3, 2026. Final cost accounting for application processing was prepared and sent to the applicant. Payment for the outstanding fee was paid promptly which allowed the EO to submit the final filing to the State Board of Equalization. As such, the annexation is considered complete.

### RECOMMENDATION

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