

**COUNTY OF NEVADA**

PURCHASING DIVISION  
950 MAIDU AVENUE  
NEVADA CITY, CA 95959  
(530) 265-1238 Fax (530) 265-7112

Federal Excise Tax Exemption #94730213K  
Federal Tax ID #94-6000526

**PURCHASE ORDER NO. PESN3942**

PAGE NO. 1

VENDOR  
109683  
ERIN NOEL  
PO BOX 2231  
NEVADA CITY CA 95959

SHIP TO  
NEVADA COUNTY C.D.A.  
ERIC ROOD ADMINISTRATIVE CENTER  
950 MAIDU AVENUE  
NEVADA CITY, CA. 95959  
ATTN: BARBARA X 1554

ORDER DATE: 02/10/20		BUYER: DIANA WILBURN		REQ. NO.: 30680		REQ. DATE: 02/07/20	
TERMS: NET 30 DAYS		F.O.B.: N/A		DESC.: BARBARA X 1554			
ITEM#	QUANTITY	UOM	DESCRIPTION		UNIT PRICE	EXTENSION	
01	1.00	TL	EVALUATIONS AND RECOMMENDATIONS REGARDING THE NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY PROGRAMS		49500.0000	49,500.00	
02	1.00		BILL TO: NEVADA COUNTY - C.D.A. ATTN: ACCOUNTS PAYABLE 950 MAIDU AVE NEVADA CITY, CA 95959		.0000	.00	
ITEM#			ACCOUNT		AMOUNT	PROJECT CODE	PAGE TOTAL \$
01			1123207073211000 521520		49,500.00	32100000	49,500.00
02			1123207073211000 521520		.00	32100000	TOTAL \$ 49,500.00

To avoid delays in payment, please note the Ship to and Bill To information above. Invoices are Net 30. Additional terms and conditions are on the reverse. Any attached contract terms and conditions supercede those on the reverse. This order is authorized by the County Purchasing Department.

**APPROVED BY**

PURCHASING AGENT

**PERSONAL SERVICES CONTRACT**

County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein "County"), and

**Erin Noel**

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

- (S1) **Evaluation and Recommendations regarding the Nevada County Community Development Agency Programs**

**SUMMARY OF MATERIAL TERMS**

- (S2) **Maximum Contract Price:** \$49,500  
 (S3) **Contract Beginning Date:** 2/10/20 **Contract Termination Date:** 6/30/20  
 (S4) **Liquidated Damages:** N/A

**INSURANCE POLICIES**

Designate all required policies:

		Req'd	Not Req'd
(S6)	<b>Commercial General Liability</b> (\$2,000,000)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(S7)	<b>Automobile Liability</b> (\$ 300,000) Personal Auto	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	(\$1,000,000) Business Rated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	(\$1,000,000) Commercial Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(S8)	<b>Worker's Compensation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(S9)	<b>Errors and Omissions</b> (\$1,000,000)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**LICENSES AND PREVAILING WAGES**

(S14) Designate all required licenses:

N/A

**NOTICE & IDENTIFICATION**

- (S26) **Contractor:**  
 Erin Noel  
 P.O. Box ~~1693~~ 2231   
 Nevada City, CA 95959  
**County of Nevada:**  
 Community Development Agency  
 950 Maidu Ave.  
 Nevada City, CA 95959  
**Contact Person:** Erin Noel  
 (530)913-5076  
 e-mail: [enoel@nccn.net](mailto:enoel@nccn.net)  
**Contact Person:** CDA Fiscal  
 (530)470-2799  
 e-mail: [cda\\_fiscal@co.nevada.ca.us](mailto:cda_fiscal@co.nevada.ca.us)

**Contractor is a:** (check all that apply)

Corporation: ☐ Calif., ☐ Other, ☐ LLC, ☐ Non-profit  
 Partnership: ☐ Calif., ☐ Other, ☐ LLP, ☐ Limited  
 Person: ☒ Indiv., ☐ Dba, ☐ Ass'n, ☐ Other

**EDD: Independent Contractor Worksheet Required:** ☐ Yes ☐ No

**ATTACHMENTS**

Designate all required attachments:

	Req'd	Not Req'd
<b>Exhibit A: Schedule of Services</b> (Provided by Contractor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Exhibit B: Schedule of Charges and Payments</b> (Paid by County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Exhibit C: Schedule of Changes</b> (Additions, Deletions & Amendments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Exhibit D: Schedule of HIPAA Provisions</b> (Protected Health Information)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section (§) therein, as the case may be.

