



## INVOICE

**DATE:** November 30, 2022 **INVOICE #:** 22-235-11  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **NOVEMBER 2022**

### **NOVEMBER 2022 Staffing Services:**

**Commission /Executive Committee Meetings:** Participated in November 15 Executive Committee meeting by conference call to review December 1 Commission Agenda. Prepared agenda materials for in-person December 2 2022 Commission meeting at City of Anderson Council Chambers. Agenda items include Shasta CSD - Fire Services Divestiture – Successor Agency Designation & Shasta FPD - Formation by Voter Petition application process documentation.

### **Staffing Coordination General Staffing Services, Noticing, and Staff Reports.**

Coordinated with Manager on Special District Member vacancy and Alternate Public Member next term nominations for Commission review. Responded to Fire Safe Council inquiries on service areas and potential services contracting. Updated County filings for Notices of Exemptions.

### **FY 2020-21 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:**

Distributed Commission Draft of City of Redding MSR /SOI Update for December 1 hearing. This included staff recommended inclusion of Wooded Acres South in City SOI. Advised staff and sent draft MSR/SOI and staff reports. Prepared two staff reports (CEQA Compliance and MSR/SOI Update adoption) and resolution for Commission consideration.

### **Application - Shasta CSD - Fire Services Divestiture – Successor Agency Designation**

Posted and mailed notices for November 29 CSD Protest Hearing. Conducted November 29 Protest Hearing as delegated by Commission. Prepared Draft Resolution of Protest Proceedings for Commission review and Action December 1, 2022.

### **Application – Shasta FPD - Formation by Petition**

Posted and mailed notices for November 29 FPD Protest Hearing. Conducted November 29 Protest Hearing as delegated by Commission. Prepared Draft Resolution of Protest Proceedings for Commission review and Action December 1, 2022.

### **Application - City of Anderson Wooded Acres water services extension**

Received application materials from City of Anderson for water services extension to a portion of the Wooded Acres Subdivision from the City independent pressure zone. Materials included Council Resolution of Application, Plan for Services, County Env. Health Dept. letter & application form.

**Software Purchase – Microsoft Business 365 – purchased one year Subscription**

**NOVEMBER 2022 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**TOTAL AMOUNT DUE**

**\$ 11,960.15**

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

Tax Identification Number: 90-0262382

TEL: (707) 825-8260  
 FAX: (707) 825-9181

P.O. Box 4581  
 Arcata, CA 95518

planners@planwestpartners.com  
 www.planwestpartners.com

**Shasta LAFCo Contract Planning Services FY 2022-23 Billing      November 2022**

Planwest Partners Inc.		Hours and Expenses										Total on Budget		Remaining Budget	
Task	Account	FY 2022-23 Budget	Principal Planner	Senior Advisor (EO)	Senior Analyst	GIS Analyst	Services Specialist	Plan Tech/ Serv Assist	Expense	November Total					
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$30,000.00</b>	\$140.00	\$130.00	\$120.00	\$100.00	\$90.00	\$80.00		<b>\$850.00</b>		<b>\$12,800.00</b>	<b>\$17,200.00</b>		
GIS Services	52675					2.00				\$200.00		\$1,900.00			
Public Hearing Notice	52678									\$0.00		\$0.00			
CSD-Irr. Dist-City-CSA MSRs SOI Updates	52680			5.00						\$650.00		\$10,900.00			
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$52,500.00</b>								<b>\$3,640.00</b>		<b>\$15,161.25</b>	<b>\$37,338.75</b>		
General Staffing Services	52006			18.00						\$2,340.00		\$6,810.00			
Noticing & Staff Reports	52006			7.00						\$910.00		\$4,805.00			
Public Info Requests	52006			2.00						\$260.00		\$975.00			
Executive Committee Meetings	52006			1.00						\$130.00		\$260.00			
<b>Application Processing /Pre-app review Expenses- EO</b>										<b>\$7,320.15</b>		<b>\$7,320.15</b>			
Shasta CSD - Fire Services Divestiture		\$17,500.00		8.50						\$425.08		\$16,139.90	\$1,360.11		
Old Shasta FPD Formation by petition		\$5,000.00		18.00		5.50		13.50		\$425.08		\$11,115.08	-\$6,115.08		
Anderson- Wooded Acres Water Services				6.50						\$845.00		\$845.00	-\$845.00		
Fall R Valley FPD Annexation										\$0.00		\$0.00	\$0.00		
<b>Application Processing Supplies</b>		<b>\$0.00</b>								<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>		
<b>Hours + Software Subscription</b>			0.00	66.00	0.00	7.50	0.00	13.50		<b>\$150.00</b>		<b>\$35,281.40</b>	<b>\$54,538.75</b>		
<b>Total Costs</b>			<b>\$0.00</b>	<b>\$8,580.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$0.00</b>	<b>\$1,080.00</b>	<b>\$850.15</b>						

Note: mileage/ printing costs split between CSD & FPD Applications

<b>Protest Hearing Notice Printing &amp; Mailing</b>	
Printing - 2 sided color - 810 @ \$.35 each	\$283.50
Tabs 1,620 @ .01 each	\$16.20
Postage 810 metered @ .57 ea	\$461.70
	<b>\$761.40</b>

