



INVOICE

DATE: January 31, 2020 **INVOICE #:** 20-235-01
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **January, 2020**

Staffing Services:

Executive Committee Meetings: Prepared materials and attended January 23 2020 Executive Committee meeting. This included February 6 Commission agenda review and website domain change to Shastalafco.org.

Staffing Coordination General Staffing Services. Coordinated with Office Manager and web designer to proposed that Shasta LAFCO use a non-state suffix domain name for website and e-mails. Registered the www.shastalafco.org domain name which, with Commission approval, would become the new Shasta LAFCO web and email address. Prepared materials for Special District member nominations and balloting. Prepared draft resolution for CSA #8 – Palo Cedro and CSA #11 – French Gulch Municipal Services Review for Commission consideration February 6. Responded to County Planning Department request for City annexation dates that have taken place in the last 6 years, for Housing Element Update. Participated in January 8 conference call with State Water Resources Board staff, to discuss potential Lakehead water systems consolidation, including state work plan status, RCAC’s role, determination of second homes for area water systems, CSA#2 Sugarloaf MHI Survey completed in March 2019, other systems and that may need income/second home surveys. State provided Map of Lakehead area water systems.

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

Met with County Public Works Supervising Engineer to review Administrative Draft MSR and SOI Updates for CSA #8 – Palo Cedro and CSA #11 – French Gulch. Incorporated comments and prepared hearing draft for February 6 Commission agenda. Updated Median Household Income figures for disadvantaged unincorporated community analysis based on 2018 American Community Survey data. The current SOIs are coterminous with CSA boundaries and are proposed to remain coterminous. Directed Pine Grove Mosquito Abatement District information request to new general manager. Planning for MA VC Districts MSRs at April 2020 meeting.

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

MSRs and SOI Updates

Executive Officer	4.0 hrs. @ \$112/hr.	\$ 448.00
GIS Analyst	2.5 hrs. @ \$72/hr.	\$ 180.00
Services Specialist	12.5 hrs. @ \$62/hr.	\$ 775.00
Associate Planner	9.25 hrs. @ \$78/hr.	\$ 721.50

Staffing Services

Executive Officer	46.5 hrs. @ \$112/hr.	\$5,208.00
Services Specialist	3.5 hrs. @ \$62/hr.	\$ 217.00
Associate Planner	3.25 hrs. @ \$78/hr.	\$ 253.50
Mileage	January Executive Committee meeting	\$ 165.88
TOTAL AMOUNT DUE		\$7,968.88

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 January 2020

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
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								\$2,124.50	\$13,327.50	\$4,172.50	
CDFW Fees	52671									\$0.00	\$0.00		
GIS Services	52675				2.50					\$180.00	\$2,772.00		
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		4.00		9.25		12.50			\$1,944.50	\$10,555.50		
Staffing Services Planwest Partners Inc.		\$51,500.00								\$5,844.38	\$26,519.78	\$24,980.22	
General Staffing Services	52006		24.50		3.25		3.50			\$3,214.50	\$14,310.38		
Policies & Procedures Update-Final	52006									\$0.00	\$0.00		
Staff Coordination	52006		15.00							\$1,680.00	\$6,832.00		
Noticing & Staff Reports	52006									\$0.00	\$1,020.00		
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		7.00						\$165.88	\$949.88	\$2,905.64		
Application Processing / Pre-app review Expenses- EO										\$0.00	\$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								\$0.00	\$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			50.50	0.00	12.50	2.50	16.00	0.00					
Total Costs			\$5,656.00	\$0.00	\$975.00	\$180.00	\$992.00	\$0.00	\$165.88	\$7,968.88	\$52,313.78	\$29,152.72	

January 22/23 mileage 286mi.@ \$0.58/mi \$165.88

cross check

\$7,968.88



INVOICE

DATE: February 29, 2020

INVOICE #: 20-235-02

TO: Shasta Local Agency Formation Commission (LAFCo)

PROJECT: LAFCo Planning and Staffing Services for **February, 2020**

Staffing Services:

Commission Meetings: Prepared, distributed and presented materials at February 6 2020 Commission meeting at Shasta Lake City Council Chambers. February 6 Commission agenda included public hearing for CSA #8 – Palo Cedro and CSA #11 & French Gulch MSR/SOI Update, Commission Member Update/Terms and website domain change to Shastalafco.org. Commission approved CSA #8 & #11 MSR/SOI Update resolution.

