

April 3, 2020

INTERWEST

Mr. John Lenahan, President, Board of Directors
Del Paso Manor Water District
1817 Maryal Drive, Suite 300
Sacramento CA 95864

Subject: Proposal to Provide Management Consulting Services

Dear Mr. Lenahan,

Interwest wishes to thank you for the opportunity to submit this proposal to provide Management Consulting Services to assist the Del Paso Manor Water District (the District) during the District's transition to a full time General Manager. We understand that the District is in the early stages of the recruitment process for finding a full-time, permanent General Manager. I believe our experience with the management of special districts, our personal contacts in the water industry, and our focus on successful outcomes for our clients will result in effective and efficient support for you and the District during this transition period.

Interwest has developed the following proposal to provide temporary management consulting services to assist the Board of Directors in managing the affairs of the District during this transition period.

Background

The Del Paso Manor Water District was founded in 1956 when a group of residents formed a public water agency. The majority of the District's water supply wells and distribution system date to when they were first installed by the Del Paso Manor area developers between 1949-1955.

We understand the District's mission is to provide safe drinking water in accordance with California and federal regulations and to maintain a reliable water supply for water consumption and fire protection. To carry out this mission, the District provides safe and reliable potable water for residential, commercial, and institutional use. The District is responsible for:

- Maintaining the infrastructure delivery system that reliably provides the water to its customers;
- Assuring that water quality standards are met or exceeded; and,
- Ensuring a continuous, reliable water supply to meet the health and safety needs of the District's residents, businesses, and institutional users.

The District is governed by a five-member Board of Directors elected at large by the registered voters who reside within the District boundaries. Policy direction is set by the Board of Directors and administered by the General Manager.



9300 W. Stockton Blvd. | Suite 105
Elk Grove, CA 95758

916.683.3340

INTERWESTGRP.COM

Scope of Services

The services to be provided include the following:

- 1) Supervise Staff (Office Manager + Field Supervisor + O&M Tech);
- 2) Coordinate scheduling / duties between DPMWD and Sacramento Suburban Water District;
- 3) On-boarding support for the O&M Technician, once a candidate has been selected;
- 4) Work with the Field Supervisor on proposal(s) to the Board regarding necessary field activities, compliance requirements and capital improvement projects (e.g. JPIA reporting, SSWD reporting, DDW correspondence);
- 5) Help the District stay abreast of emerging regulations related to the COVID-19 situation, convey how these regulations may or will impact the District; and,
- 6) Other management related activities as directed by the Board.

The management consultant will report directly to the Board of Directors and will participate in meetings, as requested by the Board.

Proposed Management Consultant

Interwest offers **Mr. Jeff Nelson, PE**, as a candidate for your consideration to support the Board in carrying out the scope of services described above. Jeff has over 30 years of professional engineering and management experience and currently holds the position of Director of Water Policy and Planning at Interwest. Jeff has held the position of Vice President and Regional Manager at two of the largest engineering firms in the country and served as the Interim General Manager at the Tamalpais Community Services District, where he successfully led the recruitment of a new, permanent General Manager. He also served as the Town Engineering for the Town of Portola Valley. Jeff is also an elected Director to the Carmichael Water District. Mr. Nelson's resume is included as an attachment to this proposal.

Cost and Schedule

Interwest proposes to provide Jeff's services on a part time basis (8 to 12 hours per week) at the discounted rate of \$200/hour. Jeff lives very near the District which will allow for efficient interaction with staff and overseeing District operations. Jeff also has effective collaborative relationships with a number of the General Managers of nearby water districts including Dan York, General Manager for Sacramento Suburban Water District, which can be of benefit the District.

Interwest can make Mr. Nelson available immediately to meet with the Board of Directors and/or staff and can begin supporting the District immediately upon approval of a consulting agreement.

We look forward to the opportunity to assist the District in this important transition period. Should you have any questions or require additional information, please do not hesitate to contact me or Jeff Nelson (415.652.3659 / jnelson@interwestgrp.com).

Sincerely,



Michael Kashiwagi, PE
Chief Operations Officer
mkashiwagi@interwestgrp.com
916.206.2238

Jeff Nelson, PE

MANAGING DIRECTOR // WATER POLICY AND PLANNING

Jeff is an experienced engineer with over 35 years of experience in the water and wastewater sector. This experience includes leading and managing water and waste water teams and divisions on a variety of flood control, water resources and supply and wastewater collection and conveyance projects including the Northeast Interceptor Sewer II project for the City of Los Angeles, the Desalination Facility 30% design for the City of Perris and Riverside County, the Sacramento South Streams Flood Control Improvement project, the Palm Springs Whitewater Control project, and the Bi-National Desalination Feasibility study. Jeff's broad range of experience provide him a clear understanding of the requirements and challenges of water and wastewater projects allowing him to bring a high level of expertise to all projects.

