

Special Meeting of the Board of Directors

Lake Don Pedro Community Services District
9751 Merced Falls Road
January 30, 2015 at 1:00 p.m.

AGENDA

- 1. CALL TO ORDER: Presiding Officer: Establish Quorum, Pledge of Allegiance:**
- 2. WATER SUPPLY EMERGENCY RELATED ACTION ITEMS:**
 - a.** Establishment of a special board meeting schedule to consider updates and action items related to the water supply emergency with such meetings proposed to be held once per month, in addition to the regular board meeting.
 - b.** Resolution approving a contract with Kennedy Jenks Consultants for work associated with the water supply emergency including the immediate preparation of grant applications and evaluation of the feasibility of various new water supply projects and options.
 - c.** Approval of a Resolution approving an amendment to the agreement with Kampa Community Solutions, LLC for the provisions of temporary management services specifically related to the current water supply emergency.
- 3. ADJOURNMENT**

Lake Don Pedro Community Services District

Special Meeting of January 30, 2015

AGENDA SUPPORTING DATA

2. WATER SUPPLY EMERGENCY RELATED ACTION ITEMS:

- a. Establishment of a special board meeting schedule to consider updates and action items related to the water supply emergency with such meetings proposed to be held once per month, in addition to the regular board meeting.

Background

The water supply for the District is currently in serious jeopardy of depletion. This is a very serious situation that affects the lives and property of thousands of persons in the Don Pedro area. The Lake Don Pedro CSD is entrusted with the responsibility and obligation under its state permits to provide an adequate supply of water in accordance with state standards. Water shortages occur, and we are required to plan for such emergencies. Unfortunately, we are at the 11th hour in a water crisis and are developing and implementing the response plan in the midst of the most historic water supply emergency on record in our community.

The Board hires or contracts for competent management who is capable of, in addition to general management responsibilities, developing emergency response plans and completing associated actions; and delegates the authority to management to conduct the day to day actions required to be successful in service delivery. In this current situation, we are developing and implementing the emergency plans simultaneously, while a crisis is occurring around us. With less than sixty days of water supply available, this situation will require extremely rapid evaluation of options and implementation of solutions. Associated with that will be many rapidly developing management actions and Board decisions including:

- Preparation and approval of detailed scopes of work for consultants and contractors to ensure the right solutions are appropriately constructed in accordance with District standards and customer needs
- Approval of contracts for consulting work and construction
- Preparation and approval of emergency response plans and emergency contingency plans
- Preparation of various loan and grant applications and servicing of the completed applications
- Development of specific accounting procedures related to the emergency and management of the additional work effort
- Negotiation for property or/and easement acquisitions associated with projects
- Negotiation and execution of purchase agreements and other contracts associated with acquisition of emergency supplies
- Development and delivery of public information, workshops, notices
- Review of water conservation performance reports and amendments to water conservation requirements
- Consideration of implementation of actions to support the water conservation effort such as subsidy or rebate programs
- Consideration of various loan and grant funding options and planning the related financial implications.

Management must move as quickly as possible on each and every item of work associated with the emergency and even holding off for two days and the time required to prepare for and present certain matters before the Board can result in missed opportunities and/or missed deadlines. It is impossible to detail each and every decision needed of the Board at this time, and to present reasonable options before the planning and analysis

work has been completed. The situation over the next few months will be dynamic and require constant actions by management and frequent decisions by the Board.

It is therefore recommended that the Board establish a more frequent, predictable meeting schedule for the months of February through April 2015. Given the current workload for staff and the Board, pre-scheduled meetings are the most efficient for all directly involved and are also the best from a public involvement perspective. Once approved the meeting schedule will be provided to the media, homeowners association and other interested persons. In the event that the emergency is resolved sooner and there is no need for the continuing special meetings, such meetings can be cancelled at any time. It is also probable that additional special meetings may be required between the schedules proposed below.

Staff recommends the following schedule:

February 2015

Special Meeting February 4, 2015 – 1:00 PM

Regular Meeting February 16, 2015 – 1:00 PM

March 2015

Special Meeting March 4, 2015 – 1:00 PM

Regular Meeting March 16, 2015 – 1:00 PM

April 2015

Special Meeting April 8, 2015 - 1:00 PM

Regular Meeting April 20, 2015 - 1:00 PM

Recommended Motion

I move to approve the series of special meetings related to the water supply emergency as recommended.