Staffing Coordination General Staffing Services, Noticing and Staff Reports. Coordinated with Office Manager and web designer transition to www.shastalafco.org domain name with Commission approval for Shasta LAFCo website and email address. Reviewed mailing materials for Special District member nominations, including Notice of Nomination, Nomination Forms and Candidate Information Sheet. Reviewed State Water Resources Board scope for RCAA's work on potential Lakehead water systems consolidation. Staff Reports for Commission review.

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

Completed MSR and SOI Updates for CSA #8 – Palo Cedro and CSA #11 – French Gulch. Continued preparations for Mosquito Abatement – Vector Control (MA VC) Districts MSRs and SOI Updates scheduled for hearing at April 2020 Commission meeting.

Pre-App - McArthur- Fall River Mills FPD Consolidation:

Prepared Shasta LAFCo McArthur- Fall River Mills Fire Protection District Reorganization application form and submitted to the Districts. This includes agency referral list and area subject to the proposed reorganization. Coordinated review and prepared a process steps list. Received the signed application form.

Pre-App Fall River Valley Community Services District Annexation Application:

Received response from District on proposed annexation area. Supplied hearing notice template for District use. Revised application based on District direction and provided application form, adjusted parcel list and mapping. District proceeding with Board consideration of resolution of application for filing with LAFCo.

February, 2020 COSTS (see attached spreadsheet for hours and expense itemization)

MSRs and SOI Updates

Executive Officer	2.0 hrs. @ \$112/hr.	\$ 224.00
GIS Analyst	3.0 hrs. @ \$72/hr.	\$ 216.00
Associate Planner	3.0 hrs. @ \$78/hr.	\$ 234.00

Staffing Services

Executive Officer	23.50 hrs. @ \$112/hr.	\$2,632.00
GIS Analyst	3.0 hrs. @ \$72/hr.	\$ 216.00
Associate Planner	4.0 hrs. @ \$78/hr.	\$ 312.00
Mileage February Commission meeting		\$ 166.46

Pre-App - McArthur-Fall River Mills FPD Consolidation:

Executive Officer	1.0 hrs. @ \$112/hr.	\$ 112.00
GIS Analyst	1.0 hrs. @ \$72/hr.	\$ 72.00
Associate Planner	.5 hrs. @ \$78/hr.	\$ 39.00

Pre-App Fall River Valley CSD Annex Application:

Executive Officer	0.5 hrs. @ \$112/hr.	\$ 56.00
GIS Analyst	1.0 hrs. @ \$72/hr.	\$ 72.00
Associate Planner	1.0 hrs. @ \$78/hr.	\$ 78.00
TOTAL AMOUNT DUE		<u>\$4,429.46</u>

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Tax Identification Number: 90-0262382

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

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
Task	Account	FY 2019-20 Budget	Budget Amend	Principal Planner	Senior Analyst	Assoc Planner	GIS Analyst	Services Specialist	Admini- strator	Expense	February Total	Total on Budget	Remaining Budget
	Hourly Rate												
MSR/SOI - Review & Analysis		\$17,500.00									\$674.00	\$14,001.50	\$3,498.50
CDFW Fees	52671										\$0.00	\$0.00	
GIS Services	52675						3.00				\$216.00	\$2,988.00	
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			2.00		3.00					\$458.00	\$11,013.50	
Staffing Services Planwest Partners Inc.		\$51,500.00									\$3,326.46	\$29,846.24	\$21,653.76
General Staffing Services	52006			7.50							\$840.00	\$15,150.38	
Policies & Procedures Update-Final	52006										\$0.00	\$0.00	
Staff Coordination	52006			6.50							\$728.00	\$7,560.00	
Noticing & Staff Reports	52006			3.50		4.00	3.00				\$920.00	\$1,940.00	
Public Info Requests	52006										\$0.00	\$0.00	
Budget Preparation	52006										\$0.00	\$0.00	
Commission Meetings	52006			6.00						\$166.46	\$838.46	\$2,290.22	
Executive Committee Meetings	52006										\$0.00	\$2,905.64	
Application Processing /Pre-app review Expenses- EO											\$429.00	\$12,895.50	
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		1.00		0.50	1.00				\$223.00	\$2,063.00	\$2,937.00
Pre-App Fall R. Valley CSD Annex App		\$1,800.00		0.50		1.00	1.00				\$206.00	\$1,987.00	-\$187.00
Total Hours				27.00	0.00	8.50	8.00	0.00	0.00				
Total Costs				\$3,024.00	\$0.00	\$663.00	\$576.00	\$0.00	\$0.00	\$166.46	\$4,429.46	\$56,743.24	\$25,152.26

February 5/6 mileage 286mi.@ \$0.58/mi \$166.46

cross check

\$4,429.46