

EXHIBIT 5-A



June 17, 2009

Sacramento  
San Diego  
San Francisco  
San Jose  
Santa Monica  
Walnut Creek

Mr. Darby Fuerst  
General Manager  
Monterey Peninsula Water Management District  
P.O. Box 85  
Monterey, CA 93942

**Subject: Water for Monterey County Coalition Contract**

Dear Mr. Fuerst:

This letter is a Request for Services (RFS) to fund continuation of the ongoing Water for Monterey County Coalition (WFMCC).

The continuation of the WFMCC work past July 2009 will be a joint effort of MPWMD, MRWPCA, MCWD, and CAW. This agreement will be effective August 1, 2009 through October 30, 2009 and will fund three additional WFMCC meetings at a cost of \$7,000 per meeting. The table on the following page summarizes the overall WFMCC budgets to date and each agency's portion of the budget. As shown, MPWMD's portion of the shared Water for Monterey County Coalition contract is 16.7% of the total contract amount, or \$3,500.

RMC will execute a sub-agreement directly with Steve Kasower and Greg Pepping for the management of the Water for Monterey County Coalition effort. Similar to our existing agreement, RMC Water and Environment is not responsible to exercise any technical or policy control over Steve Kasower's and Greg Pepping's conduct of the Water for Monterey County Coalition activity other than to assure CAW, MRWPCA, MCWD, and MPWMD that the work being done adheres to the Scope of Work as seen in Attachment A.

Please do not hesitate to contact me if there are additional questions or comments on the WFMCC Scope of Services.

Sincerely,

A handwritten signature in black ink that reads 'Lyndel Melton'.

Lyndel Melton  
Principal

Enclosures:

- 1) WFMCC Scope of Services
- 2) WFMCC Budget Summary Table

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## **Attachment A**

### **SCOPE OF SERVICES**

The work defined will include meeting facilitation, meeting arrangement, staff support of meetings, and meeting room accommodation for monthly WFMCC meetings, any technical sub-work group meetings as needed, and the preparation or maintenance of all materials, the timely preparation of meeting notes, and collaborate with consultants who are maintaining the "Water for Monterey County" official website.<sup>1</sup>

#### **1. Task 1**

- 1.1. Facilitate monthly WFMCC meetings. This task includes the preparation of meeting agendas, the dissemination to the emailing list of the agenda package, and the facilitation of all WFMCC and work group meetings. The agenda package can include meeting agendas, draft notes, and other documents relevant to the anticipated discussion for the meeting. There may be months wherein timely meeting schedules are in conflict or there is no meaningful purpose served in meeting. At those times, monthly WFMCC meeting will be skipped. Such a temporary modification of the schedule would occur in discussion with WFMCC members. Reasons for skipping a month include, but are not limited to holidays, major water conference schedules in conflict with the first Wednesday of the month.
- 1.2. Draft and final meeting note preparation. This task includes the taking of and transcription of meeting notes and the editing and preparation of corrected final notes for WFMCC and all technical work group meetings.
- 1.3. Meeting room provision and WFMCC break snacks. This task defines the provision of the meeting room (at the UCMBEST Center in Marina) and the provision of coffee and other snacks for the WFMCC break.
- 1.4. The financial sponsors of WFMCC will have the opportunity to provide input for draft agendas for the group meetings noted in 1.1 and 1.2.

#### **WORK PRODUCTS**

The following work products will be provided to RMC for those meetings coordinated by CONSULTANT:

- Electronic copy of the meeting agenda, and,
- Electronic copy of the meeting notes.

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<sup>1</sup> See, <http://www.waterformontereycounty.org>

Summary of WFMCC Budget Status Per Agency

| Agency     | Contract expiration date | Initial WFMCC Budget | UCSC Charges thru March 09 (incl markup) | Each Agency's Share of meetings thru March 09 (incl markup) | Remaining Budget as of March 09 | Kasower/Pepping Invoice for April thru June (incl markup) | Each Agency's Share of meetings April thru June (incl markup) | Remaining Budget as of June 4, 09 |
|------------|--------------------------|----------------------|--|---|---------------------------------|---|---|-----------------------------------|
| Total Cost |                          | \$ 82,560            | \$ 54,440                                | \$ 26,487   | \$ 13,113                       | \$ 20,790   | \$ 10,395   | \$ 2,718                          |
| CAW        | 30-Jun-09                | \$ 39,600            |  | \$ 16,712   | \$ 7,048                        |   | \$ 6,237  | \$ 811                            |
| MCWD       | NA (Purchase Order)      | \$ 23,760            |  | \$ 11,141   | \$ 8,059                        |   | \$ 4,158  | \$ 3,901                          |
| MRWPCA     | NA (Purchase Order)      | \$ 19,200            |  | \$ -  | \$ -                            |   | \$ -  | \$ -                              |
| MPWMD      | NA (No current contract) | \$ -                 |  | \$ -  | \$ -                            |   | \$ -  | \$ -                              |

(cont. below)

(cont. from above)

| Agency     | Budget for July meeting | Each Agency's Share of July meeting | Remaining Budget after July 09 meeting | Budget needed for August thru October (3 meetings) | Each Agency's Share of August thru October meetings | Each Agency's Budget for August thru October meetings | Budget amendment needed |
|------------|-------------------------|-------------------------------------|--|--|---|---|-------------------------|
| Total Cost | \$ 7,000                |                                     |  | \$ 21,000  |   |   |                         |
| CAW        |                         | \$ 2,718                            | \$ -                                   |  | 50.0%   | \$ 10,500   | \$ 10,500               |
| MCWD       |                         | \$ 811                              | \$ -                                   |  | 16.7%   | \$ 3,500  | \$ 3,500                |
| MRWPCA     |                         | \$ 3,471                            | \$ 430                                 |  | 16.7%   | \$ 3,500  | \$ 3,070                |
| MPWMD      |                         | \$ -                                | \$ -                                   |  | 16.7%   | \$ 3,500  | \$ 3,500                |