



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 6/6/2017

Agenda Placement: 6U

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** David Morrison - Director  
Planning, Building and Environmental Services

**REPORT BY:** Jason Hade, Planner III - (707) 259-8757

**SUBJECT:** Approval of a Second Amendment to a Professional Services Agreement with Ascent Environmental Inc. for Additional Work for the Climate Action Plan

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### **RECOMMENDATION**

Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 8385 with Ascent Environmental, Inc. increasing the amount by \$29,000 for a new maximum of \$153,740, extending the term through June 30, 2018 and revising the scope of work to include additional analysis and revisions for the preparation of the Climate Action Plan that were not originally anticipated.

### **EXECUTIVE SUMMARY**

On July 14, 2015, the Board of Supervisors approved a Professional Services Agreement (PSA) with Ascent Environmental, Inc. for the purpose of assisting the County in preparing a Climate Action Plan (CAP). An amendment to the PSA was approved by the Board of Supervisors on October 4, 2016 which increased the contract amount from \$99,890 to \$124,740, for an expanded scope of work that included supplemental analysis not anticipated with the initial scope of work. Additional tasks included a third round of revisions to the greenhouse gas emission inventory technical memorandum, a third round of revisions to the gap analysis technical memorandum, and updating the Administrative Draft CAP to reflect consistency with the changes to these two technical memorandums.

This second amendment to the PSA would make three changes: (1) authorize approximately \$29,000 for an expanded scope of work that includes additional tasks necessary to complete the CAP; and (2) extend the term through June 30, 2018. Additional work includes: additional research and analysis regarding methane emissions and capture systems at existing landfill facilities; preparing a response to comments document, ongoing assistance to staff in responding to questions and inquiries from the public, and preparation for future Planning Commission and Board of Supervisors hearing based upon the expanded response to comments effort and

nature of concerns raised in public comments. These supplemental tasks were not anticipated at the time of approval of the initial scope of work or PSA amendment No. 1. This amendment includes a corresponding increase in the total contract amount, from \$124,740 to \$153,740.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	This amendment to the PSA can be accommodated through the existing budget process and would be paid for by the General Plan fee.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the recommended action will enable staff to complete the CAP as directed by the Board of Supervisors and Planning Commission at the special meeting of March 10, 2015.
Is the general fund affected?	No
Future fiscal impact:	Implementation of the CAP would extend into future fiscal years.
Consequences if not approved:	If this amendment to the PSA is not approved, staff would be unable to complete the CAP as presently scoped.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable. As a project under CEQA, environmental review of the CAP will be conducted prior to adoption.

### **BACKGROUND AND DISCUSSION**

Among the actions required in the General Plan is the preparation of a Climate Action Plan (CAP). The Planning Department started work on the document in 2011. In early 2012, a proposed CAP was recommended for adoption by the Planning Commission and subsequently considered by the Board of Supervisors. However, the CAP was not adopted and was instead referred back to staff for additional revisions. Among other things, the Board requested that the CAP be revised to better address transportation emissions, and to credit past accomplishments and voluntary efforts. The Board also directed that the Planning Commission consider "best practices" when reviewing projects until a revised CAP can be prepared and adopted.

In mid-2015, the CAP process was restarted. Over the past two years, staff and Ascent Environmental Inc. have held four public workshops concerning the CAP, including one before the Watershed Information and Conservation Council (WICC). A Draft CAP was prepared and released for a 43-day public review and comment period beginning on January 26, 2017. Forty-five public comment letters were received during the public comment period. Revisions have been made to the Draft CAP as a result of some of these comments. A Master Response document has been prepared to address the remaining comments. Staff anticipates a final CAP being reviewed

by the Planning Commission in summer of 2017 followed by final consideration for adoption by the Board of Supervisors in autumn of 2017.

On July 14, 2015, the Board of Supervisors approved a Professional Services Agreement (PSA) with Ascent Environmental, Inc. for the purpose of assisting the County in preparing a CAP. Since the approval of the PSA, staff and the consultant team have identified additional analysis and tasks necessary to complete the CAP. Additional work includes drafting a master response document to address all comments received during the Draft CAP public review period, ongoing assistance to staff in addressing inquiries from the public, and preparation for future Planning Commission and Board of Supervisors hearing based upon the detailed response to comments effort and nature of concerns raised in public comments. These supplemental tasks were not anticipated at the time of approval of the initial scope of work or Amendment No. 1. This second amendment would revise the scope of work to include these components and would provide Ascent Environmental Inc. the additional funding necessary to perform the supplemental analysis and to assist staff in completing the preparation of the CAP. It would also extend the term of the PSA to June 30, 2018.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi