



**INVOICE**

**DATE:** October 31, 2020 **INVOICE #:** 20-235-10  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **OCTOBER 2020**

**Staffing Services:**

**Executive Committee and Commission Meetings:** Prepared, distributed materials and participated in for October 1 regular meeting, including hosting video conference. Commission conducted hearing for Intent to Waive Protest Proceedings for the Anderson and Cottonwood Cemetery District Consolidation. Other Commission items included Retaining Legal Counsel for Employee vs Independent Contractor Opinion; CalPERS Payment Terms Request Update; and Authorization of a One Year Time Extension for the Stephens Ridge Annexation.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.** Responded to CSDA request for independent special districts formations in County. Participated in conference call with RCAC & State Water Resources Board staff on potential potable water feasibility study for Igo Ono area. Responded to inquiry on services options for area with both City and Special District boundaries. Participated in October 30 Conference Call with special counsel and CalPERS staff regarding Intent to Terminate and pension liability payment schedule. Received monthly payment schedule prior to call, requested annual payment schedule:

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

Continued FY 2020-21 MSR and SOI Updates including Western Shasta and Fall River Resource Conservation Districts, County Service Area # 7 Burney Flood Control and Fall River Valley /Igo-Ono Community Services Districts. Received information from managers of both Western Shasta and Fall River RCDs. County staff also provided requested information for CSA # 7 Burney Flood Control. This is being incorporated into an administrative draft MSR for district/CSA review.

**Application - Anderson and Cottonwood Cemetery District Consolidation:**

Provided applicant with asset transfer template for– vehicles, equipment, office supplies, tools etc. Advised that this can be submitted to Shasta LAFCO for condition compliance, does not need to be recorded. Also provided examples of parcel deeds for recording & transfer. Advised of potential name change to South Shasta Cemetery District. Will require LAFCO action for the consolidation record.

**OCTOBER 2020 COSTS** *(see attached spreadsheet for hours and expense itemization)*

**MSRs and SOI Updates**

Executive Officer	9.0 hrs. @ \$116/hr.	\$ 1,044.00
Associate Planner	11.75 hrs. @ \$78/hr.	\$ 916.50
GIS Analyst	10.0 hrs. @ \$86/hr.	\$ 860.00
Services Specialist	14.25 hrs. @ \$78/hr.	\$ 1,111.50

**Staffing Services**

Executive Officer	27.5 hrs. @ \$116/hr.	\$ 3,190.00
GIS Analyst	0 hrs. @ \$86/hr.	\$ 0.00

**Application: Anderson-Cottonwood Cemetery Consolidation:**

Executive Officer	4.0 hrs. @ \$116/hr.	\$ 464.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 00.00

**TOTAL AMOUNT DUE** **\$ 7,586.00**

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 2020-21 Billing      October 2020**

Planwest Partners Inc.		Hours and Expenses										Remaining Budget	
Task	Account	FY 2020-21 Budget	Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Admin/Clerk	Ex-pense	October Total	Total on Budget	Remaining Budget	
Hourly Rate			\$116.00	\$106.00	\$78.00	\$86.00	\$78.00	\$66.00		\$3,932.00	\$6,844.50	\$10,655.50	
<b>MSR/SOI - Review &amp; Analysis</b>													
		<b>\$17,500.00</b>											
CDFW Fees	52671									\$0.00	\$0.00	\$0.00	
GIS Services	52675					10.00				\$860.00	\$860.00		
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 RCD draft MSRS	52680		9.00		11.75		14.25			\$3,072.00	\$3,072.00		
<b>Staffing Services Planwest Partners Inc.</b>													
		<b>\$51,500.00</b>											
General Staffing Services	52006		16.50						\$0.00	\$1,914.00	\$1,914.00		
Policies & Procedures Update-Final	52006									\$0.00	\$0.00		
Staff Coordination	52006		5.00							\$580.00	\$580.00		
Noticing & Staff Reports	52006									\$0.00	\$0.00		
Public Info Requests	52006		6.00							\$696.00	\$696.00		
Budget Preparation	52006									\$0.00	\$0.00		
Commission Meetings	52006									\$0.00	\$0.00		
Executive Committee Meetings	52006									\$0.00	\$0.00		
<b>Application Processing / Pre-app review Expenses- EO</b>													
App Anderson-Cotonwood Cemetery Consol		\$5,000.00	4.00							\$464.00	\$2,356.00	\$2,644.00	
App - McArthur-FRM FPD Consol		\$5,000.00								\$0.00	\$3,006.50	\$1,993.50	
Pre-App Fall R. Valley CSD Annex App		\$1,800.00								\$0.00	\$0.00		
<b>Total Hours</b>			40.50	0.00	11.75	10.00	14.25	0.00					
<b>Total Costs</b>			\$4,698.00	\$0.00	\$916.50	\$860.00	\$1,111.50	\$0.00	\$0.00	\$7,586.00	\$12,484.50	\$51,706.50	