### Services

**1. Scope of Services:**

Contractor shall provide all of the services, materials and products (herein "Services") generally described in Exhibit "A", according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

### Payment

**2. Charges and Payments:**

The charges (herein "Charges") for furnishing the aforesaid Services under this Contract are set forth in Exhibit "B", including, if applicable, hourly rates, unit pricing, and expense, mileage and cost limits. Said Charges shall be presented twice monthly by invoice, and shall be due within thirty (30) days of receipt unless payment is otherwise set forth in said Exhibit "B", and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the **Maximum Contract Price** set forth at §2, page one (1), above.

### Time for Performance

**3. Contract Term:**

This Contract shall commence on the **Contract Beginning Date** set forth at §3, page one (1), above. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** set forth at §3, page one (1), above.

**4. Liquidated Damages:**

County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as **Liquidated Damages**, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

**5. Time of the Essence:**

Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

### Insurance

**6. Commercial General Liability Insurance:** (County Resolution No. 90674)

If §6 at page one (1) hereof shall indicate a **Commercial General Liability** insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:

- (i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said Insurance shall be primary and other insurance

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maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;

(iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

**7. Automobile Liability Insurance: (County Resolution No. 90676)**

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:

(i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;

(ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;

(iii) A provision that said insurance shall be primary and other insurance maintained by the County of Nevada shall be excess only and not contributing with Contractor's insurance;

(iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §7 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, (\$300,000), in combined single limits, and naming the County as additionally insured.

**8. Worker's Compensation: (County Resolution No. 90674)**

If §8 at page one (1) hereof shall indicate a Worker's Compensation insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for worker's compensation liability or to undertake a program of self-insurance therefor.

**9. Errors and Omissions:**

If §9 at page one (1) hereof shall indicate Errors and Omissions insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

**10. Miscellaneous Insurance Provisions: (County Resolution No. 90675)**

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to "claims made" coverage. If the County does consent to "claims made" coverage and if Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then Contractor shall carry prior acts coverage.

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by County, its officers, agents and/or employees, shall be excess only and not contributing with insurance required or provided under this agreement.

At all times, Contractor shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be issued by companies with a Best's Rating of B+ or higher (B+, B++, A-, A, A+ or A++), or a Best's Financial Performance Rating (FPR) of 6 or higher (6, 7, 8 or 9) according to the current Best's Key Rating Guide, or shall be issued by companies approved by the County Risk Manager. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Contractor shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this

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**Contract.**

Failure to provide and maintain the insurance policies (including Best's ratings), endorsements, or certificates of insurance required by this Contract shall constitute a material breach of this agreement (herein "Material Breach"); 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. (See §13, ¶2, below, as these provisions additionally apply to subcontractors.)

**11. Indemnity:**

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify, defend and hold harmless the County and its officers, officials, employees, agents and volunteers from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Contractor, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

**Personal Services**

**12. Contractor as Independent:**

In providing services herein, Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as agents or employees of County.

**13. 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 nor 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 at §§6, 7, 8, 9 and 10, 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 agreement, 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.

**14. Licensing and Permits:**

Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, 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.

**Public Contracts**

**15. 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 §§1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§200 et seq., relating to apprenticeship. Where applicable:

(i) 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>.

(ii) 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

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**Contract.**

(iii) Contracts to which these 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.

(iv) 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.

**16. Accessibility (County Resolution No. 00190):**

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 be in compliance 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.

**17. Nondiscriminatory Employment:**

In providing Services hereunder, Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.

**18. Prior Nevada County Employment (County Resolution No. 03-353):**

Effective July 22, 2003, it is the policy of the County of Nevada that former members of the Board of Supervisors, a former CEO, or a former Purchasing Agent, for a period of twelve (12) months following the last day of employment, shall not enter into any relationship wherein that former employee or former Board member receives direct remuneration from a legal entity that, during the last twelve (12) months of said employment or Board member's service, entered into a contract with, or received a grant from the County of Nevada. Provided however, that this prohibition shall not apply to any employee that did not personally approve a contract with or grant to said legal entity during the last twelve (12) months of said employment, and shall not apply when the Board of Supervisors did not approve a contract with or grant to said legal entity during the last twelve (12) months of said Board member's service.

