



INVOICE

DATE: September 30, 2016 **INVOICE #:** 16-235-09
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for **SEPTEMBER 2016**

Staffing Services:

Exec Committee / Commission Meetings: Distributed materials and attended September 22 Special Commission meeting at City of Redding Council Chambers. Coordinated presentation by CALAFCO Executive Director Pamela Miller. Attended executive committee meeting by phone to review October 6 agenda. Discussed adding third committee member for commission consideration.

Fiscal Committee / Budget: Participated in September Fiscal Committee meeting by phone. Reviewed FY 2016-17 accounting to date prepared by Office Manager.

Staffing Coordination: Reviewed letter from Superior Court Judge Gregory Gaul regarding Shasta LAFCO Grand Jury response letter. Prepared additional responses to findings and supplemental recommendation response and forwarded to general counsel for additions. Included revised response letter in October 6 Commission agenda packet. Coordinated FY 2015-16 Audit bids for October 6 Commission agenda packet. Reviewed August and September meeting minutes as prepared by the office manager. Responded to special district request for clarifications between temporary staff and board members. Responded to City staff inquiry on form of property tax revenue sharing agreement approvals between city and county. Coordinated with office manager on moving preparations, including notifications of surplus items for member organizations. Made final review and signed lease for new office space 1225 East Street Suite 201 in Redding.

Municipal Service Reviews (MSR) and Sphere of Influence (SOI) Updates for FY 2016-17: Started preparation of five County Service Area (CSA's 2-Sugarloaf; 3 Castella; 6-Jones Valley; 13-Alpine Meadows; and 17 Cottonwood) Municipal Services Reviews/ Sphere of Influence (MSR/ SOI) Updates based on commission approved template. Submitted CSA requests for information to County Public Works staff included updated rates/ budgets, Citizen Advisory Board membership where applicable and boundary shape files. Adapted shape files to boundary maps for each CSA. Researched County land uses in and around each CSA and researched potential disadvantaged unincorporated communities near CSAs. Met with City of Anderson City Manager Jeff Kiser September 22 to review City MSR/ SOI Update. Prepared MSR/ SOI Update status staff report for October 6 Commission agenda.

Pre App – Tierra Robles CSD: Provided pre-app assistance based on signed agreement and deposit. Prepared and sent Tierra Robles Subdivision Plan for Services detailed outline, for applicant to describe proposed services to the subdivision (per Government Code § 56653). For documentation each plan for services topic was followed with the applicable Cortese-Knox-Hertzberg Act § cited in italics. Received Fiscal Analysis from applicant and started review.

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SEPTEMBER 2016 COSTS *(see attached spreadsheet for hours and expense itemization)*

Staffing Services & Expenses

Executive Officer	31 hrs @ \$108/hr.	\$ 3,348.00
Administrator	3 hrs @ \$58/hr.	\$ 174.00
Mileage (1 trip @ 278)	278 @ \$0.54/mile	<u>\$ 150.12</u>

MSRs and SOI Updates for FY 2016-17

Executive Officer	7 hrs @ \$108/hr.	\$ 756.00
GIS Analyst	10.5 hrs @ \$62/hr.	\$ 651.00
Services Assistant	19.0 hrs @ \$40/hr.	<u>\$ 760.00</u>

Pre-application Costs – Tierra Robles Subdivision – (drawing on deposit)

Executive Officer	1.5 hrs @ \$108/hr.	\$ 162.00
Administrator	6.5 hrs @ \$58/hr.	<u>\$ 377.00</u>

TOTAL AMOUNT DUE

\$ 6,378.12

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



INVOICE

DATE: October 31, 2016 INVOICE #: 16-235-10
TO: Shasta Local Agency Formation Commission (LAFCo)
PROJECT: LAFCo Planning and Staffing Services for OCTOBER 2016

Staffing Services:

Exec Committee / Commission Meetings: Staffed October 6 Commission meeting and presented agenda materials. Attended closed session. Reported on audit progress, MSR/SOI Update progress, LAIF account closing, FY 2015-16 audit contract, and Grand Jury response.

Fiscal Committee / Budget: Participated in October 25 Fiscal Committee meeting in person including conference call with CPA Don Reynolds regarding FY 2014-15 audit. Reviewed FY 2016-17 accounting information to date prepared by Office Manager.

Staffing Coordination: Coordinated LAFCo activities with office manager, including financial accounting and response to inquiries. Updated Grand Jury response with legal counsel and sent to chairperson for signature. Signed response letter sent to Judge Gaul. New office orientation.

General Staffing Services. Met with County Auditor Brian Muir and Assistant Auditor Nolda Short on October 25 to discuss potential consolidation of Pine Grove and Fall River Mills Cemetery Districts. Followed up meeting with memo outlining consolidation process and application materials to file. Met with County staff on October 25 to discuss potential options for complying with Sustainable Groundwater Management Act. One eastern County basing may have status upgraded and special district may be one GSP funding option.

Municipal Service Reviews (MSR) and Sphere of Influence (SOI) Updates for FY 2016-17: Continued preparation of five County Service Area (CSA's 2-Sugarloaf; 3 Castella; 6-Jones Valley; 13-Alpine Meadows; and 17 Cottonwood) MSR/ SOI Updates. Submitted four CSA administrative drafts and met with to County Public Works staff. October 25 to review and collect additional information. Added aerial imagery, parcel data and other resource coverages to boundary maps shape files for each CSA. Continued land use and disadvantaged unincorporated communities research. Updated City of Anderson MSR/ SOI information.

Pre App - Tierra Robles CSD: Continued Fiscal Analysis and Design Guidelines review.

OCTOBER 2016 COSTS (see attached spreadsheet for hours and expense itemization)

Staffing Services & Expenses

Table with 3 columns: Role, Hours/Rate, Amount. Rows: Executive Officer (38 hrs @ \$108/hr, \$4,104.00), Analyst (5 hrs @ \$84/hr, \$420.00), Mileage (2 trips) 572 @ \$0.54/mile (\$308.88)

MSRs and SOI Updates for FY 2016-17

Table with 3 columns: Role, Hours/Rate, Amount. Rows: Executive Officer (3.5 hrs @ \$108/hr, \$378.00), GIS Analyst (9.0 hrs @ \$62/hr, \$558.00), Services Assistant (23 hrs @ \$40/hr, \$920.00)

Pre-application Costs - Tierra Robles Subdivision - (drawing on deposit)

Table with 3 columns: Role, Hours/Rate, Amount. Row: Executive Officer (0.50 hrs @ \$108/hr, \$54.00)

TOTAL AMOUNT DUE \$6,742.88

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