

INVOICE

DATE: January 31, 2019 **INVOICE #:** 19-235-01
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **January 2019**

Staffing Services:

Exec Committee / Commission Meetings: Participated in January 17 Executive Committee meeting. Agenda items; CalPERS audit, with termination and payout options for Commission consideration at February 7 meeting. Updated staff report for Commission outlining PERS liability issues options for addressing existing Shasta LAFCo contract. Staff recommending: Contract Termination by adopting a Resolution of Intent to Terminate and then proceeding with associated steps per Government Code Section 20570. Restructuring options including: Office Manager independent contractor services agreement; identifying re-allocated budget for meeting payment obligations starting July 2019; and extending MSR /SOI Update schedule.

Staffing Coordination General Staffing Services: Coordinated with office manager on LAFCo procedures inquiries responses. Coordinating with legal counsel for retaining PERL counsel to address contract Manager and Executive Officer as employee's determination. Scheduled closed session for Commission February 7 meeting. Responded to Fire Protection District inquiry on consolidation. Provided information on LAFCo consolidation application and review process, including application process for FPDs to pass resolutions of application to Shasta LAFCo to initiate a consolidation process. Emphasized that the Commission works independently to serve the needs of the affected communities and districts on service delivery issues.

FY 2018-19 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:

Continued MSR/SOI Update preparations for: Bella Vista; Burney; Cottonwood; and Tucker Oaks Water Districts. Researched Burney Water District operations and budget issues for MSR/SOI Update.

Application: Shasta Community Services District Annexation, Sphere Update & County Service Area #25 Keswick Dissolution proposal

Received CSD Board and County Board of Supervisors tax revenue sharing agreement resolutions for the annexation record. Prepared findings and determinations related to annexation, dissolution and Sphere of Influence (SOI) Amendment actions to be considered by the Commission as a February 7 public hearing item. Received Shasta CSD contributions to Plan for Service for incorporation into application staff report.

Prepared staff report and draft Municipal Services Review for Commission consideration at February 7 meeting. The MSR will be used for the Sphere of Influence Update which will include an amendment to Shasta CSD SOI to include CSA#25 territory and a zero SOI determination for CSA#25. Prepared figure of proposed boundary for noticing and Commission packet materials.

Coordinated with Office Manager distribute Certificate of Application setting public hearing date. Provided non-duplicate mailing list of CSA #25 parcels for Office Managers use in mailed notices. Incorporated current & projected Shasta CSD budgets into MSR. Drafted Resolution 2019-01 adopting the Shasta CSD MSR & SOI update for expanded area for water services and adopting a zero SOI for CSA #25 – Keswick. Drafted Resolution 2019-02 for Shasta CSD annexation and CSA #25 – Keswick dissolution.

January 2019 COSTS *(see attached spreadsheet for hours and expense itemization)*

MSRs and SOI Updates

Executive Officer	1.0 hrs. @ \$112/hr.	\$ 112.00
GIS Analyst	1.0 hrs. @ \$62/hr.	\$ 62.00
Services Specialist	16.0 hrs. @ \$62/hr.	\$ 992.00

Staffing Services & Expenses

Executive Officer	27 hrs. @ \$112/hr.	\$ 3,024.00
GIS Analyst	1.0 hrs. @ \$62/hr.	\$ 62.00
Services Specialist	2.25 hrs. @ \$62/hr.	\$ 139.50

Application Processing

Keswick CSA Annexation to Shasta CSD

Executive Officer	10.5 hrs. @ \$112/hr.	\$ 1,176.00
Senior Analyst	2.0 hrs. @ \$92/hr.	\$ 184.00
GIS Analyst	4.0 hrs. @ \$62/hr.	\$ 248.00
Services Specialist	27.5 hrs. @ \$62/hr.	<u>\$ 1,705.00</u>