Lake Don Pedro Community Services District

Special Meeting of January 30, 2015

AGENDA SUPPORTING DATA

2. WATER SUPPLY EMERGENCY RELATED ACTION ITEMS:

- b. Resolution approving a contract with Kennedy Jenks Consultants for work associated with the water supply emergency including the immediate preparation of grant applications and evaluation of the feasibility of various new water supply projects and options.

Background

Our response to the current water supply emergency requires that we act very quickly in planning, designing, permitting and constructing additional groundwater sources. In addition, to receive grant funding for the installation of wells, a deep water intake and other emergency water supply enhancing projects, we are required to submit very technical grant application documents to both state and federal agencies. The size and complexity of these documents can range from a few pages and several technical attachments, to hundreds of pages with massive attachments that can be very technical in nature.

Much of the work needed for the grant applications is beyond the capabilities of existing district staff and management; in both time and complexity. The design work on the wells and feasibility analysis for other water supplies is also a very technical, logistical, engineering and financial evaluation; much of which must be prepared by the licensed engineer. Our District Engineer, Binkley and Associates has recommended that we seek outside engineering assistance as their firm does not currently have staff or time availability to perform to the rapid schedule necessary. Binkley proposes to serve in a support role in this project.

Options in this current emergency situation include:

- Entering into contract with the engineering firm chosen by the District based on knowledge and/or experience with their work, work references and qualifications
- Seeking proposals from multiple engineering firms for the work, evaluating proposals and awarding contracts based on the work proposal, cost, qualifications and experience.

On several occasions, General Manager Peter Kampa has very successfully employed the resources of Kennedy Jenks Consultants (KJ); a full service engineering firm in Sacramento. Therefore, once overwhelmed with tasks and technical work beyond his capabilities, Manager Kampa requested a proposal from an engineering firm with which he has worked continuously over the last 17 years. KJ can provide the engineering and other technical resources to ensure that we meet the necessary emergency schedule. An initial KJ scope of work, schedule and fee has been developed and attached for your consideration.

If approved, KJ will work directly under the coordination and management of the District GM. All KJ work associated with the Department of Water Resources (DWR) grant application, agreement and project design associated with Well No. 1 is reimbursable under the grant. The feasibility study work may be covered by a future grant for which KJ will be submitting an application.

Manager Kampa confirms that KJ has the experience, qualifications and expertise on the team to accomplish the District's water supply goal. Kampa and KJ have worked on many successful projects including:

- McCloud Wastewater system master plan and wastewater collection system replacement projects. KJ performed all the design work, prepared grant applications, assisted in bidding and construction

management; resulting in completion of an \$11 million dollar grant funded replacement of the entire sewer system over three phases of the project and five years.

- McCloud Intake Springs Pipeline Replacement Project – Completed a fast-tracked environmental review, design, construction management and grant funding of a \$5 million dollar pipeline replacement project.
- McCloud Spring Renovation projects – completed the grant funded renovation of the enclosures surrounding several spring water sources serving the community

The General Manager has assisted in drafting and reviewed the attached scope of work, and has verified the fee to be competitive and schedule to be appropriate given the circumstances. Due to timing and the relationship previously developed between District management and KJ, staff recommends approval of contract with Kennedy Jenks.

Recommended Motion

I move to approve Resolution No. ____, 2014, approving a contract with Kennedy Jenks Consultants for work associated with the water supply emergency including the immediate preparation of grant applications and evaluation of the feasibility of various new water supply projects and options.

