



MEETING DATE: April 2, 2025

AGENDA ITEM: 8A.

FROM: Jack Rosevear

RE: Approve Professional Services Agreement with Planwest Partners to provide consulting services for 2025-2026 Special Parcel Tax calculations and preparation to submit to Plumas County Auditor Controller and Tax Assessor.

REASON FOR RECOMMENDED BOARD ACTION:

The Board will consider the continuation of an agreement with Planwest Partners Inc. to coordinate the Special Tax data calculations for the District, which includes the newly added Eastern Plumas Rural Fire Protection District. The final calculations and parcel identification must be submitted to the County by August 2025.

BACKGROUND:

Planwest Partners is a consulting firm which assisted the District in the development of the fire parcel tax and the calculations, which are eventually submitted to the County Assessor for inclusion on property tax bills. New this year is the addition of the Eastern Plumas Rural FPD, which was incorporated into the Beckwourth Peak Fire Protection District through the LAFCO process, which concluded last Fall.

The parcel tax identification, ownership, land use, square footage of structures and special tax calculations are combined into an Excel spreadsheet, which can be imported by the County into the database which produces the annual tax bills. The consultant is responsible for compiling County Assessor information, assembling the data in the Excel spreadsheet, checks for errors and prepares the database for Board approval and transmission to the County by the August 2025 deadline. This work is vital and critical to obtain budgeted revenue for the Fire District and the data/calculations submitted must be accurate.

FISCAL IMPACT:

The rate not to exceed \$4,500 does not have a negative impact on the budget, which will be invoiced in the 25-26 Budget, rather than the current budget. Updated Assessor data is not available until June. The billing rate to the District is very reasonable considering this information is tied to our primary source of revenue to remain operating.

IMPACTS TO THE CUSTOMER:

Positive impact to our customer in terms of accurate tax billing and maintaining our level of service to the Public. The data collection process also involves updating information for those property owners who qualify for tax exemption for reasons of low income or contiguous qualifying vacant parcels.

RECOMMENDATION:

Approve the Agreement as presented.

ATTACHMENTS:

A. PLANWEST AGREEMENT 2025



AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BECKWOURTH PEAK FIRE PROTECTION DISTRICT

This Professional Services Agreement ("Agreement") is made and entered into this 2nd of April, 2025, by and between Beckwourth Peak Fire Protection District ("BPFDP" or "District") and Planwest Partners Inc. (Planwest). This Agreement is to provide professional and technical assistance for the following tasks:

Tasks:

- Assist with preparation of 2025 Special Tax Direct Charge List including but not limited to comparing 2025 assessor's parcels to prior list, identifying new parcels, reviewing physical characteristics, land use codes, exemptions, and developing secured direct charge list to be submitted to the County Auditor-Controller.

Costs:

The cost for services will be on a time and materials basis at current charge rates, not to exceed \$4,500.00 without additional authorization. Professional services by Planwest Partners Inc. shall commence on April 2, 2025, and shall continue until December 31, 2025, unless extended by mutual agreement.

Beckwourth Peak Fire Protection District

Date