



MOUNTAIN HOUSE COMMUNITY SERVICES DISTRICT

*"To Provide Responsive Service to our Growing Community
that Exceeds Expectations at a Fair Value"*

STAFF REPORT

AGENDA TITLE: General Manager Update on District Activities

MEETING DATE: December 11, 2019

PREPARED BY: Steven J. Pinkerton, General Manager

Public Safety

As I reported last month, More than Talk LLC, Rank Investigation and Protection, and District staff are working on a number of initiatives to develop cost effective public safety measures for Mountain House. In addition to reviewing potential security camera locations, staff is considering dash cams and body cams for District vehicles and personnel, along with potential dispatch services via Rank's operation.

Rank is also finalizing training for new staff so that they are able to meet their maximum budgeted staffing level of 32 hours per day, seven days a week. Rank is also designing "Mountain House Public Safety" logos to place on their patrol vehicles (Attachment A).

Fire Services

The District's current contract for service expires in September of 2020. In addition, home construction north of Byron, which should commence by 2021, will require an expansion of Fire Services to ensure coverage in that area.

In anticipation of these upcoming issues, I have approved a scope of work with Management Strategies Group (MSG) to address the future disposition of fire services in the District. MSG currently provides Human Resources support to the District through the work of Don Turko. Scott Kenley, another MSG professional, has five decades of experience in the Fire Safety field and would be the lead on the Fire Services study.

The scope of work is attached to this update (Attachment B).

Municipal Incorporation

As I noted last month in this update, I met with the Executive Director of San Joaquin LAFCO to discuss the process for Mountain House incorporation. He confirmed that there is authority for the County to financially assist the incorporation process.

As you know, the District did perform some due diligence on the incorporation process, most recently in 2017. I have reviewed the work performed to date and believe we need to update and refine the cursory financial analysis done at that time. I am in the process of developing a scope of work from qualified parties to assist the District in that endeavor and will report back to you in my next General Manager's update.

Town Hall and Library

Mountain House Developers (MHD) and their contractor Reeve Knight Construction are within 60 days of completion of the 53,619 square foot facility. A lot of progress was accomplished at the Town Hall and Library in November including flooring, door frames, wood trim, ceilings, paint, precast stairs, lighting, and permanent power. Also, sheetrock in the Library, glazing systems, casework, plumbing fixtures, fountain basin constructed with vault and all MEP's were undergrounded. Light poles were installed in the parking lot and luminaires are being installed on the poles.

Contractors are currently working on finishing the painting in the library, working on ceilings and wood wrapped beams with flooring, lighting, doors and hardware to follow. Building commissioning is scheduled to begin as soon as gas meter is installed (date to be determined). Elevator is finished but not operational until the contractor receives phone lines and active fire alarm to obtain State Inspection (phone line date is currently sometime in January). Palm tree planting in the plaza will occur prior to the placement of colored concrete. Parking lot items left are elevated colored concrete crosswalks, striping, and EV station installation. Landscaping is ongoing and will continue for the remainder of the project duration. They do not anticipate re-opening the temporary Library as site work surrounding the facility is not complete. Sidewalks on Main Street are not yet fully constructed, there isn't handicapped accessibility to the building and street lights are not yet in place. In addition, there will be a lot of construction activity in the roadway adjacent to the building as they work to complete the Town Hall and Library.

District and Library staff hope to begin moving into the building after the February 12, 2020 Board of Directors meeting with a public opening of the building by early March.

Central Community Park

The conceptual design was presented to the Board and is in final stages of approval. The Design and plan preparation will begin shortly and the construction is expected to start in 2021. The project includes the design and construction of the Phase 2 and 3 of the Central Community Park including a 20,000 square feet community center and aquatic center. The latest design is attached (Attachment C).

Mountain House Amphitheater

A 2000+ capacity amphitheater is being designed and will be constructed with the Central community park adjacent to the Town Hall and Library on Main Street. The conceptual design has been approved and the design will begin shortly. The construction is expected to start in 2021 and completed in 2023.

Hansen and Cordes neighborhood parks

Hansen Park design has been completed and construction has started and is expected to be finished in mid to late 2020.

Cordes Park is in design and construction could start in mid to late 2020 and completed in 2021.

Town Center Shopping Center

MHD is proceeding with development of the Shopping Center at the corner of Byron Road and Mountain House Parkway. The Shopping Center plan includes a 55,000 square foot grocery store, fuel station, and an additional 20,000 square feet of retail that will include a coffee shop

and restaurant, among other uses. There is significant interest in the shopping center from a variety of businesses, but no leases have been signed yet.

