



SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION
COMMISSIONERS

Mike Sangiacomo
Todd Mendoza
Patrick Emery

Brian Ling
Jorge Inocencio
Jeff Owen

REGULAR MEETING AGENDA

November 6, 2025 | 5:00 p.m.

MEMBERS OF THE PUBLIC MAY PARTICIPATE VIA ZOOM OR IN PERSON

The November 6, 2025 Fiscal Oversight Commission Meeting will be conducted in person at Ag + Open Space's office located at 747 Mendocino Avenue, Santa Rosa, CA. The public may also participate virtually through Zoom.

Members of the public can watch or listen to the meeting using one of the two following methods:

1. JOIN THE ZOOM MEETING

On your computer, tablet or smartphone by clicking

<https://sonomacounty.zoom.us/j/91884250504?pwd=wLbRUHkw8JwFotjqwdk4c53tdSuAbd.1> password: 753158

If you have a Zoom account, click Join Meeting by number: 918 8425 0504 password: 753158

Call-in and listen to the meeting: Dial (669) 900-9128 Enter meeting ID: 918 8425 0504

2. ATTEND IN PERSON:

Members of the public may attend in person at Ag + Open Space's office at 747 Mendocino Avenue, Santa Rosa, CA in the large conference room.

Public Comment During the Meeting: You may email public comment to AOS-adminaide@sonoma-county.org. All emailed public comments will be forwarded to all Commissioners. Please include your name and the relevant agenda item number to which your comment refers. Public Comment may be made live during the Zoom meeting or live, in person, in the Ag + Open Space large conference room. Available time for comments is determined by the Commissioner Chair based on agenda scheduling demands and total number of speakers.

Disability Accommodation: If you have a disability which requires an accommodation or an alternative format to assist you in observing and submitting comments at this meeting, please contact Sara Ortiz by phone at (707) 565-7360 or by email to AOS-adminaide@sonoma-county.org by 12 p.m. Wednesday, November 5, 2025 to ensure arrangements for accommodation.

1. **Call to Order**
2. **Agenda Items to be Held or Taken Out of Order; Off- Agenda Items**
3. **General Announcements Not Requiring Deliberation or Decision**
4. **Public Comment**
The Brown Act requires that time be set aside for public comment on items not agendized.
5. **Correspondence/ Communications**
6. **General Manager's Report**
Misti Arias | General Manager
7. **Approval of Commission Minutes Attachment 1**
8. **Financial Report Attachment 2**
Julie Mefferd | Administrative + Fiscal Manager
9. **Ad Hoc Committee Reports**
Annual Report/Audit Report Review (Owen, Sangiacomo)
Appraisal (Owen, Mendoza)
Matching Grant Program Evaluation (Inocencio, Emery)
Ag + Open Space Endowment (Ling, Sangiacomo)
10. **Mark West Area Community Park Phase 2 Community Spaces Matching Grant Attachment 3**
11. **Projects in Negotiation Attachment 4**
Jennifer Kuszmar | Acquisition Manager
12. **Closed Session Conference with Real Property Negotiators (Government Code Section 54956.8)**

Project Name:	South Sonoma Mountain - Grove
Property Address:	Near the terminus of Viewcrest Dr, Sonoma CA 95476
APNs:	017-100-006, a portion of APN 017-100-018, and a portion of APN 017100-030
Property Owners:	Triangle G III, LLC
Negotiators:	For the landowners: Misti Schmidt, Attorney For Ag + Open Space': Misti Arias, General Manager
Under Negotiation:	Acquisition of Real Property by Ag + Open Space. The Commission will give instruction to its negotiator(s) on the price. (Government Code Section 54956.8)

13. **Reconvene to Open Session and Report out of Closed Session**
14. **Suggested Next Meeting**
December 4, 2025
15. **Adjournment**

AGENDAS AND MATERIALS: Agendas and most supporting materials are available on Ag + Open Space's website at sonomaopenspace.org. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted will be made available for public inspection between 9:00 a.m. and 4:00 p.m., Monday through Friday, at 747 Mendocino Avenue, Santa Rosa, CA.

SUPPLEMENTAL MATERIALS: Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet will be made available for public inspection at the Ag + Open Space office at 747 Mendocino Avenue, Santa Rosa, CA during normal business hours. You may also email AOS-adminaide@sonoma-county.org for materials.



ATTACHMENT 1
SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION
COMMISSIONERS

Mike Sangiacomo
Todd Mendoza
Brian Ling

Patrick Emery
Jorge Inocencio
Jeff Owen

UNAPPROVED MINUTES

September 4, 2025 | 5:00 pm

COMMISSIONERS PRESENT: Todd Mendoza, Jorge Inocencio, Patrick Emery, Brian Ling, Jeff Owen

STAFF PRESENT: Misti Arias, General Manager; Lisa Pheatt, County Counsel; Aldo Mercado, County Counsel; Olivia Fiori, Acquisition Specialist; Sara Ortiz, Fiscal Oversight Commission Clerk; Dana Burwell, Contract Review Appraiser.

1. Call to Order

Commissioner Mendoza called the meeting to order at 5:00 p.m.

2. Agenda Items to be Held or Taken Out of Order; Off- Agenda Items

3. General Announcements Not Requiring Deliberation or Decision

4. Public Comment

No public comment.

5. Correspondence/Communications

6. General Manager's Report

- On 7/8/25, the Board of Directors approved the Helen Putnam Extension Community Spaces Matching Grant Project.
- On 8/12/25, the Board of Directors approved the McClelland Dairy Conservation Easement Acquisition
- The Wildlands Conservancy has opened the Estero Americano Coast Preserve to the public Friday – Saturday 8 am to 5 pm, with full opening planned for later in the Fall.

7. Approval of Commission Minutes

On a motion from Commissioner Ling and a second by Commissioner Owen, the minutes from the June 5, 2025, July 16, 2025, and August 14, 2025 meetings were approved.

8. Ad Hoc Committee Reports

No ad hoc committee reports.

9. Projects in Negotiation

Misti Arias reviewed the projects in negotiation.

10. Adjourn to Closed Session (Real Property Negotiations - Government Code Section 54956.8)

The Commission entered into Closed Session at 5:07 pm.

11. Report of Closed Session

The commission reconvened to Open Session at 9:35 a.m.

ATTACHMENT 2

Sonoma County Agricultural Preservation and Open Space District
Consolidated Balance Sheet - District and OSSTA Funds
September 30, 2025

Assets

Cash and Investments	\$94,125,791
Accounts Receivable	44,910
Other Current Assets	21,663
Intergovernmental Receivables	466,276

Total Assets	<u>\$94,658,640</u>
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Liabilities and Fund Balance

Current Payables	\$14,288
Other Current Liabilities	279
Due to Other Governments	240
Deferred Revenue	47,897
Long-Term Liabilities	0

Total Liabilities	<u>62,704</u>
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Fund Balance

Nonspendable	21,663
Restricted - District Activities	94,559,348
Total Fund Balance	94,581,011

Total Liabilities and Fund Balance	<u>\$94,643,715</u>
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Cash by Fund

OSSTA - Measure F	\$56,417,117
Open Space District	2,677,919
Stewardship Reserve*	15,000,000
Cooley Reserve	171,518
Operations and Maintenance	19,859,237

Total Cash by Fund	<u>\$94,125,791</u>
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*On July 1, 2015 the County of Sonoma Measure F Sales Tax Refunding Bonds, Series 2015 were issued. The transaction provided a savings of \$13.6 million, in part by following the Commission's recommendation of paying down \$30 million in principal, as well as obtaining a lower interest rate. The Commission recommended using the \$10 million in the Stewardship Reserve Fund as part of the \$30 million paydown. Additionally, the Commission directed use of the \$7.5 million annual savings resulting from the shortened term to fund the Stewardship Reserve beginning in the fiscal year 2024-2025. FOC Minute Order #13 dated May 14, 2015 reflects this direction.

