



INVOICE

DATE: September 30, 2021 **INVOICE #:** 21-235-09
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **SEPTEMBER 2021**

Staffing Services:

Executive Committee and Commission Meetings: Attended by phone link and presented agenda materials for Executive Committee September 24 Meeting. Commission Agenda items reviewed included, Fall River Valley CSD Annexation, Western Shasta RCD MSR / SOI Update continuance to December, and Teleconference access at Commission meetings addressing AB 361.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Prepared agenda materials for Commissions October 7 Meeting. Provided pre-application agreement and deposit request to property owner considering annexation to City of Redding. Prepared staff report and draft resolution for Teleconference access at Commission meetings addressing AB 361, including general counsel review. Responded to inquiry by CSD regarding fire services. Due to staffing shortages, CSD considering not continuing fire services and having CSA# 1 Shasta County Fire take over. Outlined LAFCo procedure including CSD Board Resolution of application to LAFCo, plan for services, and asset transfers.

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

Continued services research for Centerville and Mountain Gate Community Services District for FY 2021-22 MSR / SOI Updates. Continued services research for Mayers Memorial Hospital District MSR/ SOI Update, including ambulance services and emergency response coordination. Mapped District boundary and SOI extending into Modoc and Lassen Counties. Continued municipal services research for City of Redding FY 2021-22 MSR and SOI Update. Added City Department and enterprise fund budget information from City FY 2021-23 Budget.

Application - Fall River Valley Community Services District - Annexation.

Prepared and presented annexation proposal at October 7 Commission meeting, materials included staff report with findings and determinations, resolution and Plan for Services. Annexation categorically exempt from CEQA. Submitted materials to CSD staff for review.

Application: Stephens Ridge Annexation – Time Extension

Contacted owner's representative regarding expiration of time extension for annexation to Cottonwood CSD & CSA. Received request for additional one-year time extension. Reviewed conditions of approval for time sensitive items. Coordinated with manager for Time Extension Resolution to 2022.

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

TOTAL AMOUNT DUE **\$ 9,966.00**

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 2021-22 Billing September 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	Plan Tech /Serv Assist.	Ex-pense	September Total			
Hourly Rate			\$125.00	\$115.00	\$95.00	\$92.00	\$85.00	\$70.00					
MSR/SOI - Review & Analysis		\$35,000.00								\$3,177.00		\$9,723.25	\$25,276.75
CDFW Fees	52671					6.00				\$552.00		\$552.00	
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 CSD City of Redding draft MSRs	52680		7.00					25.00		\$2,625.00		\$2,625.00	
Staffing Services Planwest Partners Inc.		\$51,000.00								\$6,101.50		\$14,601.50	\$36,398.50
General Staffing Services	52006		19.50			4.50				\$2,851.50		\$2,851.50	
Policies & Procedures Update-Final	52006									\$0.00		\$0.00	
Staff Coordination	52006		6.50							\$812.50		\$812.50	
Noticing & Staff Reports	52006		9.50							\$1,187.50		\$1,187.50	
Public Info Requests	52006		7.00							\$875.00		\$875.00	
Budget Preparation	52006									\$0.00		\$0.00	
Commission Meetings	52006									\$0.00		\$0.00	
Executive Committee Meetings	52006		3.00							\$375.00		\$375.00	
Application Processing /Pre-app review Expenses- EO										\$687.50		\$687.50	
App -Fall R Valley FPD Annex		\$1,800.00								\$0.00		\$62.50	
App Fall R. Valley CSD Annex App		\$1,800.00	3.00							\$375.00		\$625.00	
Stevens Ridge Annex - Time Extension			2.50							\$312.50			
Pre-App- Maxwell - Jubilee Annex to Redding		\$3,500.00								\$0.00			
Total Hours			\$7,250.00	\$0.00	\$0.00	\$966.00	\$0.00	\$1,750.00	\$0.00	\$9,966.00		\$25,012.25	\$61,675.25
Total Costs								25.00					

