

**COUNTY OF MENDOCINO  
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and **Mendocino County Resource Conservation District**, hereinafter referred to as the "CONTRACTOR".

**WITNESSETH**

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR for its **Sustainable Agricultural Lands Conservations (SALC) Program**; and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this AGREEMENT and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit "A", and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

Exhibit A	Definition of Services
Exhibit B	Payment Terms
Exhibit C	Insurance Requirements
Exhibit D	Mendocino County ePayables Information
Exhibit E	Work Plan

After approval from the Mendocino County Board of Supervisors, the term of this Agreement shall be from **March 15<sup>th</sup>, 2020**, and shall continue through **March 14, 2022**.

The compensation payable to CONTRACTOR hereunder shall not exceed one hundred ninety-eight thousand six hundred dollars (**\$198,600**) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

[Signature] 3/10/20  
DEPARTMENT HEAD DATE

Budgeted: ☒ Yes ☐ No

Budget Unit: 2910

Line Item: 863280

Grant: ☒ Yes ☐ No

Grant No.: 5GG18110

CONTRACTOR/COMPANY NAME

By: \_\_\_\_\_

Date: \_\_\_\_\_

NAME AND ADDRESS OF CONTRACTOR:

Mendocino County Resource Conservation  
District

410 Jones Street, Ste C3

Ukiah, CA 95482

COUNTY OF MENDOCINO

By: [Signature]  
JOHN HASCHAK, Chair  
BOARD OF SUPERVISORS

Date: **MAR 25 2020**

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: [Signature]  
Deputy

**MAR 25 2020**

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: [Signature]  
Deputy

**MAR 25 2020**

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN L. CURTIS,  
Acting County Counsel

By: Matthew Kiedrowski  
Deputy

Date: **3/19/2020**

INSURANCE REVIEW:

By: [Signature]  
Risk Management

**3/19/2020**

Date: \_\_\_\_\_

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]  
Deputy CEO

**3/19/2020**

Date: \_\_\_\_\_

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors  
Exception to Bid Process Required/Completed ☐ \_\_\_\_\_  
Mendocino County Business License: Valid ☐ \_\_\_\_\_  
Exempt Pursuant to MCC Section: \_\_\_\_\_



IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

[Signature] 3/10/20  
DEPARTMENT HEAD DATE

Budgeted: ☒ Yes ☐ No

Budget Unit: 2910

Line Item: 863280

Grant: ☒ Yes ☐ No

Grant No.: 5GG18110

CONTRACTOR/COMPANY NAME

By: Megan McCluer

Date: 19 March 2020

NAME AND ADDRESS OF CONTRACTOR:

Mendocino County Resource Conservation District

410 Jones Street, Ste C3

Ukiah, CA 95482

COUNTY OF MENDOCINO

By: See previous page  
JOHN HASCHAK, Chair  
BOARD OF SUPERVISORS

Date: \_\_\_\_\_

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: \_\_\_\_\_  
Deputy

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: \_\_\_\_\_  
Deputy

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN L. CURTIS,  
Acting County Counsel

By: \_\_\_\_\_  
Deputy

Date: \_\_\_\_\_

INSURANCE REVIEW:

By: \_\_\_\_\_  
Risk Management

Date: \_\_\_\_\_

EXECUTIVE OFFICE/FISCAL REVIEW:

By: \_\_\_\_\_  
Deputy CEO

Date: \_\_\_\_\_

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors  
Exception to Bid Process Required/Completed ☐ \_\_\_\_\_  
Mendocino County Business License: Valid ☐ \_\_\_\_\_  
Exempt Pursuant to MCC Section: \_\_\_\_\_



## GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold County harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and County laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the County agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.



2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), Contractor shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR'S performance or its obligations under this AGREEMENT, unless arising out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR'S performance" includes CONTRACTOR'S action or inaction and the action or inaction of CONTRACTOR'S officers, employees, agents and subcontractors.
3. **INSURANCE:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force insurance policies required by the CONTRACTOR's organization.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of subcontractors' employees.

5. **CONFORMITY WITH LAW AND SAFETY:**
  - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.