Kennedy/Jenks Consultants

Engineers & Scientists

10850 Gold Center Drive, Suite 350
Rancho Cordova, CA 95670
916-858-2700
Fax 916-858-2754

29 January 2015

Peter J. Kampa
General Manager
Lake Don Pedro Community Services District
9751 Merced Fall Road
La Grange, CA 95329

Subject: Lake Don Pedro Community Services District SRF/USDA Applications Proposal

Dear Mr. Kampa:

Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to submit this scope of work and fee estimate to the Lake Don Pedro Community Services District (District) for the preparation of State Revolving Fund (SRF) and United States Department of Agriculture Rural Development (USDA RD) funding applications, as well as work scope, budget, and other attachments for a Department of Water Resources (DWR) grant agreement already obtained by the District. Additional services also include a preliminary water supply feasibility evaluation, as-needed assistance, and project management. The objective of preparing and submitting the funding applications is to request emergency funding for the planning, design, and construction of temporary and permanent water supply alternatives.

Background

Kennedy/Jenks was contacted by the District on 22 January 2015 and participated on a conference call with the District on 23 January 2015 to discuss the District's project. The District currently receives its water from a pumping station at Lake McClure. Water is pumped from this location to the District's Water Treatment Plant (WTP) and then distributed to the District's customers. The District serves a severely disadvantaged community with water rates already at the 2% of median household income threshold. The current water supply is being consumed at a rate in which it will be out of water in less than 60 days. The District has been in communication with Tuolumne County (County), DWR, and the California Office of Emergency Services (OES) providing notification of its emergency situation as well as discussing a plan of action to temporarily and permanently provide water to its customers. The District currently has a water conservation plan in place that has reduced water consumption by 50% over the past year.

The proposed temporary solution is to construct three new groundwater wells by the summer of 2015 to provide a temporary water supply while developing a plan for a permanent water source. The timeline required for planning through construction of a permanent solution is

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approximately 18 months, therefore the reason the District is choosing the proactive and expeditious approach of installing the three groundwater wells. While these groundwater wells will provide water supply temporarily, wells in this area are unreliable as a permanent solution due to the fractured rock formations present. These groundwater wells will be kept and used on an emergency basis once a permanent water supply solution is developed and constructed.

Step one of the temporary solution is to utilize an existing groundwater well (Well 1) and construct a new groundwater well (Well 2) that together will provide 200-300 gallons per minute (gpm). This new well is scheduled to be constructed and operational in March 2015. The water produced by the existing groundwater well will assist with water supply, but will only produce enough water in addition to the remaining water in Lake McClure to serve the District through March 2015. The new well, Well 2, will help meet springtime demand, but not summertime demand. The District has procured \$200,000 in grant funding from DWR for construction of Well 2 and has selected a contractor. Kennedy/Jenks will assist in final Well 2 site selection based on site factors such as power availability, proximity to the District's infrastructure, and technical input from the District's hydrogeologist and contractor. The grant application was prepared by the District, but has not been fully approved for reimbursement due to some missing items that Kennedy/Jenks will prepare as part of the services listed below. In addition to constructing Well 2, the District has also procured \$60,000 in funding for pumping equipment to pump water from the bottom of the Merced River to the existing Lake McClure pumping station.

Step two of the temporary solution is to design and construct another two new groundwater wells (Wells 3 and 4) that together will produce 200-300 gpm. These two new wells are proposed to be funded by SRF or USDA RD from the funding applications that Kennedy/Jenks will prepare as part of the service listed below. It is assumed that approximately \$500,000-\$1,000,000 is needed to construct the two new wells. The combination of Wells 1 through 4 will provide 400-600 gpm to the District. Four hundred (400) gallons per minute will meet 70% of the District's summertime demand, and will provide a temporary water supply while the District develops a permanent water supply plan. Water from Well 1 is currently treated by the District's WTP, as will new Wells 2 through 4.

This District is committed to developing a strategy for a permanent water supply solution and will evaluate feasible alternatives while steps one and two above are ongoing. The District has had preliminary discussions to develop a permanent solution such as constructing a new water intake and pumping facilities at Lake Don Pedro, located approximately 5 miles from the District's WTP, and installation of piping from the pumping facility to the WTP. A project description will be developed and funding for a permanent solution will be requested under separate application from SRF and USDA RD. Kennedy/Jenks will a prepare preliminary feasibility evaluation for a permanent water supply as well as the SRF and USDA RD funding applications as part of the services listed below.

Environmental documents conforming to the California Environmental Quality Act (CEQA) and National Environmental Protection Agency (NEPA) will be prepared as necessary during the planning and design phase after the project is defined and funded.

