

Proposal for:
Timber Cove
County Water District
Municipal Service Review

Submitted to:

Sonoma LAFCo
111 Santa Rosa Avenue, Suite 240
Santa Rosa, CA 95404

September 17 2019

Submitted by:

PLANWEST
PARTNERS, INC. 

September 17, 2019

Sonoma LAFCo
Selection Committee
111 Santa Rosa Avenue, Suite 240
Santa Rosa, CA 95404

RE: Timber Cove County Water District Municipal Service Review Proposal

To Sonoma LAFCo,

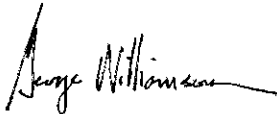
Planwest Partners proposes to prepare a Municipal Service Review (MSR) for the Timber Cove County Water District (District) to present to the Commission for review and approval. Our team understands the importance of MSRs for providing District information and offer experience in local governmental services to provide that information for Commission review and action.

Planwest currently provides staffing services to Del Norte, Humboldt, Shasta and Trinity LAFCos. In addition, we are providing services to Marin LAFCo preparing the Santa Rosa and Novato Regional MSRs. This required direct interaction with more than a dozen districts and consideration and determinations for water services in both regions. To prepare informative MSRs our team works on building relationships with member agencies, providing them with resources and technical assistance, and involving them in the MSR process. We understand that this would be a single district, single service MSR. Due to the location and size, we understand the importance of providing assistance to the District to address questions raised by the community.

Our team is structured to best provide the Commission with relevant LAFCo expertise, outstanding technical support, and cost-effective administration to deliver complete MSR for Commission consideration. As the current Executive Officer for Del Norte and Shasta LAFCos, I understand the importance of providing concise and understandable information to decision-makers. If selected, I would serve as the Principal in Charge for preparing the Timber Cove County Water District MSR. Other key staff assigned includes Colette Metz, who serves as the Executive Officer for Humboldt and Trinity LAFCos and would be involved in document preparation and review. Planwest has extensive experience preparing MSRs for unique, rural areas such as the the Fort Ross area on the Sonoma Coast and we look forward to using our expertise to prepare a well-constructed, informative MSR update for the Commission.

We appreciate the opportunity to submit our proposal and look forward to the opportunity to answer any questions you may have.

Sincerely,



George Williamson AICP, Principal Planner
Planwest Partners, Inc.
707.825.8260, georgew@planwestpartners.com
1125 16th Street, Suite 200.
Arcata, CA 95521

FIRM OVERVIEW

PLANWEST PARTNERS, INC.

Planwest Partners is a community planning consulting firm serving North Coast communities since 1997. Planwest has more than 24 years of combined Executive Officer experience. Currently, we provide contract staffing services to Humboldt, Del Norte, Shasta and Trinity LAFcos, and previously to Mendocino LAFco. In addition, we are currently providing services to Marin LAFco preparing MSRs and formerly as their interim Executive Officer. Through successful completion of contracted LAFco work and regularly attending CALAFCO Conferences and Staff Workshops, we remain abreast of current Cortese-Knox-Hertzberg Act regulations and LAFco policies. Furthermore, Planwest will be drawing upon our team's local expertise and knowledge gained over the last 11 years of staffing LAFcos.

PROJECT TEAM

Staff planners and spatial analysts have prepared MSRs for seven LAFco's. Planwest is involved in overseeing LAFco's planning and regulatory activities and work closely with Commission, member agencies, and the public on an on-going basis. We've included qualifications of our core project team. The following section describes the roles and general duties of each staff person

George Williamson, AICP Principal Planner & Lead Professional

George Williamson, Principal Planner and majority owner of Planwest Partners Inc., has over 35 years of experience working as a planner in California, Oregon, Washington and Arizona. Mr. Williamson has been providing contract planning and environmental services on the California North Coast since 1997. He has been the Humboldt Bay Harbor, Recreation, and Conservation District contract Planner since 2013. He has also provided planning and environmental services to the Crescent City Harbor District and the City of Point Arena. Since moving to the North Coast, he has been involved in community planning, environmental compliance and economic development activities. His community, land use and transportation planning experience offer a broad perspective when engaging organizations, agencies and stakeholders in developing investment, capacity and implementation strategies. He has both principal and project management experience, with community and economic development expertise. Mr. Williamson will provide overall guidance to staff in completing the Timber Cove County Water District MSR. He has 12 years of experience providing executive officer services. The firm's team structure has allowed for leadership development at both the staff and Commission levels. He will oversee Timber Cove County Water District MSR preparation and will provide his LAFco process and planning expertise to staff and the Commission. Additionally, Mr. Williamson will be available to present the MSR at a Commission meeting.