- b. Accidents: If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.
  - c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in **Exhibit "B"** hereto as funding permits.
- If COUNTY over pays CONTRACTOR for any reason, CONTRACTOR agrees to return the amount of such overpayment to COUNTY, or at COUNTY's option, permit COUNTY to offset the amount of such overpayment against future payments owed to CONTRACTOR under this Agreement or any other agreement.
- In the event CONTRACTOR claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by COUNTY, State of California or the United States Government, the CONTRACTOR shall promptly refund the disallowance amount to COUNTY upon request, or at its option COUNTY may offset the amount disallowed from any payment due or that becomes due to CONTRACTOR under this Agreement or any other agreement.
- All invoices, receipts, or other requests for payment under this contract must be submitted by CONTRACTOR to COUNTY in a timely manner and consistent with the terms specified in **Exhibit B**. In no event shall COUNTY be obligated to pay any request for payment for which a written request for payment and all required documentation was first received more than six (6) months after this Agreement has terminated, or beyond such other time limit as may be set forth in **Exhibit B**.
7. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.



8. **OWNERSHIP OF DOCUMENTS:** CONTRACTOR hereby assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit "A" of this Agreement have been fully performed or paid for.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. **CONFLICT OF INTEREST:** The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. **NOTICES:** All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

**Personal delivery:** When personally delivered to the recipient, notices are effective on delivery.

**First Class Mail:** When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. **Certified Mail:** When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

**Overnight Delivery:** When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.



Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: MENDOCINO COUNTY  
DEPARTMENT OF AGRICULTURE  
890 North Bush Street  
Ukiah, CA 95482  
Attn: Deanna Norton

To CONTRACTOR: Mendocino County Resources Conservation District  
410 Jones Street, Ste C3  
Ukiah, CA 95482  
ATTN: Megan McCluer

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use County property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS:  
CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
  - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.



- b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
  - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under State or Federal law.
  - d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
  - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. **DRUG-FREE WORKPLACE:** CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at a County facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the County department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
14. **ENERGY CONSERVATION:** CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. **COMPLIANCE WITH LICENSING REQUIREMENTS:** CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses. To the extent required by law, CONTRACTOR shall display licenses in a location that is reasonably conspicuous. Upon COUNTY's request, CONTRACTOR shall file copies of same with the County Executive Office.

CONTRACTOR represents and warrants to COUNTY that CONTRACTOR and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.

16. **AUDITS; ACCESS TO RECORDS:** The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and



other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with County requirements to show the actual costs incurred by the CONTRACTOR in the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. **DOCUMENTS AND MATERIALS:** CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
18. **TIME OF ESSENCE:** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. **TERMINATION:** The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR notice. Such notice shall be in writing and may be issued by any county officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event that the COUNTY should



abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its West Hills Ukiah and Fire Fuel Break Project Management shall not exceed \$1,484,300 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.

20. NON APPROPRIATION: If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR'S receipt of the termination notice.
21. CHOICE OF LAW: This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. VENUE: All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. WAIVER: No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
24. ADVERTISING OR PUBLICITY: CONTRACTOR shall not use the name of County, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. ENTIRE AGREEMENT: This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter



thereof. This Agreement may not be modified except by a written document signed by both parties. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.

26. HEADINGS: Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
28. ASSURANCE OF PERFORMANCE: If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. SUBCONTRACTING/ASSIGNMENT: CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement, which is not otherwise described in the attached exhibits, or any duties or obligations hereunder without the COUNTY's prior written approval.
  - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any agreement that violates this Section shall confer no rights on any party and shall be null and void.
  - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s) not already identified.
  - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any agreement between CONTRACTOR and its subcontractors.
30. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2),



Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.

31. SEVERABILITY: If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. INTELLECTUAL PROPERTY WARRANTY: CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this AGREEMENT, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this AGREEMENT.

In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

33. ELECTRONIC COPIES:

The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.

34. COOPERATION WITH COUNTY

Contractor shall cooperate with County and County staff in the performance of all work hereunder.

35. PERFORMANCE STANDARD



Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.

36. ATTORNEYS' FEES

In any action to enforce or interpret the terms of this agreement, including but not limited to any action for declaratory relief, each party shall be solely responsible for and bear its own attorneys' fees, regardless of which party prevails.

