



**INVOICE**

**DATE:** March 31, 2020 **INVOICE #:** 20-235-03  
**TO:** Shasta Local Agency Formation Commission (LAFCO)  
**PROJECT:** LAFCo Planning and Staffing Services for **March 2020**

**Staffing Services:**

**Executive Committee Meeting:** Prepared, distributed and presented materials (by telephone) at March 19 2020 Executive Committee meeting at Shasta LAFCO offices. Agenda materials included April 2 Commission agenda including public hearing for proposed 2020-21 Budget, Special Districts Members nominations and balloting. Discussed April 2 Commission Meeting format given COVID-19 precautions and Governors Executive Order. Executive Committee directed staff to notice as telephonic meeting.

**Staffing Coordination General Staffing Services, Noticing and Staff Reports:** Prepared and distributed packet for April 2 Commission meeting. Advised Commissioners of telephonic protocols and access numbers. Responded to inquiries from Special District on extending water services outside boundary. Coordinated with Manager and legal counsel on CalPERS unfunded liability interest payment. Transmitted payment under protest.

**FY 2019-20 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:** Continued preparations for Mosquito Abatement – Vector Control (MA VC) Districts MSRs and SOI Updates scheduled for hearing at June 2020 Commission meeting.

**Application - McArthur- Fall River Mills FPD Consolidation – Reorganization:** Sent Districts application incomplete letter, based on lack of Plan for Services. District responded with draft Plan for Services and budget projections. Prepared Shasta LAFCo Notice of Filing for McArthur- Fall River Mills Fire Protection District Reorganization application for Manager to distribute to Agencies. Submitted a reorganization process steps list to the Districts.

**Application: Anderson-Cottonwood Cemetery Consolidation – Reorganization:** Districts submitted Board resolutions of application for filing with LAFCo. Provided application form for District completion and return, including indemnification. Prepared consolidation figure for the application showing both Districts and existing Cemetery sites..

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

**MSRs and SOI Updates**

Executive Officer	1. hrs. @ \$112/hr.	\$ 112.00
GIS Analyst	2.5 hrs. @ \$72/hr.	\$ 180.00

**Staffing Services**

Executive Officer	24.50 hrs. @ \$112/hr.	\$2,744.00
Associate Planner	1.25 hrs. @ \$78/hr.	\$ 97.50

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

GIS Analyst	2.0 hrs. @ \$72/hr.	\$ 144.00
Associate Planner	2 hrs. @ \$78/hr.	\$ 156.00

**Application - McArthur-Fall River Mills FPD Consolidation – Reorganization:**

Executive Officer	2.5 hrs. @ \$112/hr.	\$ 280.00
Associate Planner	0.25 hrs. @ \$78/hr.	\$ 19.50

**TOTAL AMOUNT DUE** **\$3,733.00**

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 2019-2020 Billing March 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	March Total	Total on Budget	Remaining Budget	
	Hourly Rate		\$112.00	\$98.00	\$78.00	\$72.00	\$62.00	\$58.00					
<b>MSR/SOI - Review &amp; Analysis</b>		<b>\$17,500.00</b>										<b>\$14,293.50</b>	<b>\$3,206.50</b>
CDFW Fees	52671									\$0.00	\$0.00		
GIS Services	52675					2.50				\$180.00	\$3,168.00		
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		1.00							\$112.00	\$11,125.50		
<b>Staffing Services Planwest Partners Inc.</b>		<b>\$51,500.00</b>										<b>\$32,687.74</b>	<b>\$18,812.26</b>
General Staffing Services	52006		12.50		0.75					\$1,458.50	\$16,608.88		
Policies & Procedures Update-Final	52006									\$0.00	\$0.00		
Staff Coordination	52006		5.00		0.50					\$599.00	\$8,159.00		
Noticing & Staff Reports	52006		4.00							\$448.00	\$2,388.00		
Public Info Requests	52006									\$0.00	\$0.00		
Budget Preparation	52006									\$0.00	\$0.00		
Commission Meetings	52006								\$0.00	\$0.00	\$2,290.22		
Executive Committee Meetings	52006		3.00							\$336.00	\$3,241.64		
<b>Application Processing / Pre-app review Expenses- EO</b>		<b>\$599.50</b>										<b>\$13,495.00</b>	
App Anderson-Cotonwood Cemetery Consolidation		\$5,000.00			2.00					\$300.00	\$300.00	\$4,700.00	
App - McArthur-FRM FPD Consolidation		\$5,000.00	2.50		0.25					\$299.50	\$2,362.50	\$2,637.50	
Pre-App Fall R. Valley CSD Annexation		\$1,800.00								\$0.00	\$1,987.00	-\$187.00	
<b>Application Processing Supplies</b>		<b>\$0.00</b>										<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Hours</b>			28.00	0.00	3.50	4.50	0.00	0.00		\$3,733.00	\$60,476.24	\$22,018.76	
<b>Total Costs</b>			\$3,136.00	\$0.00	\$273.00	\$324.00	\$0.00	\$0.00	\$0.00	\$3,733.00	\$60,476.24	\$22,018.76	