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Scope of Work

In coordination with the District, County, SRF, USDA RD, and DWR, Kennedy/Jenks will perform the following tasks:

Task 1 – DWR Grant Agreement Attachments (Well 2)

Kennedy/Jenks will prepare a project description work scope, budget, schedule and other attachments to the DWR funding application initially prepared by the District for funding of Well 2. This task is a priority item to ensure funding from DWR is received expeditiously to construct Well 2.

Task 2 – SRF Funding Application (Wells 3 and 4)

Kennedy/Jenks will prepare a SRF funding application for the planning, design, and construction of two new groundwater wells (Wells 3 and 4). This task includes developing the project description, location, work scope, budget, schedule, and other application requirements. Kennedy/Jenks will work with District Staff to gather sufficient District information to prepare a competitive application while clearly describing the emergency situation the District is in.

Task 3 – USDA RD Funding Application (Wells 3 and 4)

Kennedy/Jenks will prepare a USDA RD funding application for the planning, design, and construction of two new groundwater wells (Wells 3 and 4). This task includes developing the project description, location, work scope, budget, schedule, and other application requirements. Kennedy/Jenks will work with District Staff to gather sufficient District information to prepare a competitive application while clearly describing the emergency situation the District is in.

Task 4 – Feasibility Evaluation of a Permanent Water Supply Solution

Kennedy/Jenks will work with the District to prepare a list of possible permanent water supply alternatives. The list and concepts will be described at a preliminary and planning level, but will be utilized as a basis of description for project funding applications. Not all project specific details will be worked out due to the fast tracking in resolving the District's emergency and other unknowns, such as water rights, water quality, and right-of-way needs.

Task 5 – SRF Funding Application (Permanent Water Supply)

Kennedy/Jenks will prepare a SRF funding application for the planning, design, and construction of a selected permanent water supply solution based on the feasibility evaluation. This task includes developing the project description, location, work scope, budget, schedule, and other application requirements. Kennedy/Jenks will work with District Staff to gather sufficient District information to prepare a competitive application while clearly describing the emergency situation the District is in.

Task 6 – USDA RD Funding Application (Permanent Water Supply)

Kennedy/Jenks will prepare a USDA RD funding application for the planning, design, and construction of a selected permanent water supply solution based on the feasibility evaluation. This task includes developing the project description, location, work scope, budget, schedule,

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and other application requirements. Kennedy/Jenks will work with District Staff to gather sufficient District information to prepare a competitive application while clearly describing the emergency situation the District is in.

Task 7 – As-Needed Assistance

Kennedy/Jenks will be available to provide general assistance as necessary and as requested by the District with tasks such as preparing emergency contingency plans, drawings, figures, infrastructure evaluation methods, and other technical services as required by the State Water Board, funding agencies and/or provide other relevant services necessary as requested by the District during this emergency.

Task 8 – Project Management

This task provides general project coordination efforts required to organize the project team, assign and control work, prepare and submit invoices, and report progress to LDPCSD. The purpose of this task is to provide supervision and coordination of the project team for the duration of the work to ensure timely and successful project completion. The work in this task includes developing and maintaining schedules, project status meetings, conducting one site visit, and compliance with Quality Assurance/Quality Control (QA/QC) procedures.

This task also provides for internal QA/QC review of all deliverables prior to submittal to LDPCSD. Kennedy/Jenks' senior staff not directly involved in the project work shall provide QA/QC review of key aspects and provide independent peer review.

Schedule

Task 1 shall be completed as quickly as possible and within 7 days after contract execution. Tasks 2 through 4 shall be completed as quickly as possible and within 30 days after contract execution. Tasks 5 through 7 will be completed as quickly as possible and within 60 days after contract execution. Time is of the essence for completion of the project and appropriate staff will be assigned to the project and work diligently through its completion.

Fee

Kennedy/Jenks proposes a not to exceed budget of 290 hours for a fee of \$55,000 to provide the services described herein in accordance with a contract agreement between LDPCSD and Kennedy/Jenks. We will provide our grant support services on a time and materials basis and the budget will not be exceeded without prior written authorization from LDPCSD. As it is difficult to determine the exact level of support required to complete the above scope of work at this time, we will notify the District once we achieve 80% of the budget. At that time, we will assess the work remaining and determine with the District if additional budget is required to support the District to complete the scope of work.