He has served in a variety of roles throughout his career including the Town Engineer for the City of Portola Valley and the Interim General Manager for the Tamalpais Community Services District in which he was responsible for managing all District staff and overseeing the Districts three enterprises, which included the operation and maintenance of the District's sanitary sewer collection system, the refuse collection and recycling department and the parks and recreation department. Jeff has also served as an elected Director of the Carmichael Water District and the Director for the San Francisco Bay Area Planning Research Water and Climate Policy Board.

Project Experience

California Rural Water Supply Projects / Various

Project Manager | Jeff has recently managed nearly a dozen rural water supply projects that are being funded by the State Water Resources Control Board – Division of Financial Assistance (SWRCB-DFA). These projects consist of identifying and bringing online alternative water supply sources (typically drilling new groundwater supply wells) and/or developing new treatment systems that meet the State's drinking water standards. Jeff worked closely with both the SWRCB's DFA and DDW on these projects.

So. Sacramento County Streams Flood Control Improvement Project

Project Manager | Jeff's responsibilities as Project Manager included overseeing the analysis and design of flood protection improvement structures (floodwalls and levees) along reaches of four different streams that are part of the Sacramento County South Streams Flood Control Improvement project. Jeff directed or oversaw the validation of design parameters with HEC-RAS and HEC-FDA models; oversaw the design to raise levees and construct floodwalls; prepared quantity estimates and construction schedules; and updated bid specifications for the project. He facilitated coordination and interaction between the various stakeholders including the USACE, SAFCA, California DWR, the City of Sacramento, and Sacramento Regional County Sanitation District. This project was funded by the U.S. Army Corps of Engineers – Sacramento District.



Years of Experience: 35

Education

- MS, Civil Engineering/Water Resources Engineering, San Diego State University
- BS, Geological Engineering, University of Minnesota

Registration/ Certification

- CA Professional Civil Engineer - 51062

Professional Affiliations

- Carmichael Water District, Director
- San Francisco Bay Area Planning and Urban Research (SPUR) Water Climate Policy Board, Advisory Board
- Association of California Water Agencies, (ACWA) Groundwater Management Committee, Member

Areas of Expertise

- Water and Wastewater Services
- Program and Project Management
- State and Federal Grant Funding
- Groundwater Supply & Management

Tamalpais Community Services District / Marin County

Interim General Manager | Jeff was responsible for overseeing all District operations, including managing all District staff. Services included the operations and maintenance of the District's sanitary sewer collection and conveyance system, a refuse collection and recycling enterprise, and the parks and recreation department. Jeff developed and implemented a capital improvement program to upgrade the District's sanitary sewer system, and successfully led the District through the Proposition 218 process, resulting in a 73 percent sewer rate increase. He led the development of an updated operations and maintenance plan, provided input into evolving sanitary sewer and water quality policies, and collaborated with other wastewater agency General Managers in the region on regulatory and funding issues. He also represented the District at local and State government meetings and workshops. Jeff developed Board agendas and packets, and made technical and management presentations at various public outreach meetings.

San Francisco Public Utilities Commission (SSIP) Program / San Francisco

Project Manager | Jeff served as the Parsons Project Manager and client service manager for the \$150 Million Program Management Services contract (in Joint Venture with AECOM). The primary elements of the SSIP program include major upgrades to San Francisco's two wastewater treatment plants, the design and construction of 20+ foot diameter sewer conveyance tunnel, and various other sewer system and watershed management related projects. In their role as Program Management Consultant (PMC), the AECOM/Parson team was responsible for overseeing all planning and design efforts, performing constructability and quality reviews, and leading community outreach efforts.

Southern Marin County Sanitary Sewer Agency Consolidation Study

Project Manager | LAFCO funded study to evaluate organizational alternatives, including consolidation for 11 sewer agencies located in southern Marin County. This study was used by the Marin County LAFCO to assist in complying with the requirements of the service review of the 11 southern Marin sewer agencies and to determine whether the local public are best served by 11 separate sewer agencies or would be better served by a future reorganization.

