



INVOICE

DATE: November 30, 2019 **INVOICE #:** 19-235-11
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **November 2019**

Staffing Services:

Exec Committee / Commission Meetings: Attended November 22 Exec. Committee meeting.

Staffing Coordination General Staffing Services. Participated in follow-up State Water Resources Control Board conference call on potential small Lakehead area water systems consolidations. Discussed potential CSA Sugarloaf inclusion with County Public Works staff. Prepared & coordinated Commission December 5 Agenda Packet distribution with office manager. This includes time extension resolution for Stephens Ridge Annexation to Cottonwood Water District and CSA Cottonwood for wastewater services; CSA Jones Valley water allocation staff report; SB 929 Compliance for Special Districts websites; and Shasta Annexation – Keswick CSA completion.

FY 2019-20 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:

Continued MSR and SOI Updates for CSA #11 – French Gulch; CSA #8 – Palo Cedro; Burney Basin; Pine Grove; and Shasta Mosquito Abatement Districts. Additional info requests made. Scheduled meeting with County Public Works Supervising Planner to discuss CSA 8 & 11 MSRs.

Applications:

Application: Shasta CSD annex, SOI Amendment & CSA Keswick dissolution
 Prepared & filed Certification of Completion. Advised County & Shasta CSD.

Pre-Application: Fall River Mills & McArthur FPD Consolidation
 Scheduled meeting with CalFIRE/Shasta Co. Fire Department to discuss potential detachment of Soldier Mountain area. Provided Fall River Mills & McArthur FPD with additional information requested and invoices for application deposits.

Pre-Application Fall River Valley CSD Annexation Application Preparation:
 Compiled & submitted application materials including resolution of application, plan for services, CEQA Notice of Exemption, application form and parcel list.

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

MSRs and SOI Updates

Executive Officer	6.0 hrs. @ \$112/hr.	\$ 672.00
GIS Analyst	4.0 hrs. @ \$72/hr.	\$ 288.00
Services Specialist	4.0 hrs. @ \$62/hr.	\$ 248.00

Staffing Services

Executive Officer	31.0 hrs. @ \$112/hr.	\$ 3,472.00
GIS Analyst	2.0 hrs. @ \$72/hr.	\$ 144.00
Mileage November Executive Committee meeting		\$ 165.88

Application: McArthur-FRM FPD Consolidation

Executive Officer	2.0 hrs. @ \$112/hr.	\$ 224.00
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Pre-Application: Fall River Valley CSD Annexation Application Preparation

Executive Officer	4.0 hrs. @ \$112/hr.	\$ 448.00
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TOTAL AMOUNT DUE **\$ 5,661.88**

Please make check payable to: Planwest Partners, Inc.
 P.O. Box 4581 Arcata, CA 95518
 Tax Identification Number: 90-0262382

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

P.O. Box 4581
 Arcata, CA 95518

planners@planwestpartners.com
 www.planwestpartners.com

Shasta LAFCo Contract Planning Services FY 2019-2020 Billing November 2019

Planwest Partners Inc.		Hours and Expenses												
Task	Account	FY 2019-20 Budget	Principal Planner	Senior Analyst	Assoc Planner	GIS Analyst	Services Specialist	Admini- strator	Expense	November Total	Total on Budget	Remaining Budget		
	Hourly Rate													
MSR/SOI - Review & Analysis		\$17,500.00								\$1,208.00	\$6,336.00	\$11,164.00		
CDFW Fees	52671									\$0.00	\$0.00			
GIS Services	52675				4.00					\$288.00	\$2,052.00			
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			
Mosquito Abatement/ CSA draft MSRs	52680		6.00			4.00				\$920.00	\$4,284.00			
Staffing Services Planwest Partners Inc.		\$51,500.00								\$3,781.88	\$16,447.52	\$35,052.48		
General Staffing Services	52006		21.00			2.00				\$2,496.00	\$9,789.88			
Policies & Procedures Update-Final	52006									\$0.00	\$0.00			
Staff Coordination	52006		4.50							\$504.00	\$4,088.00			
Noticing & Staff Reports	52006									\$0.00	\$0.00			
Public Info Requests	52006									\$0.00	\$0.00			
Budget Preparation	52006									\$0.00	\$0.00			
Commission Meetings	52006									\$0.00	\$613.88			
Executive Committee Meetings	52006		5.50						\$165.88	\$781.88	\$1,955.76			
Application Processing / Pre-app review Expenses- EO										\$672.00	\$12,298.50			
App Shasta CSD Annex - Keswick		\$5,000.00								\$0.00	\$8,845.50	-\$3,845.50		
Pre-App - McArthur-FRM FPD Consol		\$5,000.00	2.00							\$224.00	\$1,672.00	\$3,328.00		
Pre-App Fall R. Valley GSD Annex App		\$1,800.00	4.00							\$448.00	\$1,781.00	\$19.00		
Total Hours			43.00	0.00	0.00	6.00	4.00	0.00						
Total Costs			\$4,816.00	\$0.00	\$0.00	\$432.00	\$248.00	\$0.00	\$165.88	\$5,661.88	\$35,082.02	\$46,216.48		

Novemb er21/22 mileage 286mi.@ \$0.58/mi \$165.88

cross check

\$5,661.88



INVOICE

DATE: December 31, 2019 **INVOICE #:** 19-235-12
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **December 2019**

Staffing Services:

Commission Meetings: Prepared materials and presented agenda items at December 5 Commission meeting. This included Stephens Ridge Annexation to Cottonwood Water District and CSA Cottonwood wastewater services time extension resolution; CSA Jones Valley water allocation staff report; SB 929 Compliance for Special Districts websites; and Shasta Annexation – Keswick CSA completion. December 5 meeting held at Anderson City Council Chambers.

