



# **RESOLUTION No. 25-423**

## **OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA**

**RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 1 TO THE RENEWAL CONTRACT WITH SIERRA HARVEST THAT OPERATES A MARKET MATCH PROGRAM AT FARMERS' MARKETS IN NEVADA COUNTY TO REVISE EXHIBIT "A", SCHEDULE OF SERVICES TO REFLECT THE ADDITION OF TWO (2) CSA FARM BOX DISTRIBUTORS AND UP TO A \$30 WEEKLY MATCH FOR A WEEKLY CSA FARM BOX OR MONTHLY SUBSCRIPTION, IN THE MAXIMUM AMOUNT OF \$71,850 FOR THE TERM OF JULY 1, 2025, THROUGH MAY 31, 2026 (RES. 25-267)**

WHEREAS, on June 24, 2025, per Resolution 25-267 the Nevada County Board of Supervisors approved execution of the renewal Professional Services Contract Sierra Harvest to operate a Market Match Program at Farmers' Markets in Nevada County; and

WHEREAS, the parties desire to amend Exhibit "A" Schedule of Services to include two (2) Community Supported Agriculture (CSA) Farm Box distributors, and to extend the contract through May 31, 2026, with no change to Contract maximum; and

WHEREAS, the program will continue to provide up to a \$10 benefit match to CalFresh participants at any participating Farmers' Market event and up to a \$30 weekly benefit match to the two participating CSA Farm Box distributors, one (1) in Western County and (1) in Eastern County.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Amendment to the Professional Services Contract by and between the County and Sierra Harvest pertaining to operating a Market Match Program for the term of July 1, 2025 through May 31, 2026 in the maximum amount of \$71,850 be and hereby is approved in substantially the form attached hereto, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Amendment on behalf of the County of Nevada.

Funds to be disbursed from account: 1589-50105-494-5001/521520

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 26<sup>th</sup> day of August 2025, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Robb Tucker, Lisa Swarthout, Susan Hoek, and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN  
Chief Deputy Clerk of the Board of Supervisors

By: 

  
Heidi Hall, Chair

**AMENDMENT NO. 1 TO THE CONTRACT WITH  
SIERRA HARVEST (RES. 25-267)**

**THIS AMENDMENT** is executed this August 26, 2025, by and between SIERRA HARVEST, hereinafter referred to as "Contractor" and COUNTY OF NEVADA, hereinafter referred to as "County." Said Amendment will amend the prior Agreement between the parties entitled Professional Services Contract, executed on June 24, 2025, per Resolution RES. 25-267; and

**WHEREAS**, the Contractor operates the Market Match Program for CalFresh participants at an estimated four (4) Nevada County Farmer's Markets; and

**WHEREAS**, the parties desire to amend their Agreement to revise Exhibit "A" Schedule of Services to incorporate Mountain Bounty Farm and Tahoe Truckee Food Hub CSA box matches and to extend the contract through May 31, 2026.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of September 1, 2025.
2. That the Schedule of Services, Exhibit "A" is amended to the revised Exhibit "A" attached hereto and incorporated herein.
3. That the Contract Termination Date is amended to the following:  
May 31, 2026.
4. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.


COUNTY OF NEVADA:

By:   
Heidi Hall (08/27/2025 15:54:43 PDT)  
Chair of the Board of Supervisors

ATTEST:

By:   
Claire Swanson (09/08/2025 12:24:01 PDT)  
Clerk of the Board

CONTRACTOR:

By:   
Eli Bacon (08/22/2025 13:59:02 PDT)  
Sierra Harvest  
380 Sierra College Drive,  
Suite 110  
Grass Valley, CA 95945

**EXHIBIT “A”**  
**SCHEDULE OF SERVICES**  
**SIERRA HARVEST**

Sierra Harvest, hereinafter referred to as “Contractor”, shall operate a Market Match Program at an estimated four (4) farmer’s markets and with two (2) Community Supported Agriculture (CSA) Farm Box distributors in Nevada County for the Department of Social Services, hereinafter referred to as “County”. The program shall match up to ten (10) \$1 tokens at any farmer’s market event or up to \$30 a week towards CSA boxes when an Electronic Benefit Transfer (EBT) in a corresponding amount is purchased by the CalFresh participants, with the goal of supplementing the participant’s consumption of fresh fruits and vegetables and encourage spending of CalFresh benefits at local farmer’s markets on seasonal fresh fruits and vegetables.

