



**INVOICE**

**DATE:** November 30 2021 **INVOICE #:** 21-235-11  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **NOVEMBER 2021**

**NOVEMBER 2021 Staffing Services:**

**Executive Committee / Commission Meetings:** Prepared materials and participated in November 19 Executive Committee meeting, by conference call. Discussed budget status and December 2 Agenda, including continued hearing for Western Shasta Resource Conservation District MSR/SOI Update.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.** Prepared & distributed staff reports and related agenda materials for December 2 Commission Meeting Agenda. Advised by Shasta County of Tierra Robles Planned Development Draft Environmental Impact Report (EIR) and Partial Recirculated Draft EIR and availability of Final EIR. that supersedes the Final EIR completed for project in May 2019, prior to decision to prepare Partial Recirculated Draft EIR. Reviewed project services, which now includes water supply transfer proposal between two special districts. Responded to Redding CALFIRE Emergency Command Center request for Fire Districts boundary Shape Files.

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

Submitted agency profile drafts to Centerville and Mountain Gate Community Services District General Managers, for MSR / SOI Updates. Coordinated review with Mountain Gate CSD General Manager including updated fire service /emergency response reporting and current board members. Clarified that Centerville CSD has Water Treatment Plant Dedicated-Capacity Contract with Clear Creek CSD, with backwash water recirculation maintenance. Revised Centerville CSD map to include City of Redding annexation since last MSR/SOI Update. Identified Foxwood annexation/detachment between Centerville & Shasta CSDs to be added on boundary maps.

Sent information request to Mayers Memorial Healthcare District Emergency Operations Manager for agency profile portion of MSR/ SOI Update. Projected District population based on land areas for Shasta County and extending into Modoc and Lassen Counties. Continued with administrative draft of City of Redding agency profile for MSR / SOI Update. Updating CSA #23 - Crag View - MSR Draft Agency Profile.

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

**TOTAL AMOUNT DUE** **\$ 8,311.00**

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

Tax Identification Number: 90-0262382

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**Shasta LAFCo Contract Planning Services FY 2021-22 Billing November 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.	Expense	November Total			
Hourly Rate			\$125.00	\$115.00	\$95.00	\$92.00	\$85.00	\$70.00					
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$35,000.00</b>								<b>\$5,061.00</b>		<b>\$14,784.25</b>	<b>\$20,215.75</b>
CDFW Fees	52671									\$0.00		\$0.00	
GIS Services	52675					8.00				\$736.00		\$736.00	
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-HCD-City of Redding draft MSRs	52680		18.50					28.75		\$4,325.00		\$4,325.00	
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$51,000.00</b>								<b>\$3,250.00</b>		<b>\$17,851.50</b>	<b>\$33,148.50</b>
General Staffing Services	52006		12.00							\$1,500.00		\$1,500.00	
Policies & Procedures Update-Final	52006									\$0.00		\$0.00	
Staff Coordination	52006		3.00							\$375.00		\$375.00	
Noticing & Staff Reports	52006		2.00							\$250.00		\$250.00	
Public / Special District Info Requests	52006		5.50							\$687.50		\$687.50	
Budget Preparation	52006									\$0.00		\$0.00	
Commission Meetings	52006									\$0.00		\$0.00	
Executive Committee Meetings	52006		3.50							\$437.50		\$437.50	
<b>Application Processing / Pre-app review Expenses- EO</b>										<b>\$0.00</b>		<b>\$1,000.00</b>	
App - Fall R Valley FPD Annex		\$1,800.00								\$0.00		\$62.50	
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			
<b>Total Hours</b>			44.50	0.00	0.00	8.00	0.00	28.75					
<b>Total Costs</b>			\$5,562.50	\$0.00	\$0.00	\$736.00	\$0.00	\$2,012.50	\$0.00	\$8,311.00	\$0.00	\$33,635.75	\$53,364.25

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



## INVOICE

**DATE:** December 31, 2021 **INVOICE #:** 21-235-12  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **DECEMBER 2021**

### **DECEMBER 2021 Staffing Services:**

**Executive Committee / Commission Meetings:** Prepared materials and attended December 2 Commission Meeting at Shasta County Board of Supervisors Chambers. December 2 Agenda, including continued hearing for Western Shasta Resource Conservation District MSR/SOI Update; approved with conditions; and budget reporting.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.** Prepared & presented staff reports and related agenda materials for December 2 Commission Meeting Agenda. Executive Officer reports included Application Status and Deposits; and MSR & SOI Update status. Responded to services inquiry for parcels adjacent to the Palo Cedro CSA & a potential mobile home park with onsite water and wastewater between Cities of Redding and Anderson. Advised on applicable annexation processes.

