



INVOICE

DATE: March 31, 2023

INVOICE #: 23-235-03

TO: Shasta Local Agency Formation Commission (LAFCO)

PROJECT: LAFCO Planning and Staffing Services for **MARCH 2023**

MARCH 2023 Staffing Services:

Commission /Executive Committee Meetings: Attended March 24 Executive Committee meeting, by phone to discuss staffing changes and review April 6 Commission meeting agenda. Prepared and distributed agenda materials for April 6 2023 in-person Commission meeting at City of Anderson City Council Chambers including hearing item for FY 2023-24 proposed budget.

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

Prepared staff reports for April 6 2023 Commission meeting. Agenda items included Special District Member election results and proposed FY 2023-24 Budget. In coordination with legal counsel prepared Executive Officer Staffing Services Request for Proposal (RFP) FY 2023/2024 for Potential Action by the Commission. Included historical budget sheet to append to the proposed RFP and staff report explain basis for proposed staffing change. Responded to inquiry about Block Groups used for determining disadvantaged unincorporated communities.

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. Incorporated information received from Clear Creek CSD Manager: policy updates, staffing and financial practices into draft MSR determinations. Added 2023 Water Users Irrigation Season Rates to Anderson-Cottonwood Irrigation District information request for MSR/SOI Update. Renewed request to County for CSA #14–Belmont & CSA #15 Lighting District services information.

Application – Fall River Valley FPD Reorganization Re-Application

Conducted initial review of proposed annexation of territory to the Fall River Valley Fire Protection District and detachment from Shasta County Service Area #1 County Fire Department. This is re-application as Fall River Valley FPD had previously filed an application that included annexation of territory in Lassen and Modoc Counties. That application was withdrawn. The current application is for territory in Shasta County only. Started Notice of Filing.

Application – Axner Annexation & SOI Amendment to CSA #8 Palo Cedro

Conducted initial review of proposed annexation of parcels at Deschutes Rd & Old 44 into CSA #8 - Palo Cedro. Both parcels are outside the CSA #8 Sphere of Influence, a SOI Update to include these parcels is being processed concurrently with annexation of territory. Started Notice of Filing.

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

TOTAL AMOUNT DUE

\$ 9,980.00

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

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget	
		Principal Planner	Senior Advisor (EO)	Senior Analyst	GIS Analyst	Services Specialist	Plan Tech/ Serv Assist	Expense	March Total					
Task	Account	FY 2022-23 Budget	\$140.00	\$130.00	\$120.00	\$100.00	\$90.00	\$80.00						
Hourly Rate														
MSR/SOI - Review & Analysis		\$30,000.00										\$2,990.00	\$21,235.00	\$8,765.00
GIS Services	52675				2.00							\$200.00	\$4,200.00	
Public Hearing Notice	52678											\$0.00	\$0.00	
CSD-Irr: Dist-City-CSA MSRs SOI Updates	52680		11.00			17.00						\$2,790.00	\$17,035.00	
Staffing Services Planwest Partners Inc.		\$52,500.00										\$5,800.00	\$37,147.33	\$15,352.67
General Staffing Services	52006		9.00									\$1,170.00	\$15,045.00	
Noticing & Staff Reports	52006		22.00		8.00							\$3,500.00	\$13,035.00	
Public Info Requests	52006		4.00			4.50						\$970.00	\$4,435.00	
Commission /Exec Committee Meetings	52006							2.00				\$160.00	\$2,321.08	
Application Processing / Pre-app review Expenses- EO												\$1,190.00	\$1,190.00	
Fall River Valley FPD Reorg re-application		\$2,500.00	4.50			1.00						\$685.00	\$685.00	\$1,815.00
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
Axner - CSA#8 Annex-SOI Update		\$2,350.00	3.50			0.50						\$505.00	\$505.00	\$1,845.00
Maxwell - Redding Annex pre-application		\$3,500.00										\$0.00	\$325.00	\$3,175.00
Application Processing Supplies		\$0.00										\$0.00	\$0.00	\$0.00
Hours			54.00		8.00	27.00						\$0.00		
Total Costs			\$0.00	\$7,020.00	\$0.00	\$800.00	\$0.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$9,980.00	\$59,572.33	\$24,117.67

No March meeting mileage 0mi. @ \$0.655/mi \$0.00



INVOICE

DATE: April 30, 2023 **INVOICE #:** 23-235-04

TO: Shasta Local Agency Formation Commission (LAFCO)

PROJECT: LAFCo Planning and Staffing Services for **APRIL 2023**

APRIL 2023 Staffing Services:

Commission /Executive Committee Meetings: Attended and presented agenda materials at the April 6 Commission meeting at Anderson City Council Chambers including hearing item for FY 2023-24 proposed budget. Scheduled and attended April 27 Executive Committee meeting to discuss special Commission meeting and staffing services recruitment.