Planwest Proposal:

Sonoma LAFco

Timber Cove County Water District MSR

Preparation Proposal

George Williamson, Principal Planner EDUCATION

*San Diego State University, CA
Master of City Planning, 1988*

*Portland State University
B.S., Social Science w/ Urban Studies
Certificate, 1976*

TRAINING/PROFESSIONAL AFFILIATIONS

*American Institute of Certified
Planners, 1983*

*American Planning Association Life
Member, 1981*

*Arcata Energy Committee
Chairperson,
2014 current*

*CALAFCO Outstanding LAFco
Professional for 2018,*

**Colette Metz, AICP
Senior Planner**

Colette Metz will oversee LAFCo staff and support the successful and timely completion of the Timber Cove County Water District MSR. Since 2011, Colette has served as Humboldt LAFCo's administrator and analyst, processing over 25 boundary change applications, preparing a range of agency and service-specific MSR/SOI updates, developing clear and concise staff reports for agenda packets, and providing technical assistance to member agencies. During this time, she has effectively built strong working relationships with elected officials and public agency staff. As Executive Officer for both Humboldt and Trinity LAFCos, her roles include managing projects, tasks, time-tracking, scheduling, budgeting, website oversight, keeping current on LAFCo procedures and legislation, attending meetings, presenting hearing items, and other LAFCo duties. She will use these skills to complete the Timber Cove County Water District MSR.

**Colette Metz, Senior Planner & Partner
EDUCATION**

Humboldt State University
B.S., Natural Resources Planning and Interpretation, 2006

TRAINING/PROFESSIONAL AFFILIATIONS

National Charrette Institute, Charrette System Certificate, 2011

Humboldt Area Foundation, Cascadia Leadership Program 2012

HSU Leading Organizational and Community Change Courses, 2017

Toastmasters
2011 Present

**Jason Barnes
GIS Analyst**

Jason Barnes will serve as the team GIS analyst and will be an integral part of preparing the District MSR including making detailed maps and diagrams to provide information to the Commission. Jason has over 10 years of experience working as an analyst, technician, cartographer, programmer, and university lecturer in the GIS field. His art background and broad technical experience lends well to GIS and cartographic visualization and communication. He has both principal and project management experience on a wide range of projects from socio-spatial, transportation, interactive mapping, and large area climate projects. He has been involved in activities involving many local consulting, non-profit, and federal agencies. He is currently on the board of directors for the Bigfoot Trail Alliance and is in the process of receiving his GIS Professional (GISP) certification through the GIS Certification Institute.

**Jason Barnes, GIS Analyst
EDUCATION**

Humboldt State University
M.S., GIS, 2012
Northern Michigan University
B.F.A., Photography, 2002

TRAINING/PROFESSIONAL AFFILIATIONS

Database Design Course
2018

Bigfoot Trail Alliance
Secretary 2016 Present

ESRI Training Courses Member, ASPRS
2011 Present

Sarah West

Associate Planner

Sarah is a planner with a wide range of experience and passion for community planning, outreach, and natural resources. Her diverse educational and professional background gives her a broad understanding of many issues affecting communities. On past projects she has worked collaboratively with local governments and districts, State and federal regulatory agencies, and community groups. Her planning experience includes the preparation and processing of planning documents, environmental permits, environmental impact reports, mitigated negative declarations, and policy analysis. Sarah supports a wide spectrum of projects, and conducts research, analysis, and stakeholder engagement by applying her facilitation training and education in both planning and the sciences. Sarah brings a strong attention to detail and organization to services such as local government analysis, facilitation, and community engagement.

