



RESOLUTION No. 24-344

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING THE CONTRACT BETWEEN THE NEVADA COUNTY RESOURCE CONSERVATION DISTRICT AND THE NEVADA COUNTY OFFICE OF EMERGENCY SERVICES FOR THE LIVESTOCK FUEL REDUCTION PROGRAM IN THE AMOUNT OF \$150,000 FOR USE DURING THE PERIOD OF JUNE 25, 2024, THROUGH DECEMBER 31, 2025, AUTHORIZING THE DIRECTOR OF EMERGENCY SERVICES TO EXECUTE THE CONTRACT AND DIRECTING THE AUDITOR CONTROLLER TO AMEND THE FISCAL YEAR 2023/24 EMERGENCY SERVICES BUDGET (4/5 AFFIRMATIVE VOTE REQUIRED)

WHEREAS, the County of Nevada has a severe and present danger from wildfire and the Livestock Fuel Reduction Program aims to reduce wildfire risk for communities and ecosystems; and

WHEREAS, providing resources to educate and mitigate against the threats of wildfire supports community emergency preparedness; and

WHEREAS, a diversified approach to wildfire fuel management is necessary to get the most work done; and

WHEREAS, the use of livestock as a tool for wildfire fuel mitigation efforts has been leveraged for decades in Nevada County; and

WHEREAS, the Nevada County Resource Conservation District provides technical assistance for fuels management, erosion control, pond management, invasive weed control, wildlife habitat improvement, pasture, orchard, and vineyard management, and rangeland management; and

WHEREAS, the Office of Emergency Services intends to implement the Livestock Fuel Reduction Program in partnership with the Nevada County Resource Conservation District.

NOW, THEREFORE, BE IT RESOLVED the Board of Supervisors of the County of Nevada, State of California, approves the contract between the Nevada County Resource Conservation District and the Nevada County Office of Emergency Services for the Livestock Fuel Reduction Program in the amount of \$150,000 for use during the period June 25, 2024, through December 31, 2025, authorizes the Director of Emergency Services to execute the Contract, and directs the Auditor Controller to amend the Office of Emergency Services Fiscal Year 2023/24 Budget as follows:

Decrease:
0101-20702-414-1000 / 561555 \$100,000

Increase and encumber funds:
0101-20702-414-1000 / 521520 \$150,000

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 25th day of June 2024, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, and Susan Hoek.

Noes: None.

Absent: Hardy Bullock.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN
Chief Deputy Clerk of the Board of Supervisors

By: 


Hardy Bullock, Chair

Administering Agency: Nevada County Office of Emergency Services

Contract No. _____

Contract Description: Livestock Fuel Reduction Program

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES CONTRACT ("Contract") is made at Nevada City, California, as of June 25, 2024 by and between the County of Nevada, ("County"), and Nevada County Resource Conservation District ("Contractor"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit D. The payments specified in Exhibit C shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit all billings for said services to County in the manner specified in Exhibit C; or, if no manner is specified in Exhibit C, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed one hundred and fifty thousand dollars (\$150,000).**
3. **Term** This Contract shall commence on 6/25/2024. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: 12/31/2025.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract.
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract,

shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

8. **Liquidated Damages**

Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages shall apply shall not apply to this contract.

9. **Relationship of Parties**

9.1. **Independent Contractor**

In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of the County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.

9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Contract. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of the County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service

under this Contract or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a Material Breach of this Contract, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.

12. **Hold Harmless and Indemnification Contract** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Contract. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to

enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.

13. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.

Contractor without additional compensation. Contractor's personnel, when on the County's premises and when accessing the County network remotely, shall comply with the County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize the County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by the County's Chief Information Officer or his/her designee.

14. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:

- Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.
- Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.

- Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Each Contractor and subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
 - The County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.
15. **Accessibility** It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.
16. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
17. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
18. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
19. **Financial, Statistical and Contract-Related Records:**
- 19.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

19.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

19.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the Maximum Contract Price.

20. **Termination**

- A. A Material Breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this Contract, or both, without notice.
- B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) calendar days written notice to Contractor**.
- C. Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- D. County, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if the County or the State of California, as the case may be,

does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

In the event this Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostatting, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
- 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of the County is necessary to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.

