

DEPARTMENT: Planning and Building BY: Edward J. Johnson PHONE: 966-5151

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Approval of a six (6) month extension of Personal Service Agreement between the County Building Department and County Resource Conservation District, for a term extending from January 1, 1998 through June 30, 1998, and compensation of \$4,000.00 to provide grading inspection services and authorization for the chairman to sign contract documents.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

In November 1992, the Board of Supervisors adopted Resolution No. 92-607 supporting a grant proposal to fund a three year program with the Mariposa County Resource Conservation District to perform grading inspection services. Included was a Board commitment to provide \$8,000.00 per year as matching funds. On December 20, 1994, the Board approved a six month contract on a trial basis, and renewed the contract every six months thereafter. During this period, County costs and additional fees generated were approximately the same. The three year contract period will expire on December 31, 1997. The program has been a great success and a final report is attached. The Resource Conservation District has requested that this program and contract be extended for an additional six months with no changes in terms. Funds for this effort have been included in the Building Department Budget and approved by the Board. A revised draft contract is attached, which deletes product requirements that have already been accomplished.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- 1. Decline to extend the program.

COSTS:	() Not Applicable	\$	_____
A.	Budgeted current FY	\$	<u>\$4,000.00</u>
B.	Total anticipated costs	\$	_____
C.	Required additional funding	\$	_____
D.	Internal transfers	\$	_____

SOURCE:	() 4/5ths Vote Required
A.	Unanticipated revenues \$ _____
B.	Reserve for contingencies \$ _____
C.	Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____	

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Personal Services Agreement
2. Memo from Mariposa County RCD
3. Status Report

CLERK'S USE ONLY:	
Res. No.:	<u>97-454</u> Ord. No. _____
Vote - Ayes:	<u>5</u> Noes: _____
Absent:	_____ Abstained: _____
<input checked="" type="checkbox"/> Approved	() Denied
<input checked="" type="checkbox"/> Minute Order Attached	() No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

Comment: _____

A.O. Initials: [Signature]

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
BY: _____
Deputy

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: ED JOHNSON, Planning & Building Director
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD *MW*
SUBJECT: Six Month Extension of Personal Service Agreement with County
Resource Conservation District; Res. 97-454

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on November 25, 1997

ACTION AND VOTE:

B) Consider Six (6) Month Extension of Personal Service Agreement Between the County Building Department and County Resource Conservation District, for a Term Extending from January 1, 1998 to June 30, 1998, and Compensation of \$4,000.00 to Provide Grading Inspection Services

BOARD ACTION: Following discussion, (M)Parker, (S)Pickard, Res. 97-454 adopted, with clarification in the contract language that it is for a six month period/Ayes: Unanimous.

cc: Jeff Green, County Counsel
Ken Hawkins, Auditor
File

EXHIBIT "A"

EXHIBIT B - SCOPE OF WORK

A. Scope and Objectives:

1. ~~Mariposa County has a rapidly growing population. In the past year approximately 1,200 building and grading permits were issued, 300 of those for new construction.~~ Due to the mountainous nature of the area, the steep slopes, and relatively high average annual rainfall, disturbed construction sites generate large amounts of sediment if not properly stabilized. The Contractor has recognized construction sites and access roads as the primary sources of sediment in streams. The Contractor shall assist the County in mitigating this problem to maintain high quality surface water.
2. An adequate County grading ordinance does exist but is not systematically implemented due to a lack of technical expertise and funds. Mariposa County Code, Chapter 15.28, is entitled "Grading and Excavation." The ordinance specifies the need for and contents of an erosion control plan, including temporary measures, permanent measures, revegetation standards, and sequence and timing of practices, among other measures. The most recent revision to the ordinance was in September 1989.
3. The Contractor's objective is to reduce soil loss from construction sites to established tolerable levels. The Contractor shall provide on-site technical assistance in the form of site specific erosion control plans for construction sites. The Contractor shall hold two workshops a year, produce monthly articles for local newspapers, and be available for presentations to special interest groups. ~~The Contractor shall produce video depicting the entire construction site development process focusing on water quality and make the videos easily accessible to the public.~~

B. Work to be Performed:

The Contractor shall be responsible for the performance of the work as set forth below and for the preparation of products and a final report as specified in this agreement. The Project Director shall promptly notify the Contract Manager of events or proposed changes which could affect the scope, budget or schedule of work performed under this agreement.

