



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 8/31/2021

To: The Board of Directors of Sonoma County Agricultural Preservation and Open Space District, County of Sonoma Board of Supervisors

Department or Agency Name(s): Sonoma County Agricultural Preservation and Open Space District, Sonoma County Probation

Staff Name and Phone Number: Kim Batchelder, 565-7355; Carla Maus, 565-3372

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Land Management Service Agreement

Recommended Action:

1. Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District and the Deputy Chief Probation Officer for Sonoma County Probation to execute an agreement for Sonoma County Probation to provide maintenance, repair and management work on fee lands in an amount not-to-exceed \$250,000 and effective from date of execution to December 31, 2024.
2. Delegate to the General Manager of the Sonoma County Agricultural Preservation and Open Space District the authority to execute individual task orders, not to exceed \$60,000 per project, under the agreement with Sonoma County Probation.

Executive Summary:

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) owns and manages approximately 2,550 acres of land, and holds more than 120,000 acres of conservation easements. In accordance with the Board-approved Stewardship Manual and Fee Lands Strategy, properties owned by Ag + Open Space may require maintenance, management, and occasional repair to protect the conservation values for which the lands were protected.

The protection of these resources requires activities ranging from construction and maintenance of fencing, vegetation management, tree thinning and clearing, debris removal, road maintenance, fuel load suppression, and related services.

Ag + Open Space regularly works with Sonoma County Probation Supervised Adult Crews (SAC) to complete necessary land management tasks. Sonoma County Probation offers competitive pricing, supervisors familiar with Ag + Open Space properties, and flexibility. Ag + Open Space proposes to enter into a flexible scope contract with Sonoma County Probation so that task orders can be executed quickly for as-needed land management tasks.

Discussion:

Ag + Open Space owns and manages approximately 2,550 acres of land, and holds more than 120,000 acres of

conservation easements. On January 26, 2021, the Board approved Ag + Open Space's Vital Lands Initiative. This long-term conservation planning document directs staff to manage Ag + Open Space lands in a manner that protects the Ag + Open Space's investment, public safety, and the conservation values of the properties. Furthermore, in January 2021, Ag + Open Space staff updated the Fee Land Strategy (originally adopted by the Board on November 20, 2012) that directs staff to transfer identified recreational lands to appropriate entities such as Regional Parks and other appropriate local governments. Ag + Open Space-owned properties all require some level of management and maintenance, which is accomplished through organized volunteer workdays and contracts for land management and maintenance services. The contract recommended for approval is similar in nature and scope to previous contracts with numerous different entities for similar services on Ag + Open Space-owned lands.

Sonoma County Probation Supervised Adult Crews program has become a reliable and cost-effective alternative for these types of services. Supervised Adult Crews is a detention alternative work program for adult offenders who are sentenced to complete community service hours as restitution for criminal behavior, where they complete meaningful maintenance projects throughout the county.

The cyclical and unpredictable nature of the work, as well as the Board direction to transfer most Ag + Open Space-owned properties (fee lands) to recreational and other entities in the coming years, suggests a need for contractors rather than staff to accomplish these tasks. In order to be most efficient, Ag + Open Space proposes a contract with SAC for a total amount of \$250,000 (on file with the Clerk of the Board). This agreement is effective from the date of execution to December 31, 2024.

The services described above are not specific to any one project or property but would potentially apply to any Ag + Open Space property.

Once a project or technical need has been identified, Ag + Open Space staff may invite cost specific quotes for services from SAC for that work scope so as to ensure that Ag + Open Space receives a competitive price for the services to be performed. If needed, staff will initiate a pre-quote meeting to describe Ag + Open Space's needs. Once specific details of a project are determined, including the schedule and cost, Ag + Open Space staff will prepare a Task Order to authorize the work. See On File 2 (Sample Task Order). The Task Order must be signed by Ag + Open Space staff and SAC prior to the start of work.

Some of the projects that may be completed under this agreement (repair and capital improvements) would be subject to competitive bidding under the Uniform Public Construction Cost Accounting Act (the Act) if the cost for any single project were to exceed \$60,000. To comply with the Act, Ag + Open Space will not conduct projects under this contract for projects that could exceed \$60,000, including Ag + Open Space overhead costs, if performed by a private contractor at prevailing wage rates.

Ag + Open Space does not guarantee any minimum amount of work to be completed under the as-needed agreement.

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Prior Board Actions:

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FISCAL SUMMARY

Expenditures	FY 21-22 Adopted	FY 22-23 Projected	FY 23-24 Projected
Budgeted Expenses	\$100,000	\$100,000	\$50,000
Additional Appropriation Requested			
Total Expenditures	\$100,000	\$100,000	\$50,000
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$100,000	\$100,000	\$50,000
Use of Fund Balance			
Contingencies			
Total Sources	\$100,000	\$100,000	\$50,000

Narrative Explanation of Fiscal Impacts:

This work was considered when the FY 21-22 budget was adopted and there are adequate appropriations for these contracts, and will continue to be appropriated for future budget years. Annual land management and maintenance costs are expected to be reduced over time, as ownership of additional properties are transferred to other entities for long-term operation and maintenance.

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

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

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

1. Agreement with Sonoma County Probation
2. Sample Task Order