Emily Morris

Assistant Planner

Emily is an Assistant Planner with Planwest Partners, Inc. She has over four years of experience working with state, regional, and local agencies as well as private interests on resource management, community infrastructure, and planning projects within Northern California. Emily has experience preparing environmental compliance and mitigation monitoring programs subject to the California Environmental Quality Act and National Environmental Policy Act. Emily works on projects for the City of Arcata; Del Norte and Shasta LAFcos, the City of Crescent City, and numerous Humboldt Bay Harbor, Recreation, and Conservation District projects. She recently completed a Local Coastal Plan (LCP) for the Crescent City Harbor District and is submitting the LCP for review by Del Norte County. Her planning experience includes preparation and processing of planning documents, environmental permits, environmental impact reports, mitigated negative declarations, policy analysis, and implementation plans. In coordination with the other team members, Emily will help prepare the District update, interface with agency staff, and assist the leads with administrative tasks, as necessary.

Saran West, Associate Planner

EDUCATION

Humboldt State University
B.S., Environmental Planning, 2013

TRAINING/PROFESSIONAL AFFILIATIONS

UC Davis Extension_ Environmental Site Planning and Analysis
2017

HSU Leading Organizational and Community Change
Courses 2016 2017

Humboldt Area Foundation, Cascadia Leadership Program
2017

Toastmasters
2015 Present

Emily Morris, Assistant Planner

EDUCATION

University of California, Davis
B.S., Evolution & Ecology, 2003

Humboldt State University
M.A., Biology, 2006

Krystle Heaney
Assistant Planner

Krystle Heaney has six years of experience working with local, regional, and state agencies on project coordination and regulatory compliance. Ms. Heaney previously provided environmental planning services for the Sierra Nevada foothill and Tahoe regions. More recently Ms. Heaney has been working in the California North and Central Coast regions. Her background in geography provides her with a system view of projects that allows for consideration of all project components and needs. She has proven facilitation skills on large controversial projects and can effectively communicate with regulatory staff. Krystle had key roles in the Santa Rosa and Novato Regional MSRs prepared for Marin LAFCo and will provide support and research assistance during MSR and SOI update preparation and revision. This includes preparing agency requests for information, conducting data collection and analysis, and developing baseline information used in the reports.

Krystle Heaney, Assistant Planner

EDUCATION

California State University, Sacramento
B.A. Physical Geography 2013

TRAINING/PROFESSIONAL AFFILIATIONS

CNDDDB/RareFind/Bios Training

SUPPORT STAFF:

Beyond the core team identified above, other Planwest Partners Inc. planning and technical support staff are available as needed to assist with document preparation and administrative tasks. The utilization of support staff will be strategic and focused based on preparation needs for the Timber Cove County Water District MSR.

RELEVANT EXPERIENCE

Marin LAFCo Regional MSR Preparation

Santa Rosa Regional MSRs

Planwest completed draft Regional Settings with descriptions including unincorporated islands, growth and population projections, disadvantaged unincorporated communities; and land uses on a regional scale. We drafted Agency Profiles for regional entities including the City of San Rafael, Marinwood CSD, CSA #18 Las Gallinas, CSA #23 Terra Linda, CSA #13 Upper Lucas Valley, CSA #6 Gallinas Creek, CSA #9 Northbridge and CSA #19 San Rafael. Profiles included identifying core services, functions, boundaries, and funding descriptions. Planwest staff reviewed county GIS shapefiles and prepared agency boundary maps. Completed draft background information and data sources for evaluating services on a regional scale. This included initial services inventory research on Ambulance Service, Fire Protection, Libraries, Parks & Recreation, Police, Road Maintenance & Construction, Street Sweeping, Streetlighting and Open Space, Channel Maintenance, Parkway (median strip) and Landscape Maintenance and Preserve Management. Completed draft District evaluations and determinations that considered service levels and demands, financing challenges and opportunities, infrastructure needs and deficiencies, opportunities for shared facilities, and governance structure options. Planwest staff completed a draft report and submitted it for staff review. Revisions to the draft were made based on received comments and a public draft was presented to the Commission for final review and adoption.

Planwest Proposal:
Sonoma LAFCo
Timber Cove County Water District MSR
Preparation Proposal

Novato Regional MSR

Planwest prepared agency profiles and coordinated review with staff from City of Novato, Novato Sanitary District, Novato FPD, CSA # 20 Indian Valley, Bel Marin Keys CSD, CSA #1 Loma Verde and CSA 25 County Parks. We prepared Service Evaluation and Determinations addressing: Fire Protection, Parks & Recreation, Police, Road Maintenance & Construction; Solid Waste; Recycled Water; Channel & Levee Maintenance; Median Strips and Streetlighting; and Open Space. Prepared draft report for public review with regional setting agency profiles and determinations added. Received input and provided revisions and clarifications as requested.

