



INVOICE

DATE: January 31, 2023 **INVOICE #:** 23-235-01
TO: Shasta Local Agency Formation Commission (LAFCO)
PROJECT: LAFCo Planning and Staffing Services for **JANUARY 2023**

JANUARY 2023 Staffing Services:

Commission /Executive Committee Meetings: Attended and Presented agenda materials for January 24 Executive Committee meeting, by conference call. Agenda items included City of Anderson Water Services Extension application status and February 2 2023 Commission Agenda.

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

Prepared and distributed staff reports for February 6 Commission meeting. Agenda items included Special District Member nomination and election process distribution for voting member vacancy, Alternate Public Member Commission appointment, Shasta CSD - Fire Services Divestiture – Successor Agency Designation & Shasta FPD Formation status. Reviewed mid-year budget reports prepared by Manager. Responded to information requests and district inquiries.

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

Commission Approved Redding MSR/ SOI Update posted. Continued preparation of Clear Creek Community Services District; Anderson-Cottonwood Irrigation District; and City of Shasta Lake MSR /SOI Updates. Updates include more current services information including most recent Clear Creek CSD Audit. Sent Clear Creek CSD Manager boundary and SOI mapping, with County land uses. Noted that a portion of City of Anderson SOI overlaps with CSD SOI. Advised that this overlap and SOI resource lands under review. Prepared GIS analysis for City of Shasta Lake MSR/SOI Update, including Land Use (including Quarry Area in SOI); Parks and City /Public Facilities; Wildfire Protection – Agency Responsibility Areas; and Natural Resources – Flood Zones. Identified other services providers in the City. Continued CSA #14–Belmont & #15 Lighting District research.

Application - City of Anderson Wooded Acres water services extension

Prepared City of Anderson water services extension, for portion of Wooded Acres Subdivision, staff report and resolution for Commission hearings February 6. Commission to hear CEQA compliance (Exemption) and services extension outside City boundary as separate hearing items. Prepared implementation sequence of actions needed for service infrastructure design, permitting, installation, easements and acceptance, with responsible party/ agency designations and distributed to City and County staff for review. Incorporated actions as conditions of approval in Commission Resolution 2023-01.

JANUARY 2023 COSTS *(see attached spreadsheet for hours and expense itemization)*

| | |
|-------------------------|---------------------|
| TOTAL AMOUNT DUE | \$ 10,175.00 |
|-------------------------|---------------------|

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 January 2023

| Planwest Partners Inc. | | Hours and Expenses | | | | | | | | | | Remaining Budget |
|---|----------------|---------------------------|--------------------------|----------------------------|-----------------------|--------------------|----------------------------|-------------------------------|----------------|----------------------|------------------------|-------------------------|
| Task | Account | FY 2022-23 Budget | Principal Planner | Senior Advisor (EO) | Senior Analyst | GIS Analyst | Services Specialist | Plan Tech/ Serv Assist | Expense | January Total | Total on Budget | Remaining Budget |
| Hourly Rate | | | \$140.00 | \$130.00 | \$120.00 | \$100.00 | \$90.00 | \$80.00 | | | | |
| MSR/SOI - Review & Analysis | | \$30,000.00 | | | | | | | | \$2,320.00 | \$16,660.00 | \$13,340.00 |
| GIS Services | 52675 | | | | | 12.00 | | | | \$1,200.00 | \$4,000.00 | |
| Public Hearing Notice | 52678 | | | | | | | | | \$0.00 | \$0.00 | |
| CSD-Irr. Dist-City-CSA MSRs SOI Updates | 52680 | | | | | | | 14.00 | | \$1,120.00 | \$12,660.00 | |
| Staffing Services Planwest Partners Inc. | | \$52,500.00 | | | | | | | | \$7,135.00 | \$26,730.00 | \$25,770.00 |
| General Staffing Services | 52006 | | | 18.50 | | 5.00 | | | | \$2,905.00 | \$12,055.00 | |
| Noticing & Staff Reports | 52006 | | | 8.00 | | 3.50 | | 16.00 | | \$2,670.00 | \$8,115.00 | |
| Public Info Requests | 52006 | | | 7.00 | | | | | | \$910.00 | \$2,795.00 | |
| Commission /Exec Committee Meetings | 52006 | | | 5.00 | | | | | \$0.00 | \$650.00 | \$1,453.75 | |
| Application Processing / Pre-app review Expenses- EO | | | | | | | | | | \$720.00 | \$720.00 | |
| Shasta CSD - Fire Services Divestiture | | \$22,500.00 | | | | | | | | \$0.00 | \$14,059.82 | \$8,440.18 |
| Old Shasta FPD Formation by petition | | \$30,000.00 | | | | | | | | \$0.00 | \$6,720.00 | \$23,280.00 |
| Anderson- Wooded Acres Water Services | | \$1,800.00 | | 4.00 | | 2.00 | | | | \$720.00 | \$2,085.00 | -\$285.00 |
| Application Processing Supplies | | \$0.00 | | | | | | | | \$0.00 | \$0.00 | \$0.00 |
| Hours | | | | 42.50 | | 22.50 | | 30.00 | | \$0.00 | | |
| Total Costs | | | \$0.00 | \$5,525.00 | \$0.00 | \$2,250.00 | \$0.00 | \$2,400.00 | \$0.00 | \$10,175.00 | \$44,110.00 | \$39,110.00 |

No meeting mileage 142 mi @ \$0.625/mi \$0.00



INVOICE

DATE: February 28, 2023 **INVOICE #:** 23-235-02
TO: Shasta Local Agency Formation Commission (LAFCO)
PROJECT: LAFCo Planning and Staffing Services for **FEBRUARY 2023**
FEBRUARY 2023 Staffing Services:

Commission /Executive Committee Meetings: Attended February 2 2023 in-person Commission meeting at County Board of Supervisors Chambers and presented agenda items, including hearing item for City of Anderson Water Services Extension application.

