



THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

County of Santa Cruz

0459

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

AGENDA: JANUARY 15, 2002

January 3, 2002

SANTA CRUZ COUNTY BOARD OF SUPERVISORS

701 Ocean Street
Santa Cruz, CA 95060

SUBJECT: GRANT WRITING SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS

Members of the Board:

The State Water Resources Control Board (SWRCB) announced the availability of water quality/watershed grants from the Costa-Machado Water Act of 2000, Proposition 13 funds on December 13, 2001. Over \$18 million in funding is available for use in the Coastal Nonpoint Source Pollution Control Program in regions 1, 2, and 3. The regions include the coastal areas from the Oregon/California border down to Santa Barbara. The grant application process consists of two steps. The first step is to submit a Grant Concept Proposal by February 1, 2002. The second step is to submit the full proposal by May 30, 2002, after the approval of the concept proposal. Public Works anticipates submitting a grant request proposal exceeding \$500,000.

In anticipation of the SWRCB announcement, the Department of Public Works staff solicited proposals for grant writing services from professionals in the field of grant writing. The request for proposals was posted in the Santa Cruz Sentinel and on the County's web site. Two applicants submitted proposals. A three member panel from Public Works Drainage Engineering staff conducted interviews of the grant writers, evaluated their experience and expertise, and selected Monica Burke Consulting for grant writing services based on the firm's qualifications and experience. In order to proceed in a timely manner to meet the February 1, 2002, deadline, Public Works entered into an independent contractor agreement with Monica Burke Consulting in the amount of \$14,988.75.

In order to complete the grant writing process, it is necessary to increase the scope of work, by amending the agreement with Monica Burke Consulting to increase the contract amount by \$36,826.25 for a not to exceed total of \$51,815.00. Payments to the consultant are based on time and materials. Sufficient funds to support this contract are available from the Flood Control

and Water Conservation District Zones 5, 6 and 8 and the Pajaro Storm Drain Maintenance District. Pollution primarily enters storm runoff from large impervious areas subject to high vehicular impact, typically associated with highly urbanized areas and commercial uses. Thus the level of funding from each zone will be based on the percentage of commercial uses and impervious areas within the zone.

It is therefore recommended that the Board of Supervisors approve the attached amendment to the agreement with Monica Burke Consulting by increasing the amount by \$36,826.25, and authorize the Director of Public Works to sign the amended agreement on behalf of the County.

Yours truly,

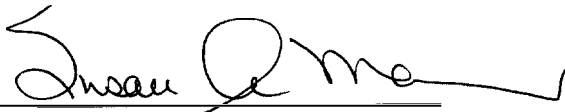


THOMAS L. BOLICH
Director of Public Works

RJF:abc

Attachments

RECOMMENDED FOR APPROVAL:



County Administrative Officer

Copy to: Monica Burke Consulting
Public Works

AMENDMENT TO AGREEMENT

The parties hereto agree to amend Purchase Order Number PP 52531 dated 1/3/02 by and between the COUNTY OF SANTA CRUZ and MONICA BURKE CONSULTING, for GRANT WRITING SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS NATIONAL POLLUTANT ELIMINATION DISCHARGE SYSTEM PHASE II PROJECTS, by INCREASING THE CONTRACT AMOUNT BY \$36,826.25 FOR A CONTRACT TOTAL NOT TO EXCEED \$51,815.00 PER THE ATTACHED PROPOSAL.

All other provisions of said contract shall remain the same.

DATED: _____

COUNTY OF SANTA CRUZ
DEPARTMENT OF PUBLIC WORKS

DIRECTOR OF PUBLIC WORKS

CONTRACTOR:
MONICA BURKE CONSULTING

BY: Monica Burke

ADDRESS: 99 PACIFIC STREET, #200A
MONTEREY, CA 93940

TELEPHONE: (831) 644-9592

FAX: (831) 644-9592.