Contact Person: Jason Fried, Executive Officer, Marin Local Agency Formation Commission
Address: 1401 Los Gamos, Suite 220, San Rafael, California 94903
Phone: (415) 448-5877
Dates: 2018 – Present

Shasta LAFCo Water District MSR Preparation

Cottonwood Water District Municipal Services Review and Sphere of Influence Update

Planwest Partners, as Shasta LAFCo staff, prepared the 2019 Cottonwood Water District Municipal Services Review and Sphere of Influence Update. The District provides water services to the town of Cottonwood and its outlying areas. They have a service area of 4.5 square miles and provide service to approximately 1,150 connections. They rely on groundwater and maintain five wells within their district boundary. They show adequate supply for current customers and future planned developments. In evaluation opportunities for shared services, the proximity to Anderson-Cottonwood Irrigation District that provides water services south, east, and north of Cottonwood was considered. The two districts are separated in the south by Cottonwood Creek and share a boundary along the town of Cottonwood's east side. Cottonwood is a Census Designated Place and according to the 2010 census, the population of the Cottonwood CDP was 3,316. However, the CDP boundary is smaller than the Cottonwood Water District boundary and reports a smaller population. Using GIS data and census blocks, Planwest's spatial analyst estimated District population as approximately 3,512 persons.

Contact Person: John Hollmer, District Manager
Address: 3282 Chestnut St. Cottonwood, CA 96022
Phone: (530) 347- 3472
Dates: 2018-19

Executive Officer, Del Norte, Local Agency Formation Commission

George Williamson AICP, as Del Norte LAFCo Executive Officer, provides contract staffing services to Del Norte Agency Formation Commission (LAFCo), which administers more than 25 local agencies in Del Norte County. He oversees preparation of Commission meeting packets, annexations and reorganization reviews. He has been involved in the preparation of more than 45 municipal services reviews (MSRs) and sphere of influence (SOIs) updates for member organizations. For Del Norte LAFCo, he reviewed water and sewer service to Elk Valley Rancheria's Martin Ranch property and reviewed and processed County Service Area No. 1 MSR and SOI amendment.

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Timber Cove County Water District MSR
Preparation Proposal

Contact Person: Blake Inscore, Del Norte LAFCo City Member and Crescent City Mayor
Address: 377 J Street Crescent City, CA
Phone: (707) 464-7483
Dates: 2008 – Present

Municipal Service Review and Sphere of Influence Update Mapping

Planwest Partners provides mapping services for four California Local Agency Formation Commissions (LAFCo): Del Norte LAFCo, Humboldt LAFCo, Shasta LAFCo and Trinity LAFCo. We work with many special districts including fire districts, water districts, and community services districts and help them determine appropriate service areas for their community. Utilizing local parcel, land use, transportation, and other spatial data, we create useful figures to help districts make intelligent, informed decisions for determining boundary and sphere of influence changes, annexations and detachments, and creating final Municipal Service Review figures.

Contact Person: Troy Nicolini, Humboldt LAFCo Special District Member
Address: 1982 Gass Avenue, Samoa, CA 95564
Phone: (707) 443-9042
Dates: 2008 – Present

APPROACH TO PROVIDING SERVICES

Planwest prepares both routine and complex special studies as mandated by LAFCo statute, including municipal service reviews and spheres of influence updates. Our approach is to provide customized outreach and assistance to member agencies to increase understanding of service, governance and funding needs. Given the range of characteristics of service providers, a one size fits all approach is not always appropriate. We focus on service review scope and content, developing service specific MSR that consider shared trends relating to the adequacy, capacity, and cost of providing essential governmental services. We present our analysis in a clear format with both written determinations and supplemental tables, graphs, and spatial data to demonstrate our conclusions. The MSRs are a significant resource and have lasting value for member agencies and the public as time goes on.

