

Les Baugh  
County Member

Larry Farr  
City Member

Stan Neutze  
City Member

Michael Dacquisto  
City Member Alternate

Irwin Fust  
Special District Member

Mary Rickert  
County Member Alternate

Brenda Haynes  
Special District Member



Larry Russell  
Public Member

Joe Chimenti  
County Member

Patricia A. Clarke  
Special District Alternate

Katharine Ann Campbell  
Public Member Alternate

George Williamson  
Executive Officer

James M. Underwood  
General Counsel

Kathy Bull  
Manager

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## Agenda Item: 8.a.

**Meeting Date:** June 4, 2020

**From:** George Williamson, Executive Officer & Kathy Bull, Office Manager

**Subject:** Professional Contract Services – FY 2020/2021 Contract – Executive Officer

### **Background:**

George Williamson has been providing contracted Executive Officer Services since January 2016. The current contract for professional services between Shasta LAFCO and George Williamson, Planwest Partners, will expire on June 30, 2020.

### **Discussion:**

Staff provided an updated contract between Shasta LAFCO and George Williamson, Planwest Partners to the Executive Committee on May 20, 2020. The Executive Committee approved the contract to then be provided for full Commission approval at the June 4<sup>th</sup> Commission meeting. Staff also provided the contract to Jim Underwood, General Counsel for review and is attached for the Commission to review and approve. The update will provide a one-year extension of professional contract services to Shasta LAFCO.

### **Recommendation:**

It is recommended the Commission approve the one-year contract for George Williamson, Planwest Partners, covering the period of July 1, 2020 through June 30, 2021 or provide staff direction as needed.

Attachment: George Williamson, Planwest Partners Contract

**AGREEMENT BETWEEN  
THE SHASTA LOCAL AGENCY FORMATION COMMISSION  
AND  
PLANWEST PARTNERS INC.  
FOR PROFESSIONAL CONTRACT SERVICES**

**THIS AGREEMENT** for Professional Services ("Agreement") is made by and between Planwest Partners Inc., a planning consulting firm/ contractor, hereinafter referred to as "Consultant," and the Shasta Local Agency Formation Commission, hereinafter referred to as "Shasta LAFCO." This Agreement is effective as of July 1, 2020, for Fiscal Year 2020-21 and supersedes all prior agreements and amendments.

**1. Scope of Services.** Consultant shall perform professional contract services for Shasta LAFCO in accordance with Exhibit A "Scope of Services," which is attached hereto and incorporated herein by reference.

**2. Term.**

a) Term. The term of this agreement shall commence on July 1, 2020, upon Shasta LAFCO notice to Consultant to commence services to the Consultant after full execution of this Agreement by both parties and receipt by Shasta LAFCO of all insurance certificates.

b) Termination. Unless terminated earlier, this agreement shall terminate on June 30, 2020. Either party may terminate this Agreement upon 30 days written notice, in which event Consultant will be entitled to invoice Shasta LAFCO for and to receive payment for all acceptable services performed or furnished under the Agreement, if applicable, and all reimbursable expenses incurred through the effective termination date. Notwithstanding the foregoing the parties may extend the term of this agreement in writing and on terms that are mutually agreed to.

c) Time for Completion. Consultant shall timely complete all statutory duties as required by applicable statute and other specific tasks in accordance with time frames mutually agreed to by Shasta LAFCO and Consultant.

**3. Compensation for Services.**

a) Payment. Shasta LAFCO shall pay Consultant on a time and materials basis at the rates specified in Exhibit B, which is attached hereto and incorporated herein by reference, with the maximum payment amount not to exceed \$51,500 for staffing services and expenses, and \$17,500 for MSR and SOI Updates, for FY 2020-21, and additional application processing fees and expenses charged separately, also in accordance with Exhibit B.

b) Invoicing. Consultant shall prepare and submit its invoices to Shasta LAFCO no more than once per month and shall provide a time summary of work performed. Shasta LAFCO shall pay undisputed invoices within 30 days of receipt. If Shasta LAFCO disputes an invoice, it may withhold that portion so contested and shall pay the undisputed amount.

**4. Professional Standards.** The standard of care for all professional services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances. Consultant shall be responsible for the professional and technical soundness, accuracy, and adequacy of all work and materials furnished under this Agreement.