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



## INVOICE

**DATE:** November 31, 2020

**INVOICE #:** 20-235-11

**TO:** Shasta Local Agency Formation Commission (LAFCo)

**PROJECT:** LAFCo Planning and Staffing Services for **NOVEMBER 2020**

### **Staffing Services:**

**Executive Committee and Commission Meetings:** Prepared, distributed materials and participated in November 19 Executive Committee meeting, by conference call. Agenda items included: report on Firm Employee Vs Independent Contractor Opinion by Counsel; CalPERS liability – conference call report & first year annual installment; Fall River Mills-McArthur Fire Protection Districts Consolidation and Annexation Hearing; Igo-Ono Community Services District – RCAC Water Feasibility Study; dissolution of inactive Fall River Irrigation District; and South Shasta Cemetery District Name Change.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.** Participated in follow-up potential Igo Ono area potable water feasibility study discussions with RCAC, State Water Resources Board & Clear Creek CSD staff. Updated application information for potential Special District boundary detachment for access to City municipal services, including review and hearing schedule. Continued coordination with special counsel regarding Intent to Terminate CalPERS contract and annual pension liability payment schedule. Had initial installment check prepared for November payment. Received State Controller List of Inactive special districts, including Fall River Irrigation District. Initiated dissolution proceedings, confirmed with County Auditor there are no records for Fall River Valley Irrigation District at Auditors office.

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

Incorporated requested information from Western Shasta and Fall River Resource Conservation Districts into administrative draft MSR and SOI Updates. Fall River RCD provided additional information on land holdings and buildings relevant to MSR. Researched Lassen and Siskiyou County land uses for Fall River RCD MSR. Received information needed for Fall River Valley Community Services District MSR and SOI Update from new General Manager and discussed coordination of CSD pending annexation application. Had conversation with /Igo-Ono CSD Board Member on damage to district resources due to Zogg Fire.

### **Application - Anderson and Cottonwood Cemetery District Consolidation:**

Continued to work with applicant on asset transfer for– vehicles, equipment, office supplies, tools etc. to be submitted to Shasta LAFCO for condition compliance, and parcel deeds for recording & transfer. Provided condition compliance checklist based on Commission Resolution of Approval. Received Board actions for South Shasta Cemetery District name change. Scheduled matter for December 3, 2020 Commission Agenda.

### **Application - Fall River Mills-McArthur Fire Protection Districts Consolidation/ Annexation.**

Prepared and distributed Fall River Mills-McArthur Fire Protection Districts Consolidation and Annexation staff report, CEQA Notice of Exemption and Resolution 2010-10 for Commission Hearing December 3, 2020. Provided Certificate of Filing and posted notices in Shasta, Lassen and Modoc newspapers. Reviewed staff recommendation for Consolidation approval and Annexation continuance with applicant. Proposing consolidation approval and continuance of annexation for December Hearing.

TEL: (707) 825-8260  
FAX: (707) 825-9181

P.O. Box 4581  
Arcata, CA 95518

planners@planwestpartners.com  
www.planwestpartners.com

**NOVEMBER 2020 COSTS** *(see attached spreadsheet for hours and expense itemization)*  
**MSRs and SOI Updates**

Executive Officer	2.0 hrs. @ \$116/hr.	\$ 232.00
Associate Planner	0.75 hrs. @ \$78/hr.	\$ 58.50
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00
Services Specialist	6.0 hrs. @ \$78/hr.	\$ 468.00

**Staffing Services**

Executive Officer	30.0 hrs. @ \$116/hr.	\$ 3,480.00
GIS Analyst	8.0 hrs. @ \$86/hr.	\$ 688.00
Services Specialist	7.75 hrs. @ \$78/hr.	\$ 604.50

