



INVOICE

DATE: May 31, 2019 **INVOICE #:** 19-235-05
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **May 2019**

Staffing Services:

Exec Committee / Commission Meetings: Prepared Materials, for June 6 Commission meeting. Agenda items; Commission PERS liability issues options staff report, three Water Districts MSR & SOI Updates. Prepared Exec Officer contract extension and reviewed general counsel contract extension for FY 2019-20. Attended May 22 Executive Committee at new office location.

Staffing Coordination General Staffing Services: Met with Executive Committee May 22 Coordinated with office manager on June 6 Commission meeting packet materials. Communicated with legal counsel on retained PERL counsel Best Best & Krieger progress addressing CalPERS unfunded liability determination.

Budget Preparations. Coordinated with Office Manager on budget materials and staff report for June 6 Commission meeting staff report, outlining FY 2019-2020 Budget issues including Executive Committee recommended expense reductions and revenue increases.

FY 2018-19 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates: Prepared and distributed Draft MSR & SOI Update for Bella Vista; Burney; and Cottonwood; Water Districts for June 6 public hearing. Reviewed resolution for MSR & SOI Update action by the Commission. Tucker Oaks Water District MSR to be continued.

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

MSRs and SOI Updates

Executive Officer	9.0 hrs. @ \$112/hr.	\$ 1,008.00
GIS Analyst	6.00 hrs. @ \$62/hr.	\$ 372.00
Services Specialist	28.5 hrs. @ \$62/hr.	\$ 1,767.00

Staffing Services & Expenses

Executive Officer	44.50 hrs. @ \$112/hr.	\$ 4,984.00
Senior Analyst	0.5 hrs. @ \$92/hr.	\$ 46.00
UPS Expense		\$ 24.84
April 17 Mtg. Mileage 286mi. @ \$0.58/mi.		\$ 165.88

TOTAL AMOUNT DUE	\$ 8,367.70
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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 2018-19 Billing May 2019

Planwest Partners Inc.		Hours and Expenses											Remaining Budget	
Task	Account	FY 2018-19 Budget	Principal Planner	Senior Analyst	Associate Planner/ Environ	GIS Analyst	Facilitator/ Outreach	Services Specialist	Admini- strator	Services Assistant	Exp.	May Total	Total on Budget	Remaining Budget
Hourly Rate		\$25,000.00											\$21,718.50	\$3,281.50
MSR/SOI - Review & Analysis														
CDFW Fees	52671									\$42.00		\$0.00	\$0.00	
GIS Services	52675				6.00							\$372.00	\$1,116.00	
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	
Draft MSRs - Water District MSRs	52680		9.00					28.50				\$2,775.00	\$5,002.00	
Draft MSRs - Cemetery- MSR	52680											\$0.00	\$15,600.50	
Staffing Services Planwest Partners Inc.		\$61,500.00										\$5,220.70	\$43,797.48	\$17,702.52
General Staffing Services	52006		30.50	0.5								\$3,462.00	\$17,168.28	
Policies & Procedures Update-Final	52006											\$0.00	\$0.00	
Staff Coordination	52006		7.50								\$24.82	\$864.82	\$9,733.32	
Noticing & Staff Reports	52006											\$0.00	\$7,661.00	
Public Info Requests	52006											\$0.00	\$1,224.00	
Budget Preparation	52006		2.00									\$224.00	\$1,232.00	
Commission Meetings	52006											\$0.00	\$3,213.37	
Executive Committee Meetings	52006		4.50								\$165.88	\$669.88	\$3,565.51	
Staffing Services Supplies		\$0.00										\$0.00	\$0.00	\$0.00
Application Processing /Pre-app review Expenses- EO												\$0.00	\$12,085.00	
Pre-App - Tierra Robles CSD Formation												\$0.00	\$672.00	\$1,828.00
App Shasta CSD SOI-Annex & Keswick CSA Dissolution												\$0.00	\$8,509.50	-\$2,809.50
App Stevens Ridge Annex to Cottonwood												\$0.00	\$2,903.50	-\$1,103.50
Application Processing Supplies		\$0.00										\$0.00	\$0.00	\$0.00
Total Hours			53.50	0.50	0.00	6.00	0.00	28.50	0.00	0.00				
Total Costs			\$5,992.00	\$46.00	\$0.00	\$372.00	\$0.00	\$1,767.00	\$0.00	\$0.00	\$190.70		\$77,600.98	\$20,984.02