However, MHD is very optimistic that they will have the agreement with the anchor tenant very soon and they have recently begun work to widen Byron Road and Mountain House Parkway to support the shopping center project. These roadway projects should be complete in late 2020. The shopping center construction is expected to start in summer 2020 and be completed in mid-2021.

Bus Shelter for Questa Neighborhood

MHD is currently conditioned to furnish and install a bus shelter for the Questa Neighborhood. The bus shelter is one of the final conditions of approval and part of the acceptance of the subdivision. However, there is no bus pull out or suitable area for the shelter installation. Staff is proposing to relocate the bus shelter to the Wicklund neighborhood, where there is an existing bus pullout area and space available for the shelter installation. With the proposed grant application for the Autonomous Transit Vehicle, if awarded, this station can be used as one of the stops for the proposed demonstration project.

Water Storage Tank Conversion

The raw water storage tank at the water treatment plant was no longer needed due to change in the treatment process when the plant was expanded to a 15 MGD plant to be ultimately expanded to 20 MGD. The raw water tank is being converted to a potable water storage tank to meet the emergency water storage needs. The design is completed and the project construction is underway. It is expected to be completed in 2021.

Specific Plan Area III Update

The District, County Community Development staff, Mountain House Investors (MHI) and Century Homes recently held their second meeting to discuss updates to Specific Plan Area III (SP3). SP3 includes all of the land south of Grant Line Road (neighborhoods A/B) along with much of the easterly third of the Cordes neighborhood.

Lammersville Unified School District (LUSD) has opted to only build one school south of Grant Line Road, which will necessitate an update to the Specific Plan III. This update provides an opportunity to review the current open space and park allocations in the two neighborhoods as well as the potential zoning for the unused school site in Neighborhood A. In addition, Delta College has expressed an interest in participating in the planning process as they review their long term plans for their property.

Utility Systems Revenue Bonds

On July 10, 2019, the Board authorized the Mountain House Financing Authority Utility Systems Revenue Bonds, Series 2019A, and Taxable Series 2019B and Related Agreements and Actions. Since that time, District staff has been working with our financial advisor to put together the information necessary for the sale of the bonds.

The sale process has taken longer than anticipated due to a lengthy process to finalize credit rating from S&P along with determining the final amount necessary to issue consistent with the District's Revenue Bond Rules. We are also reviewing whether it would be cost effective to purchase bond insurance.

We are currently on track to issue the bonds by the end of the calendar year.

Wastewater Plant Expansion

The District is in the process of finalizing an amendment to Project Acquisition Agreement-3 (PAA-3) with Mountain House Developers (MHD) in connection with the expansion of the District's Wastewater Treatment Plant (WWTP).

In conjunction with the approval of Neighborhood C, MHD was obligated to fund, design and construct a phase expansion of the WWTP of sufficient capacity to serve all their developing lands. MHD had a number of other map conditions in addition to the expansion of the WWTP. PAA-3 would memorialize these agreements related to the map conditions.

We hope to bring this agreement to the Board of Director's for approval at a meeting in the near future. Plans were finalized and the project was bid and the bids came in substantially higher than the Engineer estimates. MHD and MHCSD agreed on some items to be deferred in order to re-bid the project and get better bids. The bids are expected to be received in the second half of December.

OPENGOV

Staff is finalizing a contract and scope of work with OPENGOV, the industry leader in Enterprise Cloud Solutions for Government. Over 2,000 agencies use OPENGOV's budgeting, performance management, communications and reporting software. OPENGOV solutions include providing solutions to streamline the budgeting process, improving the means to make informed, data-driven decisions, expanding the ability for agencies to better communicate financial information to the public and adding the capability of getting real time feedback from the public.

As the contract and scope of work is completed, staff will be sharing additional information at the next Board of Directors meeting.



FUNCTIONGRAPHICS

PO Box 4404
Modesto, CA 95350
209 681 6914
functiongfx@gmail.com

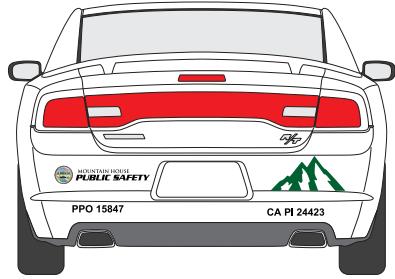
Mountain House

Date: 11/18/2019

Designer: Harold

DISCUSSION ITEM 11.1
ATTACHMENT A

Name: Steve Rank / Brian Rank
Company: Rank Investigations
Phone:
Email: srank@rankinv.com



Rank_MHFleet.fs

CHECK CAREFULLY (sizes, colors, spelling, etc.)