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Sonoma County Agricultural Preservation and Open Space District
Consolidated District and OSSTA Budget to Actual
For the Three months ended September 30, 2025
25% of Year Complete

	Budget Final	Actual Year to Date	Encumbrances Year to Date	Remaining Balance	% of Budget Remaining
Revenues					
Tax Revenue *	\$31,846,774	\$2,962,325		\$28,884,449	90.70%
Intergovernmental	22,805,807	0		22,805,807	100.00%
Use of Money & Prop	145,000	11,052		133,948	92.38%
Miscellaneous Revenues	2,757,000	31,636		2,725,364	
Other Financing Sources	1,367,484			1,367,484	100.00%
Total Revenues	58,922,065	3,005,013		55,917,052	94.90%
Expenditures					
Salaries and Benefits	8,107,716	1,550,874	\$0	6,556,842	80.87%
Services and Supplies	16,726,617	690,867	10,006,225	6,029,525	36.05%
Other Charges	21,901,701	-	201,650	21,700,051	99.08%
Capital Expenditures**	43,293,352	1,821,593	93,352	41,378,407	95.58%
Other Financing Uses	296,437			296,437	100.00%
Total Expenditures	90,325,823	4,063,334	10,301,227	75,961,262	84.10%
Net Earnings (Cost)	(\$31,403,758)	(1,058,321)	(\$10,301,227)	(\$20,044,210)	
Beginning fund balance		95,639,332			
Ending Fund Balance		\$94,581,011			

*Sales tax collected as of May 31, 2024 was \$24,479,726. Current collections are 1.89% below the prior year. There continue to be collection and timing issues with CDTFA.
(California Department of Tax and Fee Administration)

**Capital expenditure breakdown

Helen Putnam Extension	3,555
McClelland CE	1,818,038
	<u>\$ 1,821,593</u>

Explanation of Revenue and Expenditure Categories

Revenues

Tax Revenue	Open Space Special Tax Assessment (Measure F) revenue for the FY
Intergovernmental	Revenue from grants
Use of Money & Prop	Revenue from interest, rent, etc.
Miscellaneous Revenues	Donations, refunds, returned checks
Other Financing Sources	Intergovernmental revenue. Primarily PGE funds distributed by the County.

Expenditures

Salaries and Benefits	Salaries and benefits for Ag + Open Space staff.
Services and Supplies	All contracted services and supplies for the FY plus encumbered prior FY.
Other Charges	Community Spaces-Matching Grant Program expenditures.
Capital Expenditures	Conservation Easements and Fee Land expenditures.
Other Financing Uses	Bond

On a motion by Commissioner Owen and second by Commissioner Inocencio the Commission adopted Resolution No. 2025-008.

Resolution of the Board of Commissioners of The Sonoma County Agricultural Preservation and Open Space Fiscal Oversight Commission Determining that the Acquisition of a Conservation Easement and Recreation Covenant as a Condition of the District's Contribution of Grant Funds Towards the Fee Purchase of the Graton Town Square Property Does Not Result in the District Paying More than the Fair Market Value for the Acquisition of Such Interests.

12. Suggested Next Meeting

October 2, 2025

13. Adjournment

The meeting was adjourned at 5:41 pm.

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DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact Julie Mefferd at 707-565-7368, as soon as possible to ensure arrangements for accommodation.

ATTACHMENT 3

MARK WEST AREA COMMUNITY PARK PHASE 2

Background/Project Overview

The Mark West Area Community Park Phase 2 is a Community Spaces Matching Grant Program (“MGP”) project, which will provide a \$300,000 grant towards the improvements needed to develop and open the Mark West Area Community Park, including essential infrastructure, landscaping, pathways, and recreational improvements.

The Mark West Area Community Fund (MWACF) and Sonoma Land Trust (SLT) submitted the Mark West Area Community Park Phase 2 application for the 2024 Community Spaces MGP cycle. The application was accepted by Ag + Open Space’s Board of Directors on December 10, 2024 for a \$300,000 improvement grant. Since that time, the Mark West Area Community Fund has secured its non-profit status and will be the sole grantee of this project going forward.

As a newly incorporated 501(c)3 non-profit, MWACF intends to develop the Property as a public park with such amenities as a playground, picnic areas, gardens, and a small ADA-accessible parking area. MWACF’s primary objectives for the park are to create a community healing and gathering space, increase public recreation and conservation education opportunities, and to enhance climate resilience and carbon sequestration. MWACF has received their permits from Permit Sonoma to develop this land as a public park. No other public open space exists in the Larkfield community at this time.

Historically, the Property was a day-care center with a small parking area, building, and playground. The 1-acre Property burned in the 2017 Tubbs fire, along with much of the surrounding community, and is now vacant with a remnant parking area, flagpole, and limited vegetation. Single family homes, the vast majority which are post fire rebuilds, abut the Property to the east and south, and a commercial property abuts the Property to the North. Old Redwood Highway runs along the western frontage of the Property.

This second phase of the Mark West Area Community Park project builds upon the successful completion of the first phase of the project, where SLT, on behalf of MWACF, submitted an application for funding to acquire the Property. The application was accepted by Ag + Open Space’s Board of Directors on August 22, 2023, and on February 25, 2025, SLT was awarded the Phase 1 project acquisition grant funding. As a condition of this funding, Ag + Open Space acquired a Conservation Easement, Recreation Conservation Covenant, and Offer to Dedicate over the Property. SLT had originally acquired the Property on January 31, 2024, on behalf of MWACF, and subsequently transferred the Property to MWACF. The grant funds have since reimbursed SLT for acquisition of the Property in the amount of \$1,169,500.

Conservation values identified in the Conservation Easement include urban open space, scenic resources, and recreation and educational resources. Improvement of the Property for a community open space has strong community support. Residents of the Mark West

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area came together and established MWACF to create and manage this new park property. In addition, the project is supported by the Mark West Citizens Advisory Council, a group that advises Sonoma County on local planning and management decisions, as well as the Mark West Chamber of Commerce, and Unity Church.

Project Structure

The Conservation Easement over the Property previously acquired by Ag + Open Space as part of the Phase 1 project allows the entire parcel to be used for active public recreation. The Conservation Easement protects the open space and scenic values while allowing for recreational and educational uses on the Property. The provisions of the Recreation Conservation Covenant also previously acquired by Ag + Open Space require the Property to remain open to the public for recreational and educational purposes in perpetuity. The public access requirements take effect on April 3, 2028; however, the park can open sooner. The Conservation Easement restricts structures and improvements to no more than 35% or 15,246 square feet of the Property. Allowed structures and improvements include improvements needed for recreational and educational use and enjoyment.

Matching Grant Agreement

Funding for this \$300,000 improvement grant will be administered through a Matching Grant Agreement between Ag + Open Space and the Mark West Area Community Fund. The grant funds will provide essential infrastructure, park elements including water and power hook ups, irrigation, drinking fountain, fencing, pathways, trees and plants, signage, picnic tables and benches.

As the match, MWACF will contribute secured funds totaling \$160,500, which represents a 65% match to the granted funds. The match is secured and comes from the Saba Foundation and American Water Charitable Foundation.

Vital Lands Initiative

This Project meets multiple objectives described in the Vital Lands Initiative:

- Protect open space and publicly accessible lands in and near cities and communities and connect people with protected lands.
- Pursue partnerships for future acquisitions that expand, create, or connect new parks and open space preserves and trails.
- Protect open lands that surround and differentiate the County's urban areas and contribute to the unique scenic character of the County.

Sonoma County General Plan 2020

This Project furthers several goals and policies in Sonoma County's General Plan 2020, specifically in the Land Use, Open Space and Resource Conservation, and Water Resources Elements as noted in, but not limited to, the following below:

- Preserve the visual identities of communities by maintaining open space areas between cities and communities. (Goal OSRC-1)
- Protect existing groundwater recharge areas (Objective WR-2.3)

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- Promote a sustainable future where residents can enjoy a high quality of life for the long term, including a clean and beautiful environment and a balance of employment, housing, infrastructure, and services. (Goal LU-11)

Ag + Open Space's Expenditure Plan

This project is consistent with Ag + Open Space's Expenditure Plan, because it will offer opportunities for public recreation and access. Further, this project is consistent with the Expenditure Plan as it provides urban open space through the Matching Grant Program.

Ag + Open Space Fiscal Oversight Commission Approval

On December 5, 2024, the Fiscal Oversight Commission (FOC), in approving Resolution No. 2024-006, concluded (1) the appraisal submitted by the project applicant met the Ag + Open Space's standards, and (2) the acquisition of the Conservation Easement and Recreation Covenant as a condition of the Ag + Open Space's contribution towards MWACF's fee acquisition of the Property does not result in the Ag + Open Space paying more than the fair market value for the acquisition of such interests.

