



14 March 2019

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Subject: **Cowan – East Valley – LUP – #18040**
February Charges (Billing period February 1 – February 28, 2019)

Dear Debbie,

Enclosed is our invoice in the amount of **\$2,906.20**. The following services were provided during the subject billing period:

1. Represent project at County meetings on 2/4 to present solutions on basement conversion.
2. Conference call on 2/22 with owners and design team.
3. Coordinate with County staff, supervisors and Directors to review and approve basement solution.
4. Submit plans to Montecito Sanitary District (MSD) as required by County Planning for Will Serve letter.
5. Coordinate with MSD regarding conditions on Will Serve and costs for connection.
6. Conversations with Beth and Jamie regarding MSD requirements (e.g. monitoring sewer lateral).
7. Coordination with RCH to review and redline basement plans and photos and provide package to County.
8. Coordinate with County planner regarding timing for LUP and MBAR.
9. Obtain approval for basement strategy from County.
10. Project management.
11. Reimbursable Expenses (plan review fees from MSD, reprographics).