TOTAL AMOUNT DUE **\$ 7,704.50**

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

Tax Identification Number: 90-0262382

Shasta LAFCo Contract Planning Services FY 2018-19 Billing January 2019

Planwest Partners Inc.		Hours and Expenses										Total on Budget		Remaining Budget	
Task	Account	FY 2018-19 Budget	Dec.	Principal Planner	Senior Analyst	Associate Planner/Environ	GIS Analyst	Facilitator/Outreach	Services Specialist	Admini-strator	Services Assistant	Exp.	January Total		
Hourly Rate				\$112.00	\$92.00	\$88.00	\$62.00	\$62.00	\$62.00	\$58.00	\$42.00		\$1,166.00	\$14,323.00	\$10,677.00
MSR/SOI - Review & Analysis															
		\$25,000.00	\$761.50										\$1,166.00	\$14,323.00	\$10,677.00
CDFW Fees	52671												\$0.00	\$0.00	
GIS Services	52675						1.00						\$62.00	\$682.00	
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	
Draft MSRs - Water District MSRs	52680			1.00					10.50				\$763.00	\$763.00	
Draft MSRs - Cemetery- Water MSR	52680		\$761.50						5.50				\$341.00	\$12,878.00	
Staffing Services Planwest Partners Inc.															
		\$61,500.00	\$9,571.87										\$3,225.50	\$26,684.26	\$34,815.74
General Staffing Services	52006		\$1,344.00	6.00					2.25				\$811.50	\$10,131.78	
Policies & Procedures Update-Final	52006												\$0.00	\$0.00	
Staff Coordination	52006		\$1,232.00	5.00									\$560.00	\$6,160.00	
Noticing & Staff Reports	52006			14.00									\$1,568.00	\$5,011.00	
Public Info Requests	52006						1.00						\$62.00	\$1,224.00	
Budget Preparation	52006		\$280.00										\$0.00	\$392.00	
Commission Meetings	52006		\$155.87									\$0.00	\$0.00	\$1,761.61	
Executive Committee Meetings	52006		\$560.00	2.00									\$224.00	\$2,003.87	
Staffing Services Supplies															
		\$0.00											\$0.00	\$0.00	\$0.00
Application Processing /Pre-app review Expenses- EO															
Pre-App - Tierra Robles CSD Formation		\$2,500.00	\$2,119.00										\$0.00	\$672.00	\$1,828.00
App Shasta CSD SOI-Annex & Keswick CSA Dissolution		\$5,700.00	\$2,119.00	10.50	2.00		4.00		27.50				\$3,313.00	\$6,593.50	-\$893.50
App Stevens Ridge Annex to Cottonwood		\$1,800.00											\$0.00	\$2,903.50	-\$1,103.50
Application Processing Supplies															
		\$0.00											\$0.00	\$0.00	\$0.00
Total Hours			\$6,452.37	38.50	2.00	0.00	6.00	0.00	45.75	0.00	0.00	\$0.00	\$7,704.50	\$51,176.26	\$45,492.74
Total Costs			\$6,452.37	\$4,312.00	\$184.00	\$0.00	\$372.00	\$0.00	\$2,836.50	\$0.00	\$0.00	\$0.00	\$7,704.50	\$51,176.26	\$45,492.74

Monthly Expenses	Expense
Commission Meeting Miles 12-20/21 @ \$0.58/mile	\$0.00
Monthly Expense Total	

INVOICE

DATE: February 28, 2019

INVOICE #: 19-235-02

TO: Shasta Local Agency Formation Commission (LAFCo)

PROJECT: LAFCo Planning and Staffing Services for **February 2019**

Staffing Services:

Exec Committee / Commission Meetings: Prepared Materials, attended and presented items for February 7 Commission meeting. Agenda items; presented Commission PERS liability issues options staff report. Participated in closed session on CalPERS matter.

Staffing Coordination General Staffing Services: Coordinated with office manager on LAFCo responding to inquiries. Communicated with legal counsel on progress by retained PERL counsel Best Best & Krieger to address CalPERS determination on unfunded liability. Spoke with SRTA Manager on effects on lease renewal due and potential early termination due to repayment of unfunded liability. Reviewed Draft Budget Public Notice for April hearing.

FY 2018-19 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:

Continued MSR/SOI Update preparations for: Bella Vista; Burney; Cottonwood; and Tucker Oaks Water Districts. Conducted research on cemetery district MSR/SOI Updates.

