



Consulting Services International, LLC

Making Business Make Sense!

March 4, 2010

Jean Premutati, PHR
Marina Coast Water District
2840 4th Avenue
Marina, CA 93933

Dear Jean:

Thank you for the opportunity for Consulting Services International, LLC (CSI) to provide strategic planning support services to Marina Coast Water District (MCWD). I appreciate the time you spent with me discussing your organization's board make up and the strategic planning session needs. As a result of the information you shared, I am pleased to submit for your consideration a proposal for our services in assisting with this year's strategic planning session.

BACKGROUND

Marina Coast Water District (MCWD) has expressed a need to complete a strategic plan that will encompass refining its mission and vision statements, as well as developing measurable goals to be achieved over the life of the strategic plan. CSI understands that the strategic planning session will include all 5 elected board members and the General Manager of MCWD. CSI has reviewed the last strategic plan developed in 2006 and will use it as a guideline for discussion regarding the 2010 plan.

PROJECT SCOPE

The goal of the overall project is to facilitate the strategic planning session. It is understood that the session will likely be an 8 hour meeting to be held at a location that MCWD chooses. It is also understood that CSI will interview each of the board members and the General Manager of MCWD before the meeting both to garner their input as well as to lay out the expectations and deliverables. The session itself will be facilitated in such a way as to keep the focus on production of the plan and its logical offshoots (e.g. goals, accountabilities, measurement factors, employee buy-in and participation with the plan, etc.)

PROJECT APPROACH

CSI will conduct interviews with the MCWD board members and General Manager. Each interview will be approximately one hour long, focusing on what each interviewee's expectations and desires are for the strategic planning session, and to discuss the format, ground rules, and deliverables from CSI. CSI will provide a one page overview of the strategic planning methodology to be employed, and will also make clear the expectations of focus and the facilitators' role in the process.

We understand that the objective is to develop a plan that can be implemented and measured. CSI's purpose is to educate participants and guide the discussion to in a direction that will accomplish that objective. We will use individual and group "thought stimulators" (exercises) as well as discussion to guide the individuals and the group through a process of identifying the following:

1. The Purpose of MCWD.
2. The Plan, which includes the Strategic Plan as well the Mission and Vision Statements.

From there we will discuss how points 1 and 2 impact, and how they can be used to develop:

3. The People of MCWD.
4. The Processes of the organization.
5. The Performance as measured by the Customer.

CSI will provide an individual to record the days' activities in writing and will provide a formal written plan as the result of the work accomplished during the session.

ESTIMATED TIMELINE

We have estimated it will take approximately 26 hours to complete this project commencing with the initial interviews with the board members and the General Manager on or about one month before the strategic session. We will provide our final written report to MCWD no more than 10 days after the strategic planning session.

RATE AND TERMS

The work outlined above will be billed at a reduced rate from our normal hourly rate. Our fee for this strategic session will be \$3,250, \$750 of which will be due before the work outlined above begins. Future invoices are due and payable upon receipt. Any additional hours outside the scope of services quoted above will be mutually agreed upon and billed at the hourly rate of \$150.00 which is tracked in ¼ hour increments.

ABOUT CONSTTULING SERVICES INTERNATIONAL, LLC

Organization

CSI is committed to providing exemplary customer service to our clients. During our project work with organizations, we provide thorough communication with regular meetings and updates, and encourage ongoing feedback from clients during the project so that we may shift our focus, if needed. We recognize the value of building an efficient organization through impeccable customer service and communication.

Our mission is to help businesses do better business.

Key Personnel

Consulting Services International, LLC was formed by Ms. Daylene Alliman and Ms. Dana Marshall in 2006 with the vision of being able to offer a complete suite of services to small and medium sized businesses throughout the United States and Canada. Being experts in Human Resources, the first division of CSI was (and is) called CSI Human Resources Group. After four years of expansion the principals decided to widen their focus and merged their company with Alliman Financial Consulting in order to extend their reach into Business Strategy and Planning along with Financial and Accounting services.

The former owner of Alliman Financial Consulting, Mr. Michael Alliman, is a CPA by training but has enjoyed a career that has allowed him to build expertise in several areas including Leadership, Strategic Planning, Sales, Training, Operations, and Finance. His passion lies in the education of business owners and managers as to best-practice implementation and solution-based growth strategies. Mr. Alliman is a published author and engaging public speaker who has given thousands of hours of motivational and inspirational speeches always focused on educating the listener for better service and better results.

Mr. Alliman was named President and CEO of Consulting Services International, LLC in February of 2010.

CONCLUSION

Consulting Services International has retained a team of highly competent professionals with a wide variety of knowledge, skills, and abilities. We are experts in identifying, developing, and implementing "best practices" throughout organizations and possess years of experience with successful delivery of business support.

Consulting Services International welcomes the opportunity to partner with MCWD. We look forward to working with you and your team!

ACCEPTANCE & AUTHORIZATION

The client's signature below authorizes the scope of work, should MCWD agree and accept the statement of services outlined above.

Marina Coast Water District

Company

Jean Premutati, PHR
Human Resources

Name/Title

Consulting Services International, LLC

Company

Michael T. Alliman
President

Name/Title



Signature

Signature

Date

3/4/2010

Date

CSI is a full service consulting organization providing consulting, training, and related best-practice services to businesses. CSI is not engaged in rendering legal, accounting, or other professional services. The consulting services, recommendations, information and materials are designed to be authoritative in regard to the subject matter covered, without implied warranties. The Client is strongly encouraged to consult legal counsel on matters involving employment law. CSI is and shall remain an independent contractor under this agreement and any other agreement for consulting services and no employment relationship is created. Services are provided for the exclusive use of the Client, and may not be sold, given away, or used for any other purpose other than the Client's business or organization.

Actual consulting fees for services are subject to change for services other than those outlined above. In the event of changes in the scope of the above services made by the Client, CSI requests such changes be made in writing. Progress billings for current consulting services will be provided at the end of each month and are due and payable upon receipt. All statements will contain an itemization of hours, fees, and miscellaneous expenses incurred. This agreement may be terminated by the Client upon 1.) Written notice to CSI, and 2) Payment in full for all services performed by CSI to date of termination.