21. **Intellectual Property** To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, not the property of Contractor (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor by County, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.
22. **Waiver** One or more waivers by one party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other party.
23. **Conflict of Interest** Contractor certifies that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County Personnel Code.

24. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other Contract, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Contract, shall be binding or valid.
25. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 19, Termination.
26. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the County of Nevada, State of California. Each party waives any Federal court removal and/or original jurisdiction rights it may have.
27. **Compliance with Applicable Laws** Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.
28. **Subrecipient** This Subrecipient Contract is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the “OMB Super Circular” or “Uniform Guidance”). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations. [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
29. **Additional Contractor Responsibilities**
- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
- B. Contractor will immediately notify of any serious and credible active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work cooperatively with County in response to any investigation commenced by County with regard to this Contract or the clients served herein, including providing any/all records requested by County related thereto.
- C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this

Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

30. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

COUNTY OF NEVADA:

Nevada County
Office of Emergency Services
Address: 950 Maidu Ave.
City, St, Zip Nevada City, CA 95959
Attn: IGS Admin
Email:
IGSAdmin@nevadacountyca.gov
Phone: (530) 265-1705

CONTRACTOR:

Nevada County Resource Conservation
District
Address: 113 Presley Way, Suite 1
City, St, Zip Grass Valley, CA 95945
Attn: Briana Bacon
Email: briana.bacon@ncrcd.org
Phone: 530-798-5529

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Executed as of the day first above stated:

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

COUNTY OF NEVADA:

By: *Craig Griesbach* Date: 06/20/2024
Craig Griesbach (Jun 20, 2024 15:36 PDT)

Printed Name/Title: Craig Griesbach, Director of Emergency Services

Approved as to Form – County Counsel:

By: *KIT Elliott* Date: 06/20/2024
KIT Elliott (Jun 20, 2024 16:23 PDT)

CONTRACTOR: Nevada County Resource Conservation District

By: *Briana Bacon* Date: 06/20/2024
Briana Bacon (Jun 20, 2024 12:20 PDT)

Name: Briana Bacon
* Title: Executive Director

****If Contractor is a corporation, this Contract must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

Exhibits

Exhibit A: Scope of Work

Exhibit B: Detailed Project Specifications

Exhibit C: Schedule of Charges and Payments

Exhibit D: Project Budget

Exhibit E: Livestock Grazing as Fuels Reduction Method: Metrics of Success for Goals and Objectives

Exhibit F: Insurance Requirements

Exhibit G: Summary Page

EXHIBIT A - SCOPE OF WORK

Project Summary

The use of livestock as a tool for wildfire fuel mitigation efforts has been leveraged for decades in Nevada County. Local ranchers and the agricultural community continue this practice on a variety of lands throughout the county. The abundance of vegetation management that needs to be completed to make substantial strides in impacting the threat of wildfire cannot be understated. A diversified approach is necessary to get as much work done throughout our rural Nevada County landscape. Livestock is a sustainable resource that not only helps with our wildfire mitigation goals but also supports the local economy, climate resilience, workforce development, and land stewardship best practices.

This project has three primary strategic goals:

- Vegetation treatment on strategic school and publicly owned properties.
- Community education regarding livestock as a wildfire mitigation resource, youth engagement, climate resilience, and the many benefits of the agricultural industry.
- Supporting and enhancing the agricultural industry and workforce development.

Prior to execution of the SOW this contract will be reviewed by staff of County of Nevada as applicable and reviewed by staff of Nevada County Resource Conservation District (Contractor).

Task 1: Project Management

Under Task 1, the Nevada County Resource Conservation District will manage activities associated with this project as outlined in Tasks 2-4, below. This will include Project Design (Task 2), Outreach and Engagement (Task 3), and Project Implementation (Task 4). Project Management will ensure that deliverables are satisfied according to the timeline(s) specified for Tasks 2-4. The Contractor will be required to report out to County of Nevada quarterly to keep OES staff apprised of project status.

Timeline: June 25, 2024 –December 31, 2025

Deliverables:

- 1.1 Written Report-Outs to OES delineating work completed the prior quarter and planned for next quarter (quarterly).
- 1.2 Schedule, conduct, and facilitate quarterly Project Check-In Meetings with the Nevada County Resource Conservation District and OES staff and/or assigned project manager.

- 1.3 SOW and fully executed contracts for any external vendors used.
- 1.4 Management of implementation contractors.