CEQA

The project, consisting of the provision of funding by Ag + Open Space towards the improvement of the project is exempt from the requirements of the California Environmental Quality Act Cal. Code of Regs. Tit. 14 §§ 15303 and 15304, because development of the park is limited to minor alterations to land and small structures. Immediately upon adoption of the Resolution, the General Manager is directed to file with the County Clerk, and the County Clerk is directed to post and to maintain the posting of a notice of exemption pursuant to Public Resources Code Section 21152.

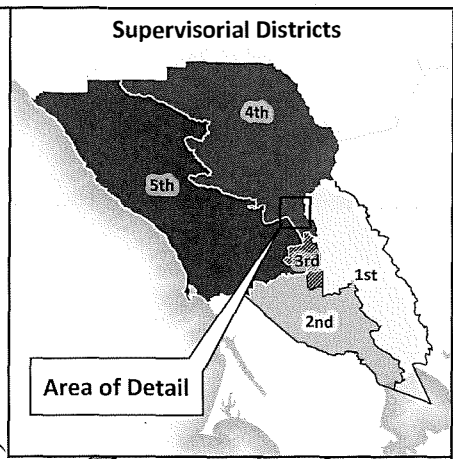
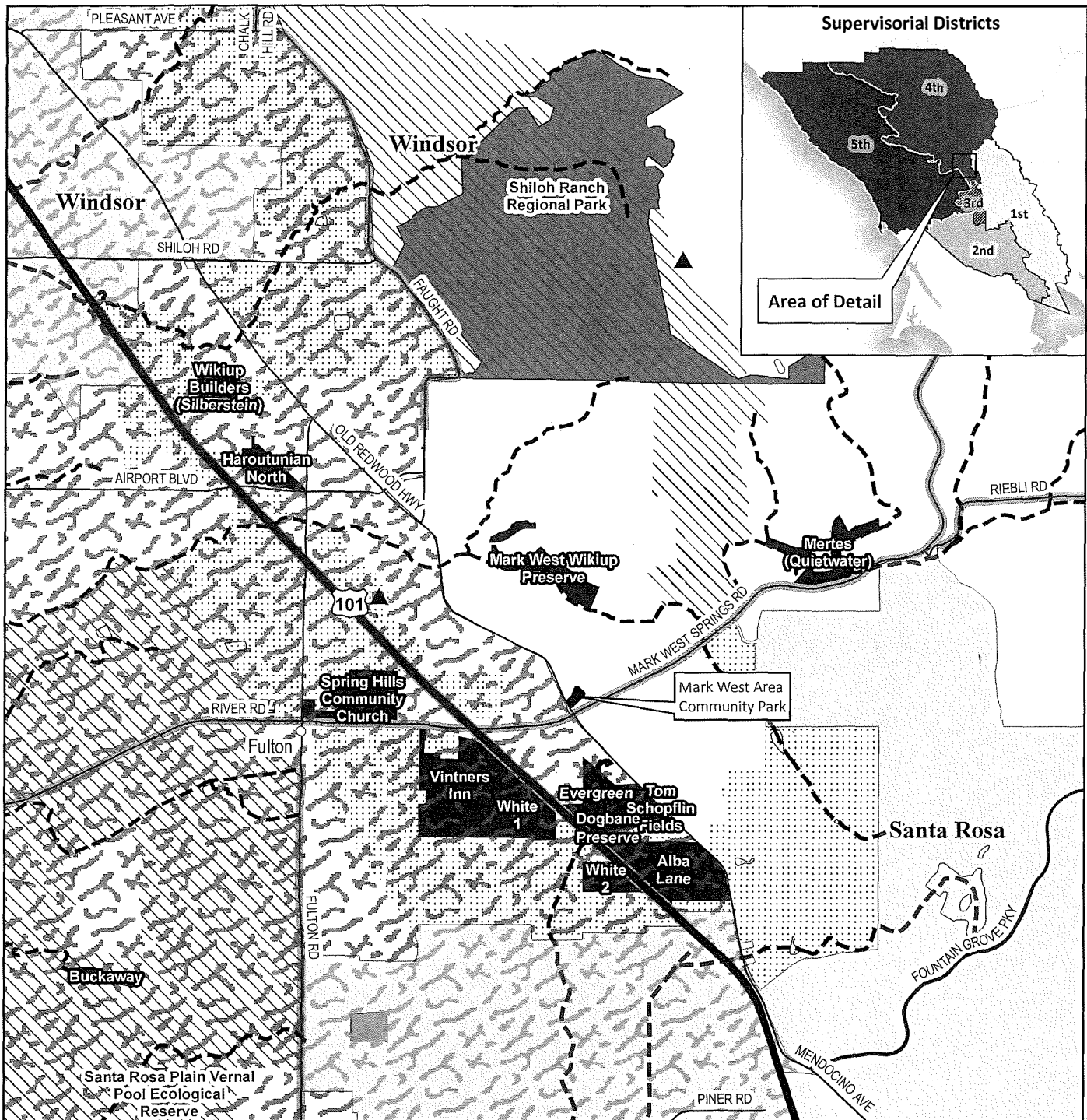
Recommendation

This is a Fiscal Oversight Commission informational item. On October 21, 2025, Ag + Open Space staff will recommend that its Board of Directors Adopt a Resolution to:

- A) Award \$300,000 in Matching Grant Program funding to the Mark West Area Community Fund towards its development and improvement of the Mark West Area Community Park; and
- B) Approve and authorize the General Manager to execute a Matching Grant Agreement between Ag + Open Space and the Mark West Area Community Fund.

EXHIBITS

1. General Plan Map 2020
2. Location Map
3. Site Plan
4. Matching Grant Agreement
5. Mark West Area Community Park Ph2 Application



Mark West Area Community Park

LOCATION / GENERAL PLAN MAP

0 0.5 1
Miles



Map Date: 1/15/2025 3:25 PM
Sources: Sonoma County GIS;
Sonoma County General Plan 2020,
Open Space and Resource
Conservation Element.
This map displays GIS data for illustrative
purposes only and is not intended to
depict definitive property boundaries or
feature locations.



**AG +
OPEN
SPACE**
SONOMA COUNTY

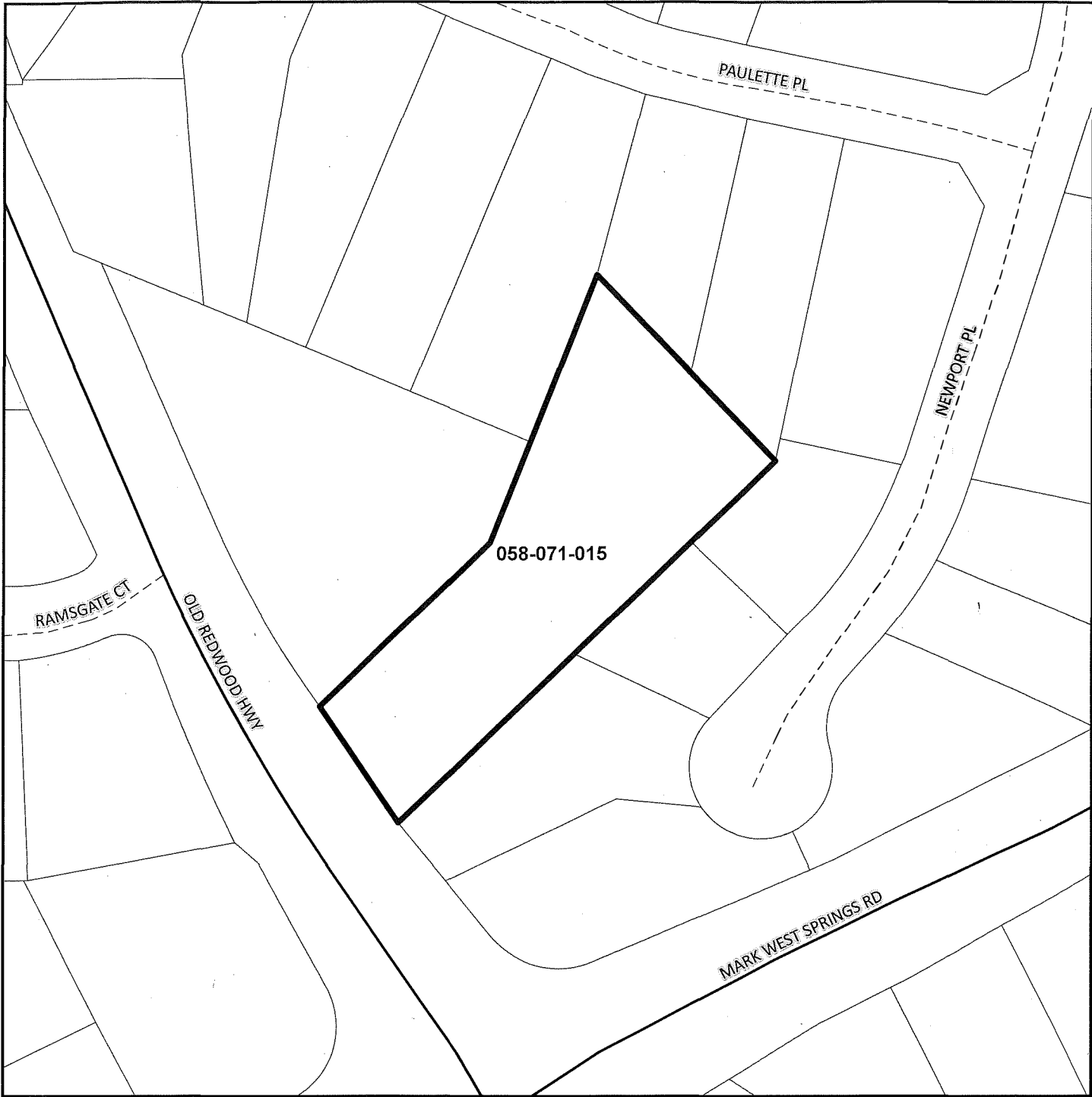
Open Space and Resource Conservation Element