[END OF GENERAL TERMS AND CONDITIONS]



## EXHIBIT A

### DEFINITION OF SERVICES

#### 1. Background

The COUNTY was the recipient of the State of California Department of Conservation (DOC) **Grant Agreement No. 3019-904** for the project entitled *Mendocino County Sustainable Agricultural Lands Conservation Program*. The CONTRACTOR shall assist the COUNTY with all tasks, deliverables, reporting and invoicing as required in the Grant Agreement.

The Sustainable Agricultural Lands Conservation Program (SALC Program), a component of the Strategic Growth Council's (Council) Affordable Housing and Sustainable Communities Program, supports the California's greenhouse gas (GHG) emission reduction goals by making strategic investments to protect agricultural lands from conversion to more GHG intensive uses. Protecting critical agricultural lands from conversion to urban or rural residential development promotes smart growth within existing jurisdictions, ensures open space remains available, and supports a healthy agricultural economy and resulting food security. A healthy and resilient agricultural sector is becoming increasingly important in meeting the challenges occurring and anticipated as a result of climate change.

Agricultural Land Conservation Planning grants provide funds to cities and counties in collaboration with local stakeholders to develop and implement plans for the protection of agricultural land at risk of conversion to non-agricultural uses. This component of the program incentivizes local governments to work closely with local stakeholders to develop local and regional land use policies and implementation activities that integrate agricultural land conservation in a way that reduces greenhouse gas emissions, supports job creation, and benefits AB 1550 populations.

The goals of this project are to protect valuable agricultural lands while also supporting sustainable housing development and build a sustainable and resilient agricultural community through promotion of climate beneficial farming practices that sequester carbon and reduce GHG emissions. The project will implement key action items recommended in the *Mendocino County Ag Lands Strategy 2017* and by building community support for a growth management program that acknowledges the value of both housing and important ag land and includes reasonable urban growth boundaries. Recommended action items that will be implemented through the proposed project include the development of an agricultural component for a future countywide Climate Action Plan, the scaling up of a Carbon Farm Plan and Soil Health program and increasing landowner participation in the Williamson Act and conservation easement programs.



Specific Scope of Work tasks for the CONTRACTOR include:

- Ensuring all milestones and deliverables are met, as described in the Work Plan in Exhibit E and in accordance with the Budget in Exhibit B.
- Submitting quarterly progress reports on schedule and in accordance with reporting schedule in Table 1. below, and in the format as required by the DOC Grant Agreement, Attachment 3. (Note that the CONTRACTOR is providing the COUNTY with quarterly reports 10 days prior to the COUNTY is responsible for sending the quarterly reports to the Grantor as required by the DOC Grant Agreement.)
- Compiling and submitting monthly invoices on or around the 20<sup>th</sup> of each month for reimbursement including supporting documents in accordance with the format required by the DOC Grant Agreement, Attachments 6 and 7.
- Submitting final report on schedule summarizing activities completed and deliverables met during the term of this Agreement, in the format required by the DOC Grant Agreement, Attachment 4.
- Maintaining an accounting system that accurately reflects all fiscal transactions, provides a good audit trail and accounting data as specified in Records Retention and Audit requirements.
- CONTRACTOR shall ensure all goals and components of the project, including but not limited to written reports and invoices, are completed and submitted to the COUNTY for review and final approval before **March 1st, 2022**.
  - i. Quarterly Reports (for two years) and a final report must be submitted to the COUNTY by the required due dates:

REPORT	REPORTING PERIOD	DUE DATE to COUNTY
1 <sup>st</sup> Quarter Progress Report	January 1 – March 31	April 20
2 <sup>nd</sup> Quarter Progress Report	April 1 – June 30	July 20
3 <sup>rd</sup> Quarter Progress Report	July 1 – September 30	October 20
4 <sup>th</sup> Quarter Progress Report	October 1 – December 31	January 20
Final Report	Start date – End date	Within 20 days of Project Completion

(Note the CONTRACTOR report is due to the County on the 20<sup>th</sup> of each month a quarterly report is due and the County has the responsibility to provide the grantor, DOC, with quarterly reports by the *end* of each month. For example, Q1 report is due to DOC by April 30<sup>th</sup>. This allows the County 10 calendar days to prepare each quarterly report.)