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

Reviewed Centerville and Mountain Gate Community Services District agency profile drafts with General Managers, for MSR / SOI Updates. Updated Mountain Gate CSD agency profile with fire service /emergency response reporting and current board members. Updated Centerville CSD mapping with City of Redding and County land uses.

Updated Mayers Memorial Healthcare District agency profile with information provided by Emergency Operations Manager including strategic plan. Continued with administrative draft of City of Redding agency profile for MSR / SOI Update. Spoke with FRV CSD staff regarding Healthcare District services.

### **Application - Shasta CSD - Fire Services Divestiture**

Received Application materials from Shasta CSD for proposed Fire Services Divestiture, with County Service Area #1 Shasta County Fire, as successor agency. This included: signed application form; signed Resolution of Application from CSD Board; boundary map; and initial deposit. Reviewed for completeness and advised CSD General Manager that Plan for Services still needed. Provided Plan for Services Template. Responded to community inquiries about independent fire protection district formation as option. Provided formation information, including community petition guidelines.

### **Pre-Application – Tierra Robles Planned Development**

Received Tierra Robles Planned Development review and hearing notice from Shasta County including proposed service from existing Water District which, during periods of insufficient supply (drought related CVP allocation reductions), proposes to contract with another District (CSD) to buy water, conveyed through existing CVP transmission lines. Researched Project EIR by County and determined CSD would make portion of its CVP allocation available for transfer. Reviewed proposal & determined that transfer of untreated water not subject to LAFCo review.

**DECEMBER 2021 COSTS** *(see attached spreadsheet for hours and expense itemization)*  
**TOTAL AMOUNT DUE** \$ **9,785.34**

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**Shasta LAFCo Contract Planning Services FY 2021-22 Billing December 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	December Total				
Hourly Rate			\$125.00	\$115.00	\$95.00	\$92.00	\$85.00	\$70.00						
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$35,000.00</b>								<b>\$2,808.50</b>		<b>\$21,629.25</b>	<b>\$13,370.75</b>	
CDFW Fees	52671									\$0.00		\$0.00		
GIS Services	52675					3.00				\$276.00		\$276.00		
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-HCD-City of Redding draft MSRs	52680		8.50					21.00		\$2,532.50		\$6,569.00		
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$51,000.00</b>								<b>\$5,292.84</b>		<b>\$27,894.34</b>	<b>\$23,105.66</b>	
General Staffing Services	52006		12.00							\$1,500.00		\$3,937.50		
Policies & Procedures Update-Final	52006									\$0.00		\$0.00		
Staff Coordination	52006									\$0.00		\$1,000.00		
Noticing & Staff Reports	52006		1.50			1.00		14.00		\$1,259.50		\$1,259.50		
Public / Special District Info Requests	52006		7.00							\$875.00		\$1,750.00		
Budget Preparation	52006									\$0.00		\$0.00		
Commission Meetings	52006		12.00						\$158.34	\$1,658.34		\$1,658.34		
Executive Committee Meetings	52006									\$0.00		\$437.50		
<b>Application Processing /Pre-app review Expenses- EO</b>										<b>\$1,684.00</b>		<b>\$2,871.50</b>		
App - Shasta CSD Fire Services Divest		\$5,000.00	9.50			2.00				\$1,371.50		\$1,371.50	\$3,628.50	
App -Fall R Valley FPD Annex		\$1,800.00								\$0.00		\$62.50		
App Fall R. Valley CSD Annex App		\$1,800.00								\$0.00		\$250.00		
Pre-App Tierra Robles Planned Development.		\$2,500.00	2.50							\$312.50		\$1,298.50	\$1,201.50	
Pre-App- Maxwell - Jubilee Annex to Redding		\$3,500.00								\$0.00		\$0.00	\$3,500.00	
<b>Total Hours</b>			53.00	0.00	0.00	6.00	0.00	35.00						
<b>Total Costs</b>			<b>\$6,625.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$552.00</b>	<b>\$0.00</b>	<b>\$2,450.00</b>	<b>\$158.34</b>	<b>\$9,785.34</b>		<b>\$52,395.09</b>	<b>\$36,476.41</b>	

December mileage 273 mi.@ \$0.58/mi \$158.34