Monthly Expenses	Expense
Exec Comm Mtg Miles May 22 286mi.@ \$0.58/mi.	\$165.88
UPS Charge to return East Street office keys & fob	\$24.82
Monthly Expense Total	\$190.70



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ARCATA, CA 95521-5585

Delivery Service Invoice

Invoice Date **May 11, 2019**
Invoice Number 00004YY107199
Shipper Number 4YY107
Control ID 99W1
Page 1 of 3



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Account Status Summary
Weekly Payment Plan

Charges This Period	\$ 24.82
Amount Outstanding (prior invoices)	\$ 0.00
Total Amount Outstanding	\$ 24.82

Rate Change Information

Effective May 20, 2019, the International Air-Export Fuel Surcharge will increase by 0.5% for all thresholds. For additional information, visit www.rates.ups.com.

Thank you for using UPS.
Summary of Charges

Page	Charge
3	Outbound UPS Shipping Document
Charges this period	
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OFFICE KEYS/FOR
RETURN

Delivery Service Invoice

Invoice Date **May 11, 2019**
Invoice Number 00004YY107199
Shipper Number 4YY107

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Outbound
UPS Shipping Document

Pickup Date	Tracking Number	Service	ZIP Code	Zone	Weight	Billed Charge
05/07	F0669910585	2nd Day Air Commercial	96001	202	8	22.98
		Fuel Surcharge				1.84
		Total				24.82

Sender : GEORGE WILLIAMSON
PLAN WEST PARTNERS
CA 95501

Receiver: KATHY BULL
SHASTA LAFCO
REDDING CA 96001

Total UPS Shipping Document	1 Package(s)	24.82
Total Outbound	1 Package(s)	24.82



INVOICE

DATE: June 30, 2020

INVOICE #: 20-235-06

TO: Shasta Local Agency Formation Commission (LAFCo)

PROJECT: LAFCo Planning and Staffing Services for June 2020

Staffing Services:

Commission Meetings: Prepared, distributed and presented materials at June 4 Regular Commission agenda items included public hearings for Final Budget and Mosquito Abatement – Vector Control (MA VC) Districts MSR and SOI Updates, and professional services extensions. Set up and hosted video-conference meeting using Zoom account.

Staffing Coordination General Staffing Services, Noticing, and Staff Reports. Prepared and presented staff reports for June 4 Regular Commission Meeting. Coordinated with Office Manager on updated Special District member nominations mailing materials. Revised candidate nomination letter to special districts advising that there are three seats open, and special district Boards may nominate up to three candidates. Letter accompanied by a single nomination form. Advised that if District has already submitted nomination(s) in 2020, they may be resubmitted using the updated nomination form. Based on comments from special district representatives, all qualified nominees will be placed on a single ballot. The candidate receiving most votes will serve as seat 1 regular member. Candidate receiving second most votes will serve as seat 2 regular member. Candidate receiving the third most votes will serve as alternate member.

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

Presented MSR and SOI Updates for 2020 Shasta Mosquito and Vector Control District (SMVCD) covering 1/3rd of Shasta County including Redding, Anderson, and Shasta Lake; and Burney Basin Mosquito Abatement District (BBMAD) located in northeast Shasta County as noticed hearing items at June 4 Regular Commission meeting. Pine Grove Mosquito Abatement District (PGMAD) will be brought back for hearing when information received from the District.

App - McArthur- Fall River Mills FPD Consolidation & CSA #1 Detachment:

Advised of applicant’s revenue sharing discussion with County. Prepared figure and parcel list for Soldier Mountain area potential detachment from CSA #1 with boundary matching parcel lines.