E-MAIL: monicab@,sbcglobal.net

Approved as to form:

Pamela F. Jaffe
Assistant County Counsel

RJF:abc

DISTRIBUTION: Auditor-Controller
Public Works
Contractor

AMNDAGRE.DOC/MBCA
REV. 12/99

Project Description

Scope of Work

The County of Santa Cruz must file a notice of intent to apply for a NPDES Phase II permit by March 2003. The second request for proposals for Proposition 13 grant funding was issued on December 13, 2001, with concept proposals (pre-proposals) due on February 1, 2002. Proposition 13 funding for Santa Cruz County projects will be available only through the Coastal Nonpoint Source Control Program. This is expected to be the final year of the Coastal NPS Program. The County of Santa Cruz Public Works Department desires to work with Monica Burke (Monica Burke Consulting) to develop projects for submission to the Proposition 13 program. A variety of watershed and water quality plans and projects are underway throughout the county, and coordination with the City of Santa Cruz and other municipalities is essential, as is coordination with other County departments. Enlisting the full support of the State Regional Water Quality Control Board and the California Coastal Commission is critical to the success of any Proposition 13 proposals. These agencies insist that all proposals submitted to this grant program be fully coordinated with other projects in the County.

The County of Santa Cruz does not yet have a strategic plan for addressing non-point source pollution problems required for the NPDES permit. Several watershed plans do exist, which may include implementation steps. Therefore, I propose that we work towards a more comprehensive, strategic plan to identify and develop projects. My first priority will be to develop viable concept proposals on time. My second priority will be to summarize findings into the shape of a plan, which can be expanded at the County's discretion, and used to begin to address the NPDES requirements and strengthen the full proposals. I suggest that in the interim time between February 1 and mid-March, the assessment and planning effort could be continued to bring them to a mutually agreed upon level of detail. I will develop the full proposals for all projects selected for the grant program.

A Planning Approach

Good working relationships, with clear communication and understanding will be key to accomplishing this ambitious project within the specified timeframe. Understanding your department's needs and developing a plan and schedule to which we both agree will be the first steps.

Working closely with you, I will take a coordinating and leadership role for the collection of information, development of a schedule, and identification of problems to be addressed. I am aware that a variety of watershed plans exist in Santa Cruz County, and many agencies and departments have projects underway. Once nonpoint source pollution problems are assessed and prioritized I will quickly research existing studies to determine what water quality data has been collected. Data gaps may indicate potential projects. An important component of strong grant proposals is the identification of significant issues related to problems the projects will address. Issues help characterize problems and often point to potential solutions and criteria for success. They may also indicate other potential sources of funding. I will identify main issues for each proposed action.

I will research and suggest innovative and effective projects to remedy the priority problems. In doing this I will consult with County engineers, planners, the SWRCB, California Coastal Commission, RCD, local watershed groups, and others. Since it has such strong support, the Model Urban Runoff Plan co-developed by the City of Santa Cruz, will be utilized as much as possible.

Realistic budgets are key to accomplishing projects once they are funded. I will work with County departments to develop viable budgets for each project.

I am aware that a variety of watershed plans exist in Santa Cruz County, and many agencies and departments have projects underway. Once problems are assessed and prioritized I will quickly research existing studies to determine what water quality data has been collected. Data gaps may indicate potential projects. An important component of strong grant proposals is the identification of significant issues related to problems the projects will address. Issues help characterize problems and often point to potential solutions and criteria for success. They may also indicate other potential sources of funding.

I will research and suggest innovative and effective projects to remedy the priority problems. In doing this I will consult with County engineers, planners and others. Realistic budgets are key to accomplishing projects once they are funded. I will work with County departments to develop viable budgets for each project.

Therefore I propose to do a thorough job of developing the projects and supporting documents. These will be priorities for implementation, and if they are not selected for funding for Proposition **13**, the proposals will be ready to use for other grant programs.

Proposal for Services

Good communication with all involved will be essential. I am committed to meeting the deadlines and developing excellent projects. I can begin work as soon as an agreement is executed, and allocate a majority of my time for the duration of the project. The work will be diligently pursued on a mutually agreeable schedule.