We have contacted AES, our environmental subconsultant, proposed to support the District when we need their environmental services to support the funding applications and projects. This proposal does not include the scope or fee at this time.

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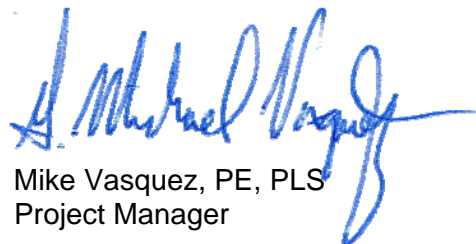
We look forward to working with you to assist the District with resolving this very challenging issue of water supply. We can begin work as soon as a contract is executed. Please contact Tim Williams or Mike Vasquez at (916) 858-2700 if you have any questions or require additional information.

Very truly yours,

KENNEDY/JENKS CONSULTANTS



Tim Williams, PE
Principal



Mike Vasquez, PE, PLS
Project Manager

Enclosure: Fee Spreadsheet

Proposal Fee Estimate

CLIENT Name: Lake Don Pedro CSD
 PROJECT Description: SRF/USDA Funding Applications
 Proposal/Job Number: _____ Date: 1/29/2015

January 1, 2015 Rates	Eng-Sci-9	Eng-Sci-8	S. Itagaki	M. Vasquez	Eng-Sci-5	A. Cazarez	Eng-Sci-3	J. Rios	Eng-Sci-1	Designer	CAD	Project Admin.	Admin. Assist.	Aide	Total	KJ Labor	KJ Escalation	KJ Comm. Charges	Sub Contr. #1	Sub Contr. #2	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses	
Classification:	\$270	\$250	\$235	\$215	\$190	\$175	\$160	\$145	\$130	\$155	\$120	\$90	\$110	\$70	Hours	Fees	3%	4%	Fees	Fees	10%	Fees	10%				Fees	
Phase **** (Default)																												
Task **** (Communications Charges)																		\$2,084									\$2,084	\$2,084
Task **** (Contingency)																\$0	\$0					\$0	\$0	\$0	\$0	\$0	\$0	\$0
Phase **** - Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$2,084	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,084	\$2,084
Phase 1																												
Task 1 - DWR Grant Agreement Attachments (Well 2)				4		6		8							18	\$3,070	\$92				\$0	\$0	\$0	\$0	\$0	\$0	\$3,162	\$3,162
Task 2 - SRF Funding Application (Wells 3 & 4)					6		12		16						34	\$5,710	\$171				\$0	\$0	\$0	\$0	\$0	\$0	\$5,881	\$5,881
Task 3 - USDA RD Application (Wells 3 & 4)					6		12		16						34	\$5,710	\$171				\$0	\$0	\$0	\$0	\$0	\$0	\$5,881	\$5,881
Task 4 - Feasibility Evaluation of a Permanent Water Supply Solution				12		24		20			8				64	\$10,640	\$319				\$0	\$0	\$0	\$0	\$0	\$0	\$10,959	\$10,959
Task 5 - SRF Application (Permanent Water Supply)				6		12		16							34	\$5,710	\$171				\$0	\$0	\$0	\$0	\$0	\$0	\$5,881	\$5,881
Task 6 - USDA RD Application (Permanent Water Supply)				6		12		16							34	\$5,710	\$171				\$0	\$0	\$0	\$0	\$0	\$0	\$5,881	\$5,881
Task 7 - As-Needed Assistance				8		8		8			8				32	\$5,240	\$157				\$0	\$0	\$0	\$0	\$0	\$0	\$5,397	\$5,397
Task 8 - Project Management			10	30											40	\$8,800	\$264				\$0	\$734	\$73	\$0	\$0	\$9,064	\$9,871	
Phase 1 - Subtotal	0	0	10	78	0	86	0	100	0	0	16	0	0	0	290	\$50,590	\$1,518	\$0	\$0	\$0	\$0	\$734	\$73	\$52,108	\$0	\$807	\$52,915	
All Phases Total	0	0	10	78	0	86	0	100	0	0	16	0	0	0	290	\$50,590	\$1,518	\$2,084	\$0	\$0	\$0	\$734	\$73	\$52,108	\$0	\$2,892	\$54,999	