mileage 286mi.@ \$0.58/mi - none \$0.00

cross check

\$3,733.00



**INVOICE**

**DATE:** April 30, 2020

**INVOICE #:** 20-235-04

**TO:** Shasta Local Agency Formation Commission (LAFCo)

**PROJECT:** LAFCo Planning and Staffing Services for **April 2020**

**Staffing Services:**

**Commission Meetings:** Prepared, distributed and presented materials at April 2 2020 Commission meeting held telephonically due to the COVID-19 conditions. Agenda Items included February 6, 2020 Commission Meeting Minutes, Fiscal Information, Executive Committee appointment and Special Districts Elections. Presented Draft Proposed Budget Fiscal Year 2020/2021 as public hearing item. Approved budget distributed to member organizations.

**Staffing Coordination General Staffing Services, Noticing and Staff Reports.** Reviewed updated Special District elections materials allowing more time for nominations submittals. Responded to inquiries on extending water services to the Igo community. Prepared payment under protest transmittal to CalPERS for Unfunded Accrued Liability Employer Contribution.

**FY 2019-20 Municipal Service Reviews (MSR) Sphere of Influence (SOI) Updates:** Continued preparations for Shasta, Pine Grove and Burney Mosquito Abatement – Vector Control (MA VC) District MSRs/SOI Updates scheduled for hearing at June 2020 Commission meeting.

**Application: Anderson-Cottonwood Cemetery Consolidation:** Reviewed Cemetery Districts Consolidation Application submittal, including application form with indemnification and resolution of application. Advised applicants of need for Plan for Services for complete application. Prepared consolidated District map and compiled parcel database, including parcels to be annexed.

**Application - McArthur- Fall River Mills FPD Consolidation:** Reviewed & commented on Draft Plan for Services. Compiled parcel database, including parcels to be annexed in Lassen and Modoc Counties and parcels to be detached from CSA#1.

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

**Staffing Services**

Executive Officer	21.5 hrs. @ \$112/hr.	\$2,408.00
GIS Analyst	0 hrs. @ \$72/hr.	\$ 0.00

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

Executive Officer	3.5 hrs. @ \$112/hr.	\$ 392.00
-------------------	----------------------	-----------

**Application - McArthur-Fall River Mills FPD Consolidation:**

Executive Officer	7.5 hrs. @ \$112/hr.	\$ 840.00
GIS Analyst	1.75 hrs. @ \$72/hr.	\$ 126.00
Associate Planner	3.5 hrs. @ \$78/hr.	\$ 273.00

**TOTAL AMOUNT DUE** **\$ 4,039.0**

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 2019-2020 Billing April 2020**

Planwest Partners Inc.		FY 2019-20		Hours and Expenses							Total on Budget	Remaining Budget		
		Account	Budget	March	Principal Planner	Senior Analyst	Assoc Planner	GIS Analyst	Services Specialist	Admini- strator			Expense	April Total
Task	Hourly Rate													
<b>MSR/SOI - Review &amp; Analysis</b>			<b>\$17,500.00</b>	<b>\$292.00</b>									<b>\$14,293.50</b>	<b>\$3,206.50</b>
CDFW Fees		52671											\$0.00	\$0.00
GIS Services		52675		\$180.00									\$3,168.00	\$0.00
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		\$112.00									\$11,125.50	\$0.00
<b>Staffing Services Planwest Partners Inc.</b>			<b>\$51,500.00</b>	<b>\$2,841.50</b>									<b>\$32,254.24</b>	<b>\$19,245.76</b>
General Staffing Services		52006			11.00								\$16,382.38	\$0.00
Policies & Procedures Update-Final		52006											\$0.00	\$0.00
Staff Coordination		52006			8.50								\$8,512.00	\$0.00
Noticing & Staff Reports		52006											\$1,940.00	\$0.00
Public Info Requests		52006											\$0.00	\$0.00
Budget Preparation		52006											\$0.00	\$0.00
Commission Meetings		52006			2.00								\$2,514.22	\$0.00
Executive Committee Meetings		52006											\$2,905.64	\$0.00
<b>Application Processing / Pre-app review Expenses- EO</b>				<b>\$599.00</b>									<b>\$14,526.50</b>	
App Anderson-Cotonwood Cemetery Consolidation			\$5,000.00		3.50								\$392.00	\$4,608.00
App - McArthur-FRM FPD Consolidation			\$5,000.00		7.50	3.50	1.75						\$3,302.00	\$1,698.00
Pre-App Fall R. Valley CSD Annexation			\$1,800.00										\$1,987.00	-\$187.00
<b>Application Processing Supplies</b>			<b>\$0.00</b>										<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Hours</b>					32.50	0.00	1.75	0.00	0.00	0.00				
<b>Total Costs</b>				<b>\$3,732.50</b>	<b>\$3,640.00</b>	<b>\$0.00</b>	<b>\$126.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$61,074.24</b>	<b>\$22,452.26</b>

mileage 286mi.@ \$0.58/mi - none \$0.00

cross check

\$4,039.00