



INVOICE

DATE: January 31, 2021 **INVOICE #:** 21-235-01
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **JANUARY 2021**

Staffing Services:

Executive Committee and Commission Meetings: Prepared, noticed, distributed materials and hosted January 21 Executive Committee meeting, by conference call. Agenda items included: CalPERS pension liability; Municipal Services Reviews & Sphere Updates, and Regular Commission Meeting Agenda for February 4 2021. Prepared staff reports for commission meeting including. CalPERS Update and midyear budget amendment. Commission will consider policy amendments for employment change at February meeting.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Responded to City of Redding inquiry on annex status. Advised Shasta County staff on LAFCo procedures for out of area water services.

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

Received asset list from Fall River RCD and incorporated into MSR. Coordinating administrative draft Fall River Valley Community Services District MSR and SOI Update with new General Manager’s. Advised that CSD annexation resolution of application scheduled for Board action in February. Responded to Anderson-Cottonwood Irrigation District on annexation & current boundary mapping inquiries.

Application – South Shasta Cemetery District Consolidation:

Coordinated with District Manager on condition compliance necessary for Certificate of Completion.

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

Coordinated with District Manager on condition compliance necessary for Certificate of Completion.

JANUARY 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	2.0 hrs. @ \$78/hr.	\$ 156.00
GIS Analyst	4.0 hrs. @ \$86/hr.	\$ 312.00

Staffing Services

Executive Officer	24.0 hrs. @ \$116/hr.	\$ 2,784.00
GIS Analyst	5.0 hrs. @ \$86/hr.	\$ 430.00
Associate Planner	5.0 hrs. @ \$78/hr.	\$ 390.00

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

Executive Officer	1.0 hrs. @ \$116/hr.	\$ 116.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00

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

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

TOTAL AMOUNT DUE **\$ 4,652.00**

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 January 2021

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
Task	Account	FY 2020-21 Budget	Dec.	Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Admin/ Clerk	Expense	January Total	Total on Budget	Remaining Budget
	Hourly Rate												
MSR/SOI - Review & Analysis		\$17,500.00	\$585.00								\$700.00	\$12,834.50	\$4,665.50
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		\$585.00	2.00		2.00		4.00			\$700.00	\$1,285.00	
Staffing Services Planwest Partners Inc.		\$51,500.00	\$4,871.00								\$3,604.00	\$27,718.50	\$23,781.50
General Staffing Services	52006			9.00		5.00	5.00			\$0.00	\$1,864.00	\$1,864.00	
Policies & Procedures Update-Final	52006			3.00							\$348.00	\$348.00	
Staff Coordination	52006										\$0.00	\$0.00	
Noticing & Staff Reports	52006			8.50							\$986.00	\$986.00	
Public Info Requests	52006										\$0.00	\$0.00	
Budget Preparation	52006										\$0.00	\$0.00	
Commission Meetings	52006										\$0.00	\$0.00	
Executive Committee Meetings	52006			3.50							\$406.00	\$406.00	
Application Processing /Pre-app review Expenses- EO			\$696.00								\$348.00	\$13,358.50	
App Anderson-Cotonwood Cemetery Consol		\$5,000.00	\$232.00	1.00							\$116.00	\$3,862.00	\$1,138.00
App - McArthur-FRM FPD Consol		\$5,000.00	\$464.00	2.00							\$232.00	\$4,570.50	\$429.50
Pre-App Fall R. Valley CSD Annex App		\$1,800.00									\$0.00	\$0.00	
Total Hours				29.00	0.00	7.00	5.00	4.00	0.00	\$0.00	\$430.00	\$0.00	
Total Costs			\$6,152.00	\$3,364.00	\$0.00	\$546.00	\$430.00	\$312.00	\$0.00	\$0.00	\$4,652.00	\$13,321.50	\$28,447.00

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



INVOICE

DATE: February 28, 2021 INVOICE #: 21-235-02
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for FEBRUARY 2021

Staffing Services:

Executive Committee and Commission Meetings: Prepared, noticed, distributed materials for and hosted February 4 Commission meeting, by video-conference. Agenda items included: CalPERS pension liability payment update; FY 2020/2021 Budget Amendment and Policy and Procedures Update for employee. Prepared staff reports for commission meeting including. midyear budget amendment. Commission approved policy amendments for employment change at February meeting.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Advised Shasta County & City of Anderson staff on LAFCo procedures for out of area water services application for fire station (#47), in City SOI. Reviewed Bella Vista Water District detachment action. Responded to City of Redding request for BOE filings. Received City Mayors Commission assignments.

