



SUMMARY REPORT

Agenda Date: 6/11/2019

To: Board of Directors of the Sonoma County Agricultural Preservation and Open Space District
Department or Agency Name(s): Sonoma County Agricultural Preservation and Open Space District
Staff Name and Phone Number: Karen Gaffney, 565-7344
Vote Requirement: Majority
Supervisory District(s):

Title:

Agreement Amendments and Extensions

Recommended Actions:

Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute amendments to professional service agreements totaling \$404,273. These amendments are needed to complete work delayed or otherwise impacted by the 2017 Sonoma Complex Fires and/or current program vacancies. Following are the agreements recommended for amendment:

- A) First Amendment to Agreement with Rose Roberts dba Farm Stewards extending the term to June 30, 2020;
- B) Second Amendment to Agreement with O'Connor Environmental, Inc. extending the term of the agreement to June 30, 2020;
- C) Third Amendment to Agreement with Regents of the University of California, Santa Barbara extending the term of the agreement to June 30, 2020;
- D) Third Amendment to Agreement with Gold Ridge Resource Conservation District extending the term of the agreement to March 30, 2020, and adding funds in an amount not-to-exceed \$123,900.00 resulting in a total contract amount of \$547,882.00;
- E) Third Amendment to Agreement with Sonoma Ecology Center extending the term of the agreement to March 30, 2020, and adding funds in an amount not-to-exceed \$62,235, resulting in a total contract amount of \$322,427.00; and
- F) Third Amendment to Agreement with LandPaths extending the term of the agreement to March 30, 2020, and adding funds in an amount not-to-exceed \$218,138.00, resulting in a total contract amount of \$1,451,842.00.

Executive Summary:

In early 2017 at the direction of its Board of Directors, the Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) began work on a comprehensive plan - the Vital Lands Initiative - to prioritize its work over the next 15 years using the best available science, as well as community and expert input. In October 2017, in the midst of the planning process, Sonoma County experienced devastating wildfires that had a significant impact on the operations and priorities of all County departments and special districts, necessitating a shift in focus to response, recovery, and resiliency. Completion of the Vital Lands Initiative and many other projects were delayed several months while staff responded to more immediate needs resulting from the fire. Several agreements related to the development of the Vital Lands Initiative, or

to outcomes of the Initiative, were subsequently delayed (Rose Roberts, O'Connor Environmental, and UC Santa Barbara). Amending and/or extending this suite of agreements will support the completion of the Vital Lands Initiative.

In addition to delayed work due to the Sonoma Complex Fires, the Ag + Open Space classification and compensation study was delayed by several years, resulting in delays in hiring key positions in all program areas. As a result of these delays, Ag + Open Space was unable to hire a Community Relations Assistant to support the education and outings programs with the development of a program evaluation and a new Request for Proposals and contracting process. Ag + Open Space is therefore proposing to extend these contracts (Gold Ridge, LandPaths, and Sonoma Ecology Center) until the new Community Relations Assistant is on staff and trained.

Discussion:

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) seeks to amend and/or extend six contracts whose scopes of work were impacted or delayed as a result of the fires of October 2017 and/or current program vacancies. The subject contracts were executed with specific scopes of work and timelines based on existing conditions at that time. As circumstances have changed, it is necessary to amend these contracts to reflect current conditions.

Funds and time agreement extensions

Gold Ridge RCD (894), Sonoma Ecology Center (895), LandPaths (896)

These contracts were executed on October 14, 2014 and were due to expire on June 30, 2017. However, Ag + Open Space opted to extend these contracts in order to complete the Vital Lands Initiative, which would have provided strategies and guidance for the next iteration of education and outings programming. The 2017 Sonoma Complex fires forced the delay of the Initiative as all departments responded to the disaster and then shifted focus to recovery.

At the same time, Ag + Open Space was in the process of a classification and compensation study, which was approved by the Board in September 2018. This Board action resulted in the reclassification of a now vacant Administrative Aide/Public Engagement Specialist position to a new APOSD Community Relations Assistant position. Ag + Open Space recently completed the hiring process for this position and the new hire is expected to start June 18, 2019. After completing the onboarding process, this new staff person will be responsible for supporting program evaluation and drafting the Request for Proposals for the next round of outings and education contracts, and will manage the service provider contracts. Extending the current agreements an additional nine months until March 30, 2020 will give the necessary time for the new APOSD Community Relations Assistant to facilitate the RFP process and assess the current agricultural and conservation education programs in light of feedback received during the Vital Lands Initiative process.

In addition to the term extensions, Ag + Open Space will also add money to each of these three contract budgets to allow for the continued operation of public outings and education programs on lands protected by Ag + Open Space. The Gold Ridge Resource Conservation District contract will be augmented by an additional \$123,900.00 for a total not to exceed amount of \$547,882.00 over the life of the contract to continue operating education programs for elementary and high school students. The Sonoma Ecology Center contract will be augmented by an additional \$62,235, resulting in a total contract amount of \$322,427.00 over the life

of the contract. The additional money will cover expenses related to education program and outings for students and the general public. The LandPaths contract will be augmented by an additional \$218,138.00 for a total not to exceed \$1,451,842.00 over the life the contract to continue operating education programs for elementary and high school students, as well as for public outings. The total amount of additional appropriations for these three contracts is \$404,273.