[END OF DEFINITION OF SERVICES]



## EXHIBIT B

### PAYMENT TERMS

1. CONTRACTOR shall submit monthly invoices describing the tasks performed, the numbers of hours worked, and the total charges.

CONTRACTOR acknowledges that the COUNTY Agriculture Department may not have sufficient cash flow to pay entire invoice until reimbursed by the DOC Grantor for this contract and reserves the right to delay payment to CONTRACTOR until Grant funds are received. Otherwise, payment for services is expected to be completed within thirty (30) days of service provisions.

2. Contractor shall send invoices to:

MENDOCINO COUNTY  
DEPARTMENT OF AGRICULTURE  
890 North Bush Street  
Ukiah, CA 95482  
Attn: Deanna Norton, nortond@mendocinocounty.org

3. CONTRACTOR shall be compensated at the billable rates and allowable program components below.

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#### A. MCRCD Staff

Executive Director	\$100 per hour
Project Managers/Technical Specialists	\$90 per hour

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B. Subcontractors (Land Trusts)	\$85/hr
C. Subcontractors (LAFCO)	\$100/hr
D. Subcontractors (Consultants)	NTE \$42,000
E. Travel	NTE \$5,000
F. Postage, Advertising, Printing, Supplies	NTE \$10,000

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4. Mileage will be paid at the IRS reimbursable rate.
5. Payment under this AGREEMENT shall not exceed one hundred ninety-eight thousand six hundred dollars (**\$198,600**) dollars for the term of this AGREEMENT. (The grant that the County has with the DOC is \$208,600, where the County can bill \$10,000 of their own time).

[END OF PAYMENT TERMS]



## EXHIBIT C

### INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, Contractor's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall obtain and maintain insurance coverage as follows:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

CONTRACTOR shall furnish to COUNTY certificates of insurance evidencing the minimum levels described above.

[END OF INSURANCE REQUIREMENTS]



## EXHIBIT D

### MENDOCINO COUNTY EPAYABLES INFORMATION

The County of Mendocino is currently making credit card payments to all of our vendors and suppliers who qualify. To qualify, vendors need to currently accept credit card payments. To achieve this more efficient form of payment, the County has partnered with Bank of America and their ePayables credit card program. This electronic initiative will yield many benefits to its participants:

- Expedited receipt of cash – electronic credit card payments provide cash flow benefits by eliminating mail and paper check float
- Elimination of check processing costs
- Remittance data transmitted with payment for more efficient back-end reconciliation
- No collection costs associated with lost or misplaced checks
- Reduced exposure to check fraud
- More efficient handling of exception items
- Fits with existing accounting software – requires no purchase of software, no modifications to existing accounts receivable system and no change to bank accounts.
- Going green with paperless electronic credit card payments help conserve the environment by eliminating printing and mailing of paper checks.

For information regarding the payment process, please contact Margaret Yates [yatesm@mendocinocounty.org](mailto:yatesm@mendocinocounty.org) or 707-234-6869.

Additional information regarding the Bank of America Program is also available at:

[http://corp.bankofamerica.com/business/ci/landing/epayables-vendors?cm\\_mmc=sb-general\\_-vanity\\_-sg01vn000r\\_epayablesvendors\\_-na](http://corp.bankofamerica.com/business/ci/landing/epayables-vendors?cm_mmc=sb-general_-vanity_-sg01vn000r_epayablesvendors_-na)



