



INVOICE

DATE: March 31, 2021 **INVOICE #:** 21-235-03
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **MARCH 2021**

Staffing Services:

Executive Committee and Commission Meetings: Prepared and distributed materials for April 1 Regular Commission meeting. This included five public hearings: three for MSR & SOI Updates, a continued hearing for the annexation of territory to the Consolidated Fall River Valley FPD, and a hearing on the Proposed FY 2021-22 Budget. Started preparations for Special Commission Meeting in May, to consider an out of area water services extension application filed by the City of Anderson. A CSD MSR & SOI Update may also be scheduled for that Meeting, pending District review.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Reviewed scheduling and filing materials for Bella Vista Water District detachment action scheduled for District hearing in April. Application to be filed with LAFCo if Resolution approved by the Water District Board. Provided documentation of annexation filings with County Auditor & Recorder for City of Redding annexation. Reviewed inquiry from Water District for funding sources to make needed infrastructure repairs.

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

Scheduled Fall River RCD Draft MSR and SOI Update for Commission Hearing on April 1. Scheduled Western Shasta RCD MSR and SOI Update for Commission Hearing on April 1. Prepared staff reports and Commission Resolutions for both RCD MSR and SOI Updates. Responded to comments on Igo Ono Community Services District MSR and SOI Update from Board Members.

Application – South Shasta Cemetery District Consolidation:

Received recorded deeds, draft budget estimates and asset transfer list. Provided District Manager with list of outstanding conditions for Certificate of Completion. Advised that some of the conditions could be met with District Board Resolutions. Advised of State BOE filing requirements, including providing parcel list and mapping standards

Application - Fall River Valley Community Services District - Annexation.

Continued to work with District staff on compilation of LAFCO application materials for annexation filing. Coordination annexation with MSR and SOI Update

Application: Fire Station 47 Water Service Extension:

Received application materials, including Resolution of Application from City of Anderson, for City of Anderson Water Service Extension - Fire Station 47. Coordinated with County and City staff on application review. Requested information on water services volumes and proximity to existing City services. Prepared Notice of Filing for LAFCO Manager to distribute to local agencies. Posted Notice and supporting documents to the Shasta LAFCO website.

Application: Consolidated McArthur-FRM to Fall River Mills FPD Annexation:

Prepared and distributed materials for continued public hearing on annexation of territory to the Consolidated Fall River Valley FPD. Annexation extends into Lassen and Modoc Counties.
Prepared staff report and Resolution, with conditions for Commission review at April 1 hearing.

MARCH 2021 COSTS (*see attached spreadsheet for hours and expense itemization*)

MSRs and SOI Updates

Executive Officer	4.5 hrs. @ \$116/hr.	\$ 464.00
Associate Planner/Service Specialist	3.5 hrs. @ \$78/hr.	\$ 273.00
GIS Analyst	3.0 hrs. @ \$86/hr.	\$ 258.00

Staffing Services

Executive Officer	30.5 hrs. @ \$116/hr.	\$3,538.00
GIS Analyst	0 hrs. @ \$86/hr.	\$ 0.00
Associate Planner/Service Specialist	6.5 hrs. @ \$78/hr.	\$ 507.00

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

Executive Officer	10.0 hrs. @ \$116/hr.	\$1,160.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00

Application: Fire Station 47 Water Service Extension:

Executive Officer	9.5 hrs. @ \$116/hr.	\$1,102.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00

Application: Fall River Valley CSD Annexation

Executive Officer	1.0 hrs. @ \$116/hr.	\$ 116.00
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Application: Consolidated McArthur-FRM FPD Annexation:

Executive Officer	6.0 hrs. @ \$116/hr.	\$ 696.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00