The Planwest team is well qualified and committed to preparing the Timber Cove County Water District MSR as outlined in the RFP. Our approach to providing staffing services is grounded in providing quality work products, responsive customer service, and collaborative problem-solving. Planwest Partners currently provides contract Executive Officer and staffing services to the Del Norte, Humboldt, Shasta and Trinity LAFCos. In addition, Planwest is working to prepare MSRs for Marin LAFCo and formerly provided interim Executive Officer services. This experience includes providing staffing services to Humboldt LAFCo since 2007 and Del Norte LAFCo since 2008. As Executive Officer for both Del Norte and Shasta LAFCos, George Williamson oversees preparation of Commission meeting packets, annexations and reorganization reviews. He has been involved in the preparation of more than 45 MSR and SOI updates for member organizations. Colette Metz serves as the Executive Officer for Humboldt and Trinity LAFCos and has broad experience negotiating boundary changes and service extensions. In addition, she has been involved in the preparation of over 20 MSR and SOI updates for cities and special districts offering a myriad of different services.

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Staff members at Planwest have significant experience in the preparation, management and review of MSR and SOI updates for cities, fire protection districts, water districts, sanitary districts, and other special districts. These reports contain an analysis of infrastructure needs and deficiencies, financing constraints and opportunities, and government structure options. Current responsibilities with these LAFCOs include managing MSR and SOI updates for all cities and districts within the represented counties, preparing and conducting LAFCo meetings, answering LAFCo phone lines, maintaining LAFCo websites, securing and updating insurance for the Commission, preparing the budget and payment requests for Commission expenses, and attending annual conferences to update the Commission on new LAFCo policies. Preparing a Draft MSR for Timber Cove County Water District is estimated to take about five months from contract commencement. A final document draft will be ready in May 2020 for presentation to the Commission. For a more detailed timeline please see the Project Schedule outlined below.

PROJECT SCHEDULE

Project Tasks and Subtasks	Commencement	End Date
Task 1. Setting & Agency Profile	October 16 2019	November 2019
Subtask 1: District Site Visit	October 2019	October 2019
Task 2. Service Evaluation and Determination	October 16 2019	February 2020
Subtask 2.1: Prepare Agency Profile	October 2019	Ongoing
Subtask 2.2: Request for Information to District	October 2019	November 2019
Subtask 2.3: Input Detailed System Information	November 2019	December 2020
Subtask 2.4: Contact with District Personnel	December 2019	January 2020
Task 3. Draft Report and Public Review	March 2020	March 2020
Subtask 3: Incorporate comments	March 2020	April 2020
Task 4. Final Report and Adoption	April 2020	May 2020
Subtask 4: Attend Commission meeting for MSR Presentation	May 2020	May 2020

CONFLICTS OF INTEREST

See attached form stating that there are no conflicts of interest for Planwest Partners, Inc to provide services in Sonoma County. Planwest is not currently providing services to any local or regional agencies within the County.

WORKFORCE RATES & AVAILABILITY

Please see attached rate schedule for Planwest Staff rates. Hourly rates are also shown in the attached budget. The project costs will remain within budget and subconsultants will only be used as needed.

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PROJECT COST

See attached budget for project costs and hourly staff rates. The project costs will not exceed \$25,000.00. A detailed budget is attached.

INSURANCE REQUIREMENTS

As outlined in the RFP, Planwest will provide Sonoma LAFCO with certificates and original endorsements affecting the required insurance coverage prior to execution of a contract, including the following:

- A. Employer's umbrella liability insurance, with minimum coverage of \$1,000,000 per injury
- B. Commercial general liability insurance, in an amount of \$2,000,000 per occurrence and \$4,000,000 general aggregate (errors and omissions coverage)
- C. Automobile liability insurance, for any automobiles, with a minimum combined single limit coverage of \$1,000,000 per accident
- D. General Conditions Pertaining to Insurance

Such insurance will not be canceled or materially changed without thirty (30) days advance written notice and shall be maintained throughout the term of the contract and for a minimum of six months following termination and acceptance of all work under the contract.