Lake Don Pedro Community Services District

Special Meeting of January 30, 2015

AGENDA SUPPORTING DATA

2. WATER SUPPLY EMERGENCY RELATED ACTION ITEMS:

- c. Approval of a Resolution approving an amendment to the agreement with Kampa Community Solutions, LLC for the provisions of temporary management services specifically related to the current water supply emergency.

Background

The Board on October 3, 2014 approved an agreement with Kampa Community Solutions, LLC (KCS) for general management services. A copy of the agreement with KCS is attached for your reference. Mr. Kampa has served as District General Manager since that date. On December 3, 2014 the Board declared a Water Supply Warning through adoption of Resolution 2014-09. This resolution set forth mandatory water conservation measures and since that date, the Board has approved moving forward with a variety of activities intended to improve water supply and enhance its reliability. The contract with KCS provided for a maximum of 20 hours per week and the current level of management effort including general management work and emergency work is approaching 30 to 40 hours per week. KCS cannot continue to provide the level of service required to be successful in the coming months within the 20 hours available under the existing contract, therefore an amendment is proposed to increase hours available for emergency work; on an hourly basis.

Mr. Kampa has significant experience in emergency management and has been working continuously through the months of December 2014 and January 2015 with the emergency managers from both Tuolumne and Mariposa counties. The water supply situation has seriously worsened and immediate action is required to secure the services of Mr. Kampa, above and beyond his existing general management services contract, to ensure that the necessary actions, projects and funding are secured to quickly move the District to a position where adequate water supply is available in the likely event that our Lake McClure source is depleted this spring.

Under the current contract, the specific general management work to be performed is as follows:

- Maintain an efficient and effective working environment, encourage the sharing of information and feedback to meet the District's mission and goals
- Coach thorough communication and public relations when interacting with employees and the public and effectively represent the District with diplomacy at all times
- Bring familiarity with local, state, federal, regulatory and legislative laws, policies, initiatives, and challenges of importance to the District, along with understanding the current water and drought issues and complexities that impact LDPCSD, in particular, as well as industry issues affecting California in general
- Provide the District with strong financial management skills hold customer service and public relations as a high priority
- Lead with the highest ethical standards and will exemplify integrity, work ethic, and collaboration
- Strive to understand the culture and politics of the Don Pedro area, and remain actively involved in the community
- Provide a management style that emphasizes teamwork, accountability, participation, communication, collaboration, trust, care and concern
- Provide strategic, analytical and creative problem solving skills

Mr. Kampa will assist the Board and District by:

- Guiding the Board in the development of priorities, goals and objectives
- Building rapport with the District Board of Directors, execution of their goals and objectives, and provide recommendations to the board
- Assist the Board in effective policy development

Specific Tasks

1. Provide the work effort necessary to effectively manage the District.
 - a. Work up to a maximum of 20 hours per week
 - b. Attend Board and Committee meetings
 - c. Conduct staff meetings
2. Work on site at the District office within the time available and as necessary to accomplish the established goals and objectives
3. In coordination with the Board Secretary, lead and/or perform the following work that occurs on an ongoing basis, as needed:
 - a. Preparation, review and revision of agreements, policies and other documents
 - b. As requested, coordinate and manage the operations and project work completed by the District Engineer
 - c. Coordinate Board meeting preparation, develop effective meeting procedures if necessary and addressing Brown Act/Public Records Act questions
 - d. Assist the Board in policy or ordinance interpretation questions
 - e. Lead in the development of policies proposals and procedures to support the operations and administration
 - f. On site staff training as needed on items such as Board Secretary requirements, safety procedures and protocol, public records and requests, Board elections/appointment procedures and protocol, meeting management
 - g. Grant research for critical District projects, prepare Board recommendations and action plans
 - h. Assist in liability related investigation, evaluation and resolution
 - i. Review and evaluation of concepts, opportunities and threats
 - j. If requested, participation or presentation in meetings such as IRWMP, County Board of Supervisors, County Water Agency
 - k. Review, interpretation and/or comment on existing or proposed state laws, regulations, permit provisions, enforcement actions and agreements
 - l. Evaluate and assist in resolving operational issues and operations personnel matters
 - m. Review of and recommendation on financial matters, finance reports, audits
4. Under Board direction, work on the following major initiatives with which we are currently familiar:
 - a. Develop solutions to the District's water supply issues; prepare public outreach materials, coordinate and conduct necessary meetings and engage with state and local agencies until acceptable water supply alternatives are identified and implemented.
 - b. Assist or facilitate a simple District strategic plan or capital improvement plan
 - c. Develop a new Board member orientation program for use in bringing newly elected and appointed Board members up to speed quickly and provide them critical decision making tools