**Duties of Contractor:**

1. Contractor shall hire a Market Match Supervisor who shall work under the supervision of the Contractor’s Operations Director to accomplish activities in support of the Market Match Program including training and providing support to the Farmer’s Market Managers.
2. Contractor shall select four (4) markets; three (3) in Western County and one (1) in Eastern County (Truckee), to participate. The Market Match Supervisor shall coordinate directly with the Market Managers to train and support the markets in implementing the Market Match Program.
3. Contractor shall select two (2) CSA farm box distributors, one (1) in Western County and one (1) in Eastern County, to participate. The Market Match Supervisor shall coordinate directly with the CSA distributors to train and support the distributor in implementing the CSA Farm Box Market Match Program.
4. Market Managers shall match up to ten (10) \$1 tokens at any Western County farmer’s market event to a CalFresh participant who purchases a corresponding amount using their EBT card at the same farmer’s market.
5. CSA Farm Box distributors shall match up to thirty (\$30) dollars per week, towards the cost of a CSA box or weekly cost of a monthly subscription.
6. Contractor shall conduct transactions with the market vendors who accepted tokens from CalFresh customers to reimburse the market vendor for the tokens collected.
7. Contractor shall conduct transactions with the CSA Farm Box distributors to match up to \$30 per week for CSA boxes purchased by CalFresh recipients.
8. Market Managers shall also conduct outreach activities and be available to answer questions from CalFresh participants and the public regarding how to purchase

fruits and vegetables at farmers' markets with CalFresh benefits using an EBT card.

9. The Market Match Supervisor shall develop relationships with the CSA Farm Box distributors, market managers and individual market vendors to gain access to the markets and train the vendors in the parameters of the program and provide information on participation.
10. Contractor shall work with Market Managers to ensure markets have sufficient tokens for the program and request they contact the County directly if additional tokens are needed.
11. Contractor Markets and CSA Farm Box distributors shall be paid a stipend of \$125 per market or distribution held.
12. Starting the first week following Board of Supervisors approval of this contract and ending February 28, 2026 (unless funding to redeem tokens has been depleted or if non depleted funds enable the program to continue per approval by County), Contractor will work with Market Managers at participating farmer's market to provide tokens to eligible CalFresh participants; distribute Sierra Harvest and CalFresh marketing materials; and reimburse the farmers by check for the tokens they accepted from CalFresh participants.
13. Starting September 1, 2025 and ending February 28, 2026 (unless funding has been depleted or if non depleted funds enable the program to continue per approval by County), Contractor will work with CSA Farm Box distributors to provide the match program to eligible CalFresh participants; distribute Sierra Harvest and CalFresh marketing materials; and will pay the distributor the matching funds as billed.
14. Until March 31, 2026, the Contractor shall provide availability for participating farmers to be reimbursed by check for the tokens they accepted from CalFresh participants.
15. Contractor will submit token and CSA Farm Box reconciliation report by May 31, 2026.

#### Procedures and Controls:

1. Contractor shall develop procedures and controls for securely storing, distributing, counting, redeeming and tracking Market Match tokens and CSA box distributions.
2. Contractor shall develop logs or other systems for tracking tokens, CSA boxes and vendor payments.
3. Contractor shall ensure each participating market, market vendors and CSA box distributors follow procedures regarding eligible foods for token/match purchases, consequences for accepting tokens for ineligible foods, and for not upholding each party's obligations as a participant in the Market Match Program.
4. Procedures and controls shall be reviewed and approved by County prior to implementation and reviewed as needed by Contractor and County throughout the

program period. Any changes to approved fiscal controls must be reviewed and accepted by County prior to implementation.

#### Documentation and Reporting:

1. Contractor shall collect and report on the following metrics with each submitted invoice:
  - a) Number of tokens distributed at each market.
  - b) Dollar amount of tokens redeemed for each market vendors at each market.
  - c) Number of CSA boxes distributed weekly.
  - d) Dollar amount of CSA box weekly sales.
  - e) These transactions will be documented on logs and the logs will be submitted to County.
  - f) Estimated number of outreach encounters with CalFresh Participants across the market season.
2. Contractor shall closely track the decreasing funding level available for token/CSA box match redemption throughout the program and will stop exchanging receipts for tokens/CSA box matches when the funding amount available for program redemption is exhausted. At this point, Contractor shall no longer attend markets or CSA Farm Box distribution sites but shall ensure farmers are informed as to how to continue to redeem tokens/CSA box matches. Market Match Program outreach will continue through social media until February 28, 2026.

#### Responsibilities of County:

1. County shall provide guidance and oversight of the Market Match Program.
2. County shall provide the tokens to be used for the Farmer's Market program.
3. County shall track token/CSA Farm Box distribution rates and other statistics regarding the outcomes of the program.
4. County shall design an attractive social media post and advertise through County social media and website. The social media post will be shared with Sierra Harvest for additional social media advertising.

Despite progress in addressing explicit discrimination, racial inequities continue to be deep, pervasive, and persistent across the country. Though we have made many strides toward racial equity, policies, practices, and implicit bias have created and still create disparate results. Through partnerships with the community, Nevada County Department of Social Services strives to address these inequities and continue progress in moving forward.

We encourage our contractors to have a diverse and inclusive workforce that includes representation from the disparate communities served by our county. Contractors will be



expected to think holistically about creating services, program sites, and an employee culture that is welcoming and inclusive. Contractors should track metrics on Diversity, Equity, and Inclusion outcomes within their service delivery. Additional efforts should be made to identify and highlight growth opportunities for equitable outcomes, access to services, and other opportunities. Please dialog with your County contract manager about proposed metrics to track.

Services should be designed to meet clients' diverse needs. Contractors will be expected to participate in training and tailor outreach efforts and marketing materials to engage a diverse population of community members. Given that Spanish is a threshold language in Nevada County, a special emphasis should be placed on engaging Latinx communities and providing services in Spanish.