REFERENCES

Cybelle Immitt, Senior Planner
Humboldt County Public Works
(707) 267-9542
cimmitt@co.humboldt.ca.us

Blake Inscore Mayor and Del Norte LAFCo Member
City of Crescent City
(707) 218-1037
binscore@crescentcity.org

Irwin Fust, Chairperson
Shasta LAFCo
(530) 242-1112
irwin378@gmail.com

Lon Winburn, Chief
Fortuna Fire Protection District
(707) 725-5021
lwinburn@fortunafire.com

Jason Fried
Marin LAFCo Executive Officer
415.448.5877
jfried@marinlafco.org

ATTACHMENTS:

1. Conflict of Interest Form
2. 2019 Planwest Rate Schedule
3. Budget with Project Costs and Hourly Staff Rates
4. Marin LAFCo Regional MSR Update

*Planwest Proposal:
Sonoma LAFCo
Timber Cove County Water District MSR
Preparation Proposal*



Scope of Work

Timber Cove County Water District MSR

This scope of work describes tasks to complete the Timber Cove County Water District (TCCWD or District) Municipal Service Review (MSR) for review and adoption by Sonoma LAFCO as per the Request for Proposals. This independent special district was formed in 1984 and is located along the Sonoma Coastline in the far northwest area of the County. The District provides water from Timber Cove Creek to a planned residential community approximating 558 acres in size.

The following scope of work serves to describe the process for completing the above referenced MSR. The following tasks will be completed for MSR preparation:

Task 1 –Setting & Agency Profile

A setting will be established that describes the context for the provision of services. This includes evaluating growth and population projections, identifying disadvantaged unincorporated communities, and describing current and proposed land uses on a regional scale. A GIS analysis component will be included in the regional setting to assist in identification of potential areas of growth.

An updated agency profile will be prepared that describe the core service, functions, boundaries, and infrastructure for the District. The brief profile will incorporate information collected and analyzed from research and an agency questionnaire sent to the District. The agency profiles will generally include the following information:

- Formation and Development
- Adopted Commission Boundaries
- Organizational Structure
- General Governmental Services
- Financial Summary

A Planwest representative will conduct an in-person site visit to the District to speak with District personnel, gather information and address any questions or concerns about the MSR process.

Deliverables: Agency profile, In-person site visit to District in Jenner, CA

Task 2 – Service Evaluation and Determination

Planwest will conduct an evaluation of District services that provides LAFCo with an understanding of the provided services' adequacy and efficiency. Evaluations will consider service levels, service demand, financing challenges and opportunities, infrastructure needs and deficiencies, opportunities for shared facilities, and governance structure options. Written determinations will be made to address the mandatory factors required under statute including:

Financial Ability to Provide Service:

Planwest will work with the District to ensure they have a water management plan that identifies water supplies and that the supplies are sufficient both for existing customers and to meet projected growth needs. Planwest will work with the District to

update, or prepare, a capital improvement plan that identifies needed water storage, treatment, and distribution infrastructure needs, and projected costs for these capital projects. If a CIP has not already been prepared, the project team will work with District staff to identify key infrastructure that will need to be replaced and identify resources and potential funding the District has or can develop to meet projected capital needs.

Planwest will review at least six other Sonoma County water providers (cities and districts) to document how District rates compare. Planwest will also review District audits for their conclusions and determine the District's internal auditing/accounting procedures.

Opportunity for Shared Services:

Planwest will map closest public water systems to determine where the District could explore contracting for services with other water service providers. Planwest will work with the District to identify and pursue cost sharing service opportunities, such as for water quality testing, treatment plant management, engineering services, etc.

Governance:

Planwest will request confirmation that District board of directors have completed appropriate ethics training and filed required financial disclosures. If not, training opportunities through CA Special Districts Association or other sources will be identified. Planwest will review District's website for provision of timely information to the public, especially regarding agendas and minutes of District Board actions and request policy confirming that the Board adheres to the Brown Act and allows for public comment during meetings. Planwest will determine the level of interest/activity associated with election of board members and learn if District elections have been contested. They will also determine if all board members are qualified residents of the District.

Sphere of Influence Determination:

Although the District is not seeking a sphere of influence amendment, Planwest will provide LAFCo with a recommended SOI determination, and alternative governance options if the District becomes unsustainable as an independent body.

Deliverables: MSR preparation, District service evaluation, adjacent water service provider review

Task 3 – Draft Report and Public Review

A draft report will be prepared and presented to the Commission for discussion and feedback. The project team will provide District information and draft determinations for the Sonoma LAFCo staff to use in a workshop. The draft report will be a complete document and include an introduction, setting, and agency profile, services evaluation and written determinations. Input received by affected agencies and interested stakeholders will be incorporated into the final MSR.