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

Presented staff reports for February 2 Commission meeting. Agenda items included Special District Member nomination and election process distribution for voting member vacancy, Alternate Public Member Commission appointment, Shasta CSD - Fire Services Divestiture – Successor Agency Designation & Shasta FPD Formation status. Made introduction to new Commissioner Supervisor Kevin Crye. Advised RCD that PRC Section 9151 significantly expanded RCD powers, including protecting against wildfires/ natural disasters, providing forest stewardship & climate change adaptability.

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

Continued Clear Creek Community Services District; Anderson-Cottonwood Irrigation District; and City of Shasta Lake MSR /SOI Update preparations. Received information request response from Clear Creek CSD Manager, including policy updates, staffing and financial practices. Incorporated GIS analysis into City of Shasta Lake MSR/SOI Update. Added demographic information for projections. Coordinated with Anderson-Cottonwood Irrigation District General Manager on MSR/SOI Update information request. Continued CSA #14–Belmont & #15 Lighting District services research. Participated in February 16 meeting with County & Pace Engineering staff to discuss water supply alternatives for Jones Valley CSA.

Application - City of Anderson Wooded Acres water services extension

Presented City of Anderson water services extension application staff report and Resolution 2023-01 at Commission hearings February 6. Commission heard CEQA compliance (Exemption) and services extension outside City boundary as separate hearing item. Prepared cost accounting with additional deposit and distributed to City and County staff for payment.

Pre-Application – Maxwell- Jubilee Annexation to City of Redding

Attended February 17 meeting with property owner and Redding planning staff. Discussed annexation of westerly property along Collyer Drive adjacent to Bethel Campus. Advise on boundary shift further east to avoid island and coordination with storage facility property owner.

FEBRUARY 2023 COSTS *(see attached spreadsheet for hours and expense itemization)*

TOTAL AMOUNT DUE **\$ 6,787.33**

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Shasta LAFCo Contract Planning Services FY 2022-23 Billing February 2023

| Planwest Partners Inc. | | Hours and Expenses | | | | | | | | | | Total on Budget | Remaining Budget | |
|--|-------------|--------------------|-------------------|--------------------|---------------------|----------------|-------------|---------------------|------------------------|----------|-----------------|-----------------|--------------------|--------------------|
| Task | Hourly Rate | Account | FY 2022-23 Budget | Principal Planner | Senior Advisor (EO) | Senior Analyst | GIS Analyst | Services Specialist | Plan Tech/ Serv Assist | Expense | February Total | | | |
| MSR/SOI - Review & Analysis | | | | \$30,000.00 | | | | | | | | | \$18,245.00 | \$11,755.00 |
| GIS Services | | 52675 | | | | | | | \$80.00 | | \$0.00 | \$4,000.00 | | |
| Public Hearing Notice | | 52678 | | | | | | | | | \$0.00 | \$0.00 | | |
| CSD-Irr. Dist-City-CSA MSRs SOI Updates | | 52680 | | | 8.50 | | | | 6.00 | | \$1,585.00 | \$14,245.00 | | |
| Staffing Services Planwest Partners Inc. | | | | \$52,500.00 | | | | | | | | | \$21,152.67 | |
| General Staffing Services | | 52006 | | | 14.00 | | | | | | \$1,820.00 | \$13,875.00 | | |
| Noticing & Staff Reports | | 52006 | | | 8.00 | | | | 4.75 | | \$1,420.00 | \$9,535.00 | | |
| Public Info Requests | | 52006 | | | 4.00 | 1.50 | | | | | \$670.00 | \$3,465.00 | | |
| Commission /Exec Committee Meetings | | 52006 | | | 4.00 | | | | | \$187.33 | \$707.33 | \$2,161.08 | | |
| Application Processing /Pre-app review Expenses- EO | | | | | | | | | | | \$585.00 | \$585.00 | | |
| Shasta CSD - Fire Services Divestiture | | | \$22,500.00 | | | | | | | | \$0.00 | \$14,059.82 | \$8,440.18 | |
| Old Shasta FPD Formation by petition | | | \$30,000.00 | | | | | | | | \$0.00 | \$6,720.00 | \$23,280.00 | |
| Anderson- Wooded Acres Water Services | | | \$1,800.00 | | 2.00 | | | | | | \$260.00 | \$2,345.00 | -\$545.00 | |
| Maxwell - Redding Annex pre-application | | | \$3,500.00 | | 2.50 | | | | | | \$325.00 | \$325.00 | \$3,175.00 | |
| Application Processing Supplies | | | | \$0.00 | | | | | | | \$0.00 | \$0.00 | \$0.00 | |
| Hours | | | | | 43.00 | 1.50 | | | 10.75 | | \$0.00 | \$0.00 | | |
| Total Costs | | | | \$0.00 | \$5,590.00 | \$0.00 | \$150.00 | \$0.00 | \$860.00 | \$187.33 | \$6,787.33 | \$50,177.33 | \$32,907.67 | |

Feb 2 meeting mileage 286mi.@ \$0.655/mi \$187.33