



**INVOICE**

**DATE:** August 31, 2020 **INVOICE #:** 20-235-08  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **AUGUST 2020**

**Staffing Services:**

**Executive Committee and Commission Meetings:** Prepared, distributed materials and participated in August 27 Executive Committee Meeting with closed session. Commission closed session scheduled for October 1 regular meeting agenda. Meeting primarily to conduct hearing for Anderson and Cottonwood Cemetery District Consolidation.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.** Researched employee v independent contractor status for discussions with Commission, general counsel and outside counsel. Provided staffing while Manager on medical leave. Responded to inquiries about special district balloting.

**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. Distributed initial information requests and contacted managers to advise of the updates.

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

Prepared and distributed materials, including certificate of filing, for special Commission meeting September 3 for consolidation and annexation hearing. This included staff report with findings and resolution of approval for Commission consideration.

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

**MSRs and SOI Updates**

Executive Officer	7.0 hrs. @ \$116/hr.	\$ 812.00
Associate Planner	4.5 hrs. @ \$78/hr.	\$ 351.00
GIS Analyst	12.0 hrs. @ \$86/hr.	\$ 1,032.00

**Staffing Services**

Executive Officer	25.50 hrs. @ \$116/hr.	\$ 2,958.00
GIS Analyst	3.5 hrs. @ \$86/hr.	\$ 301.00

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

Executive Officer	6.0 hrs. @ \$116/hr.	\$ 696.00
GIS Analyst	0 hrs. @ \$86/hr.	\$ 0.00

**TOTAL AMOUNT DUE** \$ 6,150.00

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 August 2020**

<b>Planwest Partners Inc.</b>		<b>Hours and Expenses</b>										<b>Total on Budget</b>	<b>Remaining Budget</b>
<b>Task</b>	<b>Account</b>	<b>FY 2020-21 Budget</b>	<b>July</b>	<b>Principal Planner</b>	<b>Senior Analyst</b>	<b>Assoc/Planner</b>	<b>GIS Analyst</b>	<b>Services Specialist</b>	<b>Admin/ Clerk</b>	<b>Ex-pense</b>	<b>July Total</b>		
	<b>Hourly Rate</b>												
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$17,500.00</b>	<b>\$717.50</b>								<b>\$2,195.00</b>		<b>\$15,305.00</b>
CDFW Fees	52671										\$0.00		
GIS Services	52675						12.00				\$1,032.00		
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			7.00		4.50					\$1,163.00		
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$51,500.00</b>	<b>\$4,000.00</b>								<b>\$3,259.00</b>		<b>\$48,241.00</b>
General Staffing Services	52006			14.00			3.50				\$0.00		
Policies & Procedures Update-Final	52006										\$0.00		
Staff Coordination	52006			6.00							\$696.00		
Noticing & Staff Reports	52006										\$0.00		
Public Info Requests	52006			0.50							\$58.00		
Budget Preparation	52006										\$0.00		
Commission Meetings	52006			5.00							\$580.00		
Executive Committee Meetings	52006										\$0.00		
<b>Application Processing /Pre-app review Expenses- EO</b>											<b>\$0.00</b>		
App Anderson-Gotonwood Cemetery Consol		\$5,000.00	\$348.00	6.00							\$696.00		\$3,456.00
App - McArthur-FRM FPD Consol		\$5,000.00									\$0.00		\$1,993.50
Pre-App Fall R. Valley CSD Annex App		\$1,800.00									\$0.00		\$0.00
											\$0.00		\$0.00
											\$0.00		\$0.00
<b>Total Hours</b>				<b>38.50</b>	<b>0.00</b>	<b>4.50</b>	<b>15.50</b>	<b>0.00</b>	<b>0.00</b>				
<b>Total Costs</b>			<b>\$5,065.50</b>	<b>\$4,466.00</b>	<b>\$0.00</b>	<b>\$351.00</b>	<b>\$1,333.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,150.00</b>	<b>\$0.00</b>	<b>\$63,546.00</b>

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



## INVOICE

**DATE:** September 30 2020 **INVOICE #:** 20-235-09  
**TO:** Shasta Local Agency Formation Commission (LAFCo)  
**PROJECT:** LAFCo Planning and Staffing Services for **SEPTEMBER 2020**

### **Staffing Services:**

**Executive Committee and Commission Meetings:** Prepared, and distributed materials for the October 1 Commission Meeting. This included a public hearing to waive protest proceedings, if no protests received for the Anderson and Cottonwood Cemetery District Consolidation. Other agenda items included CalPERS Payment Terms Request Update; and a Special District Balloting Period Update, with election results to be announced at the meeting. Prepared a Commission Resolution to Authorize an additional One Year Time Extension for the Stephens Ridge Annexation to Cottonwood Water District and Cottonwood CSD.