- Easement Boundary
- Incorporated City Land
- District Holdings
- Protected Public Land
- Community Separator
- Scenic Landscape Unit

Scenic Corridor

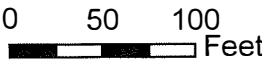
OUTDOOR RECREATION

- General Plan Future Park
- Potential Range of California Tiger Salamander
- Sensitive Natural Communities
- Riparian Corridor



Mark West Area Community Park
Location Map

- Easement Boundary
- Streets
- Assessor's Parcels
- Major Roads



Map Date: 1/15/2025
Sources: SCWA (streams); Sonoma County GIS (parcels, roads) Ag + Open Space (easement boundary);
This map displays GIS data for illustrative purposes only and is not intended to depict definitive property boundaries or feature locations.



SHEET: L1.0

MATCHING GRANT AGREEMENT

MARK WEST AREA COMMUNITY PARK PHASE 2

This Matching Grant Agreement ("Agreement") dated as of <Date> ("Effective Date") is entered into by and between the Sonoma County Agricultural Preservation and Open Space District ("District"), a Special District formed pursuant to the California Public Resources Code, and **Mark West Area Community Fund**, a California non-profit corporation ("Grantee").

RECITALS

A. *Program.* District has a Competitive Matching Grant Program ("Program") by which it provides funding to cities, other public agencies and non-profit organizations on a competitive basis for open space projects that are consistent with the Expenditure Plan approved by Sonoma County voters in November 2006 as part of the Sonoma County Open Space, Clean Water and Farmland Protection Measure, Measure F.

B. *Application.* Grantee submitted an application under District's 2024 Program for funding towards improvements of real property located at 4614 Old Redwood Highway, unincorporated Sonoma County in the community of Mark West ("Property"), including essential infrastructure, landscaping, pathways and low intensity recreational improvements to create a one-acre public community park ("Project"). Grantee sought funding from District in the amount of \$300,000. District staff recommended inclusion of the Project into the Program, with funding in the amount of \$300,000. This recommendation was reviewed by the District Advisory Committee on October 18, 2024, and authorized by the District's Board of Directors on December 10, 2024 though a commitment to fund the Project was not made until <Date of District Board of Directors Approval of Project and MGA Agreement> , when the District Board of Directors approved this Agreement.

C. *Property.* The Property is more particularly described in **Exhibit A**, attached hereto and incorporated herein by this reference.

D. *General Plan.* On _____, by Resolution No. _____, District's Board of Directors determined the Project to be consistent with the 2020 Sonoma County General Plan.

ATTACHMENT 3

IMPROVEMENT

E. *California Environmental Quality Act.* On _____, by Resolution No. _____, District's Board of Directors determined the Project to be exempt from the requirements of the California Environmental Quality Act.

NOW, THEREFORE, in consideration of the recitals and the mutual covenants in this Agreement, the parties agree as follows:

AGREEMENT

1. The recitals are true and correct and are incorporated into this Agreement.

2. GRANT REQUIREMENTS

a. *District Grant.* Subject to all terms and conditions herein, District shall provide grants funds in the amount of \$300,000 ("Grant Funds") to Grantee to be used exclusively for eligible development and restoration costs, as described in the Work Plan to be approved by District pursuant to *Section 3(a)* below. No Grant Funds may be expended on operation and maintenance of the Project. District's Grant Funds shall be expended by no later than April 3, 2028.

b. *Project Completion.* The Project shall be completed no later than April 3, 2028 ("Project Completion").

c. *Matching Funds.* As its matching contribution to the Project, Grantee will provide at least \$160,500 ("Matching Funds") in funding towards the Project, as described in the Work Plan. No more than \$80,250 (50% of the total Matching Funds) may be spent on operations and maintenance costs, and no more than \$40,125 (25% of the total Matching Funds) may be spent on Project management expenses, including those associated with Project planning such as plan development, CEQA analysis and compliance, permitting, approvals, and staff costs. In the event the Project includes restoration or development, these expenses must be specifically budgeted and accounted for in the Work Plan approved by District. Matching Funds shall be expended by no later than April 3, 2028. Grantee shall report Matching Funds expenditures, consistent with *Section 3(b)*.

d. *Conservation Easement.* District acknowledges that Grantee granted a conservation easement over the Property to District on April 3, 2025 ("Conservation Easement").

e. *Recreation Conservation Covenant.* District acknowledges that Grantee conveyed a Recreation Conservation Covenant over the Property to District on April 3, 2025 ("Recreation Covenant").

IMPROVEMENT

f. *Irrevocable Offer of Dedication.* District acknowledges that Grantee granted an irrevocable offer of dedication of the fee interest in the Property in favor of the District on April 3, 2025 (“Irrevocable Offer”).

g. *Public Access.* Subject to the terms and conditions of the Recreation Covenant, by no later than no later than April 3, 2028 Grantee shall have completed all planning processes, met all regulatory requirements, and shall open the Property for low-intensity public outdoor recreation consistent with this Agreement, the Conservation Easement, and the Recreation Covenant.

h. *Operations and Maintenance.* Grantee shall use, manage, operate and maintain the Property in a manner consistent with the Conservation Easement and the Recreation Covenant. Grantee assumes all responsibility for costs of management, operation and maintenance of the Property. District shall not be liable for any Property management, operation or maintenance costs.

3. PROCEDURAL REQUIREMENTS

a. *Work Plan.* Prior to the disbursement of any Grant Funds and no later than ninety (90) days from the Effective Date of this Agreement, Grantee shall submit for District approval a Work Plan to implement the Project. District’s review of the Work Plan shall consider whether the Work Plan is consistent with this Agreement, the Conservation Easement, the Recreation Covenant, and the purpose of the Project, as defined by District’s Program acceptance criteria as applied to Grantee’s application. Once approved by District, the Work Plan (together with any exhibits thereto) shall be considered an addendum to this Agreement and shall be specifically enforceable hereunder. District’s review and approval of the Work Plan is not an entitlement or permit of any kind. The Work Plan shall include:

- (i) A detailed description of the Project, including conceptual and, if available, construction plans;
- (ii) A timeline or schedule for Project implementation, including final Project completion date; and
- (iii) A detailed budget, describing expenditure of the District’s Grant Funds as well as the Matching Funds identified to accomplish the Project.

When applicable the Work Plan may also include:

- (iv) A restoration planting success standards and planting maintenance plan; and

ATTACHMENT 3

IMPROVEMENT

- (v) A corrective action plan for failure to meet restoration planting success criteria.

