

**Judi Tamasi**

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**From:** Mary Small [msmall@scc.ca.gov]  
**Sent:** Tuesday, February 20, 2007 4:05 PM  
**To:** 'Judi Tamasi'  
**Subject:** Work plan amendment, contract 00-170

Hi Judi-

Thank you for your letter and follow-up phone call. This email is to confirm that I approve the changes that you requested to the work plan for contract 00-170.

**Task 5 - Environmental Studies**

MRCA will hire Michael Brandman and Assoc to complete a biological resources study, cost \$2,180

MRCA will hire Katz, Okitsu & Assoc to complete a traffic and parking study, cost \$25,720

**Add a new task, Task 8 - Project Management**

This task will pay for MRCA staff to work on this project, at approved billing rates. The budget for this task is \$15,840

Please let me know if you have any questions about this email.

Mary

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Mary Small  
South Coast Manager, Coastal Conservancy  
1330 Broadway #1300 Oakland, CA 94612  
510-286-4181 phone 510-851-0679 cell 510-286-0470 fax



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**

Ramirez Canyon Park  
5810 Ramirez Canyon Road

Malibu, California 90265

Phone (310) 589-3230 Fax (310) 589-3237

February 15, 2007

Ms. Mary Small  
California State Coastal Conservancy  
1330 Broadway, 11<sup>th</sup> Floor  
Oakland, California 94612-2530

**Lechuza Beach-Additional Work (Contract No. 00-170)**

Dear Ms. Small:

The Mountains Recreation and Conservation Authority (MRCA) respectfully requests your approval of the following contractors, and approval of the allocation of a total of \$43,740.00 to the various tasks in the Work Program for this Grant No. 00-170, as described below. This allocation would come from a portion of the existing unallocated balance for the grant. As you know, MRCA is actively working on the various tasks related to the development of the public access improvement project, that is being funded by State Coastal Conservancy Grant Nos. 00-170 and 05-071. In many of the meetings for this project with the various parties involved, it was discussed that certain additional studies and/or work items were needed.

Michael Brandman & Associates – Biological Resources Study. MRCA proposes to use Michael Brandman & Associates to conduct a biological resources impact analysis. The need for this study was discussed in meetings (including April 26, 2006) and in May 2006 emails between Elizabeth Jordan of MRCA and Steve Horn of Coastal Conservancy. (We can provide any of these meeting minutes and emails mentioned in this letter at your request.) This work would include the following tasks: (1) literature review, (2) field survey of biological resources, and (3) biological resources assessment and impact analysis. Additional information about the firm's qualifications can be found on the web at <http://www.brandman.com/> We are requesting a retroactive approval of this contractor, and if so approved, we would request reimbursement by Coastal Conservancy for payment for invoices not yet paid by MRCA.

Approximate cost: \$ 2,180.00

This would be allocated to existing Task 5 - Environmental Studies.

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Katz, Okitsu & Associates – Traffic and parking study. Concerns regarding traffic and/or parking study were discussed in several meetings (including November 29, 2006 and July 7, 2005). Disabled parking and/or disabled drop offs are proposed along Sea Level Drive and/or along Broad Beach Road. This work includes the following tasks: (1) data collection: parking survey, traffic survey, pedestrian and bicycle count, safety assessment data collection; (2) summary of existing conditions and assessment of future conditions; (3) analysis of potential impacts and development of mitigation; and (4) documentation/meetings. The study would include the following intersections:

- PCH and Broad Beach Road
- West Sea Level Drive and Broad Beach Road
- Bunnie Lane and Broad Beach Road
- East Sea Level Drive and Broad Beach Road
- West Sea Level Drive Terminus
- East Sea Level Drive Terminus

This would include a winter and summer study; work would be conducted during weekday and weekend periods. Additional information about the firm's qualifications can be found on the web at [www.katzokitsu.com](http://www.katzokitsu.com).

Approximate cost: \$25,720.00

This would be allocated to existing Task 5 - Environmental Studies.