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



INVOICE

DATE: October 31 2021 **INVOICE #:** 21-235-10
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **OCTOBER 2021**

OCTOBER 2021 Staffing Services:

Commission Meetings: Attended by phone link and presented agenda materials for October 7 Commission Meeting. Commission Agenda items included, Fall River Valley CSD Annexation, Western Shasta RCD MSR / SOI Update continuance to December, and Teleconference access option at Commission meetings addressing AB 361. Contacted Western Shasta RCD General Manager regarding Commission concerns over District’s financial conditions. Received response, including intention to attend December 2 Commission meeting. Forwarded Manager’s response to the Commission.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Finalized staff reports and related agenda materials for October 7 Commission Meeting. Provided additional information to a CSD regarding divestiture of fire services and designation of a successor agency. Provided Resolution of Application example from another District. Advised Commissioners of upcoming CALAFCO Webinars available to members.

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

Prepared administrative drafts of agency profiles for Centerville and Mountain Gate Community Services Districts MSR / SOI Updates. Mountain Gate profile included water and fire services, and planning for water system upgrades. Contacted Centerville CSD General Manager to advise of update schedule. Prepared mapping for CSD boundaries and SOIs. Noted that Centerville boundaries overlap City of Redding boundaries in certain areas. Continued Mayers Memorial Healthcare District services research for agency profile portion of MSR/ SOI Update. Mapped and calculated land areas for Healthcare District boundary and SOI extending into Modoc and Lassen Counties. Prepared administrative draft of City of Redding agency profile for MSR / SOI Update.

Application - Fall River Valley Community Services District - Annexation.

Prepared and presented annexation proposal at October 7 Commission meeting, materials included staff report with findings and determinations, resolution and Plan for Services. Annexation categorically exempt from CEQA. CSD Board Member attended meeting and commented on LAFCo cooperation with the District.

Application: Stephens Ridge Annexation – Time Extension

Prepared and presented Time Extension proposal at October 7 Commission meeting.

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

TOTAL AMOUNT DUE \$ 8,974.00

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Shasta LAFCo Contract Planning Services FY 2021-22 Billing October 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	Plan Tech /Serv Assist.	Ex- pense	October Total				
Hourly Rate			\$125.00	\$115.00	\$95.00	\$92.00	\$85.00	\$70.00						
MSR/SOI - Review & Analysis		\$35,000.00											\$13,759.75	\$21,240.25
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 CSD City of Redding draft MSRs	52680		9.00		0.50	4.50		35.00		\$4,036.50		\$4,036.50		
Staffing Services Planwest Partners Inc.		\$51,000.00											\$19,351.50	\$31,648.50
General Staffing Services	52006		19.50							\$2,437.50		\$2,437.50		
Policies & Procedures Update-Final	52006									\$0.00		\$0.00		
Staff Coordination	52006		8.00							\$1,000.00		\$1,000.00		
Noticing & Staff Reports	52006									\$0.00		\$0.00		
Public / Special District Info Requests	52006		7.00							\$875.00		\$875.00		
Budget Preparation	52006									\$0.00		\$0.00		
Commission Meetings	52006									\$0.00		\$0.00		
Executive Committee Meetings	52006		3.50							\$437.50		\$437.50		
Application Processing / Pre-app review Expenses- EO													\$187.50	
App - Fall R Valley FPD Annex		\$1,800.00	1.50							\$187.50		\$250.00		
App Fall R. Valley CSD Annex App		\$1,800.00								\$0.00		\$250.00		
Stevens Ridge Annex - Time Extension										\$0.00		\$312.00		
Pre-App- Maxwell - Jubilee Annex to Redding		\$3,500.00								\$0.00				
Total Hours			48.50	0.00	0.50	4.50	0.00	35.00						
Total Costs			\$6,062.50	\$0.00	\$47.50	\$414.00	\$0.00	\$2,450.00	\$0.00	\$8,974.00	\$0.00	\$34,298.75		
												\$52,888.75		

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