A violation of this policy shall subject Contractor to all of the remedies enumerated in said resolution and as otherwise provided in law, which remedies shall include but not be limited to injunctive relief, cancellation and voiding of this contract by County, a return of grant money, a cause of action for breach of contract, and entitlement to costs and reasonable attorney fees in any action based upon a breach of contract under this provision.

**19. Cost Disclosure:**

In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report.

**Default and Termination**

**20. Termination:**

A Material Breach of this Contract pursuant to the terms hereof 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**.

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) days written notice** to Contractor.

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.

County, upon giving **sixty (60) 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

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California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

#### **Miscellaneous**

**21. Books of Record and Audit Provision:**

Contractor shall maintain complete records relating to this Contract for a period of five (5) years from the completion of Services hereunder. Said 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.

Contractor shall permit County to audit said records as well as such related records of any business entity controlled by Contractor. Said audit may be conducted on Contractor's premises or at a location designated by County, upon fifteen (15) days notice. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charged of five percent (5%) or more of the Maximum Contract Price.

**22. Intellectual Property:**

All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

**23. Entire Agreement:**

This Contract represents the entire agreement of the parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by written, fully executed agreement of the parties.

**24. Jurisdiction and Venue:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Nevada County, California.

**25. Compliance with Applicable Laws:**

The 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.

**26. Notices:**

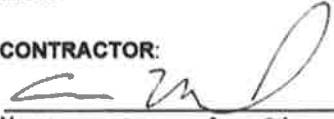
This Contract shall be managed and administered on County's behalf by the department and the person set forth at §26, page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §28. Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

**27. 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.

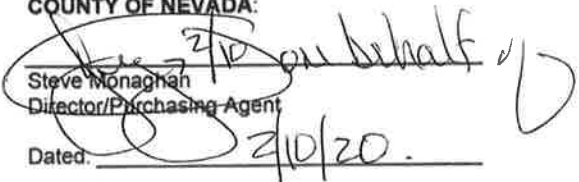
IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

CONTRACTOR:

  
Name: ERIN NOEL  
Title: CONTRACTOR

Dated: ~~01/13~~ FEB 7, 2020  
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COUNTY OF NEVADA:

  
Steve Monaghan  
Director/Purchasing Agent

Dated: 2/10/20.



## EXHIBIT "A"

### SCHEDULE OF SERVICES

Consultant shall gather information required to develop recommendations and an implementation strategy for more effective operation of Community Development Agency (CDA) customer interface and permitting processes. Phase I is the initial step of a longer term strategy, which will include completion of development and implementation of recommendations and the integration of research and recommendations into Communication and Economic Development planning.

#### Goals

- 1) Develop and produce an evaluation of existing barriers and issues related to the effectiveness of CDA programs.
- 2) Develop recommendations based on this evaluation.
- 3) Build bridges and cooperative relationships between CDA staff and permit applicants and subjects of compliance efforts.
- 4) Help staff to be able to better understand and empathize with applicants.
- 5) Help staff to better understand and articulate the underlying purposes of programs.
- 6) Help permittees better anticipate costs/benefits of programs in which they participate.

#### Phase I (2/3/20-6/30/20)

##### Description of Work

Erin Noel ("Contractor") will be contracted to perform the task identified above. Deliverables will include: 1) an evaluation of barriers to successful implementation of CDA programs, and 2) Outline/Draft policy recommendations. Work may include but is not limited to:

1. Work with CDA staff and customers and conduct outside research to gain a complex understanding of CDA policies and procedures in general, with a focus on those related to the cannabis permitting, code compliance, planning permitting, environmental health permitting, encroachment permitting, and building permitting processes. This will include the review of overall processes, efficiency opportunities, legality of processes, and customer service improvement opportunities. Specific tasks may include:
  - Review of current practices and procedures regarding Planning, Building, Environmental Health, Public Works, Agricultural, Code Compliance & Cannabis Compliance Departments/Divisions programs.
  - Interviews and meetings with customers, CDA department heads, Board of Supervisor members and CDA personnel
  - Possible development and delivery of a customer survey, to be administered to either all CDA customers applicable to compliance and/or permitting programs, or as agreed upon by Contractor and the CDA Agency Director or their approved designee.
  - Legal and policy research related to Nevada County regulations, including becoming thoroughly knowledgeable on relevant planning/building/environmental health/cannabis compliance/code compliance codes, general plan requirements.
  - Research of applicable California and Federal law. This may include legal and policy research in the office and attendance of 1-3 legal and/or policy seminars on the topic. Any costs associated to attending these seminars are included in the overall contract amount.
  - Erin Noel will not represent Nevada County as an attorney, and will not provide legal advice regarding planning law interpretation. She will conduct legal and policy research to provide the requisite background for understanding policy and developing recommendations.
  - Participation in group meetings with various interested parties to solicit information.
  - Participation in a minimum of 3 challenging CDA customer projects as a reviewing party focusing on aspects of customer service, communication, problem solving, and transparency.
2. Develop an understanding of related policy alternatives, in a variety of public policy contexts. Research similar policies in other locations.
3. Contractor will serve as a bridge and ambassador to assist in developing mutual understanding between the CDA and the community it regulates.