## EXHIBIT E

### WORK PLAN

Work Plan Summary for DOC Grant Agreement 3019-904			
High Level Task/Detailed Sub-Task (with Deliverables)	Responsible Party/Parties	Timetable	Estimated Cost
<b>TASK 1: Develop an agricultural component for a Mendocino County Climate Action Plan. (Lead: MCRCDD).</b> <b>TOTAL Task 1 Match: \$9,000, SALC: \$69,750</b>			
<b>Task 1.1:</b> Organize and convene a Technical Advisory Committee to oversee development of the agricultural component of the Climate Action Plan (CAP).  <i>Deliverables:</i> 6 meetings; sign-in sheets, meeting minutes	MCRCDD MC Ag. Dept. NRCS MC Farm Bureau	Months 1-22 Target date first meeting: June 2020	TOTAL Task 1 Match: \$9,000 SALC: \$69,750
<b>Task 1.2:</b> Organize and convene stakeholder meetings to solicit input and engage community members in CAP development.  <i>Deliverables:</i> 4 meetings; sign-in sheets, meeting minutes	MCRCDD	Months 3 – 18 Target date first meeting: September 2020	
<b>Task 1.3:</b> Conduct an initial, baseline emissions inventory and compile a suite of recommended measures to reduce GHG emissions and increase carbon sequestration on Mendocino County ag land.  <i>Deliverables:</i> emissions inventory report with data source summary and description of proposed measures to reduce GHG emission.	MCRCDD Consultant	Months 3 – 14 Target date for completion: May 2021	
<b>Task 1.4:</b> Meet with County officials to develop emission reduction targets and identify primary and supporting measures most feasible for meeting reduction goals for the ag. sector.  <i>Deliverables:</i> 4 meetings with minutes, summary report with reduction targets and measures.	MCRCDD MC Ag. Dept. NRCS MC Farm Bureau	Months 13 – 18 Target date for completion: September 2021	



Work Plan Summary for DOC Grant Agreement 3019-904			
High Level Task/Detailed Sub-Task (with Deliverables)	Responsible Party/Parties	Timetable	Estimated Cost
<b>Task 1.5:</b> Review draft agricultural component of CAP with county officials and other stakeholders.  <i>Deliverables:</i> 2 meetings, meeting minutes, final draft CAP ag. chapter report.	MCRCD MC Ag. Dept. NRCS MC Farm Bureau	Months 18-21 Target date for completion: December 2021	
<b>TASK 2: Expand the Carbon Farm Planning Program and local Soil Health Initiative. (Lead: MCRCD). TOTAL Task 2 Match: \$8,000, Task 2 SALC: \$33,837</b>			
<b>Task 2.1:</b> Conduct 2 workshops/field days for farmers focused on climate beneficial farming practices and soil health.  <i>Deliverables:</i> sign-in sheets, agenda, announcements	MCRCD NRCS	Months 8 – 19 Target date 1 <sup>st</sup> workshop: November 2021	TOTAL Task 2 Match: \$8,000 SALC: \$33,837
<b>Task 2.2:</b> Develop 4 carbon farm plans.  <i>Deliverables:</i> 4 carbon farm plans that include GIS mapping, natural resource inventory, Conservation Plan for improving carbon sequestration practices.	MCRCD	Months 1-21 Target date for completion: December 2021	
<b>Task 2.3:</b> Conduct 10 soil health assessments to raise awareness and advise management decisions for grape growers.  <i>Deliverables:</i> 10 soil health assessment reports including comprehensive lab analysis of biological, physical and chemical soil properties, and management recommendations.	MCRCD NRCS	Months 1-15 Targeted date for completion: June 2021	



<b>TASK 3: Increase participation in Williamson Act and Conservation Easement programs. (Lead: Farm Bureau).</b> <b>TOTAL Task 3 Match: \$7,620, Task 3 SALC: \$30,098</b>			
<b>Task 3.1:</b> Coordinate with the County Ag Commissioner, Assessors Office, and other departments to improve monitoring of Williamson Act program and promote the Williamson Act to increase enrollment by eligible producers.  <i>Deliverables:</i> Copy of report to County Board of Supervisors summarizing compliance monitoring activity by Ag. Dept; notification template sent to producers; Farm Bureau/Land Trust correspondence to producers.	MC Ag Dept. MC Farm Bureau MLT IMLT AVL	Months 3 – 21 Targeted date for completion: December 2021	TOTAL Task 3 Match: \$7,620 SALC: \$30,098
<b>Task 3.2:</b> Conduct a targeted outreach effort to owners of agricultural parcels identified as high conversion risk to raise awareness about the Williamson Act and conservation easement programs.  <i>Deliverables:</i> number of landowners contacted with parcel number, post-cards and direct mailings, summary report entailing personal conversations and meetings with landowners.	MC Farm Bureau MLT IMLT AVL	Months 3-6 Targeted date for completion: September 2020	
<b>Task 3.3:</b> Conduct 2 farmland conservation workshops that include presentations and discussion on the benefits of farmland preservation, the Williamson Act, and conservation easement programs.  <i>Deliverables:</i> sign-in sheets, agenda, announcements	MC Farm Bureau MLT IMLT AVL	Months 3-20 Targeted completion date: November 2021	