The above listed work comprises the general management work of the District and the majority of the additional work is operational in nature, conducted by mid management employees such as the operations and office managers. The development of water supply solutions has become the current management priority and are contained in the attached Emergency Water Supply Management Proposal prepared by KCS at the Direction of Board President Johnson.

Included in this agenda item is an example invoice, based on the average hourly KCS billing rate and containing the hours worked on the emergency project in January 2015. The expenses associated with the emergency may be reimbursable under the various emergency declarations. The work performed on emergency management under the existing general services agreement with KCS are not reimbursable under emergency funding programs; while a separate contract for management consulting work specific to the emergency WOULD be reimbursable in the event such funds are made available. Some of the grant programs, such as the DWR grant already secured and moving forward, allow for reimbursement of all eligible management expenses related to the work. Therefore, much of the added cost of funding this proposal may be funded by grants and emergency reimbursements.

Options in this matter are as follows:

1. Approve the KCS proposal as presented
2. Secure proposals from, or directly hire an additional management consulting firm capable of providing immediate emergency management in conjunction with the General Manager and also provide Board/community/agency interaction

A resolution approving the agreement with KCS is provided as the preferred alternative given the circumstances and time required to hire additional consultants, however Mr. Kampa cannot participate in the discussion during consideration of this item as he will be declaring a conflict of interest with the Board's consideration of this matter. He will be leaving the room during its discussion.

Recommended Motion

I move to approve Resolution _____, 2015, approving an amendment to the agreement with Kampa Community Solutions, LLC for the provisions of temporary management services specifically related to the current water supply emergency.



KAMPA COMMUNITY SOLUTIONS, LLC
EMERGENCY WATER SUPPLY MANAGEMENT SERVICES
PROPOSAL
Lake Don Pedro Community Services District

January 29, 2015

SCOPE OF WORK AND PROPOSED AGREEMENT AMENDMENT

Kampa Community Solutions, LLC (KCS) is prepared to provide services under a contract amendment with the Lake Don Pedro Community Services District. The District is experiencing an extreme water supply emergency and KCS proposes the following work in an effort to improve the water supply situation in the community:

Services Proposal

Through KCS as an independent contractor, Peter J. Kampa will:

- Serve as project manager for the coordination of all agencies, contractors, consultants, actions, projects and other improvements necessary to improve the District's water supply situation.
- Seek all potential grant funding available for water supply projects and oversee the preparation of grant applications, provide application servicing and grant administration
- Coordinate the plans and responses of county, state and federal emergency assistance
- Provide regular Board reports as directed
- Prepare necessary emergency agenda items for Board approval
- Negotiate all contracts, agreements, scopes of work and activities related to all emergency consulting services
- Attend all emergency response planning and other meetings associated with planning and implementing solutions related to the emergency.
- Attend community meetings to provide information to and educate the community on water conservation requirements and opportunities
- Coordinate and conduct water conservation workshops as requested
- Develop necessary draft policies, ordinances, regulations and enforcement programs if necessary or requested
- Coordinate all activities with the State Water Board staff to ensure compliance with state health and system permitting requirements.