All final drawings are to be approved and signed by the client.
Any mistakes depicted on the proof, overlooked and approved
by client will be fixed at client's expense.

X _____ date _____

ALL DESIGNS, ARTWORK AND SKETCHES ARE PROPERTY OF FUNCTION GRAPHICS AND ARE NOT TO BE USED OR RECREATED WITHOUT PERMISSION.

Scott Kenley
415-678-3828
skenley@mgmt-strategies.com

November 6, 2019

Steve Pinkerton, General Manager
Mountain House Community Services District
230 South Sterling Drive, Suite 100
Mountain House CA 95391

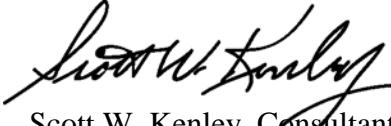
Dear Steve:

Thank you for the opportunity to talk with you and discuss the CSD's needs relative to answering the questions raised in our discussion. Attached is a proposal from the Management Strategies Group, the consulting branch of Sloan Sakai Yeung & Wong, LLP, to respond to those questions presented during our initial meeting. I believe that the Management Strategies Group possess the necessary skill set to provide the services outlined in the "Scope of Work" section of this proposal.

The attached proposal represents our understanding of the Mountain House CSD's needs relative to providing answers to the questions posed. This proposal is divided into four sections: 1) Understanding of CSD's needs; 2) Proposed work plan identifying the steps necessary to complete the project, including a costing breakdown; 3) Biography of primary consultants; and 4) References of current and past clients. The costing is based on an hourly rate with a not to exceed amount. The CSD will be billed for hours worked per the costing plan, but the total amount will not exceed \$28,290.00.

As discussed in our phone conversation, the CSD is seeking a "Final Report" with a presentation to the CSD Board within the next one hundred and twenty days. The Management Strategies Group, a subsidiary of Sloan Sakai Yeung Wong LLP, is capable of meeting that timeline. Again, thank you for considering the Management Strategies Group for this project. We look forward to working with the CSD to address the questions raised. Please contact me if you have any questions or need clarification of any aspect of this proposal.

Respectfully,


Scott W. Kenley, Consultant
Management Strategies Group

Mountain House CSD

Proposal to Provide Consulting Services to Mountain House CSD

by

Management Strategies Group

Review of Mr. Kenley's biography will reveal a vast experience in organizational analysis, conflict resolution and the ability to negotiate in difficult situations. Mr. Kenley is known for his ability to provide non-traditional solutions to a traditionally enriched environment such as the fire service.

UNDERSTANDING OF THE MOUNTAIN HOUSE CSD NEEDS

The Mountain House CSD is located in San Joaquin County on the border between San Joaquin and Alameda counties, serving a population of approximately 20,000. The Mountain House CSD entered into an agreement with the French Camp Fire Protection District to provide fire and life safety services in Mountain House through September 14, 2020. Prior to French Camp, fire and life safety services were provided by Tracy/Tracy Rural Fire. The purpose of this study is to answer the following questions:

- I. Viability of current Fire Department in French Camp;
- II. Assessment of other Fire Agencies in the area who could provide fire and life safety services;
- III. Assessment of the need for a second fire station;
- IV. What is the specific RFP Process to ensure that Mountain House CSD's needs are adequately addressed.

The response configuration for MHCSD is based on one (1) station with two (2) engines, each with 2 personnel. FCFD shall use the Fire Station, as set forth in the Agreement, as the primary location for all staff and equipment during FCFD's performance of fire services. FCFD shall provide fire protection and emergency medical services in a manner consistent with the Agreement and within the staffing response guidelines established in the jointly adopted Service Level Criteria as set for in Attachment A, including the use of both Parties' vehicles, equipment, apparatus, and sufficient personnel to operate the vehicles and equipment, subject to the dual conditions that reasonably sufficient vehicles, equipment, apparatus, and personnel shall remain within MHCSD to assure adequate fire protection and emergency medical services to MHCSD, subject to the response configuration and minimum staffing levels specified in the Agreement. In the event the demands of the MHCSD exceed the response configuration and minimum staffing resources upon which the Agreement is structured, FCFD agrees to use mutual and automatic aid agreements as may be necessary to supplement fire protection and emergency medical services. FCFD shall maintain a continuous twenty-four (24) hours per day, seven (7) days per week uninterrupted fire protection and emergency medical services

consistent with the Service Level Criteria but subject to the response configuration and minimum staffing specified in this Agreement.

Within MHCSD boundaries, FCFD shall maintain a minimum staffing level of four (4) personnel (2-2 person companies and 1 Duty Officer) per shift. Each company shall consist of a Company Officer and one (1) Firefighter. In the absence of ranked positions, personnel working “out-of-class” (acting) will be used.