Task 2: Project Design

Under Task 2, the Nevada County Resource Conservation District will create a project plan and timeline. This will include proposed school and public property parcels to be treated and used as educational community events. This will include a minimum of three school parcels and two other public property parcels. Total target treatment area is a minimum of 45 acres. This will include proposed priority treatment areas on these sites and obtaining permissions from property owners to complete treatment design. This will include a project budget for treatment at each site.

Timeline: June 25, 2024 – December 31, 2024

Deliverables:

- 2.1 Develop a project plan and timeline. Submit to OES for review and approval prior to execution of this plan.
- 2.2 Written and signed approval from property owners.
- 2.3 Treatment design for each site including acreage of each parcel.
- 2.4 Pre-treatment photographs (5 per parcel).

Task 3: Outreach and Engagement

Under Task 3, the Nevada County Resource Conservation District will conduct community outreach to educate the public about the benefits of Livestock Fuel Reduction Programs, sustainable land stewardship practices, climate resilience, wildfire mitigation, and the agricultural industry. Target audiences include private property owners, students/youth, local businesses, agricultural industry representatives, and non-profit organizations. There shall be a youth engagement component at each school parcel that will be treated to interact with contractors in the industry. OES will support Outreach and Engagement by co-planning community events and co-developing social media posts, print articles, radio interviews, and public presentations.

Timeline: June 25, 2024 – December 31, 2025

Deliverables:

- 3.1 Plan and hold two educational community events: Agendas (2), Informational Flyers (2), Press Releases (2).
- 3.2 List of contacts.
- 3.3 List of meetings/outreach events held/attended.
- 3.4 Meeting notes and agendas.

3.5 Social media posts, print articles, radio interviews.

Task 4: Project Implementation

Under Task 4, the Nevada County Resource Conservation District will coordinate contractors as needed to complete any environmental compliance for this project that may be required as well as treatment implementation. This will include coordination with contractors for scheduling, oversight of treatment implementation at each parcel, communication with property owners, payments for work completed, and coordination with community events.

Timeline: June 25, 2024 – December 31, 2025

Deliverables:

- 4.1 Implementation contractor schedules showing coordinated timing of implementation.
- 4.2 Implementation contractor information including business name, business owner, and contact information.
- 4.3 Notification of implementation finalization including numbers of acres treated (may be included with quarterly reporting).
- 4.4 Post treatment photographs (5 per parcel).
- 4.5 Completing the Livestock Grazing as Fuels Reduction Method: Metrics of Success for Goals and Objectives (Exhibit E) for each treated parcel and submitting to OES staff for review.

Summary of Project Deliverables

Task 1: Project Management

- 1.1 Written Report-Outs to OES delineating work completed the prior quarter and planned for next quarter (quarterly).
- 1.2 Schedule, conduct, and facilitate quarterly Project Check-In Meetings with the Nevada County Resource Conservation District and OES staff and/or assigned project manager.
- 1.3 SOW and fully executed contracts for any external vendors used.
- 1.4 Management of any project contractors.

Task 2: Project Design

- 2.1 Develop a project plan and timeline. Submit to OES for review and approval prior to execution of this plan.
- 2.2 Written approval from property owners.
- 2.3 Treatment design for each site include acreage of each parcel.
- 2.4 Pre-treatment photographs (5 per parcel).

Task 3: Outreach and Engagement

- 3.1 Plan and hold two educational community events: Agendas (2), Informational Flyers (2), Press Releases (2).
- 3.2 List of Contacts.
- 3.3 List of meetings/outreach events held/attended.
- 3.4 Meeting notes and agendas.
- 3.5 Social media posts, print articles, radio interviews.

Task 4: Project Implementation

- 4.1 Implementation contractor schedules showing coordinated timing of implementation.
- 4.2 Implementation contractor information including business name, business owner, and contact information.
- 4.3 Notification of implementation finalization including numbers of acres treated (may be included with quarterly reporting).
- 4.4 Post treatment photographs (5 per parcel).
- 4.5 Completing the Livestock Grazing as Fuels Reduction Method: Metrics of Success for Goals and Objectives (Exhibit E) for each treated parcel and submitting to OES staff for review.