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

Sent Fall River RCD Manager administrative draft of MSR and SOI Update for review & comment. Sent Western Shasta RCD Manager administrative draft of MSR and SOI Update for Board review & comment. Both RCD of MSR and SOI Updates scheduled for April Commission consideration. Sent administrative draft Igo Ono Community Services District MSR and SOI Update with Board Members & staff. Revised Anderson-Cottonwood Irrigation District boundary mapping based on found annexation records.

Application – South Shasta Cemetery District Consolidation:

Coordinated with District Manager on Certificate of Completion condition compliance- bylaws and plan for services. Provided licensed surveyor referral.

Application - Fall River Valley Community Services District - Annexation.

Coordinated with District staff on LAFCO application materials for annexation filing.

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

Table with 3 columns: Role, Hours, and Amount. Rows include Executive Officer (8.5 hrs @ \$116/hr = \$986.00), Associate Planner/Service Specialist (2.5 hrs @ \$78/hr = \$195.00), and GIS Analyst (3.5 hrs @ \$86/hr = \$301.00).

Staffing Services

Table with 3 columns: Role, Hours, and Amount. Rows include Executive Officer (30.0 hrs @ \$116/hr = \$3,480.00), GIS Analyst (2.25 hrs @ \$86/hr = \$193.50), and Associate Planner (3.25 hrs @ \$78/hr = \$253.50).

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

Table with 3 columns: Role, Hours, and Amount. Rows include Executive Officer (3.0 hrs @ \$116/hr = \$348.00) and GIS Analyst (0.0 hrs @ \$86/hr = \$0.00).

Application: Fall River Valley Community Services District Annexation:

Table with 3 columns: Role, Hours, and Amount. Rows include Executive Officer (1.0 hrs @ \$116/hr = \$116.00) and GIS Analyst (0.0 hrs @ \$86/hr = \$0.00).

TOTAL AMOUNT DUE \$ 5,873.00

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 February 2021

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	February Total			
Hourly Rate			\$116.00	\$106.00	\$78.00	\$86.00	\$78.00	\$66.00					
MSR/SOI - Review & Analysis		\$17,500.00								\$1,482.00		\$14,316.50	\$3,183.50
CDFW Fees	52671									\$0.00		\$0.00	
GIS Services	52675				3.50					\$301.00		\$301.00	
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		8.50				2.50			\$1,181.00		\$2,466.00	
Staffing Services Planwest Partners Inc.		\$51,500.00								\$3,927.00		\$28,041.50	\$23,458.50
General Staffing Services	52006		9.00			2.25			\$0.00	\$1,237.50		\$1,237.50	
Policies & Procedures Update	52006		1.50							\$174.00		\$174.00	
Staff Coordination	52006		4.00							\$464.00		\$464.00	
Noticing & Staff Reports	52006		11.00		3.25					\$1,529.50		\$1,529.50	
Public Info Requests	52006									\$0.00		\$0.00	
Budget Preparation	52006									\$0.00		\$0.00	
Commission Meetings	52006		4.50							\$522.00		\$522.00	
Executive Committee Meetings	52006									\$0.00		\$0.00	
Application Processing / Pre-app review Expenses- EO										\$464.00		\$13,474.50	
App So Shasta Cemetery Dist Consol		\$5,000.00	3.00							\$348.00		\$4,094.00	\$906.00
App - McArthur-FRM FPD Consol		\$5,000.00								\$0.00		\$4,338.50	\$661.50
Pre-App Fall R. Valley CSD Annex App		\$1,800.00								\$0.00		\$0.00	
Fire Sta 47 Water Serv Ext		\$1,600.00								\$0.00		\$0.00	\$1,600.00
App Fall R. Valley CSD Annex App		\$2,500.00	1.00							\$116.00		\$116.00	\$2,384.00
Application Processing Supplies		\$0.00								\$0.00		\$0.00	\$0.00
Total Hours			42.50	0.00	3.25	5.75	2.50	0.00					
Total Costs			\$4,930.00	\$0.00	\$253.50	\$494.50	\$195.00	\$0.00	\$0.00	\$5,873.00		\$15,242.50	\$26,642.00

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