Southern Nevada Water Authority

Principal | Nearing completion of a \$3 billion project that includes the construction of two new intakes, a two-mile-long intake tunnel, and a new deep, pump station complex, Jeff served as both Principal-in-Charge and Client Service Manager and was responsible for monitoring project progress, ensuring deliverable and quality objectives were met, appropriate specialty technical resources are available when needed, and overall client satisfaction.

Sacramento Regional County Sanitation District

Principal | The Sacramento Regional County Sanitation District (Regional San) was implementing a \$2 billion capital improvement program primarily focused on upgrading treatment processes. Jeff served as the Principal-in-Charge on a project providing Construction Management services to Regional San to oversee construction of the first four improvement projects, including the critical site preparation contract. The Site Prep project was of critical importance, as all site improvements had to be completed on time to ensure the schedules of subsequent projects were not impacted. Jeff was responsible for meeting staffing commitments and ensuring quality control and overall client satisfaction.

PROFESSIONAL HISTORY

Director for Water and Wastewater Services / NV5 / Sacramento / 2018 - 2019

Managed the profit/loss for the northern California water/wastewater cost center and overall growth of the group. Responsibilities included:

- Management of Profit/loss and growth for water/wastewater group
- Identifying, tracking and developing pre-selling/positioning strategies for new

- water/wastewater prospects
- Coordinating national water/wastewater practice activities, cross-selling different service lines, and identifying potential acquisition targets
- Negotiating contract amendments and developing recovery plans for financially at risk projects
- Managing water/wastewater projects with a focus on State-funded rural water supply projects

VP, Operations Manager / Parsons Corporation / Sacramento / 2014 - 2018

As the Vice President of Operations and Project Manager, Jeff's responsibilities included the successful operational delivery of all water/waste water projects in the western U.S., including project delivery, Gross Profit as-sold or better, DSO reduction, staffing, and client satisfaction. In 2015, the western U.S. water group met our gross profit goal and exceeded our sales goal by 15%.

VP, Manager–Western Region Water Group / PB Americas, Inc (WSP) / Sacramento / 2003 - 2014

Overall responsibilities included growing PB's water group's technical capabilities, market share and brand in the western U.S. As the water group's Western Regional Manager, I grew the water group from 17 to 45 engineers, and established water practices in Sacramento, Seattle, San Diego and the Inland Empire/San Bernardino, as well as growing PB's water practice in Portland, ORE.

Interim General Manager / Tamalpais Community Services Dist. / Marin County / 2004 - 2005

As TCSD's General Manager, Jeff was responsible for all District operations including managing all District staff, and overseeing the Districts three enterprises, which include the operation and maintenance of the District's sanitary sewer collection system, the refuse collection and recycling department, and the parks and recreation department.

Associate Engineer & Project Manager / Brown and Caldwell / Walnut Creek / 2000 - 2003

As both a Project Manager and Group Leader, I developed and led strategic planning and business development efforts. I managed a wide variety of technical projects including groundwater resource evaluations, analyses of water supply and distribution systems, environmental field investigations, and river restoration projects. As a Project Manager, I represented a various array of clients including the U.S. Army Corps of Engineers, Local water/wastewater agencies, developers and private interests in addressing regulatory requirements, obtaining permits, and in public outreach efforts.

Principal Engineer / Geomatrix Consultants, Inc. / San Francisco/Oakland / 1991 – 1992

Jeff's responsibilities included managing technical projects, business development and strategic planning, and managing and mentoring staff. He developed and directed water quality investigation and remediation programs, conducted water resource evaluations, oversaw contractors and subconsultants, implemented and oversaw field programs, and obtained and ensured compliance with regulatory permits.

Water Resource Engineer / Boyle Engineering / San Diego / 1989 - 1991

As the Water Resource Engineer, Jeff performed hydraulic and economic analyses of water supply systems for Boyle Engineering. Jeff researched, developed, and proposed alternative alignments for sewerage outfalls and trunk sewers, and designed natural- and concrete-lined open channels, large diameter water pipelines, and recycled water distribution systems. He conducted hydraulic modeling for water distribution systems and performed feasibility studies for water supply projects. Representative projects include the feasibility study and preliminary cost estimate for constructing a 150-mile-long pipeline to convey 100,000 acre-feet of water/year from the Colorado River to the City of San Diego Reservoir System, and the hydraulic efficiency analysis of the City of San Diego's network of 13 reservoirs.