Consultant	Number of participants served since October 14, 2014	Number of participants to be served under proposed extension to March 30, 2020
Gold Ridge Resource Conservation District	2,886	342
Sonoma Ecology Center	6,145	1,058
Landpaths	9,625	1,425

Time only agreement extensions

Rose Roberts (1014)

Rose Roberts was brought under contract in 2016 to support the increased efficiency of Ag + Open Space's project management activities and Board directed actions, including the comprehensive plan process. With the extension of the timeline for the Vital Lands Initiative, it is necessary to extend the term of this contract as her services will be needed to see the Initiative through to completion. Ag + Open Space recommends extending the term to June 30, 2020 to accomplish these tasks. The total contract amount that was approved in 2016 is for \$180,000. To date, \$113,275.00 has been spent under the contract.

O'Connor Environmental (1017)

O'Connor Environmental was brought under contract in 2016 to offer geomorphology and engineering support, specifically in the preparation of riparian corridor data analysis, application, comprehensive plan integration and related services. This work is critical to the Vital Lands Initiative. With the extension of the timeline for the Initiative, Ag + Open Space recommends extending the term to June 30, 2020 to accomplish these tasks. The total contract amount is for \$25,000. To date, \$15,787.50 has been spent under the contract.

Regents of the University of California (1016)

UC Santa Barbara was brought under contract in 2016 to assist Ag + Open Space in developing a biophysical approach towards riparian conversation and floodplain ecosystem functionality. This work in riparian data analysis and comprehensive plan integration is critical to the Vital Lands Initiative. With the extension of the timeline for the Initiative, Ag + Open Space recommends extending the term to June 30, 2020 to accomplish these tasks. The total contract amount that was approved for the Second Amendment in 2018 is for \$125,000. To date, \$81,597.30 has been spent under the contract.

Prior Board Actions:

Agenda Date: 6/11/2019

- December 11, 2018: The Board approved contract extensions and amendments with LandPaths, Gold Ridge Resource Conservation District, and Sonoma Ecology Center for Agricultural and Conservation Education throughout Sonoma County. (Board Action #4)
- September 25, 2018: The Board approved Miscellaneous Classification, Compensation, and Allocation Changes establishing five new APOSD classifications and salaries, including an APOSD Community Relations Assistant, effective September 25, 2018. (Board Action #1)
- August 22, 2017: The Board approved contract extensions and amendments with Laguna de Santa Rosa Foundation, LandPaths, Gold Ridge Resource Conservation District and Sonoma Ecology Center for Agricultural and Conservation Education programs throughout Sonoma County. (Board Action #2)
- July 19, 2016: The Board approved a contract with Rose Roberts dba Farm Stewards to support actions from the District Management Review, including stakeholder engagement, project management, and the District comprehensive planning process. (Board Action #1)
- April 26, 2016: The Board approved a contract with Metropolitan Planning Group to provide land acquisition services, including negotiating with landowners; drafting acquisition, transfer, and grant agreements; conducting due diligence; coordinating appraisal work; and preparing grant applications for acquisition funding. This service provider was selected through a competitive Request for Proposal process. (Board Action #1)
- October 14, 2014: The Board approved contracts with Laguna de Santa Rosa Foundation, LandPaths, Gold Ridge Resource Conservation District and Sonoma Ecology Center for Agricultural and Conservation Education programs throughout Sonoma County. These service providers were selected through a competitive Request for Proposal process. (Board Action #21)
- August 19, 2014: The County Administrator's Office presented a District Management Review from an external consultant that had several recommendations, several of which were already contained in the District's Board approved Work Plan. Recommendations include perform comprehensive, integrated planning to clearly define budget and resource allocation; initiate long-range transition planning to forecast how District resource requirements will need to change over time; and conduct more effective outreach to enhance public awareness and understanding of District activities and accomplishments. (Agenda Item #36)

FISCAL SUMMARY

Expenditures	FY 18-19 Adopted	FY19-20 Projected	FY 20-21 Projected
Budgeted Expenses		\$404,273	

Additional Appropriation Requested			
Total Expenditures		\$404,273	
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other		\$404,273	
Use of Fund Balance			
Contingencies			
Total Sources		\$404,273	

Narrative Explanation of Fiscal Impacts:

This amount has been incorporated into the FY 2019-2020 Recommended Budget.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A - I Step)	Additions (number)	Deletions (number)

Narrative Explanation of Staffing Impacts (If Required):

No additional appropriations are needed.

Attachments:

Related Items "On File" with the Clerk of the Board:

1. Rose Roberts 1st Amendment (1014)
2. O'Connor Environmental, Inc. 2nd Amendment (1017)
3. Regents of the University of California, Santa Barbara 3rd Amendment (1016)
4. Gold Ridge Resource Conservation District 3rd Amendment (894)
5. Sonoma Ecology Center 3rd Amendment (895)
6. LandPaths 3rd Amendment (896)