



## INVOICE

**DATE:** July 31 2021 **INVOICE #:** 21-235-07  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **JULY 2021**

### Staffing Services:

**Executive Committee and Commission Meetings:** Attended and presented agenda materials for Executive Committee Meeting on July 26. Agenda items included, Fall River Valley CSD MSR & SOI Update, Western Shasta Resource Conservation District MSR / SOI Update continuation to October, and voluntary indemnification agreement.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.** Prepared staff report for indemnification language, due to recent court case for Commission consideration at August 5 meeting. Responded to Special District inquiry. Participated in meeting with City of Redding staff and property owner representatives considering annexation within primary growth area. Discussed LAFCo process in relation to City entitlements needed for development. Coordinated with Manager on office damage and repairs.

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

Prepared and presented Fall River Valley CSD Draft MSR/ SOI Update for Commission Review at August meeting. Researched Centerville and Mountain Gate Community Services District operations and water service information for MSR / SOI Updates being prepared in FY 2021-22. Started research for Mayers Memorial Hospital District MSR / SOI Update information also for in FY 2021-22 Continued reviewing City of Redding services data for FY 2021-22 MSR and SOI Update.

### Application - Fall River Valley Community Services District - Annexation.

Received notice of County property tax revenue sharing agreement commencement, in accordance with Revenue and Taxation Code Section 99 (b), from Shasta County Administrators Office, Responded to District inquiries on property tax revenue sharing agreement requirements with Shasta County and advised LAFCO not involved in negotiations. District MSR and SOI Update reviewed and approved at August Commission meeting.

### Application: Consolidated McArthur-FRM to Fall River Mills FPD:

Received resolutions from District with remaining Certificate of Completion compliance items.

**JULY 2021 COSTS** (see attached spreadsheet for hours and expense itemization)

**TOTAL AMOUNT DUE** **\$ 5,416.25**

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 2021-22 Billing July 2021**

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
Task	Account	FY 2021-22 Budget	Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Admin/ Clerk	Expense	July Total	Total on Budget	Remaining Budget	
	Hourly Rate		\$125.00	\$115.00	\$95.00	\$92.00	\$85.00	\$70.00			\$1,041.25	\$33,958.75	
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$35,000.00</b>								<b>\$1,041.25</b>	<b>\$1,041.25</b>	<b>\$33,958.75</b>	
CDFW Fees	52671									\$0.00	\$0.00		
GIS Services	52675									\$0.00	\$0.00		
Mileage Reimbursement	52676									\$0.00	\$0.00		
Postage Printing	52677									\$0.00	\$0.00		
Public Hearing Notice	52678									\$0.00	\$0.00		
Office Supplies	52679									\$0.00	\$0.00		
CSA CSDs HD City MRs SOI Updates	52680		7.00		1.75					\$1,041.25	\$1,041.25		
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$51,000.00</b>								<b>\$4,375.00</b>	<b>\$4,375.00</b>	<b>\$46,625.00</b>	
General Staffing Services	52006		11.00						\$0.00	\$1,375.00	\$1,375.00		
Policies & Procedures Update-Final	52006									\$0.00	\$0.00		
Staff Coordination	52006		2.00							\$250.00	\$250.00		
Noticing & Staff Reports	52006		16.00							\$2,000.00	\$2,000.00		
Public Info Requests	52006		4.00							\$500.00	\$500.00		
Budget Preparation	52006									\$0.00	\$0.00		
Commission Meetings	52006									\$0.00	\$0.00		
Executive Committee Meetings	52006		2.00							\$250.00	\$250.00		
<b>Application Processing / Pre-app review Expenses- E0</b>										<b>\$0.00</b>	<b>\$0.00</b>		
App - Fall R Valley FPD Annexation		\$5,000.00								\$0.00	\$0.00	\$0.00	
App Fall R. Valley CSD Annexation		\$1,800.00								\$0.00	\$0.00	\$5,000.00	
										\$0.00	\$0.00	\$0.00	
										\$0.00	\$0.00	\$0.00	
<b>Total Hours</b>			42.00	0.00	1.75	0.00	0.00	0.00					
<b>Total Costs</b>			\$5,250.00	\$0.00	\$166.25	\$0.00	\$0.00	\$0.00	\$0.00	\$5,416.25	\$5,416.25	\$80,583.75	

