

Proposal

- Client:** Marina Coast Water District, c/o Jean Premutati, Management Services Administrator
- Date:** March 3, 2010
- Project:** Marina Coast Water District Board Retreat
- Situation:** The Marina Coast Water District is updating its Mission, Vision, Goals and Objectives established in 2006 as part of a 2007/2008 Strategic Plan.
- Scope:** Conduct interviews with the Board Members and General Manager to determine expectations and establish targeted outcomes for the Board Retreat. Design and facilitate a two hour communications styles and team building session for board members prior to the facilitated session. Prepare the agenda. Work with Jean Premutati to identify, collect and distribute to board members any pre-meeting data. Design (based on data collected through interviews) and facilitate a six to eight hour strategic planning session to be held on 3/27, 4/3 or 4/10/2010 (depending on which date is confirmed) to (1) review and revise the 2007-2008 mission statement, (2) review and revise the vision statement, (3) establish goals, and (4) determine objectives for the next 1-5 years. Record and provide a hard copy summary of the results.
- Benefits:** Team building training and an assessment of each board member's communications style will establish common ground, build trust, minimize conflicts and will enhance communications in meetings that occur beyond the facilitated session. A custom designed facilitation will enhance the likelihood of meeting board member's expectations and using a neutral facilitator will keep the conversation focused, ensure everyone has a say, and increase the likelihood of success.
- Fees & Costs:** \$3,500, which includes a communications assessment for each member, team building training, design and prep of the facilitated session, six to eight hours of group facilitation, providing a written summary of the results of the retreat.
- Commitments:** I request that board members agree to make the time available to meet or confer via telephone and to take the assessment and return them in a timely manner so that desired outcomes can be accomplished. My commitment is to provide the time and services agreed to, to provide excellent client service, and to achieve the targeted results.

Proposal Submitted by:
Hardenstein Consulting LLC

Approved and Accepted by:
Marina Coast Water District

Linda L. Hardenstein, MPA, PCC

By: (please print) _____