Task	
Assessment and identification of non-point source pollution problems	
Establish schedule and desired outcomes	
Assess existing plans and information and identify data gaps	
Prepare preliminary problems list	
Liaison with other agencies/departments	
Identify issues	
Detailed investigation of program guidelines, RWQCB positions, and other local Prop 13 grant awards	
Facilitate planning session to prioritize problems, summarize and report list	
Develop Solutions to Nonpoint Source Pollution Problems	
Research best practices, innovative approaches, and practical solutions	
Prepare/present recommendations to Department	
Report decisions to other contacts and facilitate information sharing	
Development of Projects and Pre-Proposals	
Develop two projects in detail including design, budgets, evaluation criteria, permitting concerns, and rough implementation schedules. Smaller projects may be combined. Alternately, the Department may choose to develop one large, comprehensive project. Complete pre-proposals with cover letters for up to two projects. Submit sections for review via email.	
Complete pre-proposals and ensure receipt by deadline.	
Assemble gathered information into useful formats and develop preliminary watershed status assessments aimed at NPDES requirements, and strengthening the full proposals.	
Develop full proposals and addenda for selected projects, coordinating with all required agencies and departments. Circulate for edits and make all changes.	
Prepare/ Deliver full proposals no later than May 28,2001	
Prepare/deliver database, pertinent records and information, synopses of other applicable grant programs.	
Project evaluation and closeout	

Proposed Fee Schedule

BASIC SERVICES	
Assessment and identification of Nonpoint source pollution problems:	
Establish schedule and desired outcomes	
Assess existing plans and information and identify data gaps	
Prepare preliminary problems list	
Liaison with other agencies/departments	
Identify issues	
Detailed investigation of program guidelines, RWQCB positions, and other local Prop 13 grant awards	
Facilitate planning session to prioritize problems, summarize and report list	
Develop Solutions to Nonpoint Source Pollution Problems	
Research best practices, innovative approaches, and practical solutions	
Prepare/present recommendations to Department	
Report decisions to other contacts and facilitate information sharing	
Development of Projects, and Pre-proposals	
Develop two projects in detail including design, budgets, evaluation criteria, permitting concerns, and rough implementation schedules. Smaller projects may be combined. Alternately, the Department may choose to develop one large, comprehensive project.	
Prepare/deliver full proposals and complete pre-proposals with cover letters for up to two projects. Smaller projects may be grouped, same as above.	
Prepare/deliver database, pertinent records and information, and project evaluation and closeout	32-40
Total staff hours	688-858
Rate	\$60
Extension	\$41280 - \$51480
Subcontractors	
The use of subcontractors is not planned at this time, however if it becomes necessary to subcontract tasks such as clerical work or assistance with maps or GIS products, the rate will be billed at cost x 1.10. Subject to agency approval.	
Travel	\$175
Parking	\$30
Outside Services	Estimated costs x 1.15
Color photocopies	20 x 1.15 = 23.00
photography	25 x 1.15 = 28.75
phone toll charges	25 x 1.15 = 28.75
Total allowance for outside services	= 80.50
In-house Services	cost
Photocopies	500 x 0.10 = 50.00
Total estimated fee:	\$41,615 - \$51,815

The above summary represents my best estimate at this time, and may change with a different understanding of the project, or with future developments in the project.



USAA CASUALTY INSURANCE COMPANY

(A Stock Insurance Company)

9800 Fredericksburg Road - San Antonio, Texas 78288

CALIFORNIA AUTO POLICY

AMENDED DECLARATIONS

(ATTACH TO PREVIOUS POLICY)

ADDL INFO ON NEXT PAGE MAIL MCH-M-I
AMENDMENT TO

PAGE 3

State 16 17 Vch XX POLICY NUMBER
CA 328528 00720 23 40C 7102

POLICY PERIOD: (12:01 A.M. standard time)