Application: Shasta Community Services District Annexation, Sphere Update & County Service Area #25 Keswick Dissolution proposal

Presented findings and determinations related to District annexation, CSA dissolution and Sphere of Influence (SOI) Amendment actions for Commission consideration at February 7 public hearing. Provided verbal staff report for Commission consideration at February 7 meeting. Presented Resolution 2019-01 for MSR adoption and Sphere of Influence Update with to Shasta CSD SOI amendment to include CSA#25 territory and a zero SOI determination for CSA#25. Presented Resolution 2019-02 for Shasta CSD annexation and CSA #25 – Keswick dissolution. Both Resolutions unanimously approved by Commission. Prepared for reconsideration period and started preparations for protest proceedings. Reviewed Keswick CSA #25 and Shasta CSD merger agencies communications provided by the Shasta County Auditor-Controller's Office.

February 2019 COSTS *(see attached spreadsheet for hours and expense itemization)*

MSRs and SOI Updates

Executive Officer	3.5 hrs. @ \$112/hr.	\$ 392.00
Services Specialist	2.0 hrs. @ \$62/hr.	\$ 124.00

Staffing Services & Expenses

Executive Officer	24.5 hrs. @ \$112/hr.	\$ 2,744.00
Services Specialist	1.5 hrs. @ \$62/hr.	\$ 93.00
Mileage 286mi.@ \$0.58/mi.		\$ 165.88

Application Processing

Keswick CSA Annexation to Shasta CSD

Executive Officer	3.5 hrs. @ \$112/hr.	\$ 392.00
Services Specialist	2.0 hrs. @ \$62/hr.	\$ 124.00

TOTAL AMOUNT DUE

\$ 4,034.88

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Tax Identification Number: 90-0262382

Shasta LAFCo Contract Planning Services FY 2018-19 Billing February 2019

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget	
		Jan.	Principal Planner	GIS Analyst	Facilitator/ Outreach	Services Specialist	Admini- strator	Services Assistant	Exp.	February Total				
Task	Account	FY 2018-19 Budget	Hourly Rate											
MSR/SOI - Review & Analysis		\$25,000.00												
CDFW Fees	52671													\$0.00
GIS Services	52675		\$62.00											\$682.00
Mileage Reimbursement	52676													\$0.00
Postage Printing	52677													\$0.00
Public Hearing Notice	52678													\$0.00
Office Supplies	52679													\$0.00
Draft MSRs - Water District MSRs	52680		\$763.00				2.00							\$348.00
Draft MSRs - Cemetery- Water MSR	52680		\$341.00											\$168.00
Staffing Services Planwest Partners Inc.		\$61,500.00	\$3,225.50											\$3,002.88
General Staffing Services	52006		\$811.50											\$504.00
Policies & Procedures Update-Final	52006													\$0.00
Staff Coordination	52006		\$560.00											\$560.00
Noticing & Staff Reports	52006		\$1,568.00				1.50							\$1,325.00
Public Info Requests	52006		\$62.00											\$0.00
Budget Preparation	52006													\$0.00
Commission Meetings	52006													\$165.88
Executive Committee Meetings	52006		\$224.00											\$0.00
Staffing Services Supplies		\$0.00	\$0.00											\$0.00
Application Processing / Pre-app review Expenses- EO			\$3,313.00											\$516.00
Pre-App - Tierra Robles CSD Formation			\$2,500.00											\$0.00
App Shasta CSD SOI-Annex & Keswick CSA Dissolution			\$3,313.00				2.00							\$516.00
App Stevens Ridge Annex to Cottonwood			\$1,800.00											\$0.00
Application Processing Supplies		\$0.00	\$0.00											\$0.00
Total Hours			31.50				5.50							0.00
Total Costs			\$3,528.00				\$341.00							\$165.88
							\$0.00							\$0.00
														\$4,034.88
														\$55,211.14
														\$41,973.86

Monthly Expenses	Expense
Commission Mtg Miles Feb 7 286mi.@ \$0.58 /mi.	\$165.88
Monthly Expense Total	