Deliverables: Draft TCCWD MSR

Task 4 – Final Report and Adoption

A final MSR will be presented to the Commission for action at a noticed public hearing. The final draft report will include updates from earlier drafts based on new information or comments generated during the public review period. The final draft report will be presented to the Commission for discussion and feedback as a Public Hearing agenda item. A Planwest staff representative will be present to answer questions on the MSR and explain District details. The Commission will consider formally adopting the MSR and codifying the written MSR determinations.

Deliverables: Public Hearing Noticing, Commission Meeting Attendance in Santa Rosa, Final TCCWD MSR



September 17, 2019

Sonoma LAFCO
111 Santa Rosa Avenue, Suite 240
Santa Rosa, CA 95404

Re: Request for Proposals: Municipal Service Review for
The Timber Cove County Water District
Disclosure of Potential Conflict of Interest

Dear Sonoma LAFCO Commissioners,

Planwest Partners no has prior working experience with local agencies in Sonoma County and the work preparing the Timber Cove County Water District MSR presents no conflicts of interest.

Sincerely,

A handwritten signature in black ink that reads "George Williamson". The signature is written in a cursive style with a long horizontal flourish at the end.

Signature

George Williamson, AICP, Principal Planner
Name & Title

September 17, 2019

Date

(707) 825-8260

Phone

Sonoma LAFCO Timber Cove County Water District MSR Update Draft Budget

	Principal Planner	Senior Planner	GIS Analyst	Associate Planner	Assistant Planner	Expense	Total
Rate	\$112	\$98	\$72	\$78	\$62		
Task 1. Setting & Agency Profile	2.00	4.00	8.00	10.00			\$1,972.00
Task 2. Service Evaluation and Determination							
Prepare Agency Profile	2.00	2.00	6.00	8.00	24.00		\$2,964.00
Request for Information to District	8.00			4.00	4.00		\$1,456.00
Input Detailed System Information	2.00	4.00	4.00	8.00	16.00		\$2,520.00
Contact with District Personnel	8.00			6.00		\$395.00	\$1,759.00
Admin Draft MSR to Sonoma LAFCO staff	12.00	12.00	16.00	24.00	36.00		\$7,776.00
Task 3. Draft Report and Public Review	6.00	4.00		8.00	12.00		\$2,432.00
Task 4. Final Report and Adoption	2.00	4.00	6.00	12.00	8.00		\$2,480.00
Attend Commission meeting for MSR Presentation	8.00					\$383.40	\$1,279.40
Total Hours	50.00	30.00	40.00	80.00	100.00		
Total	\$5,600.00	\$2,940.00	\$2,880.00	\$6,240.00	\$6,200.00	\$778.40	\$24,638.40

cross check \$24,638.40

Mileage Arcata - Santa Rosa: 230 mi @ \$.58/mi \$133.40
 Mileage Arcata - Ft Ross: 250 mi @ \$.58/mi \$145.00
 Lodging Expense \$250.00



2019 Planwest Rate Schedule

PLANWEST PARTNERS HOURLY RATE SCHEDULE	
Staff Position	Rate Per Hour
Principal Planner	\$112.00
Senior Planner	\$98.00
Associate Planner	\$78.00
GIS Analyst	\$72.00
Assistant Planner	\$62.00
GIS Technician	\$62.00
Planning Technician	\$58.00
Planning Intern	\$42.00

Direct Expenses:

Mileage:	\$ 0.58 per mile or direct rental car/fuel costs
Telephone:	actual toll call costs
Printing:	direct printing and binding costs.
Postage:	current USPS rates
Label Sheets:	\$ 0.30 per sheet
Standard Envelopes:	\$ 0.03 per envelope
Manila Envelopes:	\$ 0.10 per envelope

Copying and Map Plots:

8 ½ x 11 B & W copies:	\$ 0.06 per page
8 ½ x 11 color copies:	\$ 0.50 per page
11 x 17 B & W copies:	\$ 1.00 per page
11 x 17 color copies:	\$ 1.50 per page
Color Plots on bond (draft quality) roll stock (matte):	\$ 4.00 per square foot
Color Plots on Polypropylene stock (glossy):	\$ 5.00 per square foot
Color Plots on coated presentation stock:	\$ 6.00 per square foot

These fees are subject to annual review and adjustment.