Task 1. Project Management and Administration

- 1.1 The Contractor shall provide all technical and administrative services as needed for agreement completion. The Contractor shall monitor, supervise and review all work performed. The Contractor shall also coordinate budget scheduling, and contract and subcontract administration, to assure that the agreement is completed within budget, on schedule and in accordance with approved procedures, applicable laws and regulations. This shall be done daily at the Contractor's office.
- 1.2 The Contractor shall hire a Project Leader to provide technical assistance.
- 1.3 The Contractor shall submit quarterly progress reports to the Contract Manager by the 10th of the month following the end of the calendar quarter. The Contractor shall describe in the quarterly progress report activities undertaken; accomplishments of, milestones achieved; and any problems encountered in the performance of the work under this agreement

EXHIBIT B - SCOPE OF WORK
(continued)

SWRCB No. 4-049-255-0
Mariposa County Resource Conservation
District

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C. Schedule of Completion Dates:

<u>Task</u>	<u>Date</u>
1. Project Management and Administration	Ongoing
1.1 Administration	01/01/95
1.2 Hire Project Leader	04/10/95
1.3 Quarterly Progress Reports	07/10/95
	10/10/95
	01/10/96
	04/10/96
	07/10/96
	10/10/96
	01/10/97
	04/10/97
	07/10/97
	10/10/97
2. Develop Erosion Control Plans	
2.1 Develop Site Specific Plans	03/30/95
3. Public Education	
3.1 Workshops	04/01/95
	10/01/95
	04/01/96
	10/01/96
	04/01/97
	10/01/97
3.2 Newspaper Articles	Monthly 04/01/95 - 10/01/97
3.3 Video	01/31/96
4. Compliance Monitoring	
4.1 Site visits	10/10/95
	01/10/96
	04/10/96
	07/10/96
	10/10/96
	01/10/97
	04/10/97
	07/10/97
	10/10/97
5. Final Report	
5.1 Draft of Final Report	10/30/97
5.2 Final Report	12/15/97

D. Reports:

- Not later than April 10, 1995 and quarterly thereafter, during the life of this agreement, the Project Director shall provide a written progress report to the Contract Manager describing activities undertaken, accomplishment of milestones, and any problems encountered in the performance of the work under this agreement, and delivery of intermediate products, if any.

2. The Project Director shall submit to the Contract Manager for approval the reports containing the results of the work performed in accordance with the schedule in this Exhibit.
3. ~~Not later than April 30, 1997~~ the Project Director shall submit to the Contract Manager fifteen (15) copies of a draft report describing the work performed pursuant to Section B of this Exhibit for review and comment.
4. Within four (4) weeks of receipt of the draft report, the Contract Manager shall submit his final comments to the Project Director.
5. ~~Not later than June 15, 1997~~ the Project Director shall submit to the Contract Manager for approval one (1) reproducible master and fifteen (15) copies of the final report containing the results of the work performed and addressing the comments submitted to the Project Director by the Contract Manager.
6. The report shall not be considered final until approved and accepted by the Contract Manager.

The Contractor shall describe the activities and accomplishments of each task during the quarter in sufficient detail to provide a basis for payment of invoices and translate into percent of task completed for calculating invoice amounts. The quarterly reports produced shall be coordinated by the Project Director, accomplished with "Microsoft Access," a relational database management system, and submitted at the end of each quarter.

Task 2. Develop Site Specific Erosion Control Plans

- 2.1 The Project Leader shall utilize the Universal Soil Loss Equation (USLE) to develop site specific erosion control plans for all construction activities within the scope of the County grading ordinance. The Project Leader shall implement a mechanism for referring all such activities from the County building department to the Project Director. The Project Leader shall make an on-site evaluation of each referral, and in consultation with the owner or agent, shall prepare an erosion control plan that shall maintain sediment from the site to tolerable loss limits for that particular soil. The Contractor shall provide follow up assistance necessary for the landowner to implement the conservation practices contained in the plan. Work shall take place both on the site and in the Contractor's office.
- 2.2 Sediment reduction shall be quantified by applying the USLE to each site. The USLE is the accepted standard for predicting erosion rates from a given site based upon characteristics of the site. Characteristics include: rainfall, length and steepness of slope, type and amount of protective cover on the soil, inherent erodibility characteristics of the particular soil, and surface drainage. Tolerable losses in tons/acre/year have been established for all soils in the County. Application of the USLE shall characterize (quantify) soil loss before and after the application of conservation practices contained in the site specific erosion control plan.

