



INVOICE

DATE: March 31, 2019 **INVOICE #:** 19-235-03
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **March 2019**

Staffing Services:

Exec Committee / Commission Meetings: Prepared Materials, attended and presented items for March 6 Commission meeting. Agenda items; Commission PERS liability issues options staff report, County-wide Cemetery District Municipal Services Reviews and Sphere of Influence Updates. Executive Committee discussed revenue options of increasing member organization contributions of 5 & 10%. Distributed April 4 Commission packet.

Staffing Coordination General Staffing Services: Coordinated with office manager on preparing packet materials for April 4 Commission meeting. Communicated with legal counsel on retained PERL counsel Best Best & Krieger progress addressing CalPERS unfunded liability determination.

Budget Preparations. Prepared Commission staff report, outlining FY 2019-2020 Budget issues including expense reductions and revenue increases forwarded by the Executive Committee, for April 4 Commission packet.

FY 2018-19 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates: Met with staff and District Board representatives: Anderson Cemetery District Manager, Eric Kapaska; Burney Cemetery District Board Member/President, George Matthews & Jackie Young, Secretary; Cottonwood Cemetery District Manager Arnie Brinton & Administrator; Halcumb Cemetery District Manager & Secretary, Gerald & Patricia Taylor; and Millville Masonic & Odd Fellows Superintendent, Timothy Egli. Collected information and distributed District Draft MSR & SOI Update prior to hearing. Noticed Countywide Cemetery District MSR & SOI Update for April 4 Commission hearing. Prepared Resolution for Cemetery District MSR & SOI Updates for Commission consideration.

Continued MSR/SOI Update preparations for: Bella Vista; Burney; Cottonwood; and Tucker Oaks Water Districts. Conducted research on cemetery district MSR/SOI Updates. Met with Tucker Oaks Water District Board Member and Burney Water District General Manager to collect MSR/SOI Update information.

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

Coordinated with Office Manager for noticing of reconsideration period ending March 11 and protest proceedings hearing on April 3. Prepared ballot for posting and to be available at hearing to be held at Shasta CSD offices. Responded to inquiries from Keswick residents on annexation and dissolution questions. Coordinated with County Public Works staff on property transfers, water allocations and upcoming hearings. Prepared draft protest proceedings resolution.

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

MSRs and SOI Updates

| | | |
|---------------------|-----------------------|-------------|
| Executive Officer | 8.0 hrs. @ \$112/hr. | \$ 896.00 |
| Services Specialist | 29.75 hrs. @ \$62/hr. | \$ 1,844.50 |
| GIS Analyst | 12.00 hrs. @ \$62/hr. | \$ 744.00 |

Staffing Services & Expenses

| | | |
|----------------------------|-----------------------|-------------|
| Executive Officer | 34.0 hrs. @ \$112/hr. | \$ 3,808.00 |
| Services Specialist | 1.5 hrs. @ \$62/hr. | \$ 93.00 |
| GIS Analyst | 0.75 hrs. @ \$62/hr. | \$ 46.50 |
| Mileage 286mi.@ \$0.58/mi. | | \$ 165.88 |

Application: Shasta CSD Annexation, Sphere Update & CSA #25 Keswick Dissolution

| | | |
|-------------------|----------------------|-----------|
| Executive Officer | 4.0 hrs. @ \$112/hr. | \$ 448.00 |
|-------------------|----------------------|-----------|