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**EXHIBIT "B"**

**SCHEDULE OF CHARGES AND PAYMENTS**

The County agrees to reimburse the Contractor for satisfactory performance of services as described in Exhibit "A" a maximum not to exceed \$49,500 for the contract term of February 3, 2020 through June 30, 2020, inclusive of all travel, conferences, seminars, and other costs involved with performing the Schedule of Services, see Exhibit A.

Services will be charged per the following:

<b>PHASE I:</b>	<b>INFORMATION GATHERING, OUTLINE RECOMMENDATIONS</b>	
<b>Time Period</b>	<b>Tasks</b>	<b>Approx. Hrs/wk</b>
February 10-29	<b>Orientation</b> Develop knowledge of NC CDA policy and procedure Meet relevant parties	20
March 1-May 30	<b>Information Gathering</b> Continue to develop an understanding of policy and procedure Develop understanding of CA law Develop understanding of other jurisdictions' interpretation of law Interview CDA staff Interview customers using interviews and perhaps survey	15
June 1-June 30	<b>Develop Draft Recommendations</b> Research other policy alternatives from other jurisdictions and contexts Solicit external and internal recommendations Meet with CEO and others to discuss ideas Draft policies Review possible legal issues with County Counsel and address Address economic impacts	15
<b>Total - 6 months</b>	<b>Contractor hourly rate: \$160</b>	<b>330 hours</b>
<b>Total cost:</b>		<b>\$49,500</b>

**BILLING AND PAYMENT:**

Contractor must send invoice to County. Each invoice shall include:

- Billing period covered (Dates/Months services were rendered)
- Contract number

Invoices shall be submitted to:

**County of Nevada**  
**Community Development Agency**  
950 Maidu Ave.  
Nevada City, CA 95959  
Contact Person: CDA Fiscal  
(530) 470-2799  
e-mail: [cda.fiscal@co.nevada.ca.us](mailto:cda.fiscal@co.nevada.ca.us)

County shall review invoices within ten (10) business days and notify the Contractor if an individual cost is in question. County has the option of delaying the entire claim pending resolution of any questioned cost. Payments of approved billing shall be made within thirty (30) days of receipt of an invoice.

Payments will be made in accordance with County processes once an invoice has been approved by the department.

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A handwritten signature in black ink, consisting of a stylized 'S' or 'C' shape followed by a horizontal line.

**EXHIBIT "C"**

**SCHEDULE OF CHANGES**

(Amendments and Additions to Contract)

**Additional Contract Terms:**

1. **Location and office use:** Contractor may determine work location. However, upon Contractor's request to facilitate interviews of both staff and customers, Contractor will be provided a location at Nevada County Rood Center to work 1-2 days a week.
2. **Telephone:** Contractor will be provided a telephone number at the CDA at which messages from interviewees may be left and retrieved.
3. **Mileage compensation:** Contractor will be compensated a monthly vehicle allowance and will receive a per diem for any out of County stays necessitated by her work researching policy in other jurisdictions. This will not exceed \$500 during the duration of the contract and is part of the overall contract price.
4. **Avoidance of conflicts of interest, role of contractor:** Contractor is free of undue influence or other factors which may give rise to a conflict between Contractor and the County's Schedule of Services identified in Exhibit A. In the event that Contractor identifies any actual, potential or perceived conflict of interest, Contractor shall immediately notify Director of Purchasing Agent or his designee and disclose such information. The Director of Purchasing Agent or his designee shall retain exclusive control and discretion as to a determination if Contractor is to be recused from any or all performance based on an actual, potential or perceived conflict of interest. As an attorney, Contractor shall comply with CA law and CA Bar ethics requirements in terms of written permissions and disclosures needed to make with regards to former clients with whom she may conduct interviews.