**Application: Anderson-Cottonwood Cemetery Consolidation:**

Executive Officer	6.0 hrs. @ \$116/hr.	\$ 696.00
GIS Analyst	2.0 hrs. @ \$86/hr.	\$ 172.00

**Application: Fall River Mills-McArthur Fire Protection Districts Consolidation/ Annexation:**

Executive Officer	10.0 hrs. @ \$116/hr.	\$ 1,160.00
GIS Analyst	2.0 hrs. @ \$86/hr.	\$ 172.00

**TOTAL AMOUNT DUE** **\$ 7,731.00**

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Tax Identification Number: 90-0262382

**Shasta LAFCo Contract Planning Services FY 2020-21 Billing November 2020**

Planwest Partners Inc.		Hours and Expenses										Total on Budget		Remaining Budget
Task	Account	FY 2020-21 Budget	Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Admin/ Clerk	Ex-pense	November Total	Total on Budget	Remaining Budget		
Hourly Rate			\$116.00	\$106.00	\$78.00	\$86.00	\$78.00	\$66.00						
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$17,500.00</b>								<b>\$758.50</b>	<b>\$10,964.50</b>	<b>\$6,535.50</b>		
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 RCD draft MSRS	52680		2.00		0.75		6.00			\$758.50	\$758.50			
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$51,500.00</b>								<b>\$4,772.50</b>	<b>\$19,243.50</b>	<b>\$32,256.50</b>		
General Staffing Services	52006		8.00			8.00	7.75		\$0.00	\$2,220.50	\$2,220.50			
Policies & Procedures Update-Final	52006									\$0.00	\$0.00			
Staff Coordination	52006		7.00							\$812.00	\$812.00			
Noticing & Staff Reports	52006		10.00							\$1,160.00	\$1,160.00			
Public Info Requests	52006									\$0.00	\$0.00			
Budget Preparation	52006									\$0.00	\$0.00			
Commission Meetings	52006		2.00							\$232.00	\$232.00			
Executive Committee Meetings	52006		3.00							\$348.00	\$348.00			
<b>Application Processing / Pre-app review Expenses- EO</b>										<b>\$2,200.00</b>	<b>\$8,084.50</b>			
App Anderson-Cotonwood Cemetery Consol		\$5,000.00	6.00			2.00				\$868.00	\$3,746.00	\$1,254.00		
App - McArthur-FRM FPD Consol		\$5,000.00	10.00			2.00				\$1,332.00	\$4,338.50	\$661.50		
Pre-App Fall R. Valley CSD Annex App		\$1,800.00								\$0.00	\$0.00			
<b>Total Hours</b>			48.00	0.00	0.75	12.00	13.75	0.00						
<b>Total Costs</b>			<b>\$5,568.00</b>	<b>\$0.00</b>	<b>\$58.50</b>	<b>\$1,032.00</b>	<b>\$1,072.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,731.00</b>	<b>\$13,615.50</b>	<b>\$38,792.00</b>		

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



## INVOICE

**DATE:** December 31, 2020

**INVOICE #:** 20-235-12

**TO:** Shasta Local Agency Formation Commission (LAFCo)

**PROJECT:** LAFCo Planning and Staffing Services for **DECEMBER 2020**

### **Staffing Services:**

**Executive Committee and Commission Meetings:** Prepared, noticed, distributed materials and hosted December 3 Commission meeting, by video conference. Agenda items included: CalPERS pension liability; Municipal Services Reviews & Sphere Updates, including Igo-Ono Community Services District Water Feasibility Study and two Resource Conservation Districts; Regular Commission Meeting Schedule for 2020; and South Shasta Cemetery District Name Change. Participated in closed session on potential litigation.

Conducted public hearing on the Fall River Mills-McArthur Fire Protection Districts Consolidation and Annexation. Commission approved consolidation, with conditions, and continued annexation hearing to April 1 2021 regular meeting to allow additional time to consider revenue options for annexed territory.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.** Provided additional information in response to inquiry about water district detachment to allow City water service in area with overlapping boundaries. At Executive Committee direction offered Kathy Bull employee position with Shasta LAFCO. Upon acceptance, prepared and submitted compensation statement with rate increase and paid leave effective January 1 2021. Notified Express Personnel Services of contract termination effective December 31 2020. Responded to Shasta County Public Works Dept. regarding some water systems mapping in coordination with Cal OES. Advised that Shasta LAFCo has limited information on water tanks.