TOTAL AMOUNT DUE		<u>\$8,172.00</u>
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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 March 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	March Total				
Hourly Rate			\$116.00	\$106.00	\$78.00	\$86.00	\$78.00	\$66.00						
MSR/SOI - Review & Analysis		\$17,500.00											\$1,053.00	\$2,130.50
CDFW Fees	52671									\$0.00		\$0.00		
GIS Services	52675					1.00				\$86.00		\$387.00		
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		4.50			2.00	3.50			\$967.00		\$3,433.00		
Staffing Services Planwest Partners Inc.		\$51,500.00											\$4,045.00	\$19,413.50
General Staffing Services	52006		6.50							\$754.00		\$1,991.50		
Policies & Procedures Update	52006									\$0.00		\$174.00		
Staff Coordination	52006		3.00							\$348.00		\$812.00		
Noticing & Staff Reports	52006		10.00				6.50			\$1,667.00		\$3,196.50		
Public Info Requests	52006		2.50							\$290.00		\$290.00		
Budget Preparation	52006		2.00							\$232.00		\$232.00		
Commission Meetings	52006		2.00							\$232.00		\$754.00		
Executive Committee Meetings	52006		4.50							\$522.00		\$522.00		
Application Processing / Pre-app review Expenses- EO													\$3,074.00	
App So Shasta Cemetery Dist Consol		\$5,000.00	10.00							\$1,160.00		\$4,906.00		
App - McArthur-FRM FPD Consol		\$5,000.00	6.00							\$696.00		\$5,034.50		
App - Fall R. Valley CSD Annexation		\$1,800.00	1.00							\$116.00		\$116.00		
Fire Sta 47 Water Serv Ext		\$1,600.00	9.50							\$1,102.00		\$1,102.00		
App Fall R. Valley CSD Annex App		\$2,500.00								\$0.00		\$116.00		
Total Hours			61.50	0.00	0.00	3.00	10.00	0.00						
Total Costs			\$7,134.00	\$0.00	\$0.00	\$258.00	\$780.00	\$0.00	\$0.00	\$8,172.00		\$23,066.50		
												\$21,544.00		

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



INVOICE

DATE: April 30, 2021

INVOICE #: 21-235-04

TO: Shasta Local Agency Formation Commission (LAFCo)

PROJECT: LAFCo Planning and Staffing Services for **APRIL 2021**

Staffing Services:

Executive Committee and Commission Meetings: Attended and presented agenda materials for April 1 Regular Commission meeting. This included five public hearings: two for Resource Conservation District MSR & SOI Updates, one for a County Service Area MSR & SOI Updates, a continued hearing for the Consolidated Fall River Valley FPD annexation of territory, and a Proposed FY 2021-22 Budget hearing. Continued preparations for Special Commission Meeting on May 6, to consider an out of area water services extension application filed by the City of Anderson. A CSD MSR & SOI Update is also scheduled for that Meeting.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Advised Bella Vista Water District on filing materials for proposed detachment action approved by District at their April 26 2021 Board Meeting. Application to be filed with LAFCo with Board Resolution of Application. Responded to Water District inquiry for process to propose services outside district boundaries. Reviewed materials provided by City of Redding for wastewater services outside City Boundary for health & safety reasons.

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

Presented staff reports and Commission Resolutions for Fall River RCD Draft MSR and SOI Update and Western Shasta RCD MSR and SOI Update at Commission Hearing on April 1 2021. Fall River RCD MSR and SOI approved, Western Shasta RCD MSR and SOI continued. Presented staff report and Commission Resolution for CSA #7 Draft MSR and SOI, which was approved. Incorporated Igo Ono Community Services District Board Comments in MSR and SOI Update and scheduled for May 6 hearing. Received staff comments on Fall River Valley CSD Draft MSR and SOI Update.

Application – South Shasta Cemetery District Consolidation:

Provided District Manager with Board Resolutions listing actions on outstanding conditions for Certificate of Completion. State BOE filing of parcel list and mapping still needed.

Application - Fall River Valley Community Services District - Annexation.

Prepared & distributed notice of filing for annexation. Reviewed Plan for Services and supporting information. CSD provided Notice of Exemption, as lead agency, for California Environmental Quality Act (CEQA) compliance. Coordinating annexation with MSR and SOI Update.

Application: Fire Station 47 Water Service Extension:

Prepared and distributed staff report and resolution, for City of Anderson Water Service Extension - Fire Station 47, and scheduled for May 6 2021 Commission consideration. Incorporated water services volumes and existing City services proximity into plan for services. Reviewed Certificate of Filing for LAFCO Manager to distribute to local agencies. Posted staff report, resolution, application and supporting documents to Shasta LAFCO website prior to May 6 hearing.