Additional Considerations

The Parties understand and agree that Nevada County Conservation District (Contractor) may subcontract for services required by Contractor to be performed under this Agreement. Nothing contained in this Agreement or otherwise shall create any contractual relationship between County of Nevada and any of Contractor's subcontractors nor relieve Contractor of its responsibilities and obligations hereunder. The Contractor's obligation to pay its subcontractors, as an independent obligation form the County's obligation to make payments to Contractor. As a result, the County shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

Further, the Parties understand and agree that Contractor, and any subcontractors Contractor hires to complete services required of Contractor under this Agreement, shall be responsible for ensuring full compliance with all Cal-OSHA regulations and requirements applicable to the services required herein, including but not limited to heat illness prevention plan, site-specific safety plans, and holding "tailgate" safety meetings.

EXHIBIT B - DETAILED PROJECT SPECIFICATIONS

General Instructions

Prior to beginning this project, the Contractor will meet with County of Nevada OES to discuss project implementation, special considerations, and any potential operational constraints regarding the conduct of this contract that may impact project completion, including but not limited to, planned start date, special considerations, operational constraints, operating schedule with clear project milestones and associated dates, and order of project completion. All of the above identified operational conditions and criteria shall be documented in a **written *Plan of Operation* which shall be provided to County for review and comment within 30 days of contract execution** and be kept in the Contractor's possession during project implementation.

Inspection and Acceptance

The County of Nevada reserves the right to inspect the project areas as needed to ensure the Project is meeting requirements, throughout the duration of the project to be completed by the Project Manager(s) and/or their designee. If the County inspection concludes that implementation does not comply with the Scope of Work herein, County and Contractor will meet to review the identified deficiencies and work in good faith to develop a mutually agreed upon remediation plan, as needed, to ensure Contractor's compliance with the required services within a period of not less than thirty (30) days, at which time the County and/or funder will re- inspect the identified deficiencies to verify satisfactory compliance. Deficiencies shall be remedied by the Contractor at no additional cost.

EXHIBIT C - SCHEDULE OF CHARGES AND PAYMENTS

Maximum Limit & Fee Schedule

Contractor's compensation shall be paid at the schedule shown below. Reimbursement of travel, lodging and miscellaneous expenses is not authorized. All expenses of Contractor, including any expert or professional assistance retained by Contractor to complete the work performed under this contract shall be borne by the Contractor.

The total of all payments made under this Contract shall not exceed the amount shown in Section 2 of this contract.

Invoices

Contractor must send invoices to Contract Administrator. Each invoice shall include:

- Contract number.
- Title of approved program work that is being performed for.
- Billing period covered including the following:
 - a time log of daily hours including approved timecards
 - specific activities performed (administration, outreach, project management, contractor coordination, etc)
- Dates/Months services were performed.
- Copies of invoices for supplies, venue rentals, etc.
- Itemized invoices received from subcontractors for work performed.
- Grand total amount for the invoice.

Submit all invoices to:

Nevada County
County of Nevada Emergency Services
Address: 950 Maidu Ave
City, St, Nevada City, CA 95959
Zip
Attn: IGS Administration
Email: IGSAdmin@co.nevada.ca.us
Phone: 530-265-1705

Payment Schedule

The contractor shall submit invoices at the amounts as defined in the schedule provided below, not more frequently than monthly, to Contract Administrator for costs incurred pursuant to the agreement. Invoice backup documentation as outlined in Exhibit A shall accompany each invoice.

The County will make payment within thirty (30) days of an approved invoice and complete backup documentation package.

County of Nevada will review submitted invoices within seven business days of receipt.

Should errors be found in excess of five errors, County of Nevada will halt review and return the report to Contractor to revise. The County of Nevada will have seven business days to review revised submissions.

Unless otherwise agreed to by County, all payments owed by County to Contractor under this Contract shall be made by Automated Clearing House (ACH). In the event County is unable to release payment by ACH the Contractor agrees to accept payment by County warrant.

Required Reporting

Reporting shall be provided quarterly in accordance with Task 1 in Exhibit A.

Payment will be withheld if reporting requirements are not met and/or sufficient back-up documentation is not submitted. Payment will resume upon approved submissions.

Contractor shall provide a copy of its audited financial statement and most recent IRS 990 form to County by December 31st each year.