<b>TASK 4: Increase communication with diverse stakeholders regarding the coalescence of agricultural land conservation and sustainable housing development. (Lead: LAFCO)</b> <b>TOTAL Task 4 Match: \$18,510, Task 4 SALC \$74,915</b>			
<b>Task 4.1:</b> Convene and facilitate monthly meetings of the Mendocino County Sustainable Ag lands Committee to maintain communication among project partners, refine planning strategies and expand dialogue between Committee members, public officials, housing development advocates, and other stakeholders.  <i>Deliverables:</i> sign-in sheets, meeting minutes, agenda	MCRCD LAFCO MC Ag. Dept. MC Farm Bureau NRCS Land Trusts MLT IMLT AVLT	Months 1 – 23 Targeted completion date: February 2022	TOTAL Task 4 Match: \$18,510 SALC \$74,915
<b>Task 4.2:</b> Organize and convene 6 meetings with specific stakeholder groups including realtors, City and County planning officials, housing advocacy groups and conservation organizations to explain Ag Lands Strategy objectives and solicit input. Participate in meetings and workshops that discuss zoning and the Housing Element of the Mendocino County General Plan.  <i>Deliverables:</i> sign-in sheets, meeting minutes, agendas	LAFCO MCRCD MLT IMLT AVLT	Months 3-18 Targeted completion date: September 2021	
<b>Task 4.3:</b> Update GIS shapefiles and data layers associated with the development of the Ag Lands Strategy and make that data available on a Web Portal hosted by the Mendocino County Resource Conservation District for use by multiple stakeholders, including County Ag and Planning departments.  <i>Deliverables:</i> shapefiles with link to interactive MCRCD website	MCRCD Data Consultant	Months 3-18 Targeted completion date: September 2021	
<b>Task 4.4:</b> Conduct a media campaign including press releases to local newspapers and radio broadcast appearances such as the KZYX Farm and Garden Show and the Ecology Hour to explain Ag Land Strategy objectives  <i>Deliverables:</i> 4 press releases, link to 2 radio broadcast or copy of radio schedule	MCRCD MLT IMLT AVLT	Months 3-20 Targeted completion date: December 2021	



<b>Task 4.5:</b> Distribute educational materials such as fact sheets, e-newsletters, and postings on existing on-line communication platforms.  <i>Deliverables:</i> 4 fact sheets, link to partner websites, 8 e-newsletters	MCRCD MC Ag. Dept MC Farm Bureau NRCS MLT IMLT AVL	Months 3-20 Targeted completion date: December 2021	
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<b>BUDGET SUMMARY</b>		
	<b>Match</b>	<b>Grant</b>
<b>Task 1</b>	<b>\$9,000</b>	<b>\$69,750</b>
<b>Task 2</b>	<b>\$8,000</b>	<b>\$33,837</b>
<b>Task 3</b>	<b>\$7,620</b>	<b>\$30,098</b>
<b>Task 4</b>	<b>\$18,510</b>	<b>\$74,915</b>
<b>TOTAL</b>	<b>\$43,130</b>	<b>\$208,600</b>

(Note: The County is providing \$10,000 cash match, \$2,500 of in-kind match, and can bill DOC \$10,000 of reimbursable hours (at \$125/hour). Match dollar amounts noted above includes in-kind contributions pledged by local non-profits as provided on page 29 of 34 of Department of Conservation Grant Agreement No. 3019-904 for the project entitled Mendocino County Sustainable Agricultural Lands Conservation Program. Therefore, the total billable contract the County has with DOC is \$208,600 and the billable contract MCRCD has with the County is \$198,600.)