**Nov 29 meeting mileage 142 mi.@ \$0.625/mi      \$88.75**  
**Microsoft 365 Business Subscription      \$150.00**





**INVOICE**

**DATE:** December 31, 2022 **INVOICE #:** 22-235-12

**TO:** Shasta Local Agency Formation Commission (LAFCO)

**PROJECT:** LAFCo Planning and Staffing Services for **DECEMBER 2022**

**DECEMBER 2022 Staffing Services:**

**Commission /Executive Committee Meetings:** Attended and Presented agenda materials for in-person December 1 2022 Commission meeting at City of Anderson Council Chambers. Agenda items include Shasta CSD - Fire Services Divestiture – Successor Agency Designation & Shasta FPD - Formation by Voter Petition application protest proceedings documentation.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.**

Special District Member vacancy, nomination and election process distribution. Alternate Public Member noticing for Commission review in February 2023. Corresponded with Resource Conservation District staff on Fire Safe Council service inquiries and potential annexation for services contracting purposes. Responded to Shasta College inquiries about special district formation options including detachment. Reviewed State BOE responses to boundary change filings.

**FY 2020-21 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:**

Presented Commission Draft of City of Redding MSR /SOI Update at December 1 hearing, including staff recommended Wooded Acres South inclusion in City SOI. Advised City staff of hearing. Presented two MSR /SOI Update staff reports and resolutions: one for CEQA Compliance and a second for MSR/SOI Update adoption for Commission consideration. Revised SOI Boundary on Commission direction to remove portion of SOI to South Updated MSR to respond to Commission comment on Anderson Cottonwood Irrigation District water supply agreement with City. Submitted Commission approved 2022 MSR /SOI Update for website posting.

**Application - Shasta CSD - Fire Services Divestiture – Successor Agency Designation**

Presented Resolution of November 29 2022 CSD Divestiture and Successor Agency Designation Protest Proceedings for Commission review and Action December 1, 2022. Sent CSD cost accounting and additional deposit notice for next steps.

**Application – Shasta FPD - Formation by Petition**

Presented Resolution of November 29 2022 FPD Formation Protest Proceedings for Commission review and Action December 1, 2022. Responded to condition compliance inquiries from Commission Resolution. Sent FPD applicants cost accounting and additional deposit notice for next steps.

**Application - City of Anderson Wooded Acres water services extension**

Reviewed City of Anderson water services extension application materials for portion of the Wooded Acres Subdivision served by independent City pressure zone. Initiated agency contacts with City and County staff on sequence of actions needed for service infrastructure design and permitting. Discussed funding options and encroachment permit requirements with County staff.

**DECEMBER 2022 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**TOTAL AMOUNT DUE \$ 8,248.75**

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

Tax Identification Number: 90-0262382

TEL: (707) 825-8260  
FAX: (707) 825-9181

P.O. Box 4581  
Arcata, CA 95518

planners@planwestpartners.com  
www.planwestpartners.com

**Shasta LAFCo Contract Planning Services FY 2022-23 Billing December 2022**

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
Task	Account	FY 2022-23 Budget	Principal Planner	Senior Advisor (EO)	Senior Analyst	GIS Analyst	Services Specialist	Plan Tech/ Serv Assist	Expense	December Total	Total on Budget	Remaining Budget	
Hourly Rate			\$140.00	\$130.00	\$120.00	\$100.00	\$90.00	\$80.00					
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$30,000.00</b>								<b>\$1,540.00</b>	<b>\$14,340.00</b>	<b>\$15,660.00</b>	
GIS Services	52675					9.00				\$900.00	\$2,800.00		
Public Hearing Notice	52678									\$0.00	\$0.00		
CSD-Irr. Dist-City-CSA MSRs SOI Updates	52680			4.00				1.50		\$640.00	\$11,540.00		
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$52,500.00</b>								<b>\$4,433.75</b>	<b>\$19,595.00</b>	<b>\$32,905.00</b>	
General Staffing Services	52006			18.00						\$2,340.00	\$9,150.00		
Noticing & Staff Reports	52006			3.00		2.50				\$640.00	\$5,445.00		
Public Info Requests	52006			7.00						\$910.00	\$1,885.00		
Commission Meetings	52006			3.50					\$88.75	\$543.75	\$803.75		
<b>Application Processing / Pre-app review Expenses- EO</b>										<b>\$2,275.00</b>	<b>\$2,275.00</b>		
Shasta CSD - Fire Services Divestiture		\$17,500.00		8.00						\$1,040.00	\$15,099.82	\$2,400.18	
Old Shasta FPD Formation by petition		\$5,000.00		5.50						\$715.00	\$7,435.00	-\$2,435.00	
Anderson- Wooded Acres Water Services		\$1,800.00		4.00						\$520.00	\$1,365.00	\$435.00	
<b>Application Processing Supplies</b>		<b>\$0.00</b>								<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Hours</b>				53.00		11.50		1.50		<b>\$0.00</b>			
<b>Total Costs</b>			<b>\$0.00</b>	<b>\$6,890.00</b>	<b>\$0.00</b>	<b>\$1,150.00</b>	<b>\$0.00</b>	<b>\$120.00</b>	<b>\$88.75</b>	<b>\$8,248.75</b>	<b>\$36,210.00</b>	<b>\$48,565.00</b>	

December 1 meeting mileage 142 mi. @ \$0.625/mi \$88.75