No meeting mileage 0mi.@ \$0.58/mi \$0.00



**INVOICE**

**DATE:** August 31 2021 **INVOICE #:** 21-235-08  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **AUGUST 2021**

**Staffing Services:**

**Executive Committee and Commission Meetings:** Attended by phone link and presented agenda materials for Commission August 5 Meeting. Agenda items included, Fall River Valley CSD MSR & SOI Update, Western Shasta Resource Conservation District MSR / SOI Update continuation to October, and voluntary indemnification agreement.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.** Responded to Special District inquiries regarding services extensions and Sphere of Influence expansions. Provided follow-up information to City of Redding staff and property owner representatives on consideration of substantially surrounded properties in annexation proposals. Advised that ongoing consultations prior to application filing need pre-application agreement. Provided approved Special District MSR in response to commissioner request. Responded to inquiry on Special District board noticing requirements.

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

Prepared and presented Fall River Valley CSD Draft MSR/ SOI Update for Commission Review at August meeting. Continued services level research for Centerville and Mountain Gate Community Services District for MSR / SOI Updates being prepared in FY 2021-22. Continued services research for Mayers Memorial Hospital District MSR/ SOI Update, including ambulance services and emergency response coordination with other service providers information. Continued municipal services research for City of Redding FY 2021-22 MSR and SOI Update. In addition to water, wastewater, law enforcement, and administrative services, City has a Fire Department, bus service and electric utility. Researching disadvantaged community status, based on Median Household Income (MHI) percentage of Statewide household income.

**Application - Fall River Valley Community Services District - Annexation.**

Advised CSD on proceeding with annexation proposal, after property tax revenue sharing agreement by County Board of Supervisors. Started staff report. Hearing tentatively scheduled for October 7 Commission Meeting.

**Application: Fall River Valley FPD: - Annexation**

Advised FPD of protest proceeding as next step for annexation, discussed potential revenue sources for serving annexed territory.

**AUGUST 2021 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**TOTAL AMOUNT DUE** **\$ 9,942.50**

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 2021-22 Billing August 2021**

Planwest Partners Inc.		Hours and Expenses										Remaining Budget
Task	Account	FY 2021-22 Budget	July	Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Plan Tech /Serv Assist.	Ex-pense	August Total	Total on Budget
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$35,000.00</b>	<b>\$1,041.25</b>						\$70.00		<b>\$5,505.00</b>	<b>\$6,546.25</b>
CDFW Fees	52671										\$0.00	\$0.00
GIS Services	52675						15.00				\$1,380.00	\$1,380.00
Mileage Reimbursement	52676										\$0.00	\$0.00
Postage Printing	52677										\$0.00	\$0.00
Public Hearing Notice	52678										\$0.00	\$0.00
Office Supplies	52679										\$0.00	\$0.00
CSA CSD City of Redding draft MSRs	52680			19.00					25.00		\$4,125.00	\$4,125.00
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$51,000.00</b>	<b>\$4,375.00</b>								<b>\$4,125.00</b>	<b>\$8,500.00</b>
General Staffing Services	52006			14.00							\$1,750.00	\$1,750.00
Policies & Procedures Update-Final	52006										\$0.00	\$0.00
Staff Coordination	52006			4.00							\$500.00	\$500.00
Noticing & Staff Reports	52006			7.00							\$875.00	\$875.00
Public Info Requests	52006			3.00							\$375.00	\$375.00
Budget Preparation	52006			3.00							\$375.00	\$375.00
Commission Meetings	52006			2.00							\$250.00	\$250.00
Executive Committee Meetings	52006										\$0.00	\$0.00
<b>Application Processing /Pre-app review Expenses- EO</b>			<b>\$0.00</b>								<b>\$312.50</b>	<b>\$312.50</b>
App-Fall R Valley FPD Annex		\$5,000.00									\$62.50	\$62.50
App Fall R. Valley CSD Annex App		\$1,800.00									\$250.00	\$250.00
<b>Total Hours</b>				54.50	0.00	0.00	15.00	0.00	25.00		\$0.00	\$0.00
<b>Total Costs</b>			<b>\$5,416.25</b>	<b>\$6,812.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,380.00</b>	<b>\$0.00</b>	<b>\$1,750.00</b>	<b>\$0.00</b>	<b>\$9,942.50</b>	<b>\$15,358.75</b>
												<b>\$70,953.75</b>

No meeting mileage 0mi.@ \$0.58/mi \$0.00