In the event that engine companies stationed in MHCSD leave Mountain House for any reason, FCFD will arrange for appropriate back-up coverage to ensure that MHCSD has adequate response capability in the event of an incident.

The response configuration or minimum staffing specified in the Agreement shall only be changed upon mutual agreement of the Parties.

WORK PLAN

Based on the Mountain House CSD’s needs, the Management Strategies Group presents the following work plan:

1. Meet with CSD Representatives:
 - a. Interview General Manager, Board President and any additional Board members who want to be interviewed;
 - b. Meet with French Camp Fire District Fire Chief;
 - c. Meet with Tracy Fire Department Fire Chief;
2. Meet with French Camp Fire District personnel to determine the following:
 - a. Review response data for past three years;
 - b. Review data relative to contract deliverables;
 - c. Assess proficiency of deliverables.
3. Meet with Tracy Fire Department personnel to determine the following:
 - a. Review response time data for past three years in which Tracy/Tracy Rural provided Fire and Life Safety Services to Mountain House CSD;
 - b. Review data relative to contract deliverables;
 - c. Assess proficiency of deliverables.
4. Analyze the ability of other nearby fire agencies to provide fire and life safety services for Mountain House CSD.
5. Draft initial staff report and submit to CSD Representatives for review and edits.
6. Edit draft staff report.
7. Present Staff Report to Mountain House Board of Directors.

COSTING

The Management Strategies Group bills on an hourly rate model. The hourly rate for this project is \$205.00 per hour for the principal consultant. Additionally, cost of travel is at the IRS mileage reimbursement rate. Additional costs incurred such as printing, long distance calls, etc. will be charged to the client based on the expenses incurred.

I.	Meet with Mountain House CSD Representatives	6 hours	\$1,230
II.	Meet with French Camp Representatives	6 hours	\$1,230
	A. Fire Chief	3 hours	
	B. Response Data personnel	3 hours	
III.	Meet with Tracy Fire Department Representatives	6 hours	\$1,230
	A. Fire Chief	3 hours	
	B. Response Data personnel	3 hours	
IV.	Analyze ability of other fire agencies	10 hours	\$2,050
V.	Draft RFP Process	20 hours	\$4,100
VI.	Research, Analyze and Draft Staff Report	80 hours	\$16,400
VII.	Edit Draft Report	8 hours	\$1,640
VIII.	Presentation of Report	2 hours	\$410
Total			\$28,290.00

If additional members of Sloan Sakai Yeung & Wong, LLP are needed, the following rates apply:

Partners:	\$300 - \$450
Of Counsel:	\$265 - \$385
Senior Counsel	\$275 - \$385
Associates:	\$215 - \$275
Law Clerks:	\$145
Paralegals:	\$105 - \$175
Analysts:	\$95 - \$135
Consultants:	\$160 - \$275

Expense Reimbursements

The Firm charges separately for certain costs in the representation, as well as for any disbursements to third parties made on a client's behalf. Such costs and disbursements include, for example, the following: travel (at the IRS rate in effect at the time of travel occurs), computer-assisted research, transcription, overnight delivery and messenger services. For major disbursements to third parties, invoices may be sent directly to the client for payment. The Firm also bills for time spent on a client's behalf at our normal rates.

Biography
Email: chiefswk@caldsl.net

Scott W. Kenley
Cell: (209) 601-2196

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Consulting Areas: Interim Fire Chief; Organizational Analysis; Mentorship and Succession Planning; Executive Recruitment and Promotional Testing; Review and Development of Policies and Procedures; Training and Facilitation in resource management; Interpersonal dynamics, employee development; and, Labor relations.

EDUCATION/CERTIFICATION

Master of Science Degree in Management and Organizational Behavior – University of La Verne
Bachelor of Arts Degree in Management - Columbia Pacific University
State of California Certified Fire Chief

JOB HISTORY

November 23, 2016 to November 11, 2017 – Interim Fire Chief – City of Santa Maria
September 2004 to Present – Senior Consultant with the SloanSakai and Public Law Group
July 15, 2013 to February 28, 2014 – Assistant to the City Manager (Part-time) – City of Davis, CA
May 21, 2012 to January 29, 2013 – Interim Fire Chief for the City of Davis, CA
April 16, 2003 to June 2010 – Part-time Fire Chief for the City of Angels Camp, CA
September 2001 thru November 2005 – Consultant for Citygate Associates, LLC
December 26, 1996 thru December 30, 2000 – Fire Chief for the City of Lodi, CA
April 6, 1992 thru December 23, 1996 – Fire Chief for the City of Brisbane, CA.
January 26, 1971 thru April 5, 1992 – City of Montclair Fire Department rising to the level of Division Chief.