**5. Independent Contractor Status.** Consultant is performing services as an independent contractor for Shasta LAFCO and is neither an employee nor an agent of Shasta LAFCO. Except as otherwise provided in this Agreement. Consultant shall have sole control over the manner and method of performance of the services, and Shasta LAFCO's only interest shall be in the results of such services. Shasta LAFCO's liability hereunder shall be limited to payment of the compensation provided in this Agreement. Consultant agrees and acknowledges that it is not entitled to any benefits or insurance, including without limitation any medical, unemployment, or disability benefits, on Shasta LAFCO's account. This Section shall also apply to any of Consultant's employees, agents and subcontractors.

**6. Document Submission and Title to Documents.** Consultant agrees that all data, plans, reports, maps, memoranda, manuals, letters and other written or graphic work produced in the performance of this Agreement is considered work made for hire and shall be the property of Shasta LAFCO upon delivery. Shasta LAFCO may disclose, disseminate and use in whole or in part, data and information received, collected, and developed under this Agreement.

**7. Designation of Representative.** Consultant and Shasta LAFCO shall designate specific individuals to act as representatives ("Designated Representative(s)"), who shall transmit instructions, receive information, and implement the Agreement on behalf of each respective party. The Designated Representatives of the respective parties shall initially be those individuals identified in section 8 of this agreement. Either party may change its Designated Representative or the address of its Designated Representative by giving reasonable notice to the other party.

**8. Notice.** All notices required or permitted hereunder shall be in writing and shall be deemed to have been properly given and delivered when delivered personally (including by commercial messenger or courier or by facsimile transmission) or four (4) days after deposit in the U.S. mail with all postage or charges fully prepaid and addressed to the authorized representative of the appropriate party.

Shasta LAFCO  
Irwin Fust, Commission Chair  
999 Mission Del Oro Drive Suite 106  
Redding, California 96003

Planwest Partners Inc.  
George Williamson, Principal Planner  
1125 16th Street, Suite 200  
Arcata, CA 95521

**9. Indemnification.** Consultant shall indemnify and hold harmless Shasta LAFCO and its committees, officials, employees and agents (collectively "Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub- contractors for which Consultant shall bear legal liability in the performance of professional services under this Agreement.

**10. Insurance.**

a) Insurance Requirements.

- i. Prior to performing any services hereunder and until the services have been completed in accordance with this Agreement and accepted by Shasta LAFCO, the Consultant shall maintain insurance in full compliance with all of the provisions of this Section 10. In the event the Consultant subcontracts services, each subcontractor shall be bound by the same terms and conditions concerning insurance as outlined herein and this Section 10 will be made a part of any such subcontract agreement.

- ii. As evidence of specified insurance coverage, Shasta LAFCO may, in lieu of actual policies, accept certificates issued by the insurance carrier showing such policies in force for the specified period and naming Shasta LAFCO as an additional insured thereunder, except that Consultant shall not be obligated to name Shasta LAFCO as an additional insured for its Professional Liability Insurance and Workers Compensation insurance policies.
  - iii. Shasta LAFCO reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice.
- b) Professional or Errors and Omissions Insurance. Consultant shall purchase and maintain such Professional or Errors and Omissions Insurance ("Professional Liability Insurance") for the services performed and furnished as will provide protection from any claim arising out of any negligent act, error or omission in rendering or failing to render professional services either committed or alleged to have been committed by Consultant or by anyone employed by Consultant to perform or furnish any of the services, or by anyone for whose acts any of them may be liable. Such coverage shall not be subject to a Self-Insured Retention (SIR) greater than \$100,000, and for not less than \$1,000,000 Single Limit, any one claim and annual aggregate.
  - c) Workers' Compensation Insurance. Consultant shall purchase and maintain such Workers' Compensation covering all employees and volunteers as required by the State of California, and on a state-approved policy form.
  - d) Commercial General Liability. Insurance Services Office (ISO) "Commercial General Liability" policy form CG 00 01 or equivalent. Coverage for additional insured shall not be limited to vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,000 general aggregate.
  - e) Automobile Liability Insurance. ISO Business Auto Coverage for CA 0001 including symbol 1 or equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant or Consultant's employees will use personal autos in the performance of any duties under this Agreement Consultant shall provide evidence of personal auto liability coverage for each such person.

**11. Dispute Resolution.** The parties agree to negotiate any disputes over the performance of their respective rights and obligations under this Agreement in good faith for a period of at least 30 days after the date of notice invoking the need for dispute resolution or exercising rights under law. Neither party may initiate court action prior to such good faith negotiation and following that prior to good faith third-party mediation.

**12. Governing Law, Venue.** This Agreement and performance hereunder and all suits and special proceedings shall be interpreted in accordance with California law. Venue shall be fixed in Shasta County.