App - Anderson and Cottonwood Cemetery District Consolidation:

Advised of applicant’s revenue sharing discussion with County.

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

MSRs and SOI Updates

Executive Officer	6.0 hrs. @ \$112/hr.	\$ 672.00
GIS Analyst	2.0 hrs. @ \$72/hr.	\$ 144.00

Staffing Services

Executive Officer	42.0 hrs. @ \$112/hr.	\$ 3,080.00
GIS Analyst	6.0 hrs. @ \$72/hr.	\$ 432.00

Application: Anderson-Cottonwood Cemetery Consolidation:

Executive Officer	2.0 hrs. @ \$112/hr.	\$ 224.00
GIS Analyst	2.5 hrs. @ \$72/hr.	\$ 180.00

Application: McArthur-Fall River Mills FPD Consolidation:

Executive Officer	1.5 hrs. @ \$112/hr.	\$ 168.00
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TOTAL AMOUNT DUE \$ 5,236.00

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Arcata, CA 95518

Tax Identification Number: 90-0262382

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

Planwest Partners Inc.		Hours and Expenses										Total on Budget	Remaining Budget
Task	Account	FY 2019-20 Budget	May	Principal Planner	Senior Analyst	Assoc Planner	GIS Analyst	Services Specialist	Admini- strator	Expense	June Total	Total on Budget	Remaining Budget
	Hourly Rate			\$ 112.00	\$98.00	\$78.00	\$72.00	\$62.00	\$58.00			\$16,879.50	\$620.50
MSR/SOI - Review & Analysis		\$17,500.00	\$1,626.00								\$816.00	\$16,879.50	\$620.50
CDFW Fees	52671		\$0.00								\$0.00	\$0.00	
GIS Services	52675		\$576.00				2.00				\$144.00	\$4,032.00	
Mileage Reimbursement	52676		\$0.00								\$0.00	\$0.00	
Postage Printing	52677		\$0.00								\$0.00	\$0.00	
Public Hearing Notice	52678		\$0.00								\$0.00	\$0.00	
Office Supplies	52679		\$0.00								\$0.00	\$0.00	
Mosquito Abatement/ CSA draft MSRs	52680		\$1,050.00	6.00							\$672.00	\$12,847.50	
Staffing Services Planwest Partners Inc.		\$51,500.00	\$5,259.00								\$3,848.00	\$41,794.74	\$9,705.26
General Staffing Services	52006		\$2,144.00	18.00							\$2,016.00	\$20,768.88	
Policies & Procedures Update-Final	52006		\$0.00								\$0.00	\$0.00	
Staff Coordination	52006		\$1,064.00	3.00							\$336.00	\$9,559.00	
Noticing & Staff Reports	52006		\$0.00	5.50			6.00				\$1,048.00	\$2,988.00	
Public Info Requests	52006		\$1,267.00								\$0.00	\$1,267.00	
Budget Preparation	52006		\$112.00								\$0.00	\$112.00	
Commission Meetings	52006		\$392.00	4.00						\$0.00	\$448.00	\$3,914.22	
Executive Committee Meetings	52006		\$280.00								\$0.00	\$3,185.64	
Application Processing /Pre-app review Expenses- EO			\$1,168.00								\$572.00	\$14,687.00	
App Anderson-Cottonwood Cemetery Consolidation		\$5,000.00	\$692.00	2.00			2.50				\$404.00	\$848.00	\$4,152.00
App - McArthur-FRM FPD Consol		\$5,000.00	\$476.00	1.50							\$168.00	\$3,006.50	\$1,993.50
Pre-App Fall R. Valley CSD Annex App		\$1,800.00	\$0.00								\$0.00	\$1,987.00	-\$187.00
Total Hours				40.00	0.00	0.00	10.50	0.00	0.00				
Total Costs			\$8,053.00	\$4,480.00	\$0.00	\$0.00	\$756.00	\$0.00	\$0.00	\$0.00	\$5,236.00	\$73,361.24	\$10,325.76

No mileage 286mi.@ \$0.58/mi \$0.00

cross check

\$5,236.00