EXHIBIT D - PROJECT BUDGET

<u>Activity</u>	<u>Budget</u>
Administration and Project Management	\$29,500
Outreach and Education (supplies, materials & marketing)	\$8,000
Contractor Implementation:	\$112,500

EXHIBIT E - LIVESTOCK GRAZING AS FUELS REDUCTION METHOD: METRICS OF SUCCESS FOR GOALS AND OBJECTIVES

This document serves as a template for assessing the success of livestock grazing as a fuels reduction method in specified unit locations. The metrics outlined are intentionally broad to allow for customization based on specific unit prescriptions and local conditions. The goal is to provide a uniform framework for evaluating the effectiveness of grazing in reducing fuel loads and achieving land vegetation management objectives.

- **Data Collection:**
 - Standardized forms and protocols will be used for all assessments.
 - Data will be collected by trained personnel at specified intervals.
- **Reporting:**
 - Compile data into an annual report summarizing the success of the grazing program.
 - Include recommendations for adjustments based on the year's findings.

Unit Description

- **Unit Name/Number:** [Insert Unit Name/Number]
- **Location:** [Insert Location Details]
- **Size (acres):** [Insert Size]
- **Vegetation Types:** [List Dominant Vegetation Types]
- **Targeted Fuel Types:** [Specify Fuel Types (e.g., grasses, shrubs)]
- **Additional Notes for site:** [Additional comments]

1A. Fuel Load Reduction Prescription: Reduce the biomass of fine fuels (grasses, shrubs) to decrease wildfire intensity and spread

- **Pre-Grazing Biomass Assessment:**
 - **Method:** Measure the biomass of fine fuels using clip-and-weigh or visual estimation techniques.
 - **Target:** Achieve a reduction of [X]% in biomass from pre-grazing levels.

1B. Fuel Load Reduction Outcome: Measurement of reduced fuel load to mitigate wildfire risk and promotes ecosystem health by limiting the accumulation of combustible biomass.

- **Post-Grazing Biomass Assessment:**
 - **Method:** Re-assess biomass to measure reduction achieved.
 - **Target:** Verify reduction of [X]% from initial levels.
- 2A. Vegetation Management Prescription:** Promote desirable plant species and reduce invasive or noxious weeds
- **Pre-Grazing Species Composition:**
 - **Method:** Conduct plant surveys to determine the composition of plant species.
 - **Target:** Increase in desirable species by [X]% and decrease in invasive species by [Y]% over the grazing period.
- 2B. Vegetation Management Outcome:** Increased presence of desirable species enhances biodiversity and ecosystem resilience, while decreased invasive species reduce competition and ecosystem degradation.
- **Post Grazing Assessment**
 - **Method:** Re-assess plant species to measure reduction achieved.
 - **Target:** Verify increase of desirable species of [X]% and decrease of invasive species by [Y] from initial levels.
- 3A. Vegetation Management Prescription:** Manage canopy cover supports diverse plant communities, maintains habitat structure, and allows for effective fuel load management, reducing the risk of catastrophic wildfire.
- **Pre- Grazing Assessment Canopy Cover:**
 - **Method:** Use quadrat sampling or line-intercept methods to measure canopy cover.
 - **Target:** Maintain or reduce canopy cover to a specified threshold to allow for fuel load management.
- 3B. Vegetation Management Outcome-Canopy Cover:** Assess Managed canopy cover retained to support diverse plant communities, maintain habitat structure, and allows for effective fuel load management, reducing the risk of catastrophic wildfire.
- **Post Grazing Assessment:**
 - **Method:** Re-assess Using quadrat sampling or line-intercept methods to measure

canopy cover after treatment.

- **Target:** Maintain or reduce canopy cover to a specified threshold to allow for fuel load management by %

Conclusion

This template provides a structured approach to evaluating the success of livestock grazing as a fuel's reduction method. By systematically measuring key metrics, land managers can make informed decisions to optimize grazing practices, enhance fuel management, and landscape sustainability specific for each project site.

Additional Notes:

How were the Goals and Objectives Met?

This section aims to evaluate the extent to which the goals and objectives outlined in the grazing program have been achieved based on the data collected and analyzed.

Fuel Load Reduction:

Compare pre-grazing biomass assessments with post-grazing assessments to determine if the targeted reduction in fuel load was achieved.

Assess whether the reduction in biomass aligns with the specified target reduction percentage.

Evaluate the impact of reduced fuel loads on wildfire intensity and spread, considering any significant reductions achieved.