**13. Authority.** Each party hereto warrants and represents to the other party that such party has the full right, power and Shasta LAFCO to enter into this Agreement and has obtained all necessary consents and approvals to consummate the transaction contemplated hereby.

**14. Negotiated Agreement, Interpretation.** This Agreement has been negotiated by the parties hereto. Each of the parties has had full opportunity to have this Agreement reviewed by an attorney acting on such party's behalf. The language of the Agreement shall not be construed for or against either party by reason of the authorship or alleged authorship of any provision hereof or by reason of the status of the respective parties.

**15. Entire Agreement/Modifications and Amendments.** This Agreement and all attachments constitutes the entire agreement between Shasta LAFCO and Consultant as to the subject matter hereof. It supersedes all prior communications, representations, or agreements, oral or written. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required.

**16. Assignment, Subcontract.** This agreement has been entered into based on the unique qualifications of the Consultant in light of Shasta LAFCO's needs. Accordingly, Consultant may not assign its rights, interests, duties or obligations under this Agreement without the advance approval of Shasta LAFCO.

**17. Survival of Terms.** In the event that any provisions of this agreement are determined to be invalid or unenforceable, all other terms of this agreement shall remain valid and in full force and effect.

**IN WITNESS WHEREOF,** the parties have executed this Agreement effective on the date of the last party signing.

**SHASTA LAFCO:**

\_\_\_\_\_  
By: Commission Chair

\_\_\_\_\_  
Attest

**Designated Representative:**

Name: Irwin Fust, Commission Chair  
Phone: (530) 242-1112  
Fax: (530) 242-1113  
E-mail: lafco@shasta.lafco.ca.gov

**PLANWEST PARTNERS INC.**

\_\_\_\_\_  
**By Principal**

Date \_\_\_\_\_

**Designated Representative:**

Name: George Williamson  
Phone: (707) 825-8260  
Fax: (707) 825-9181  
E-mail: georgew@planwestpartners.com

**EXHIBIT A**  
**SCOPE OF SERVICES**

1. Quarterly Budget Reporting.
2. Budget Preparation.
3. Prepare Commission agendas and attend (including remotely) up to six (6) Commission meetings from July 1 2020-June 30, 2021.
4. Respond to inquiries and provide information to member organizations and potential applicants.
5. Process applications (funded by application deposits). The expenses incurred processing applications will be tracked separately and will either be billed directly to the applicant or billed against applicant deposits with Shasta LAFCO. The application expenses are separate from the amount specified in this agreement and will be consistent with Commission adopted application fee policies.
6. Supervise and provide direction to Shasta LAFCO independent contractors as appropriate and confer with Shasta LAFCO General Counsel when needed.
7. Participate in Executive Committee meetings, and other meetings as directed by the Commission by phone or in person, or as may be required to properly represent Shasta LAFCO in matters of concern.
8. Executive Officer Performance Review – Participate in annual performance review with the Commission. Provide a performance review form for commission use.
9. Basic Geographic Information System (GIS) services – update spatial data and mapping as needed. This includes MSR/SOI mapping.
10. Policies and Procedures Update - Review and where appropriate recommend policy and procedures updates for clear direction and consistent action in LAFCO operations and decision-making.
11. Application Requirement and Review Updates- Review and where appropriate recommend updates for application filing requirements and review processes including noticing and emphasizing use of electronic information to reduce paper and mailing costs.
12. Prepare the following Municipal Service Reviews and Sphere of Influence ("MSR/SOI") Updates:
  - a. County Service Area # 7 – Burney – (Flood Control)
  - b. Fall River Valley Community Services District (water, wastewater, parks & recreation)
  - c. Igo-Ono Community Services District (water)
  - d. Fall River Resource Conservation District
  - e. Western Shasta Resource Conservation District

**EXHIBIT B**

**PAYMENT SCHEDULE**

**Compensation Rates for Services**

Bookkeeper: \$56.00 per hour

Administrator: \$66.00 per hour

Planning Technician /Services Assistant: \$66.00 per hour

Associate Planner/ Environmental Planner/ Services Specialist: \$78.00 per hour

Associate Planner/ Analyst/ Facilitator/Outreach Specialist: \$88.00 per hour

GIS Analyst: \$86.00 per hour

Senior Planner & Senior Analyst: \$106.00 per hour

Principal Planner: \$116.00 per hour

Direct expenses:

Mileage per mile or direct rental car/fuel costs as set by IRS

Telephone: actual toll call costs

Printing: direct printing and binding costs

Postage: current USPS rates

Delivery Service: Actual delivery costs