A sample form for the Work Plan required by this Agreement is attached hereto as **Exhibit B**. With prior written approval from District, Grantee may amend the Work Plan from time to time, provided that such amendments further the original purpose of the Project as defined by the District's Program acceptance criteria as applied to Grantee's application, and are consistent with the Grantee's Application, this Agreement, the Conservation Easement, and the Recreation Covenant. Amendments to the Work Plan, once approved by District, shall comprise a further addendum to this Agreement and shall be specifically enforceable hereunder.

b. *Disbursement Conditions of Grant Funds.* District shall not be obligated to disburse any Grant Funds unless and until the following conditions have been met:

- (i) District's Board of Directors has approved funding for the Project, as evidenced by execution of this Agreement.
- (ii) Grantee has provided written evidence to the District that all permits and approvals necessary to implement the Project under applicable local, state and federal laws and regulations have been obtained.
- (iii) Grantee is in compliance with the terms of the Conservation Easement.
- (iv) Grantee is in compliance with the terms of the Recreation Covenant.
- (v) A Work Plan has been approved by District pursuant to *Section 3* of this Agreement.
- (vi) Grantee has provided required insurance coverage (as described in *Section 4(b)* of this Agreement and specified in **Exhibit C**).
- (vii) If Grantee or its staff are the ultimate recipient of the Grant Funds, Grantee has provided a current negotiated rate letter approved by a cognizant federal agency, an Indirect Cost Rate (ICR) plan, or current billing rates for Grantee's staff.
- (viii) Grantee has provided proof of compliance with the California Environmental Quality Act (CEQA) by the County of Sonoma as to the proposed park and any funded improvements, if and to the extent required by law.

c. *Reimbursement Payments.* Grantee may submit reimbursement claims following District approval of the Work Plan and this Agreement. Grantee shall complete and

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IMPROVEMENT

submit no more frequently than monthly and no less frequently than quarterly, reimbursement claims in a form acceptable to District containing at a minimum all the information in the sample form attached hereto as Exhibit D. Each invoice should be accompanied by a Performance Report as described in *Section 3(e)(i)*, below. District will pay the claims of Grantee within 45 days of receipt of claims that comply with the following requirements: (i) claims must be complete and include adequate supporting documentation; (ii) claims must be only for eligible expenses as detailed in the approved Work Plan; and (iii) all claimed expenses must be reasonable.

d. *Final Reimbursement.* In submission of the final request for reimbursement, Grantee shall ensure that the reimbursement claim filed with District is labeled as final and includes photos documenting 100% implementation of the Project, attesting to Project's completion. This documentation of Project completion must be submitted as a final performance report prepared in accordance with *Section 3(e)(ii)* and shall accompany the final reimbursement request.

e. *Reporting Timeframes.*

- (i) Quarterly Performance Report. After the Work Plan is approved, Grantee shall complete and submit no less frequently than quarterly, a performance report ("Performance Report") demonstrating Grantee's progress under its approved Work Plan. The first Performance Report, consistent with the sample form provided in **Exhibit E** shall be submitted no later than ninety (90) days after the date the Work Plan is approved by District. The Performance Report shall be in a form acceptable to the District's General Manager and shall include (i) a summary of the current status of the Project; (ii) a description of any challenges and opportunities encountered within the reporting period and how the Grantee will address them; (iii) percent of the Project implemented; (iv) amount(s) and source(s) of Matching Funds expended; and (v) percent of the Grant Funds expended.
- (ii) Final Performance Report. The Final Performance Report, consistent with the sample form provided in **Exhibit F**, shall be submitted no later than 45 days after Project completion ("Final Performance Report") demonstrating 100% implementation of the Project, including documentation that the District's Grant Funds and the Grantee's Matching Funds have been expended consistent with the terms of this Agreement, and that restoration monitoring and maintenance, if applicable, is underway. The Final Performance Report should include

photos documenting Project completion and installation of signs as required by Section 4(f).

4. IMPLEMENTATION REQUIREMENTS

a. *Procurement.* In expenditure of Grant Funds for goods or services, Grantee shall comply with District's competitive procurement procedures, including those required by laws applicable to a special district created by Public Resources Code section 5500 *et seq.* Alternatively, with District consent, Grantee may use its own competitive procurement procedures, provided that such procedures provide financial protection equal to or greater than those provided by the District's competitive procurement procedures. Should Grantee desire to use its own competitive procurement procedures in lieu of District's, Grantee shall submit its procedures to District for review and approval. If District, in its sole discretion, determines that Grantee's procurement procedures are not sufficiently rigorous, District may deny the request and Grantee shall thereafter use District's procurement procedures for all transactions undertaken in connection with Grant Funds or Matching Funds. In any event, District reserves the right to reimburse Grantee for only such costs it deems commensurate with the fair market value of the goods and services supplied.

b. *Insurance.* Grantee shall maintain the insurance specified in **Exhibit C**, attached hereto and incorporated herein by this reference.

c. *Prevailing Wage.* With respect to any portion of the Project that constitutes the performance of a "public work" within the meaning of Labor Code section 1720, Grantee shall comply, and shall require compliance by all of its contractors, with all applicable wage and hour laws, including without limitation Labor Code Sections 1775, 1776, 1777.5 1813 and 1815 and California Code of Regulations, Title 8, Section 16000, *et seq.*

d. *ADA Requirements.* Grantee shall ensure compliance with the Americans with Disabilities Act (ADA) in a manner that is consistent with permitting and planning requirements and the Conservation Easement, when providing public access to the Property, facilities, and programs provided thereon.

e. *Non-Discrimination.* Grantee shall comply with all applicable federal, state and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation, or other prohibited basis including, without limitation, District's Non-Discrimination Policy. All nondiscrimination rules and regulations required by law to be included in this Agreement are incorporated herein by this reference.

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f. *Signs.* Grantee shall erect or incorporate a permanent sign or signs on the Property acknowledging District's financial participation in the Project by April 3, 2026. The signs shall: (1) be made of materials that are weather resistant; (2) be located where they are easily read by the public; (3) include District's logo (provided by District), and the following language, "This Project was funded in part by Sonoma County Ag + Open Space."; and (4) be consistent with the signage language in the Conservation Easement. The number, design, wording, and placement of signs shall be submitted to District for review and approval. Alternatively, District shall have the right to install a sign or signs for this purpose, but that does not eliminate the requirements of Grantee for maintenance of these signs.

5. PROJECT REVISIONS AND EXTENSIONS

a. *Changes to Project.* To maintain the integrity of the competitive Program, no substantive changes or alterations to the Project may be made without prior written consent of District. As a condition of District's approval for any changes or alterations to the Project, Grantee shall amend the Work Plan as deemed reasonably necessary by District.

b. *Project Completion Extension.* The General Manager may grant a single extension of time of no more than two years for completion of the Project in his or her sole discretion. District's granting of an extension is dependent upon Grantee's ability to demonstrate that reasonable progress on the Project has been made, that Grantee has been compliant with all provisions of this Agreement, the Conservation Easement, and the Recreation Covenant, and that the extension will result in successful implementation of the Project within the extended timeframe.

6. RECORD KEEPING

a. *Records.* Grantee shall maintain all financial, procurement, licenses, insurance, and programmatic records related to the Project for no less than five (5) years after Project Completion.

b. *Records Access.* Upon not less than two (2) business days' advance notice, Grantee shall provide District staff access to financial, procurement, licenses, insurance, and programmatic records related to the Project for not more than one (1) year after Project Completion.

c. *Annual Audit.* Grantee shall submit to District an annual audited financial statement within six months of Grantee's previous fiscal year end, until Project Completion. If Grantee does not have an audit conducted, a biennial accountant review will be accepted in lieu of an annual audit.

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d. *Accounting Requirements.* Grantee shall maintain an accounting system that is in accordance with generally accepted accounting procedures and standards, and as such:

- (i) Accurately reflects responsible fiscal transactions, with the necessary controls and safeguards.
- (ii) Provides a solid audit trail, including original source documents such as contracts, purchase orders, receipts, progress payments, invoices, timecards, and evidence of payment related to the Project.
- (iii) Provides accounting data so the total cost of the Project and each individual component can be readily determined.

e. *Fiscal and Project Monitoring.* The Project will be subject to compliance monitoring by District until Project Completion. The monitoring may include examination of books, papers, accounts, documents or other records of Grantee as they relate to the expenditure of the Grant Funds and Matching Funds.