EFFECTIVE JAN 06 2002 TO JUL 06 2002

OPERATORS

01 THOMAS A REID

0466

03 MONICA BURKE

Named Insured and Address

THOMAS A REID

P.O. BOX 654

MOSS LANDING CA 95039-0654

Description of Vehicle(s)

VEH	YEAR	TRADE NAME	MODEL	BODY TYPE	ANNUAL MILEAGE	IDENTIFICATION NUMBER	VEH USE *	WORK/SCL Miles One Way
16	97	FORD	RANGER 4X4	SUPER CAB	12000	1FTCR15X2VPB16474	13 W	10
17	87	SUBARU	GL	HBK 2D	12000	JF2AF53B2HE101294	10 W	14

The Vehicle(s) described herein is principally garaged at the above address unless otherwise stated. * W/C=Work/School; B=Business; F=Farm; P=Private

VEH '6 MONTEREY CA 93940-0000

VEH '7 MONTEREY CA 93940-0000

This policy Provides ONLY those coverages for which a premium is shown below.

This policy Provides ONLY those coverages for which a premium is shown below.				VEH 16 6-MONTH		VEH 17 6-MONTH		VEH		VEH	
COVERAGES		LIMITS OF LIABILITY		D=DED	PREMIUM	D=DED	PREMIUM	D=DED	PREMIUM	D=DED	PREMIUM
("ACV" MEANS ACTUAL CASH VALUE)				AMOUNT	\$	AMOUNT	\$	AMOUNT	\$	AMOUNT	\$
PART 4 - LIABILITY											
BODILY INJURY		EA PER	\$ 100,000								
		EA ACC	\$ 200,000		88.65		73.14				
PROPERTY DAMAGE		EA ACC	\$ 25,000		65.99		54.62				
PART 3 - MEDICAL PAYMENTS											
		EA PER	\$ 5,000		12.24		12.17				
PART 2 - UNINSURED MOTORISTS											
BODILY INJURY		EA PER	\$ 100,000								
		EA ACC	\$ 200,000		16.58		13.34				
PART 1 - PHYSICAL DAMAGE COVERAGE											
COMPREHENSIVE LOSS		ACV LESS	D 250	64.67	3 25C	24.12					
COLLISION LOSS		ACV LESS	D 250	132.96	3 25C	59.28					
TOWING AND LABOR				3.92		3.92					
VEHICLE TOTAL PREMIUM					385.01		240.59				
TOTAL PREMIUM -				SEE FOLLOWING PAGE(S)							

ADDITIONAL INTEREST - EMPLOYER
DEPT OF PUBLIC WORKS, SANTA CRUZ, CA

LOSS PAYEE

VEH 16 FORD MOTOR CREDIT, SPRINGFIELD OH

ENDORSEMENTS: ADDED 01-06-02 - A073(03)

REMAIN IN EFFECT(REFER TO PREVIOUS POLICY) - A137(01) 5100CA(01) *** AAWER
200CA(11) 663CACIC(08) 5647(07) 13580(02) R99CACIC(13) 41CA(13) 960

16151122P02N 171122122P00N

In WITNESS WHEREOF, we have caused this policy to be signed by our President and Secretary at San Antonio, Texas.

on this date DECEMBER 26, 2001

48

5000 C

Bradford W. Rich
Secretary

Henry Viccellio Jr.
President



USAA CASUALTY INSURANCE COMPANY

(A Stock Insurance Company)

9800 Fredericksburg Road - San Antonio, Texas 78288

CALIFORNIA AUTO POLICY
 AMENDED DECLARATIONS
 (ATTACH TO PREVIOUS POLICY)

State		VEH		POLICY NUMBER
CA		XX		00720 23 40C 7102 1
POLICY PERIOD:			(12:01 A.M. standard time)	
EFFECTIVE JAN 06 2002 TO JUL 06 2002				

Named Insured and Address

THOMAS A REID
 PC BOX 654
 MCSS LANDING CA 95039-0654

Description of Vehicle(s)						VEH USE •		WORK/SCHOOL	
VEH	YEAR	TRADE NAME	MODEL	BODY TYPE	ANNUAL MILEAGE	IDENTIFICATION NUMBER	SYM	Miles One Way	Days Per Week

The Vehicle(s) described herein is principally garaged at the above address unless otherwise stated. * W/C=Work/School; B=Business; F=Farm; P=Please

This policy provides ONLY those coverages for which a premium is shown below.