TOTAL AMOUNT DUE **\$ 8,045.88**

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 March 2019

| Planwest Partners Inc. | | Hours and Expenses | | | | | | | | | | Total on Budget | Remaining Budget | |
|--|-------|--------------------|--------------------|-------------------|-------------------|-------------|-----------------------|---------------------|-----------------|--------------------|--------|-----------------|--------------------|--------------------|
| | | Task | Account | FY 2018-19 Budget | Principal Planner | GIS Analyst | Facilitator/ Outreach | Services Specialist | Admini- strator | Services Assistant | Exp. | | | March Total |
| MSR/SOI - Review & Analysis | | | \$25,000.00 | | | | | | | | | | \$18,323.50 | \$6,676.50 |
| CDFW Fees | 52671 | | | | | | | | | | | | \$0.00 | |
| GIS Services | 52675 | | | | | | | | | | | | \$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 | | | | | 18.00 | | | | | | | \$2,227.00 | |
| Draft MSRs - Cemetery- Water MSR | 52680 | | | | 8.00 | 12.00 | | | | | | | \$15,414.50 | |
| Staffing Services Planwest Partners Inc. | | | \$61,500.00 | | | | | | | | | | \$33,800.52 | \$27,699.48 |
| General Staffing Services | 52006 | | | | 16.00 | 0.75 | | | | | | | \$12,474.28 | |
| Policies & Procedures Update-Final | 52006 | | | | | | | | | | | | \$0.00 | |
| Staff Coordination | 52006 | | | | 7.00 | | | | | | | | \$7,504.00 | |
| Noticing & Staff Reports | 52006 | | | | 7.00 | | 1.50 | | | | | | \$7,213.00 | |
| Public Info Requests | 52006 | | | | | | | | | | | | \$1,224.00 | |
| Budget Preparation | 52006 | | | | 2.00 | | | | | | | | \$616.00 | |
| Commission Meetings | 52006 | | | | | | | | | | | | \$2,375.49 | |
| Executive Committee Meetings | 52006 | | | | 2.00 | | | | | | | | \$2,393.75 | |
| Staffing Services Supplies | | | \$0.00 | | | | | | | | | | \$0.00 | \$0.00 |
| Application Processing /Pre-app review Expenses- EO | | | | | | | | | | | | | \$11,133.00 | |
| Pre-App - Tierra Robles CSD Formation | | | \$2,500.00 | | | | | | | | | | \$672.00 | \$1,828.00 |
| App Shasta CSD SOI-Annex & Keswick CSA Dissolution | | | \$5,700.00 | | 4.00 | | | | | | | | \$7,557.50 | -\$1,857.50 |
| App Stevens Ridge Annex to Cottonwood | | | \$1,800.00 | | | | | | | | | | \$2,903.50 | -\$1,103.50 |
| Application Processing Supplies | | | \$0.00 | | | | | | | | | | \$0.00 | \$0.00 |
| Total Hours | | | | | 46.00 | 12.75 | 0.00 | 31.25 | 0.00 | 0.00 | | | | |
| Total Costs | | | | | \$5,152.00 | \$790.50 | \$0.00 | \$1,937.50 | \$0.00 | \$0.00 | \$0.00 | \$165.88 | \$63,257.02 | \$34,375.98 |

| | |
|---|----------------|
| Monthly Expenses | Expense |
| Commission Mtg Miles Mar 6 286mi.@ \$0.58/mi. | \$165.88 |
| Monthly Expense Total | |



INVOICE

DATE: April 30, 2019 INVOICE #: 19-235-04
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for April 2019

Staffing Services:

Exec Committee / Commission Meetings: Prepared Materials, attended and presented items for April 4 Commission meeting. Agenda items; Commission PERS liability issues options staff report, Cemetery Districts MSR & SOI Updates. Attended April 17 Executive Committee to tour new office location and authorize surplus property disposal and early lease termination as part of relocation

Staffing Coordination General Staffing Services: Coordinated with office manager on April 4 Commission meeting packet materials. Communicated with legal counsel on retained PERL counsel Best Best & Krieger progress addressing CalPERS unfunded liability determination.

Budget Preparations. Prepared budget materials and staff report for April 4 Commission meeting staff report, outlining FY 2019-2020 Budget issues including Executive Committee recommended expense reductions and revenue increases.

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

Prepared and presented Draft MSR & SOI Update for: Anderson Cemetery District; Burney Cemetery District; Cottonwood Cemetery District; Halcumb Cemetery District; and Millville Masonic & Odd Fellows District at April 4 Commission hearing. Prepared Cemetery District MSR & SOI Updates staff report and Resolution for Commission action.

Continued MSR/SOI Update preparations for: Bella Vista; Burney; Cottonwood; and Tucker Oaks Water Districts. Conducted research on cemetery district MSR/SOI Updates. Incorporated Burney Water District MSR/SOI Update determinations and mapping information for wastewater and parks-recreation services in addition to water services.

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

Conducted protest proceedings hearing on April 3. Presented protest proceedings resolution at April 4 Commission meeting.

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

MSRs and SOI Updates

Table with 3 columns: Role, Hours, and Amount. Rows include Services Specialist (3.0 hrs @ \$62/hr = \$186.00) and GIS Analyst (1.00 hrs @ \$62/hr = \$62.00).