ADJUNCT EXPERIENCE

City of Canyon Lake – Acted as an intermediary between the City of Canyon Lake and Riverside County Fire Department relative to the City's Schedule A contract.
City of Soledad – Assisted transition from City Fire Department to Cal-Fire Schedule A contract.
Served as President of the California Fire Chiefs Association – 1999/2000
Adjunct Faculty for the University of Phoenix
Appointed to the State Board of Fire Services by Governor Wilson in 1994.
Chair of Curriculum Development for the Management Series of the California State Fire Marshal's Certification program.
Elected to the first Board of Directors of the Chino Valley Independent Fire District, serving as the Board's first President – November 1990 to September 1992.

COMMUNITY SERVICE

Chair of Calaveras Relay for Life (American Cancer Society) – 2004; 2005
Tournament Chair for Knights of Columbus Golf Tournament – 2004 thru 2017
President of West Calaveras Rotary Club

RELATED EXPERIENCE

Interim Fire Chief

As a Fire Chief in five separate organizations, I have demonstrated my ability to provide leadership and motivate positive change. These skills can be an asset to any agency faced with the untimely or unplanned vacancy at the executive fire officer level. Not only am I able to provide day-to-day management of an agency's fire operations, but my proven abilities in organizational analysis and team building can assist in bringing about positive change in the organization as an added benefit.

Organizational Analysis

I have applied the knowledge gained in my Masters studies in the completion of over fifteen management audits of organizations including fire agencies and non-profit groups. In every project, a significant number of my recommendations have been adopted, resulting in a significant positive change in the level of service provided to the community and enhanced organizational channels of communication. My client list in this discipline include: City of Santa Maria, CA; City of Davis, CA; Saginaw Township, MI; City of Peoria, AZ; Fresno County, CA; City of Brentwood, CA; East Contra Costa Fire Protection District, CA; City of Sierra Madre, CA; Salida Fire Protection District, CA; North Tahoe Fire Protection District, CA; Boys and Girls Club of Garden Grove and Lodi; and, City of Lodi.

Mentorship and Succession Planning

I have demonstrated abilities in succession planning and mentoring newly appointed executive fire officers. My involvement in the development of the Fire Chief Certification process for the State Fire Marshal, demonstrates my awareness of the specific knowledge, skills and abilities necessary to be a successful fire chief. My Tenure as Fire Chief for the City of Santa Maria afforded me the opportunity to identify an internal candidate for the position of Fire Chief and mentor him over the last three months of my tenure as interim Fire Chief.

Review and Development of Policies and Procedures

I have developed the policy and procedures manuals for four separate fire service organizations. My experience as an adjunct faculty member of the University of Phoenix has given me the expertise in the areas of human resource management and adherence to labor law.

Training and Facilitation in resource management; Interpersonal dynamics, employee development, and team building

I have a diverse level of knowledge, skills and abilities when it comes to training, employee development and facilitation of team building. My studies in organizational behavior have resulted in the proven ability to analyze, identify and resolve interpersonal and organizational conflict. In addition, I have demonstrated the ability to focus on the positive, resulting in successful resolution of extremely complex and potentially harmful organizational conflicts.

As a teacher and developer of curriculum for the California State Fire Academy, I developed courses in interpersonal dynamics and company officer development. I designed and delivered a one-week company officer academy for the City of San Bernardino, targeted towards the newly appointed company officer.

Labor Relations/Negotiations

In my role as Personnel Officer and Fire Chief, I have participated in the negotiation of successor agreements in the Cities of Montclair, Brisbane, Lodi and Angels Camp.

I joined the law firm of Renne Sloan Holtzman Sakai LLP in 2004 as one of the firm's non-attorney labor negotiators. I represent public agencies as a lead negotiator in labor negotiations and provides assistance in arbitration cases and compensation and benefits surveys. The client list for the Principal consultant includes:

City of Benicia	City of Ceres
City of Concord	City of East Palo Alto
Town of Los Gatos	City of Modesto
City of Napa	City of Richmond
San Joaquin County	City of San Jose
City of Soledad	City of Stockton
Sonoma County	City of Vallejo
City of Walnut Creek	City of Watsonville
Yolo County	

REFERENCES

Ronny Coleman, State Fire Marshal (retired)
8866 St. Anthony
Sacramento, CA 95824
916/689-5363

Lee McDougal, City Manager (retired)
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BYRON ROAD