COVERAGES (“ACV” MEANS ACTUAL CASH VALUE)	LIMITS OF LIABILITY		VEH		VEH		VEH		VEH	
	D=DED	PREMIUM	D=DED	PREMIUM	D=DED	PREMIUM	D=DED	PREMIUM	D=DED	PREMIUM
	AMOUNT	\$	AMOUNT	\$	AMOUNT	\$	AMOUNT	\$	AMOUNT	\$
-----ADJUSTMENT REASON-----										
CHANGE IN OPERATOR DATA OP 01 03			CHANGE IN INFO FOR VEH I							
6 MONTH PREMIUM.. \$ 625.60			6 MONTH INCRE SE... \$00.00							
THE FOLLOWING COVERAGE(S) DEFINED IN THIS POLICY ARE NOT PROVIDED FOR:										
VEH 16 - EXTENDED BENEFITS COVERAGE, RENTAL REIMBURSEMENT										
VEH 17 - EXTENDED BENEFITS COVERAGE, RENTAL REIMBURSEMENT										

48

In WITNESS WHEREOF, we have caused this policy to be signed by our President and Secretary at San Antonio, Texas, on this date DECEMBER 26, 2001

Bradford W. Rich
 Secretary

Henry Viccellio Jr.
 President

0468

**COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT**

TO: **Board of Supervisors**
County Administrative Office
Auditor Controller

FROM: PUBLIC WORKS (Department)
BY: [Signature] (Signature) 12/3/02 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) Expenditure Agreement ☐ Revenue Agreement ☐

The Board of **Supervisors** is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the COUNTY OF SANTA CRUZ (Department/Agency)
and MONICA BURKE CONSULTING, 99 PACIFIC STREET #200A, MONTEREY, CA 93940 (Name/Address)

2. The agreement will provide GRANT WRITING SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS NATIONAL POLLUTANT ELIMINATION DISCHARGE SYSTEM PHASE II PROJECTS.

3. Period of the agreement is from BOARD APPROVAL to JUNE 30, 2002

4. Anticipated cost is \$ INCREASE \$36,826.25 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☐ Not to Exceed

Remarks: CONTRACT \$51,815.00, OVERHEAD \$3,627.05, TOTAL \$55,442.05 (PREVIOUS PURCHASE ORDER) ✓

5. Detail: ☐ On Continuing Agreements List for FY - . Page CC- Contract No: OR ☐ 1st Time Agreement
☐ Section II No Board letter required, will be listed under Item 8
☐ Section III Board letter required
☐ Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in SEE ATTACHED (Index) (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and will be encumbered. Contract No: 12682
are not will be encumbered. By: [Signature] Date: 1/2/02
Auditor-Controller Deputy

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize
DIRECTOR OF PUBLIC WORKS (Dept/Agency Head) to execute on behalf of the PUBLIC WORKS DEPARTMENT

Date: 1/4/02 By: [Signature] (Department/Agency)
RJF: sbc County Administrative Office

Distribution:
Board of Supervisors - White
Auditor Controller - Canary
Auditor-Controller - Pink
Department - Gold
State of California
County of Santa Cruz
I, ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was ap-
proved by said Board of Supervisors as recommended by the County Administrative Office by an
order duly entered in the minutes of said Board on 20

ADM - 29 (8/01)
Title I, Section 300 Proc Man By: Deputy Clerk

AUDITOR-CONTROLLER USE ONLY

CO	Document No.	JE Amount	Lines	H/TL	Keyed By	Date
TC110						
48	Auditor Description		Amount	Index	Sub object	User Code