#### Project Management

This task consists of general project management. This includes hiring contractors, coordinating with contractors, reviewing contractors's deliverables, and other management of contractors.

| <i>MRCA employee title</i>                            | <i>Hourly Rate</i> |
|-------------------------------------------------------|--------------------|
| Chief of Natural Resources and Planning               | \$98.00            |
| Project Analyst                                       | \$56.00            |
| Chief Landscape Architect                             | \$75.00            |
| Landscape Architect                                   | \$47.00            |
| Deputy Division Chief, Natural Resources and Planning | \$59.00            |
| GIS Research Analyst                                  | \$57.00            |

Note: Hourly Rate is comprised of direct salary costs, benefits, cost allocation, and required payroll taxes.

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*Non-labor costs:* \$540.00. This includes vehicle use, travel costs, and other miscellaneous costs (e.g., printing, plotting, color reproductions).

Approximate cost: \$15,840.00  
This would be an new task, Task 8 - Project Management.

The approximate cost estimate for all of these tasks is: \$43,740.00. Please note that the most time-sensitive item described above is the traffic study, as the winter traffic and parking study needs to commence as soon as possible.

Thank you for your consideration of these requests. If you have any questions, please contact Judi Tamasi at (310) 589-3230, ext. 121.

Sincerely,



Paul Edelman  
Chief of Natural Resources and Planning

**Judi Tamasi**

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**From:** Cara McLane [cara.mclane@mrca.ca.gov]  
**Sent:** Monday, January 29, 2007 12:44 PM  
**To:** msmall@scc.ca.gov  
**Cc:** Judi Tamasi  
**Subject:** RE: invoice for 05-071, Lechuza Beach

Mary,

Judi just reminded me of one other issue with the 00-170 grant. The amount we spent on the property acquisition, \$9,074,789.35, and the amount authorized in the Work Program, \$185,000, total \$9,259,789.35, but the full grant amount is \$9,306,603.47. This leaves \$46,814.12 that was never budgeted to a task. So we would like to modify the Work Program so that this amount is included, in addition to the other changes I described.

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Cara McLane  
 Deputy Chief of Natural Resources and Planning  
 Contracts Officer  
 Mountains Recreation and Conservation Authority  
 (323) 221-9944, extension 117  
<http://www.lamountains.com>

-----Original Message-----

**From:** Cara McLane [mailto:cara.mclane@mrca.ca.gov]  
**Sent:** Monday, January 29, 2007 11:47 AM  
**To:** msmall@scc.ca.gov  
**Cc:** Judi Tamasi  
**Subject:** invoice for 05-071, Lechuza Beach

Mary,

Attached is a PDF that contains the receipts that your accounting division had questions about. I also included a summary of these reimbursable charges to show how the total was derived. Please let me know if you need anything else to have that payment go out to us.

Also, I wanted to talk to you about the other Lechuza Beach grant, #00-170. We are considering using the remainder of that grant for additional studies that are not in the budget for the newer grant (05-071). Since those funds are already under contract for the Lechuza Beach project, I thought this would be a way we can add scope without finding additional funds or going to the Board. The other benefit of doing this is that there would be no residual funds for you to have to deal with.

I know this would require a revised Work Program and budget. So my question to you is, is that something that SCC would approve, assuming we do all the necessary paperwork and documentation? If so, can you provide us with a confirmation of the budget remaining in that grant? I assume that the most recent invoice (through 9/30/06) has accurate numbers, but a confirmation from Coastal would make things easier on our project manager.

Thanks for all your help. I was talking to Marcia McNally the other day and she mentioned that you were a student there. I think you are so lucky to have had her as a teacher! I had some great professors but just men and certainly nobody like her.

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Cara McLane  
 Deputy Chief of Natural Resources and Planning  
 Contracts Officer  
 Mountains Recreation and Conservation Authority  
 (323) 221-9944, extension 117  
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