



NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: December 5, 2023

TO: Board of Supervisors

FROM: **Craig Griesbach – Office of Emergency Services**

SUBJECT: Resolution approving Amendment No. 1 to the Professional Services Contract between Sierra Streams Institute and the Nevada County Office of Emergency Services for the Sierra Foothill Forest Climate Resilience Project (WC-2340KM), updating Exhibit B: Schedule of Charges and Payments to allow for full or partial reconciliation of advances not to exceed \$250,000.00 and authorizing the Director of Emergency Services to execute the contract amendment.

RECOMMENDATION: Adopt the attached Resolution.

FUNDING: The Wildlife Conservation Board awarded \$2,396,000.00 in grant funds to the Office of Emergency Services (WC-2340KM; Res. 23-535). OES has contracted with Sierra Streams Institute for an amount not to exceed \$2,099,587.00 which includes \$217,810.00 of contingency for use with proper justification and written permission from the Wildlife Conservation Board grant manager and a match requirement of in-kind match of \$23,654.00 (Res. 23-596). Contract Amendment No. 1 does not impact the funding for this project.

BACKGROUND: The County of Nevada Office of Emergency Services (OES) submitted a grant proposal to the Wildlife Conservation Board (WCB) in partnership with local non-profit Sierra Streams Institute for the Sierra Foothill Forest Climate Resilience Project (SFFCRP), formerly referenced as the Jones Bar Forest Resilience Project, on February 15, 2023. Retroactive permission to apply for this grant was brought to the Board of Supervisors for approval on March 14, 2023 (Res. 23-114). The Wildlife Conservation Board brought forward a recommendation to fund this project at their Board of Directors meeting on August 24, 2023. WCB subsequently issued a Notice to Proceed on October 3, 2023. OES brought this grant to the Board of Supervisors for fund acceptance on October 24, 2023 (Res. 23-535).

A contract with Sierra Streams Institute for an amount not to exceed \$2,099,587.00 to manage and execute this project was brought to the Board of Supervisors and approved on December 5, 2023 (Res.23-596).

Exhibit B: Schedule of Charges and Payments for the approved contract included the ability for Advance Requests to be made for an amount not to exceed 25% of the contracted amount or \$250,000.00 (whichever is less) for any individual advance. Exhibit B (Section 4, page 18) further

specified that upon full expenditure of an Advance, a Full Advance Accountability Report accounting for all funds expended under the advance shall be submitted. Exhibit B (Section 5, page 18) went on to specify that the next Advance Request may be submitted concurrently with the Full Advance Accountability Report; however, future Advance requests will not be processed for payment until the prior Full Advance Accountability Report has been reviewed and approved.

At this time the Office of Emergency Services and Sierra Streams Institute desire to amend the contract executed on December 5, 2023 to allow for full or partial reconciliation of Advances not to exceed \$250,000.00 of unreconciled advanced funds at any point in time. This will allow Sierra Streams to more effectively manage project implementation as they will be able to reconcile expenditures at key project milestones versus based on a specified dollar amount.

Specifically, the parties desire to:

1. Amend Exhibit B (Section 4, page 18) to read “Upon full or partial expenditure of an Advance, Sierra Streams Institute shall submit a Full or Partial Advance Accountability Report Accounting for all funds expended within a specific timeframe under the Advance.”
2. Amend Exhibit B (Section 5, page 18) to read “The next Advance Request may be submitted concurrently with the Full or Partial Advance Accountability Report; however, future Advance requests will not be processed for payment until the prior Full or Partial Advance Accountability Report has been review and approved by County of Nevada. At no time shall Sierra Streams Institute have more than \$250,000.00 in unreconciled advanced funds.”

In all other respects the prior contract of the parties shall remain in full force and effect.

Item Initiated by: Alex Keeble-Toll, Senior Administrative Analyst

Approved by: Craig Griesbach, Director, OES