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Arcata, CA 95518

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Application: Consolidated McArthur-FRM to Fall River Mills FPD Annexation:

Presented materials for continued public hearing on annexation of territory to the Consolidated Fall River Valley FPD at the April 1 2021 Commission hearing. Annexation primarily in Shasta County and extends into Lassen and Modoc Counties. Commission approved annexation at April 1 hearing. Advised Consolidated District that protest proceeding hearing would be noticed after 30 day reconsideration period.

APRIL 2021 COSTS (see attached spreadsheet for hours and expense itemization)

MSRs and SOI Updates

Executive Officer	3.0 hrs. @ \$116/hr.	\$ 348.00
Associate Planner/Service Specialist	2.0 hrs. @ \$78/hr.	\$ 156.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00

Staffing Services

Executive Officer	30.0 hrs. @ \$116/hr.	\$ 3,480.00
GIS Analyst	0 hrs. @ \$86/hr.	\$ 0.00
Associate Planner/Service Specialist	1.25 hrs. @ \$78/hr.	\$ 97.50

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

Executive Officer	5.0 hrs. @ \$116/hr.	\$ 580.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00

Application: Fire Station 47 Water Service Extension:

Executive Officer	6.0 hrs. @ \$116/hr.	\$ 696.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00

Application: Fall River Valley CSD Annexation

Executive Officer	5.0 hrs. @ \$116/hr.	\$ 580.00
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Application: Consolidated McArthur-FRM FPD Annexation:

Executive Officer	5.5 hrs. @ \$116/hr.	\$ 638.00
GIS Analyst	0.0 hrs. @ \$86/hr.	\$ 0.00
TOTAL AMOUNT DUE		\$ 7,048.50

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Tax Identification Number: 90-0262382

Shasta LAFCo Contract Planning Services FY 2020-21 Billing April 2021

Planwest Partners Inc.	Task	Account	Hourly Rate	FY 2020-21 Budget	Hours and Expenses								Total on Budget	Remaining Budget
					Principal Planner	Senior Analyst	Assoc/Planner	GIS Analyst	Services Specialist	Admin/ Clerk	Ex-pense	April Total		
MSR/SOI - Review & Analysis					\$17,500.00								\$15,288.50	\$2,211.50
	CDFW Fees	52671			3.00	\$106.00	\$78.00	\$86.00	\$78.00	\$66.00			\$504.00	
	GIS Services	52675											\$301.00	
	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											\$2,466.00	
Staffing Services Planwest Partners Inc.					\$51,500.00								\$39,741.00	\$11,759.00
	General Staffing Services	52006			12.00			5.50					\$1,865.00	\$3,102.50
	Policies & Procedures Update	52006											\$0.00	\$174.00
	Staff Coordination	52006											\$0.00	\$464.00
	Noticing & Staff Reports	52006			11.50		1.25						\$1,431.50	\$2,961.00
	Public Info Requests	52006			4.50								\$522.00	\$522.00
	Budget Preparation	52006											\$0.00	\$0.00
	Commission Meetings	52006											\$522.00	\$522.00
	Executive Committee Meetings	52006			2.00								\$232.00	\$232.00
Application Processing /Pre-app review Expenses- EO					\$2,494.00								\$19,970.50	
	App So Shasta Cemetery Dist Consol			\$5,000.00	5.00								\$580.00	\$6,182.00
	App-McArthur-FRM FPD Consol-Annex			\$5,000.00	5.50								\$638.00	\$6,368.50
	App - Fall R. Valley CSD Annexation			\$2,500.00	5.00								\$580.00	\$696.00
	Fire Sta 47 Water Serv Ext			\$1,600.00	6.00								\$696.00	\$1,798.00
													\$0.00	\$0.00
	Total Hours				54.50	0.00	3.25	5.50	0.00	0.00				
	Total Costs				\$6,322.00	\$0.00	\$253.50	\$473.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,293.00	\$13,970.50

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