7. GENERAL PROVISIONS

a. *Statutory Compliance/Living Wage Ordinance.* Grantee agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies ("Laws"), including but not limited to the County of Sonoma Living Wage Ordinance, to the extent applicable to the grant provided under this Agreement, as such Laws exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Grantee expressly acknowledges and agrees that this Agreement may be subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

b. *Access to Project Site.* District shall have the right to enter and inspect the Project and Property upon 24-hours' notice to Grantee for the purposes of ensuring compliance with this Agreement and progress towards Project Completion.

c. *Failure to Perform.* Failure by Grantee to comply with the terms of this Agreement may result in any or all of the following actions at District's sole discretion:

- (i) If District reasonably determines that the Project will not be implemented or that the purposes of the Project will not be met within

the timeframes provided herein, District may cease all further funding and may commence and pursue all available legal remedies to recoup any and all Grant Funds disbursed to Grantee pursuant to this Agreement.

- (ii) District may seek specific performance of this Agreement in a court of competent jurisdiction. Grantee hereby agrees that the public benefits sought by this Agreement exceed the dollar amount of the grant and are impracticable or extremely difficult to measure. Grantee further agrees that, in the event of a breach of this Agreement by Grantee, reimbursement of the Grant Funds, alone, would be inadequate compensation and that, in addition to damages, District shall be entitled to injunctive relief, including specific performance, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies. Specific performance, however, shall not be compelled if changes in circumstances have rendered such performance impossible or financially infeasible.

d. *Indemnification.* Grantee agrees to accept all responsibility for loss or damage to any person or entity, including but not limited to District, its officers, agents, and employees and to defend, indemnify, hold harmless, reimburse and release District, its officers, agents, and employees, from and against any and all actions, claims, damages, disabilities, liabilities and expense, including but not limited to attorneys' fees and the cost of litigation, whether arising from personal injury, property damage or economic loss of any type, that may be asserted by any person or entity, including Grantee and its officers, agents, and employees, arising out of or in connection with this Agreement and/or the Project, whether or not there is concurrent negligence on the part of District, but, to the extent required by law, excluding liability due to the sole or active negligence or due to the willful misconduct of District. If there is a possible obligation to indemnify, Grantee's duty to defend exists regardless of whether it is ultimately determined that there is not a duty to indemnify. District shall have the right to select its own legal counsel at the expense of Grantee, subject to Grantee approval, which approval shall not be unreasonably withheld. The parties agree this indemnity clause shall not apply to claims arising exclusively out of the parties' separate rights and responsibilities under the Conservation Easement ("Easement Claims") and that all such Easement Claims shall be governed by the indemnity provisions of the Conservation Easement.

e. *Method and Place of Giving Notice, Making Submissions and Payments.* Except as otherwise expressly provided herein, any notice, invoice, report, demand, request,

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approval, disapproval, or other communication that either party desires or is required to give under this Agreement shall be in writing and either served personally or sent by first class mail, private courier or delivery service, or email addressed as follows:

TO DISTRICT: General Manager
Sonoma County Agricultural Preservation
and Open Space District
747 Mendocino Avenue
Santa Rosa, CA 95401
Telephone: (707) 565-7360

TO GRANTEE: Brad Sherwood, President
Mark West Area Community Fund
422 Larkfield Center #103
Santa Rosa, CA 95403

f. *Assignment and Delegation.* Grantee shall not assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of District, and no such transfer shall be of any force or effect whatsoever unless and until such consent is received.

g. *Amendment.* No changes in this Agreement shall be valid unless made in writing and signed by the parties to this Agreement. No oral understanding or agreement not incorporated in this Agreement shall be binding on any of the parties.

h. *No Third-Party Beneficiaries.* Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

i. *Merger.* This writing is intended both as the final expression of the agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

j. *Time of the Essence; Extensions of Time.* Time is of the essence of this Agreement. Whenever the last day of any period described falls on a Saturday, Sunday, or holiday, the period shall be automatically extended to 11:59 p.m. of the next business day, Pacific Time. The time in which any act provided under this Agreement is to be done shall be computed by excluding the first day and including the last day, unless the last day is a Saturday, Sunday or legal holiday, and then it is also excluded.

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k. *Counterparts; Electronic, and Electronically-Transmitted Signatures.* This Agreement may be executed simultaneously or in any number of counterparts, each of which shall be deemed an original, equally admissible in evidence, but all of which together shall constitute one and the same Agreement, notwithstanding that the signatures of each party or their respective representatives do not appear on the same page. The parties acknowledge and agree that electronic signatures that comply with the eSign Act (15 U.S.C. Ch. 96), the California's Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1, et seq.), or other applicable law (such as DocuSign or ZipLogix Digital Ink signatures), or signatures transmitted by electronic mail in so-called "PDF" format or by fax shall be legal and binding and shall have the same full force and effect as if an original of this Agreement had been delivered.

[Remainder of Page Intentionally Blank – Signature Page Follows]

ATTACHMENT 3

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as set forth below.

APPROVED:

**SONOMA COUNTY AGRICULTURAL
PRESERVATION AND OPEN SPACE
DISTRICT**

Misti Arias, General Manager

Date:  _____ 

APPROVED:

MARK WEST AREA COMMUNITY FUND

Brad Sherwood, President

(The above signatory hereby warrants and represents
he/she is authorized to execute this document on
behalf of Grantee)

Date:  _____ 

Exhibits

- A. Legal Description of Property
- B. Form of Work Plan
- C. Insurance Requirements
- D. Form of Reimbursement Claim
- E. Form of Performance Report
- F. Form of Final Performance Report

ATTACHMENT 3**Exhibit A
Property Legal Description**

For APN/Parcel ID{s}: 058-071-015-000

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA IN COUNTY OF SONOMA, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

BEING A PORTION OF THE LANDS OF ABBIE J. LAUGHLIN AS RECORDED IN 368 OF DEEDS PAGE 332, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND $\frac{3}{4}$ INCH IRON PIPE MARKED CSSC FROM WHICH ENGINEER'S STATION 532+89.98 "M" LINE AS SHOWN ON THE PLANS ENTITLED "FEDERAL AID SECONDARY PROJECT NO. S-786 {6} EAST FULTON ROAD AND MARK WEST SPRINGS ROAD," A COPY OF WHICH IS ON FILE IN THE OFFICE OF THE SONOMA COUNTY SURVEYOR, BEARS SOUTH 55° 52' 30" WEST, 53.00 FEET; THENCE FROM SAID POINT OF COMMENCEMENT NORTH 34° 07' 30" WEST, 4.30 FEET TO A $\frac{3}{4}$ " IRON PIPE MARKING THE POINT OF BEGINNING OF THE PARCEL HEREIN DESCRIBED; THENCE NORTH 46° 06' 00" EAST, 370.89 FEET TO A $\frac{3}{4}$ INCH IRON PIPE; THENCE NORTH 43° 54' 00" WEST, 183.07 FEET TO THE COMMON BOUNDARY WITH THE LANDS OF BETTINI AS DESCRIBED IN 1813 OF OFFICIAL RECORDS, PAGE 898, AND MARKED BY A $\frac{3}{4}$ INCH IRON PIPE; THENCE SOUTH 21° 38' 00" WEST, 127.07 FEET TO A FOUND $\frac{1}{2}$ INCH IRON PIPE ON THE WESTERLY LINE OF LAUGHLIN; THENCE CONTINUING ALONG THE WESTERLY LINE OF LAUGHLIN SOUTH 21° 38' 00" WEST, 77.00 FEET TO A FOUND $\frac{1}{2}$ INCH IRON PIPE AND THE COMMON BOUNDARY BETWEEN THE LANDS OF LAUGHLIN AND THE LANDS OF RICO AND MARY VENTURI AS DESCRIBED IN 749 OF OFFICIAL RECORDS, PAGE 364; THENCE CONTINUING ALONG THE AFORESAID COMMON BOUNDARY SOUTH 46° 06' 00" WEST, 168.16 FEET TO A $\frac{3}{4}$ INCH IRON PIPE IN THE EASTERLY LINE OF THE RIGHT OF WAY OF OLD REDWOOD HIGHWAY NORTH, AS SHOWN ON THE AFORESAID PLANS WHICH ARE ON FILE IN THE OFFICE OF THE SONOMA COUNTY SURVEYOR; THENCE SOUTH 34° 07' 30" EAST, AND ALONG THE AFORESAID RIGHT OF WAY LINE, 100.00 FEET TO THE POINT OF BEGINNING.

