



**KAMPA COMMUNITY SOLUTIONS, LLC**  
**INTERIM GENERAL MANAGEMENT SERVICES**  
**Groveland Community Services District**  
**January 12, 2018**

## **OVERVIEW**

Kampa Community Solutions, LLC (KCS) is immediately prepared to provide competent and experienced management services for the Groveland Community Services District (District or GCSD), serving as Interim General Manager. We have prepared this initial proposal and scope of work to address what we expect as the immediate needs of the District.

Our firm specializes in managing community services districts, and the firm's President, Peter Kampa has over 25 years' experience serving as General Manager of special districts providing water and wastewater services to rural communities in California. Mr. Kampa is very familiar with the community of Groveland and the District's water, wastewater, park and fire services.

KCS will provide a seamless transition from current management to that of the newly selected GM, and at the same time bring extensive, direct project experience that will ensure continuous progress on critical District initiatives such as the proposed sewer rate increases, sewer system improvements, and review/responses to land development proposals.

### **Proposed Scope of Services**

Peter J. Kampa, President of KCS and certified Special District Administrator will serve as GCSD Interim General Manager as an independent consultant. Mr. Kampa will manage the day to day affairs of the District in accordance with the requirements of the Community Services District law found at California Government Code Section 61000 et seq., as follows:

61051. 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.

In fulfilling these responsibilities, KCS will also:

- Advise and oversee staff, consultants and contractors in planning and **management of infrastructure project and water and sewer planning study projects** in compliance with grant requirements, the CSD and public contracting laws.
- Assist in the **development** of the desired **manager profile** and **recruitment** of a full time General Manager
- **Seek grant funding** and/or financing for needed District infrastructure projects and administer existing grants
- Assist in evaluation, final development and Board/customer education on the **Sewer Rate Study** and implementation of the public notification and public hearing process required under Proposition 218

In addition to the general administrative, leadership and Board supporting duties, at the direction of the Board, our management services can also include conducting a **planning workshop with the Board of Directors** to develop Board Goals and management objectives for the District. This process will be extremely helpful in developing alignment among the Board on the direction of the District and will establish the expectations of management against which the Board can measure the skills, experience and traits of management candidates

### Management Services Implementation

We propose a contractual relationship through execution of a Consulting Services Agreement with a term of not to exceed six months. Once engaged, we will meet with the GCSD Board to establish immediate priorities for the General Manager and chart the course for a successful permanent General Manager recruitment and rapid orientation process.

### Relevant KCS Firm Highlights

Peter J. Kampa, President of KCS and a certified Special District Administrator will serve as GCSD General Manager.

Mr. Kampa has over 25 years of special district management and service delivery experience directly relevant to GCSD including:

- Certified Special District Administrator

- Twenty five years' experience in managing special districts providing water and wastewater services.
- Nine years of experience managing community services districts that provide park and fire services, in addition to water and wastewater service.
- Managed the planning, design, funding and construction of over \$53 million in water and wastewater infrastructure projects and capital equipment purchases using state and federal grants, fee revenue, development/mitigation fees, property taxes, special taxes, benefit assessment and bond proceeds.
- Grant location, writing and administration; with over \$25 million in grants received.
- In 2015 alone, secured \$2 million in grant funds and constructed three new public water supply wells to replace a drought-depleted surface water supply.
- Selected as California Special Districts General Manager of the Year in 2008
- Eighteen years serving on the CSDA Board of Directors advocating on behalf of rural special districts.
- Served from 2014 – 2016 as instructor for the CSDA Leadership Academy, providing leadership and governance training to hundreds of elected officials and manages throughout the state.

#### Fee Schedule - Included as a Separate file

#### Termination of Services

Either party may terminate this contractual relationship upon written notification. KCS will provide thirty days' minimum termination notice to the District in the event ending the relationship is necessary. If terminated by the District; the only obligation is the payment of outstanding invoices and for hours worked.

If you have questions on this proposal, feel free to contact me at (209) 591-7100, by email at [pkampa@kampacs.com](mailto:pkampa@kampacs.com). More information about our firm can be found at [www.kampaCS.com](http://www.kampaCS.com).

Thank you for your consideration,



Peter J. Kampa, President/General Manager  
Kampa Community Solutions, LLC