  
Approved by County Counsel



**Erin Noel  
Attorney at Law  
Certified Mediator  
P.O. Box 1593  
Nevada City, CA 95959**

**530.913.5076**

Desiree D. Belding, CPPO, CPPB  
Deputy Purchasing Agent  
County of Nevada  
950 Maidu Avenue  
Nevada City, CA 95959

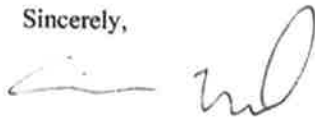
**Dear Ms. Belding:**

This letter is intended to certify that I am a sole proprietor for the purposes of the Contract into which I am entering with Nevada County, and I am thus entitled to being exempt from the requirement that I purchase workers comp insurance.

I certify that I am an attorney and as such am a sole proprietor for my business. In my capacity working for the County, I will be a sole proprietor working as an independent contractor.

Thanks much.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Erin Noel', with a stylized flourish at the end.

**Erin Noel**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/19/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 520 Madison Avenue 32nd Floor New York, NY 10022	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b> (888) 202-3007	<b>FAX (A/C, No):</b>	
	<b>E-MAIL ADDRESS:</b> contact@hiscox.com		
<b>INSURED</b> Erin Noel 950 Maidu Ave Nevada City, CA 95959	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Hiscox Insurance Company Inc		10200
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	Y		UDC-4411124-EO-20	02/18/2020	02/18/2021	Each Claim: \$ 1,000,000 Aggregate: \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Consulting

**CERTIFICATE HOLDER**Nevada County  
950 Maidu Avenue  
Nevada City CA 95959**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/19/2020

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<b>PRODUCER</b> Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 520 Madison Avenue 32nd Floor New York, NY 10022	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (888) 202-3007	<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> contact@hiscox.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Hiscox Insurance Company Inc	10200
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CGL is on BOP Form GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	UDC-4411124-BOP-20	02/18/2020	02/18/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ S/T Each Occ. GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Consulting

**CERTIFICATE HOLDER**

Nevada County  
950 Maidu Avenue  
Nevada City CA 95959

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CSAA Insurance Exchange  
P.O.Box 22221  
Oakland, CA 94623-2221

## Automobile Policy Declarations

Please keep with your policy. See Important Notice on reverse.

For questions or changes call: (800) 922-8228

Page 1 of 1

1. Name and Address of Insured



ERIN NOEL  
PO BOX 2231  
NEVADA CITY, CA 95959-1944

POLICY INFORMATION	Declarations Type	Amended Declarations	Process Date	02-19-2020
	Policy Number	CAAS207679556	Insured Since	2017
	From	12:01 A.M. Standard Time at the address of the Named Insured, but not prior to the time applied for or, if this is a replacement declarations, not prior to the time coverage change was requested.		
	Your Policy Period	02-19-2020	To	11-20-2020

Alternate Address	Occupation	Alternate Number	Telephone Number
PO Box 2231	Legal		
Item Make	Model Yr Body Type	Vehicle Identification No.	AD87*
1 HONDA	2004 WAGON 4 DOOR	5J6YH27664L017093	Y
VEHICLES		DRIVERS	Drivers do not necessarily correspond to principally operated vehicles.

Coverage	Liability Limits		Item 1							
	Each Person	Each Occurrence	Deductible	Premium	Deductible	Premium	Deductible	Premium	Deductible	Premium
<b>Bodily Injury</b>	500,000	500,000		\$299						
<b>Medical Payments</b>	No Coverage		No Coverage							
<b>Uninsured Motorists</b>	100,000	300,000		\$76						
<b>Property Damage</b>		100,000		\$243						
<b>Comprehensive</b>	Actual Cash Value Less Deductible		100	\$190						
<b>Full Comprehensive Safety Glass Endorsement</b> (\$0 deductible)			NO COV							
<b>Collision</b>	Actual Cash Value Less Deductible		No Coverage							
<b>Enhanced Transportation Expense</b> \$0 per day/\$0 aggregate			No Coverage							
<b>All Risks</b>	Actual Cash Value Less Deductible		No Coverage							
<b>Vehicle Loan/Lease Protection Endorsement</b>			No Coverage							
<b>New Car Added Protection Endorsement</b>			No Coverage							
<b>Original Equipment Manufacturer Parts (OEM) Endorsement</b>			No Coverage							
<b>Ride-sharing Coverage Endorsement</b>			No Coverage							
TOTAL PREMIUM PER VEHICLE ➤			\$808							
<b>* Automobile Death Benefits</b> \$15,000 per deceased insured person									Premium \$3	

### Premium Summary

This is not a bill.

