



**KAMPA COMMUNITY SOLUTIONS, LLC**  
**PROPOSAL FOR GENERAL MANAGEMENT SERVICES**  
**Lake Don Pedro Community Services District- April 19, 2016**

**EXHIBIT A**

Kampa Community Solutions, LLC (KCS) is immediately prepared, qualified and experienced to serve as General Manager of the Lake Don Pedro Community Services District (District or LDPCSD). Peter J. Kampa, President of KCS has served as Interim General Manager for the LDPCSD since October of 2014, under a contract executed to assist the District bridge a management gap. Mr. Kampa will continue with LDPCSD under this proposed contract, serving as its General Manager in accordance with the requirements of California Government Code (CGC) 61051.

The Board has prepared for hiring a General Manager through the adoption of a Strategic Plan which details the work to be completed over the next five years, and for which the General Manager will be responsible. The Strategic Plan is a document intended to identify the specific action needs and plans of the District, and to set those in motion by establishing management objectives and other policy directives that help clarify the Board's expectations of how the CGC 61051 requirements are to be implemented. These priorities, goals and objectives determine the level of expertise, effort and time required for their accomplishment, and this proposal includes that necessary effort.

This proposal contemplates a General Services Agreement with no specific termination date, however either party can terminate the agreement simply by giving a 30 day advance notice. The agreement provides our firm the certainty to allow us to employ the staff and contractors necessary to ensure full achievement of all district management objectives. The agreement also provides the District with a predictable level of management achievement and associated cost.

As of May 1, 2016, Kampa Community Solutions is adding one additional full time administrative staff to its firm, Chalyse Drake, which will significantly increase management time efficiency and administrative work output for the District. This position is responsible to increase our performance in needed areas such as providing consistent and focused customer information output, improved administrative recordkeeping, board and public information report development, safety and liability reduction program implementation. This will allow Mr. Kampa to focus on the development of the maintenance plans and programs, capital improvement and equipment replacement plans, project financing and compliance with all laws and standards. Ms. Drake will serve at the direction of Mr. Kampa and perform much needed administrative work in support of the adopted strategic plan and management objectives. The cost of this additional work is included in the cost of this management services proposal.

The total cost of the KCS General Services Management Contract with LDPCSD is \$7,916.67 per month through the end of 2016. There are no additional costs or fees; no benefit payments, no state or federal taxes to pay, or reimbursements to be made. This fixed rate is \$2,000 to \$3,000 below the market rate for qualified district managers. The emergency services task order is terminated with adoption of this contract amendment, and all work will be completed under this single, cost predictable contract. Performance will be measured continuously against accomplishment of the measurable management goals and objectives as adopted by the Board.

# SERVICES PROPOSAL

## Legal Compliance

The California Government Code provides a very broad job description for the General Manager of a community services district, and all work in this proposal and under this contract shall support these required functions.

Peter Kampa of Kampa Community Solutions, LLC (KCS) will serve as the chief executive of Lake Don Pedro CSD, assuming the responsibilities of General Manager as outlined in California Government Code Section 61051 which states:

The general manager shall be responsible for all of the following:

- (a) The implementation of the policies established by the board of directors for the operation of the district.
- (b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.
- (c) The supervision of the district's facilities and services.
- (d) The supervision of the district's finances.

## Implementation of the Board's Goals and Objectives

Kampa Community Solutions (KCS) will provide the knowledge, expertise, experience and dedicate the time necessary to effectively lead the District to accomplishment of the goals and objectives contained in the District's Strategic Plan. KCS will ensure that the Strategic Plan is kept updated to reflect the current priorities of the District, consistent with the vision, values and beliefs of the Board of Directors.

In addition, KCS will ensure that the Board has the policies, structure and process in place to ensure Board understanding of the legal requirements and industry standards of administering the affairs of the District and managing its public services. KCS will at all times manage to achieve consistent compliance with these laws and standards; keeping the District out of court, on the good side with the Grand Jury and ultimately reducing District expenses.

Mr. Kampa will assist the Board and District by:

- Guiding the Board in the development and update 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 Management Responsibilities

Below are listed some specific responsibilities of the General Manager. There is no way to possibly capture every aspect of all work to be done each day; and to do so would likely commit the District to an unattainable, overly restrictive course of action. It is understood that KCS will provide the work effort, leadership and guidance necessary for effective District management. The efforts of KCS cannot

possibly replace the need for a reasonable level of District staffing. KCS will work both on and off site up to a maximum of 20 hours per week to provide and be responsible for the following:

- 1) Board and committee meeting management; management of the process of agenda packet preparation, develop effective meeting procedures as necessary and addressing Brown Act/Public Records Act questions
- 2) In coordination with existing District staff, 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. Coordinate and manage the operations and project work completed by the District Engineer and ensure accurate District records of its systems
  - c. Assist the Board in policy and ordinance development and update as necessary, implement all adopted policies, assist staff in its interpretation
  - d. Provide 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
  - e. Grant research for critical District projects, prepare Board recommendations and action plans
  - f. Assist in liability related investigation, evaluation and resolution
- 3) Review and evaluation of concepts, opportunities and threats as introduced or directed by the Board
- 4) Manage resolution of longstanding issues such as the Outside Place of Use conflict
- 5) Lead the efforts including contract negotiation and implementation with MID and develop/maintain a positive working relationship
- 6) Participation or presentation in meetings such as IRWMP, County Board of Supervisors, County Water Agency
- 7) Review, interpretation and/or comment on existing or proposed state laws, regulations, permit provisions, enforcement actions and agreements
- 8) Serve as the manager of human resources and personnel officer as needed
- 9) Supervise and direct the field operations through the Operations Supervisor, coordinate and direct the development and implementation of operations plans and capital improvement plans as detailed in the strategic plan
- 10) Manage the District finances and financial reporting, office functions and records in cooperation with the Office Supervisor and contract finance staff
- 11) Manage solutions for the District's water supply concerns
- 12) Manage the District's public outreach program and develop outreach materials in coordination with existing staff

## **BUDGET**

To keep the District administrative costs at a minimum, a monthly rate of \$7,916.67 for General Management services is proposed. This payment covers all KCS staffing, office costs, professional liability insurance provided by KCS and travel to the LDPCSD. Board directed and approved out of area travel or other printing/production expenses will be billed at cost according to applicable IRS reimbursement rates.