BASIS OF BEARINGS: EASTERLY RIGHT OF WAY LINE OF OLD REDWOOD HIGHWAY NORTH AS SHOWN ON THE PLANS ENTITLED "FEDERAL AID SECONDARY PROJECT NO. S-786 {6}" A COPY OF WHICH IS ON FILE IN THE OFFICE OF THE SONOMA COUNTY SURVEYOR.

ATTACHMENT 3

Exhibit B

[PROJECT TITLE] WORK PLAN*For the Sonoma County Agricultural Preservation and Open Space District*

Applicant Organization and Project Manager Contact Information:

Location/Address:

Assessor's Parcel Number:

District Matching Grant Funding: \$

Matching Funds (as stated in the MGA): \$

Estimated Total Project Cost: \$

PROJECT DESCRIPTION *(This description should match the project summary that was included in the matching grant agreement)***SCOPE OF WORK:** Please describe what **District grant and Grantee Match funding will accomplish.**
(Include specific information about project tasks, milestones, and anticipated outcomes using the following general task titles. Add sub-tasks as needed to describe in detail the work to be completed.)

- **Task 1:** Project Administration
- **Task 2:** Planning, Design, Environmental Compliance and Permitting
 - 2.1 Planning
 - 2.2 Design
 - 2.3 Environmental Compliance
 - 2.4 Permitting
- **Task 3:** Project Implementation/Construction *(provide detailed sub-tasks for each step of the construction component (i.e. 3.1 site preparation, 3.2 trail construction, 3.3 native plant restoration))*
- **Task 4:** Post project performance
- **Task 5:** Operations and Maintenance *(not eligible for grant \$, not to exceed 50% of total match)*

PROJECT SCHEDULE *(using the table below include anticipated dates of completion for the following project milestones; include any other milestones important to project implementation)*

- ✓ Finalize project plans
- ✓ Obtain necessary permits and CEQA compliance
- ✓ Send request for bids for construction
- ✓ Begin construction

[Project Name] Workplan
 Ag+Open Space Matching Grant Program

[DATE]

ATTACHMENT 3

- ✓ Complete construction
- ✓ Installation of signage
- ✓ Property implementation complete and property opens to the public: *(can be no more than five years from the date project was accepted into the matching grant program)*
- ✓ District funds and match fully expended: *(can be no more than five years from the date project was accepted into the matching grant program)*
- ✓ Final Performance Report submitted to the District: *(due date will be specified in the matching grant agreement)*

Using the tasks/sub-tasks in number 1 above, provide a brief narrative of the project schedule and fill out the table below with additional details.

TASK/SUB-TASK	DELIVERABLES	START DATE	END DATE
Task 1: Project Administration			
Task 2: Planning, Design, Environmental Compliance and Permitting			
Task 3: Project Implementation/Construction			
Task 4: Post project performance/Operations & Maintenance			

PROJECT BUDGET

As shown in the line-item Project Budget below, the {Applicant} will match the District's contribution of \$__ with \$_____ *[as identified in the matching grant agreement]* from all match sources.

[Project Name] Workplan
Ag+ Open Space Matching Grant Program

[DATE]

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Item/Task	District Grant		Match A (List Source)			Match B (List Source)			TOTAL
	Amount	% of Total	Amount	Status ⁴	% of Total	Amount	Status ⁴	% of Total	
Task 1. Project Administration ¹									
Task 2. DESIGN: Planning, Design, Environmental Compliance, Permitting ²									
Task 3. Project Implementation/Construction									
Task 4. Post Project Performance ³									
Total Project	\$0		\$0			\$	-		

Expand Line Item Budget with sub-tasks and additional detail as needed

¹ & ² Task 1 Project Administration + Task 2 Design can not exceed 25% of total Grant Funds or Match

³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

⁴ Identify Match Status as "secured" or "anticipated by XX/XX/XX" (date).

*See MGP Eligible Project Activities

[Project Name] Workplan

Ag +Open Space Matching Grant Program

[DATE]

ATTACHMENT 3

Exhibit C
Insurance Requirements

Section I – Insurance to be Maintained by [insert name of recipient]

[insert name of recipient] shall maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. The insurance shall be maintained for [insert time period] after all funds have been disbursed.

1. Workers Compensation and Employers Liability Insurance

- a. Required if [insert name of recipient] has employees.
- b. Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers' Liability with limits of 1,000,000 per Accident; 1,000,000 Disease per employee; 1,000,000 Disease per policy.
- d. Required Evidence of Coverage:
 - i. Certificate of Insurance

If Recipient currently has no employees, Recipient agrees to obtain the above-specified Workers' Compensation and Employers' Liability insurance should any employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than ISO form CG 00 01.
- b. Minimum Limits: 1,000,000 per Occurrence; 2,000,000 General Aggregate; 2,000,000 Products/Completed Operations Aggregate.
- c. [insert name of recipient] shall disclose any deductible or self-insured retention in excess of \$25,000 and such deductible or self-insured retention must be approved in advance by County. Recipient is responsible for any deductible or self-insured retention.
- d. [insert exact name of additional insured] shall be additional insureds for liability arising out of [insert name of recipient]'s ongoing operations. (ISO endorsement CG 20 26 or equivalent).
- e. The insurance provided to County, et al. as additional insureds shall apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained them.
- f. The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the "f" definition of insured contract in ISO form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between County and [insert name of recipient] and include a "separation of insureds" or "severability" clause which treats each insured separately.
- h. Required Evidence of Coverage:
 - i. Copy of the additional insured endorsement or policy language granting additional insured status; and
 - ii. Certificate of Insurance.

ATTACHMENT 3

3. Automobile Liability Insurance

- a. Minimum Limits: \$1,000,000 combined single limit per accident.
- b. Coverage shall apply to all owned vehicles if recipient owns vehicles.
- c. Coverage shall apply to hired and non-owned vehicles.
- d. Required Evidence of Coverage:
 - i. Certificate of Insurance.

4. Professional Liability Insurance *(Only required of recipients whose normal operations include professional services.)*

- a. Minimum Limit: \$1,000,000.
- b. Any deductible or self-insured retention in excess of \$25,000 shall be disclosed.
- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- d. Required Evidence of Coverage:
 - i. Certificate of Insurance.

5. Standards for Insurance Companies

Insurers shall have an A.M. Best's rating of at least A:VII.

6. Documentation

- a. The Certificate of Insurance must include the following reference: insert project name.
- b. All required Evidence of Coverage shall be submitted prior to the execution of this Agreement. insert name of recipient agrees to maintain current Evidence of Coverage on file with County for the required period of insurance.
- c. The name and address for Additional Insured endorsements and Certificates of Insurance is: insert exact name and address.
- d. Required Evidence of Coverage shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
- e. insert name of recipient shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- f. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

7. Policy Obligations

insert name of recipient's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

Section II – Insurance to be Maintained by insert name of recipient's contractors and/or consultants)

ATTACHMENT 3

Exhibit D
Form of Reimbursement Claim

LINE ITEM INVOICE		Reimbursement Claim for Matching Grant Funding				
Organization Name		Sonoma County Agricultural Preservation and Open Space District				
Date of Invoice						
Date Range of Expenses						
Item/Task	Budgeted Amount	Total Complete to Date	Prior Paid to Date	This Invoice Request	% of Total Complete to Date	Total Complete to Date
				-		
				-		
				-		
				-		
				-		
Total Project	\$ -	\$ -	\$ -	\$ -		\$ -
Expand Line Item Invoice with additional Items/Tasks if needed.						
For any personnel costs, please provide a separate line for salary (one line) and for benefits (another line). Also provide the job title of the staff member, their hourly wage, and the number of hours spent on the task.						
Brief Narrative of Tasks Performed During the Invoice Period:						
Attach copies of receipts.						
Invoice certification:						
Approving Signature	Name and Title of Approving Signature			Date		
Note: If this is a final invoice, please mark it as "FINAL".						