Vegetation Management:

Analyze changes in species composition to determine if there has been an increase in desirable plant species and a decrease in invasive species.

Compare canopy cover measurements before and after grazing to assess if the targeted thresholds have been maintained or reduced.

Consider the overall impact of vegetation management on ecosystem health and habitat quality for wildlife.

Overall Program Assessment:

Integrate findings from all metrics to provide an overall assessment of the grazing program's success in meeting its objectives.

Identify any discrepancies between targeted outcomes and actual results and analyze potential factors contributing to these discrepancies.

Consider external factors such as weather conditions, grazing intensity, and management practices that may have influenced outcomes.

Recommendations for Adjustments:

Based on the assessment of goals and objectives, provide recommendations for adjustments to grazing practices or program implementation. These recommendations should be informed by the findings of the evaluation and aimed at optimizing future grazing efforts for fuel management and ecosystem health.

EXHIBIT F - INSURANCE REQUIREMENTS

Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

- (i) **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- (ii) **Automobile Liability** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage. The Automobile Liability policy shall be endorsed to include Transportation Pollution Liability insurance MCS-90, covering materials to be transported by Contractor pursuant to the contract.
- (iii) **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. **(Not required if contractor provides written verification it has no employees).**
- (iv) If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- (i) **Additional Insured Status: The County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)
- (ii) **Primary Coverage** For any claims related to this contract, the **Contractor's insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

- (iii) **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Nevada.
- (iv) **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
- (v) **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.
- (vi) **Deductible and Self-Insured Retentions** Deductible and Self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The Policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County. **(Note – all deductibles and self-insured retentions must be discussed with risk, and may be negotiated)**
- (vii) **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.
- (viii) **Claims Made Policies** if any of the required policies provide coverage on a claims-made basis: **(note – should be applicable only to professional liability)**
 - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - c. If the coverage is canceled or non-renewed, and not replaced with another **claims-made policy form with a Retroactive Date**, prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of **five (5)** years after completion of contract work.
- (ix) **Verification of Coverage** Contractor shall furnish the County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to County before work begins. However, failure to obtain and provide verification of the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

- (x) **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
- (xi) **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- (xii) **Conformity of Coverages** If more than one policy is used to meet the required coverages, such as an umbrella policy or excess policy, such policies shall be following form with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies or all shall be Claims Made Liability policies, if approved by the County as noted above. In no cases shall the types of polices be different.
- (xiii) **Premium Payments** The insurance companies shall have no recourse against the COUNTY and funding agencies, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.
- (xiv) **Material Breach** Failure of the Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.
- (xv) **Certificate Holder** The Certificate Holder on insurance certificates and related documents should read as follows:

County of Nevada
950 Maidu Ave.
Nevada City, CA 95959

Upon initial award of a contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the contract, including updated certificates due to policy renewal, should be sent directly to Contract Administrator.

EXHIBIT G – SUMMARY PAGE

Contractor Name Nevada County Resource Conservation District

Description of Services Livestock Fuel Reduction Program

SUMMARY OF MATERIAL TERMS

Max Annual Price: \$150,000 Required Match: \$0
Contract Start Date: 6/25/2024 Contract End Date: 12/31/2025

INSURANCE POLICIES

Table with 2 columns: Policy Name, Amount. Rows: Commercial General Liability (\$2,000,000), Automobile Liability (\$1,000,000), Worker's Compensation (Statutory Limits)

LICENSES AND PREVAILING WAGES

Designate all required licenses: N/A

NOTICE & IDENTIFICATION

Contact information for Nevada County Office of Emergency Services and Nevada County Resource Conservation District, including addresses, phone numbers, and email addresses.

Contractor is a: (check all that apply)

- Corporation: Calif., Other, LLC
Non-Profit: Corp Yes, No
Partnership: Calif., Other, LLP, Limited
Person: Individ., Db, Ass, Other

EDD Required Yes No
Worksheet No

ATTACHMENTS

- Exhibit A: Scope of Work
Exhibit B: Detailed Project Specifications
Exhibit C: Schedule of Charges and Payments
Exhibit D: Project Budget
Exhibit E: Livestock Grazing as Fuels Reduction Method: Metrics of Success for Goals and Objectives
Exhibit F: Insurance Requirements