Staffing Services & Expenses

Table with 3 columns: Role, Hours, and Amount. Rows include Executive Officer (36.50 hrs @ \$112/hr = \$4,088.00), Services Specialist (5.75 hrs @ \$62/hr = \$356.50), April 3-4 Mtg. Mileage 286mi. @ \$0.58/mi. = \$165.88, and April 17 Mtg. Mileage 286mi. @ \$0.58/mi. = \$165.88.

Application: Shasta CSD Annexation, Sphere Update & CSA #25 Keswick Dissolution

Table with 3 columns: Role, Hours, and Amount. Row includes Executive Officer (8.5.0 hrs @ \$112/hr = \$952.00).

TOTAL AMOUNT DUE \$ 5,976.26

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Planwest Partners, Inc.
P.O. Box 4581 Arcata, CA 95518

Tax Identification Number: 90-0262382

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

| Planwest Partners Inc. | Task | Account | Hourly Rate | FY 2018-19 Budget | Hours and Expenses | | | | | | | | Total on Budget | Remaining Budget | |
|---|--|---------|-------------|--------------------|--------------------|-------------|-----------------------|---------------------|-----------------|--------------------|----------|-------------|-----------------|------------------|-------------|
| | | | | | Principal Planner | GIS Analyst | Facilitator/ Outreach | Services Specialist | Admini- strator | Services Assistant | Exp. | March Total | | | |
| MSR/SOI - Review & Analysis | | | | \$25,000.00 | | | | | | | | | | | |
| | CDFW Fees | 52671 | | | | | | | | | | | | | \$0.00 |
| | GIS Services | 52675 | | | 1.00 | | | | | | | | | | \$744.00 |
| | 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 | | | | | | | | | | | | | \$2,227.00 |
| | Draft MSRs - Cemetery- MSR | 52680 | | | | | 3.00 | | | | | | | | \$15,600.50 |
| Staffing Services Planwest Partners Inc. | | | | \$61,500.00 | | | | | | | | | | | |
| | General Staffing Services | 52006 | | | 11.00 | | | | | | | | | | \$13,706.28 |
| | Policies & Procedures Update-Final | 52006 | | | | | | | | | | | | | \$0.00 |
| | Staff Coordination | 52006 | | | 9.00 | | 5.75 | | | | | | | | \$8,868.50 |
| | Noticing & Staff Reports | 52006 | | | 4.00 | | | | | | | | | | \$7,661.00 |
| | Public Info Requests | 52006 | | | | | | | | | | | | | \$0.00 |
| | Budget Preparation | 52006 | | | 3.50 | | | | | | | | | | \$392.00 |
| | Commission Meetings | 52006 | | | 6.00 | | | | | | | | | | \$837.88 |
| | Executive Committee Meetings | 52006 | | | 3.00 | | | | | | | | | | \$501.88 |
| Staffing Services Supplies | | | | \$0.00 | | | | | | | | | | | \$0.00 |
| Application Processing / Pre-app review Expenses- EO | | | | | | | | | | | | | | | |
| | Pre-App - Tierra Robles CSD Formation | | | \$2,500.00 | | | | | | | | | | | \$672.00 |
| | App Shasta CSD SOI-Annex & Keswick CSA Dissolution | | | \$5,700.00 | 8.50 | | | | | | | | | | \$8,509.50 |
| | App Stevens Ridge Annex to Cottonwood | | | \$1,800.00 | | | | | | | | | | | \$2,903.50 |
| Application Processing Supplies | | | | \$0.00 | | | | | | | | | | | \$0.00 |
| | Total Hours | | | | 45.00 | 1.00 | 0.00 | 8.75 | 0.00 | 0.00 | | | | | \$5,976.26 |
| | Total Costs | | | | \$5,040.00 | \$62.00 | \$0.00 | \$542.50 | \$0.00 | \$0.00 | \$331.76 | | | | \$69,233.28 |
| | | | | | | | | | | | | | | | \$29,351.72 |

| Monthly Expenses | Expense |
|---|----------|
| Exec Comm Mtg Miles April 17 286mi.@ \$0.58/mi. | \$165.88 |
| Commission Mtg Miles April 3-4 286mi.@ \$0.58/mi. | \$165.88 |
| Monthly Expense Total | |