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

Reviewed Sphere update recommendation options for Western Shasta and Fall River Resource Conservation Districts as part of MSR and SOI Update, considering financial conditions and audits still in progress. Incorporated additional property, vehicles, equipment and structures information into Fall River RCD MSR. Incorporated Lassen County land uses for Fall River RCD MSR. Prepared administrative draft Fall River Valley Community Services District MSR and SOI Update for new General Manager's review and discussed pending CSD annexation application coordination. Incorporated information from Igo-Ono CSD Board and mapped Happy Valley Irrigation Ditch from Rainbow Lake to CSD customers.

### **Application - Anderson and Cottonwood Cemetery District Consolidation:**

Provided Resolution 2010-11 for Commission action on South Shasta Cemetery District name change. at December 3, 2020 Commission meeting. Advised manager of Commission action.

### **Application - Fall River Mills-McArthur Fire Protection Districts Consolidation/ Annexation.**

Presented Fall River Mills-McArthur Fire Protection Districts Consolidation and Annexation staff report, CEQA Notice of Exemption and Resolution 2010-10 at Commission Hearing December 3, 2020. Public record included Certificate of Filing and posted notices in Shasta, Lassen and Modoc newspapers. Commission approved consolidation approval and continuance of annexation.

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**DECEMBER 2020 COSTS** (see attached spreadsheet for hours and expense itemization)

**MSRs and SOI Updates**

Executive Officer	0.0 hrs. @ \$116/hr.	\$ 0.00
Associate Planner	3.5 hrs. @ \$78/hr.	\$ 273.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00
Services Specialist	4.0 hrs. @ \$78/hr.	\$ 312.00

**Staffing Services**

Executive Officer	32.0 hrs. @ \$116/hr.	\$ 3,712.00
GIS Analyst	8.5 hrs. @ \$86/hr.	\$ 731.00
Services Specialist	4.0 hrs. @ \$78/hr.	\$ 312.00

**Application: South Shasta (Anderson-Cottonwood) Cemetery Consolidation:**

Executive Officer	2.0 hrs. @ \$116/hr.	\$ 232.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00

**Application: Fall River Mills-McArthur Fire Protection Districts Consolidation/ Annexation:**

Executive Officer	4.0 hrs. @ \$116/hr.	\$ 464.00
GIS Analyst	2.0 hrs. @ \$86/hr.	<u>\$ 0.00</u>

**TOTAL AMOUNT DUE** **\$ 6,152.00**

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 2020-21 Billing December 2020**

Planwest Partners Inc.		Hours and Expenses										December Total	Total on Budget	Remaining Budget							
		Budget Amend	FY 2020-21 Budget	Account	Hourly Rate	Principal Planner	Senior Analyst	Assoc/ Planner	GIS Analyst	Services Specialist	Admin/ Clerk				Ex-pense						
<b>MSR/SOI - Review &amp; Analysis</b>			<b>\$17,500.00</b>																		
CDFW Fees			52671															\$0.00			
GIS Services			52675															\$0.00			
Mileage Reimbursement			52676															\$0.00			
Postage Printing			52677															\$0.00			
Public Hearing Notice			52678															\$0.00			
Office Supplies			52679															\$0.00			
CSA CSD RCD draft MSRs			52680					3.50					4.00					\$585.00			
<b>Staffing Services Planwest Partners Inc.</b>			<b>\$51,500.00</b>																		
General Staffing Services			52006															\$0.00			
Policies & Procedures Update-Final			52006															\$0.00			
Staff Coordination			52006															\$754.00			
Noticing & Staff Reports			52006															\$174.00			
Public Info Requests			52006															\$812.00			
Budget Preparation			52006															\$0.00			
Commission Meetings			52006															\$0.00			
Executive Committee Meetings			52006															\$348.00			
<b>Application Processing /Pre-app review Expenses- EO</b>																					
App Anderson-Cotonwood Cemetery Consol																		\$1,022.00			
App - McArthur-FRM FPD Consol																		\$464.00			
Pre-App Fall R. Valley CSD Annex App																		\$0.00			
<b>Total Hours</b>																		\$0.00			
<b>Total Costs</b>																		\$0.00			
												<b>\$4,524.00</b>	<b>\$0.00</b>	<b>\$273.00</b>	<b>\$731.00</b>	<b>\$624.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,152.00</b>	<b>\$14,236.50</b>	<b>\$33,336.00</b>

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