Task 3. Public Education

- 3.1 The Contractor shall hold ⁰⁷⁻ ~~six~~ workshops, free of charge, for the public. ~~The workshops shall take place the last week of March and the last week of September for each of the three years of the project.~~ The Project Leader shall be the facilitator for each workshop and shall draw upon technical expertise from the Chief Building Inspector, USDA Soil Conservation Service, and Extension Service Farm Advisor for assistance. Each seminar shall last approximately four hours and shall take place in the conference room of the County Agricultural Service Center. Using handouts, flip charts, slide shows and similar visual aids, the Project Leader shall: present the regulation as contained in the County grading ordinance; explain the benefits to water quality; and describe the principles and causes of sedimentation and erosion, prevention methods, costs, assistance available, etc. The purpose of these workshops shall be to increase the public's awareness of water quality and methods to improve water quality.
- 3.2 The Project Leader shall submit monthly news articles to the Mariposa Gazette throughout the ~~three-year~~ project to provide technical information to the public. Some articles shall be general in nature and shall describe such things as effects and causes of erosion, offsite impacts, and typical prevention methods. Other articles shall be more specific and

appropriate to a particular season such as timing of application of seed or fertilizer, maintenance of access road ditches and culverts, etc. All news articles shall be submitted to the Contract Manager prior to publication. News articles shall not exceed 500 words in length. The Project Leader shall inform all applicable special interest groups of his/her availability for presentations to clubs, home owner groups, civil organizations, etc.

- 3.3 ~~The Contractor shall enter into a contract with a professional consultant to produce a VHS type video. The Project Leader shall locate two parcels of land soon to be developed. One shall be on the older, typically more stable, residual metamorphic soils of the county; the other shall be on the more erodible, sandy, decomposed granite soils. Film footage shall be taken of these parcels in the "before" condition and during earth moving activities, installation of utilities, building construction, and the erosion control plan implementation. Film footage shall be taken of the "after" conditions. The filming shall be done during all seasons, including while it is raining, in an attempt to show the interactions of construction activities, impermeable surfaces, earth moving, and their influence on runoff patterns and water quality. The final video shall show a sequential procedure of the correct way to develop a parcel of land. The video shall be produced and made readily available throughout the area. A copy of the final video shall be provided to the Contract Manager. The Project Leader shall coordinate the work. The filming shall be done during the 1994/95 fiscal year, from July 1, 1994 to June 30, 1995.~~

Task 4. Compliance Monitoring

- 4.1 The Project Leader shall conduct follow-up site visits to at least 5% of the sites every quarter where erosion control plans have been implemented to ensure that adequate measures were taken to protect water quality. The Contractor shall utilize the USLE, as described in Task 2.2, to quantify soil loss to determine the success or failure of the implementation plans. In those instances where failure occurs, the Contractor shall take necessary measures to bring the plans up to acceptable standards. The Contractor shall use the USLE as the basis for quality control and quality analysis of the complete program. A compliance report shall be generated using the "Microsoft Access" data base. This report describing the deficiencies and corrective actions taken shall be submitted to the Contract Manager.

Task 5. Final Report

- 5.1 The Contractor shall prepare a draft of the final report. The final report shall contain the number of referrals serviced, the erosion control plans implemented, tons of soil saved, compliance with grading ordinances, descriptions of the educational workshops, news articles, ~~and the video described in Task 3.3.~~ The Contractor shall submit to the Contract Manager fifteen (15) copies of a draft of the final report for review and approval.
- 5.2 A final report addressing comments made in the review of the draft of the final report shall be submitted by the Contractor to the Contract Manager for review and approval.