ATTACHMENT 3

**EXHIBIT E.
Form of Performance Report****[PROJECT TITLE] PERFORMANCE REPORT****PERFORMANCE REPORT #****REPORTING PERIOD:****Task 1: Project Administration***Please provide the following information for each task:*

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 2: Planning, Design, Environmental Compliance and Permitting*Please provide the following information for each task:*

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 3: Project Implementation/Construction*Please provide the following information for each task:*

ATTACHMENT 3

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 4: Operations and Maintenance.

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

ATTACHMENT 3

EXHIBIT F
Form of Final Performance Report

[PROJECT TITLE]

COMMUNITY SPACES
MATCHING GRANT PROGRAM
FINAL PERFORMANCE REPORT

PERFORMANCE REPORT # _____

REPORTING PERIOD: _____

Task 1: Project Administration*Please provide the following information for each task:*

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *In Final Work Plan on Pg. 3., Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 2: Planning, Design, Environmental Compliance and Permitting*Please provide the following information for each task:*

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *In Final Work Plan on Pg. 3 Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

ATTACHMENT 3

Task 3: Project Implementation/Construction

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *In Final Work Plan on Pg. 3, Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

Task 4: Operations and Maintenance.

Please provide the following information for each task:

- *Narrative description of the work completed during the reporting period and the status of the task as described in the Work Plan. Please make sure to provide specific information to support any expenditure of grant and match funds. Identify any progress or completion of milestones.*
- *Description of any challenges and/or opportunities encountered and how they will be addressed, including any changes to the anticipated schedule as described in the Work Plan.*
- *Approximate percentage of work completed*
- *In Final Work Plan on Pg. 3, Percentage of match and grant expended to date (calculated separately) to support reimbursement claims and/or match documentation*

ATTACHMENT 3

FINAL WORK PLAN

PROJECT TIMELINE

PROJECT COST

Activity 1														
Project Administration ¹					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL		
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE	AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH		
1.1	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0		
							Match B.	\$ 0	Choose status	Enter date.	%			
							Match C.	\$ 0	Choose status	Enter date.	%			
1.2	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0		
							Match B.	\$ 0	Choose status	Enter date.	%			
							Match C.	\$ 0	Choose status	Enter date.	%			
1.3	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0		
							Match B.	\$ 0	Choose status	Enter date.	%			
							Match C.	\$ 0	Choose status	Enter date.	%			
SUBTOTAL					\$ 0	0%		\$ 0			0%	\$ 0		

NOTES:

- ¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 25% of total Grant Funds, 25% of total Match Funds
- ² Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
- ³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

ATTACHMENT 3

Activity 2					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
Planning, Design, Environmental Compliance & Permitting ¹												AG + OPEN SPACE FUNDS + MATCH
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE	AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	
2.1	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
2.2	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
2.3	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
SUBTOTAL					\$ 0	0%		\$ 0		0%		\$ 0

NOTES:

- ¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% of total Match Funds
- ² Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
- ³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

ATTACHMENT 3

Activity 3					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
Project Implementation/ Construction/ Acquisition												
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE	AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH
3.1	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
3.2	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
3.3	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
					0	0						0
SUBTOTAL					\$ 0	0%						\$ 0

NOTES:

- ¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% of total Match Funds
- ² Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
- ³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Fund

ATTACHMENT 3

IMPROVEMENT

ACTIVITY 4					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
Operation & Maintenance ³												AG + OPEN SPACE FUNDS + MATCH
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE	AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	
4.1	NA	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
4.2	NA	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
4.3	NA	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status	Enter date.	%	
							Match C.	\$ 0	Choose status	Enter date.	%	
TOTAL					\$ 0	0%		\$ 0			0%	\$ 0
SUBTOTAL					\$ 0	0%		\$ 0			0%	\$ 0

NOTES:

- 1 Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting combined cannot exceed 50% of total Grant Funds, 25% of total Match Funds
- 2 Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
- 3 Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

[PROJECT NAME]

Matching Grant Progress Report #

ATTACHMENT 4

ATTACHMENT 4

			Agricultural Lands Community Identity Healthy Communities Water Wildlands Initiating Project Due Diligence Project Structure CE Negotiations Appraisal Process FOC BOD Escrow/ Closing Implementation + Tracking Match														
Matching Grant Project Name	Acreage (approx)	Sup. District	Vital Lands Initiative Goals			Step 2				Step 3			Step 4	Step 5	Status	Comments	
A Place to Play	87	5								N/A			N/A		Initiating Project	Drafting MGA and CE.	
AmeriCorps Trail	12	5													Negotiating CE	Implementation - CE and Rec Covenant will be recorded following trail construction. Grantee beginning construction.	
Badger Park	20	4													Initiating Project	MGA in negotiation. CE, RC are being reviewed by City.	
Bodega Bay Trail	178	5													Initiating Project	Letter of Intent submitted for Regional Parks Review. Matching Grant Agreement drafting pending review	
Colgan Creek Phase 4 MG	4	3													Negotiating CE	Waiting for City response to legal documents review.	
Colgan Creek Phase 5	4	3													Initiating Project	Pending closure of Colgan Creek Phase 4 MGA.	
Crane Creek Regional Trail	75	1													Negotiating CE	Negotiating CE and Rec Covenant; meeting to align around	
Denman Reach	2	2													Negotiating CE	City review of DRAFT MGA and CE.	
Geyserville Community Plaza	1	4								+					Negotiating CE	Grantee reviewing MGA, CE, RC	
Graton Town Square	0.6	5											+		Escrow/Closing	BOD approved Sept 22. Close end of Oct prior to new tax	
Guerneville River Park Phase 2	3	5						+							Initiating Project	Reviewing Park Improvements, due dilligence/title review.	
Helen Putnam Regional Park Extension	21.5	2								N/A				+	Completed Project	escrow closed.	
Laura Fish Somersal Park	36	4													Initiating Project	MGA in negotiation. CE is being reviewed internally.	
Los Guilicos Master Gardeners' Demonstration Garden	4.5	1													Initiating Project	Pending direction from Public Infrastructure	
Mark West Area Community Park Ph 2	1	4								N/A	N/A	+			Escrow/Closing	All legal documents signed by grantee. BOD date 10/21/25.	
Maxwell Farms	79	1								N/A	N/A				Negotiating CE	RP reviewing MGA. Drafting CE.	
Occidental Community Plaza	0.7	5													Initiating Project	Pending direction from Public Infrastructure	
Petaluma Bounty Community Farm	3	2													Initiating Project	LOI in development.	
Petaluma River Park	20	2													Initiating Project	Letter of Intent signed. Legal agreements in development.	
Roseland Creek Community Park - Phase 1c	3	3													Negotiating CE	Negotiating CE, Rec Covenant.	
Russian River Community Park	3.8	5													Initiating Project	Initiating project.	
Sonoma Schellville Trail	21	1													Initiating Project	Letter of Intent under Regional Parks review. MGA drafting and	
Steamer Landing Park Development (McNear Peninsula)	27**	2							+						Negotiating CE	MGA shared , CE and Recreation Covenant amendment in development. CE and RC will cover McNear as well as Steamer	
Tierra de Rosas Plaza	1	3													Initiating Project	LOI executed. MGA and conserving documents in development.	
Tom Schopflin Fields Phase 2	21	4													Negotiating CE	Grantee reviewing MGA and RC.	
Total Acres	602.1																

* District approved a 2-year extension

** Restoration/Development Project on previous acquisition.

*** District approved 5-year extension (MGP 2 year, fire 3 year)

+ indicates change in phase since last update (October 2023)

ATTACHMENT 4

					Project Evaluation Initiating Project Due Diligence Project Structure CE Negotiations + Transfer Agreement Appraisal Process FOC BOD Escrow/Closing									
Transfer Project Name	Acreage (approx)	Sup. District	Transaction Type	Vital Lands Goals	Step 1	Step 2				Step 3			Step 4	Comments
Haroutunian North	16	4	Resale	Community Identity, Healthy Community, Wildlands									+	escrow phase
Chanslor Ranch (Transfer)	378	5	Transfer	Healthy Communities, Community Identity, Water, Wildlands						n/a				Closed on fee purchase, negotiating transfer and CE.
Young-Armos	56	5	Transfer/Sale	Healthy Communities, Water										Initiating project
Total Acres	450													