CA Surcharge: \$0

Total Additional Premium: \$9.00

Total Premium shown is for the Member Advantage™ Program.

### EXCLUSIONS

There is no coverage provided by this Policy while the following individual(s) operate a motor vehicle:  
None

CHANGES

Schedule of Changes  
Maintain Vehicle(s)

DISCOUNTS/MESSAGES	Item	Rated Driver	Driv Safety Record	Yrs Driv Exp	Est Ann Mi Driven	Veh Garage Zip	Vehicle Usage	Marital	See final page for explanation of codes.
	1	ERIN NOEL	0 Pt	32	13000 Mi	95959	Business	S	
	Discounts: Mature Driver: None, Good Driver: Item(s) 1, Multi Policy: None,  Multi Car: None, New Driver:None, Good Student: None.								
LOSS PAYEE(S)	You may qualify for other products and discounts. For more info call your Insurance Agent  Matthew D Dallosta (530) 271-2614								

#### IMPORTANT NOTICE: THIS IS A PART OF YOUR DECLARATIONS

The insurance afforded is only with respect to such of the preceding coverages as are indicated by specific premium charge or charges. The limit of the Exchange's liability under each such coverage shall be as stated herein, subject to all the terms of the policy. The purpose for which the automobile is to be used is pleasure or business, subject to the exclusions in the policy, including the exclusion for wholesale and retail delivery.

RENEWAL CERTIFICATE - Extends this policy for the period shown under Policy Period upon payment of the premium.

AMENDED DECLARATIONS - In consideration of the premium adjustment indicated herein this policy is hereby amended only with respect to such changes as are indicated in the schedule of changes. The limit of the Exchange's liability under such amended coverage shall be as stated herein.

LOSS PAYEE(S) - Any loss under Physical Damage coverages is payable as interest may appear to the named insured and the Loss Payee in accordance with the loss payable agreement.

#### RATING INFORMATION DISCLOSURE EXPLANATION

(From Discounts/Messages Section on Previous Page)

ITEM (ITEM NUMBER): Item number is the number assigned to the vehicle shown on the Declarations.

RATED DRIVER: The driver assigned to a vehicle whose attributes (e.g., years driving experience, driving safety record and marital status) are used to develop the premium.

DRIV SAFETY RECORD (DRIVING SAFETY RECORD): The total number of points assessed the driver for "principally at fault chargeable accidents" with or without injury and/or vehicle code violation convictions (tickets). A "principally at fault chargeable accident" occurs when the driver of a vehicle is at least 51% at fault for an accident and the total monetary damages (whether paid or not) in the accident exceed:

- \$750 or the accident resulted in death for losses occurring prior to 12/11/11
- \$1,000 or the accident resulted in death for losses occurring 12/11/2011 or after

Additional information on the number and types of incidents can be provided on request. Carriers use different point count systems for rating purposes. The number of points shown on your declarations would not necessarily match the number of points assigned by another carrier.

YRS DRIV EXP (YEARS DRIVING EXPERIENCE): The number of years a driver has been licensed to drive a motor vehicle anywhere in the world. However, a driver must have at least 18 months current driving experience in the United States, U.S. Territories, or Canada, before foreign country driving experience can be counted.

EST ANN MI DRIVEN (ESTIMATED ANNUAL MILES DRIVEN): The estimated number of total miles a vehicle will be driven in the coming year

VEH GARAGE ZIP (VEHICLE GARAGED ZIP CODE): The ZIP code of the location where the vehicle is garaged.

VEHICLE USAGE: Vehicles are assigned to one of five usage designations: Business Use, Work Commute, Farm Use, Farm Business Use or Pleasure.

MARITAL (MARITAL STATUS): "M" stands for Married, and "S" stands for Single.

DISCOUNTS: A reduced rate applies for each Discount listed.