**Staffing Coordination General Staffing Services, Noticing, and Staff Reports.** Coordinated with Manager and Information Tech consultant on transition to shastalafco.org website and emails. Responded to CALAFCO on membership dues and regional board nominations and balloting. Responded to inquiry from California Rural Water Association about services provided by special districts. Responded to inquiry as to service providers for residential development in Redding area, advised that identified parcel was in both City of Redding and Bella Vista Water District boundaries, and providing jurisdiction map. Continued research and correspondence regarding employee vs. independent contractor status. Responded to additional special district balloting inquiries.

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

Continued FY 2020-21 MSR and SOI Updates. Had conference call with Western Shasta Resource Conservation District General Manager to discuss MSR /SOI Update. Mapped boundary from RCD info documenting that most of Redding and Anderson incorporated areas not in RCD boundary. Submitted updated information request to Fall River Resource Conservation District, including information about new potable water source for park and updated boundary mapping.

Received information from Shasta County Public Works staff for County Service Area # 7 Burney Flood Control. This is a single purpose CSA for maintaining subdivision flood protection. Sent updated information request for Fall River Valley Community Services District and made initial contact with new General Manager. This MSR will be coordinated with a pending annexation application. Researched irrigation system information for Igo-Ono Community Services District.

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

Prepared and distributed notice and agenda information for the October 1 Commission public hearing to waive protest proceedings, if no protests received for the Anderson and Cottonwood Cemetery District Consolidation. The 30 day reconsideration period to end October 3 2020.

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

**MSRs and SOI Updates**

Executive Officer	7.0 hrs. @ \$116/hr.	\$ 812.00
Associate Planner	8.5 hrs. @ \$78/hr.	\$ 663.00
Service Specialist	8.75 hrs. @ \$78/hr.	\$ 682.50
GIS Analyst	14.0 hrs. @ \$86/hr.	\$ 1,204.00

**Staffing Services**

Executive Officer	28 hrs. @ \$116/hr.	\$ 3,248.00
GIS Analyst	9.0 hrs. @ \$86/hr.	\$ 774.00

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

Executive Officer	4.5 hrs. @ \$116/hr.	\$ 522.00
GIS Analyst	0 hrs. @ \$86/hr.	\$ 0.00

**TOTAL AMOUNT DUE** \$ 7,905.50

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Arcata, CA 95518

Tax Identification Number: 90-0262382

**Shasta LAFCo Contract Planning Services FY 2020-21 Billing September 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	September Total	Total on Budget	Remaining Budget		
Hourly Rate														
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$17,500.00</b>								<b>\$3,361.50</b>	<b>\$6,274.00</b>	<b>\$11,226.00</b>		
CDFW Fees	52671									\$0.00	\$0.00			
GIS Services	52675				14.00					\$1,204.00	\$1,204.00			
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		7.00		8.50		8.75			\$2,157.50	\$2,157.50			
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$51,500.00</b>								<b>\$4,022.00</b>	<b>\$11,281.00</b>	<b>\$40,219.00</b>		
General Staffing Services	52006		11.00			9.00			\$0.00	\$2,050.00	\$2,050.00			
Policies & Procedures Update-Final	52006									\$0.00	\$0.00			
Staff Coordination	52006		3.50							\$406.00	\$406.00			
Noticing & Staff Reports	52006		7.00							\$812.00	\$812.00			
Public Info Requests	52006		3.00							\$348.00	\$348.00			
Budget Preparation	52006									\$0.00	\$0.00			
Commission Meetings	52006									\$0.00	\$0.00			
Executive Committee Meetings	52006		3.50							\$406.00	\$406.00			
<b>Application Processing / Pre-app review Expenses- EO</b>										<b>\$0.00</b>	<b>\$5,420.50</b>			
App Anderson-Cotonwood Cemetry Consol		\$5,000.00	4.50							\$522.00	\$2,414.00	\$2,586.00		
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			
										\$0.00	\$0.00	\$0.00		
										\$0.00	\$0.00	\$0.00		
<b>Total Hours</b>			39.50	0.00	8.50	23.00	8.75	0.00						
<b>Total Costs</b>			<b>\$4,582.00</b>	<b>\$0.00</b>	<b>\$663.00</b>	<b>\$1,978.00</b>	<b>\$682.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,905.50</b>	<b>\$12,804.00</b>	<b>\$51,445.00</b>		

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