Staffing Coordination General Staffing Services. Participated in follow-up State Water Resources Control Board conference call with potential small Lakehead area water system operators, County, state and RCAA staff. Calls to gather information on potential system consolidations and potential for water district formation. Discussed potential CSA Sugarloaf inclusion with County Public Works staff.

FY 2019-20 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:

Incorporated CSA 8 & CSA 11 MSR information received from County Public Works Supervising Engineer. Prepared & distributed Administrative Draft MSR and SOI Updates for CSA #8 – Palo Cedro and CSA #11 – French Gulch to County Public Works staff. Requested admin draft comments by January 6, for potential placement on February Commission agenda. Prepared and distributed agency profiles and introductory portions of Burney Basin and Shasta Mosquito Abatement and Vector Control (MA VC) Districts MSR and SOI Updates to District General Managers. Additional Pine Grove Mosquito Abatement District information requests made. Planning for MA VC Districts MSRs at April 2020 meeting.

Applications:

Pre-Application: Fall River Mills & McArthur FPD Consolidation

Provided Fall River Mills & McArthur FPDs with additional filing information. Researched inclusion of Soldier Mountain portion of CSA # 1 Shasta County Fire into consolidated district.

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

MSRs and SOI Updates

Executive Officer	14.0 hrs. @ \$112/hr.	\$ 1,568.00
GIS Analyst	7.5 hrs. @ \$72/hr.	\$ 540.00
Services Specialist	44.5 hrs. @ \$62/hr.	\$ 2,759.00

Staffing Services

Executive Officer	33.5 hrs. @ \$112/hr.	\$3,752.00
Services Specialist	5.0 hrs. @ \$62/hr.	\$ 310.00
Mileage December Commission meeting		\$ 165.88

Application: McArthur-FRM FPD Consolidation

Executive Officer	1.5 hrs. @ \$112/hr.	\$ 168.00
TOTAL AMOUNT DUE		\$ 9,262.88

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P.O. Box 4581 Arcata, CA 95518

Tax Identification Number: 90-0262382

Shasta LAFCo Contract Planning Services FY 2019-2020 Billing December 2019

Planwest Partners Inc.		Hours and Expenses											
Task	Account	FY 2019-20 Budget	Principal Planner	Senior Analyst	Assoc Planner	GIS Analyst	Services Specialist	Admini- strator	Expense	November Total	Total on Budget	Remaining Budget	
	Hourly Rate												
MSR/SOI - Review & Analysis		\$17,500.00								\$4,867.00	\$11,203.00	\$6,297.00	
CDFW Fees	52671									\$0.00	\$0.00		
GIS Services	52675					7.50				\$540.00	\$2,592.00		
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		
Mosquito Abatement/ CSA draft MSRs	52680		14.00				44.50			\$4,327.00	\$8,611.00		
Staffing Services Planwest Partners Inc.		\$51,500.00								\$4,227.88	\$20,675.40	\$30,824.60	
General Staffing Services	52006		10.00				3.00			\$1,306.00	\$11,095.88		
Policies & Procedures Update-Final	52006									\$0.00	\$0.00		
Staff Coordination	52006		9.50							\$1,064.00	\$5,152.00		
Noticing & Staff Reports	52006		8.00				2.00			\$1,020.00	\$1,020.00		
Public Info Requests	52006									\$0.00	\$0.00		
Budget Preparation	52006									\$0.00	\$0.00		
Commission Meetings	52006		6.00							\$837.88	\$1,451.76		
Executive Committee Meetings	52006									\$0.00	\$1,955.76		
Application Processing / Pre-app review Expenses- EO										\$168.00	\$12,466.50		
App Shasta CSD Annex - Keswick		\$5,000.00								\$0.00	\$8,845.50	-\$3,845.50	
Pre-App - McArthur-FRM FPD Consol		\$5,000.00	1.50							\$168.00	\$1,840.00	\$3,160.00	
Pre-App Fall R. Valley GSD Annex App		\$1,800.00								\$0.00	\$1,781.00	\$19.00	
Total Hours			49.00	0.00	0.00	7.50	49.50	0.00		\$0.00			
Total Costs			\$5,488.00	\$0.00	\$0.00	\$540.00	\$3,069.00	\$0.00	\$165.88	\$9,262.88	\$44,344.90	\$37,121.60	

December 4/5 mileage 286mi.@ \$0.58/mi \$165.88

cross check

\$9,262.88