Mr. Kampa will further assist the Board and District by:

- Guiding the Board in the development and evaluation of long term water supply projects and establishing their priorities, funding opportunities, and implementation if funded

- Providing reports for the permanent record of the District and to inform the Board and community on the issues and successes of our efforts
- Building rapport with emergency management agencies who will assist the District in the long term and hopefully provide emergency reimbursement funding
- Assist the Board in policy development related to the water supply emergency and drought response

All water conservation actions required by Board resolution will be implemented under the general management proposal and not billed hourly as an emergency item.

Budget

The proposed work will be completed and billed on an hourly basis at \$80 per hour. It is estimated that the hours required for the work described herein will be between 60 and 80 hours per month, billed on a monthly basis beginning with an invoice for the work completed in January 2015. KCS will attempt to bill hours to reimbursable activities to the maximum extent allowed, and will provide detailed billing of all hours worked and activities performed. This work effort is only anticipated for the period of the water supply and completion of the water supply enhancement projects. This scope of work terminates upon action of the Board of Directors.

Consulting Time Record

Kampa Community Solutions, LLC

Project: Water Supply Emergency
 Name: Lake Don Pedro CSD

Month: Jan-15

Hourly Rate \$80.00

DAY	PROJECT	WORK PERFORMED	TOTAL	TOTAL
			TIME	FEE
5	General Emergency	Prepare update report for Tuolumne County Board of Supervisors	1.25	\$100.00
6	General Emergency	Attend TC Board of Supervisors meeting for water emergency agenda item, meeting with County OES staff re projects and communication	1.50	\$120.00
9	General Emergency	Communication via email and phone with State Water Board, MID, Counties	1.00	\$80.00
13	General Emergency, Hazard Mitigation Grant	Attend Multi-jurisdictional Hazard Mitigation meeting in Sonora and post meeting communication with Calfire re grant applications	2.75	\$220.00
15	Hazard Mitigation Grant	Prepare grant applications for well and tank projects, deep water intake and purchase of property for water source	8.75	\$700.00
16	DWR Grant	Review draft agreement and prepare draft language, emails and phone calls to state, review draft resolutions delegating authority, prepare draft for Board	3.25	\$260.00
16	General Emergency	Prepare Board Report, coordinate meetings with county and state	1.25	\$100.00
20	DWR grant and General Emergency	Attend meeting, present matters, answer questions, send status emails to state, develop scope of work for engineering team	1.25	\$100.00
21	General Emergency	Complete emergency information piece for use with homeowners discussion , and presentation to Board and realtors	3.75	\$300.00
21	General Emergency	Meeting with realtors regarding water upply emergency (1/2 of meeting for another purpose)	1.00	\$80.00
23	OES Conference Call	Attend call with 20 other state agencies	1.75	\$140.00
23	DWR Grant	Prepare for conference call meeting, update project budget, begin work on scope	1.50	\$120.00
23	Conference Call engineering team	Discuss scope of work, roles, attendance at meetings, coordination with Binkley	1.25	\$100.00
24	General Emergency	Review emails and respond. Coordinate responses of others	0.75	\$60.00
26	DWR Grant	Review emails from DWR and Respond, develop emails and other direction to engineers, develop scope of work for project, work on agreement attachments	6.00	\$480.00
26	Engineering	Contract scope of work development, coordinate between District engineer and Kennedy Jenks	1.25	\$100.00
26	General Emergency	Communication with County re county board action related to support of instream flow reductions, comments on draft letter from county, revise letter and supporting calculations and email	1.50	\$120.00
28	DWR Grant	Coordinate with Well Drillers and hydrogeologist for final well site selection	1.50	\$120.00
28	General Emergency	County Drought Task Force Meeting, meet with Homeowners Association President, conference call on emergency contingency planning, develop work scope for state waterboard water conservation proposal	6.00	\$480.00
28	DWR Grant	Review KJ scope of work and finalize, review draft project workplan and budget	3.00	\$240.00
29	General Emergency	Finalize KJ Scope of work, prepare documents for Board packet related to emergency, coordinate site tour for 1/30	2.50	\$200.00
30	DWR Grant, General Emergency	Special Board meeting, Meeting with Governor's Manager of OES, lake and project site visits, meeting with County OES managers	8.00	\$640.00
			60.75	\$4,860.00

I certify that the above time and scope of work is in addition to the normal time spent in Distict management actions, which are billed separately under contract