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

Presented staff reports for April 6 2023 Commission meeting. Agenda items included Special District Member election results and proposed FY 2023-24 Budget. In coordination with legal counsel presented Executive Officer FY Staffing Services RFP for Commission Action.

Responded to Cottonwood Water District out of area (District) service connection inquiry. Advised District that parcel seeking service within District Sphere of Influence, allowing property owner, or preferably District, to apply to LAFCO for a services extension outside District boundary, within SOI, in anticipation of future annexation. Responded to Redding Area Bus Authority Transit General Manager inquiry on service area boundary inquiry. Responded to Shasta County Senior Planner inquiry with information for out of area service extension.

Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:

Submitted District Draft of Clear Creek Community Services District MSR /SOI Update to the General Manager for review; Proposing SOI reduction where there’s City of Anderson overlap due to broader services by the municipality. Received requested information from Anderson-Cottonwood Irrigation District, including Board of Director’s terms of office dates along and the 2023 Water Service Application & Agreement.

Received information from Shasta County Public Works for CSA #14–Belmont & CSA #15 Lighting District. Updated MSR to reflect 2 CSA # 14 drainage areas in (Carberry St. & Long Leaf Ln.) and 30 separate areas for CSA # 15 Lighting. Updated CSA Map & table with lighting areas, acreage, parcels. Added water service information for CSA # 23 Crag View. Noted that City of Dunsmuir SOI adjacent to Crag View boundary & City wastewater facility across Sacramento River from the service area.

Application – Fall River Valley FPD Reorganization Re-Application

Responded to District board member residency inquiry. Prepared & distributed Notice of Filing.

Application – Axner Annexation & SOI Amendment to CSA #8 Palo Cedro

Prepared & distributed Notice of Filing.

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

TOTAL AMOUNT DUE \$ 9,617.57

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

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	April Total				
Hourly Rate			\$140.00	\$130.00	\$120.00	\$100.00	\$90.00	\$80.00						
MSR/SOI - Review & Analysis		\$30,000.00											\$23,835.00	\$6,165.00
GIS Services	52675					7.00				\$700.00		\$4,900.00		
Public Hearing Notice	52678									\$0.00		\$0.00		
CSD-Irr: Dist-City-CSA MSRs SOI Updates	52680			6.00				14.00		\$1,900.00		\$18,935.00		
Staffing Services Planwest Partners Inc.		\$52,500.00											\$44,034.90	\$8,465.10
General Staffing Services	52006			15.50						\$2,015.00		\$17,060.00		
Noticing & Staff Reports	52006			22.00		4.50		2.00		\$3,470.00		\$16,505.00		
Public Info Requests	52006					3.00				\$300.00		\$4,735.00		
Commission /Exec Committee Meetings	52006			7.00						\$1,102.57		\$3,423.65		
Application Processing / Pre-app review Expenses- EO		\$130.00											\$130.00	
Fall River Valley FPD Reorg re-application		\$2,500.00		1.00						\$130.00		\$130.00	\$2,370.00	
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	
Axner - CSA#8 Annex-SOI Update		\$2,350.00								\$0.00		\$0.00	\$2,350.00	
Maxwell - Redding Annex pre-application		\$3,500.00								\$0.00		\$325.00	\$3,175.00	
Application Processing Supplies		\$0.00											\$0.00	
Hours			\$0.00	\$6,695.00	\$0.00	\$1,450.00	\$0.00	\$1,280.00	\$192.57	\$0.00		\$0.00	\$0.00	
Total Costs			\$0.00	\$6,695.00	\$0.00	\$1,450.00	\$0.00	\$1,280.00	\$192.57	\$9,617.57		\$67,999.90	\$14,630.10	

April meeting mileage 294mi. @ \$0.655/mi \$192.57