



# COUNTY of VENTURA

Agriculture/Weights & Measures

Agricultural Commissioner/Sealer

Edmund E. Williams

Chief Deputy

Korinne M. Bell

June 27, 2023

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, California

**SUBJECT:** Ratification of an Amendment to the Contract with Cultivate LLC for Sustainable Agricultural Land Conservation Strategy Development  
Reallocating Not-To-Exceed Fee Amounts Between Tasks.

## **RECOMMENDATION**

It is recommended that your Board:

Ratify the Contract Amendment, attached hereto as "Exhibit 1," amending the contract with Cultivate LLC for Sustainable Agricultural Land Conservation Strategy Development by reallocating not-to-exceed amounts between tasks.

## **FISCAL MANDATES/IMPACTS**

There are no financial mandates/impacts associated with this request.

## **REASON FOR RATIFICATION**

The Contract Amendment does not increase the overall cost of the contract previously approved by your Board. It was executed to avoid potential delay in completing the contract.

## **DISCUSSION**

In March 2021, the County was awarded a grant by the California Department of Conservation under the Sustainable Agricultural Lands Conservation ("SALC") Program, which included up to \$250,000 in funding for a contract with a consultant to perform public outreach, an economic analysis and risk assessment of Ventura County agriculture, and develop programs, policies, and strategies to conserve agricultural lands in Ventura County. On December 14, 2021, item no. 14, your Board approved a contract with Cultivate LLC for that work. On March 28, 2023, item no. 12, your Board approved an amendment to the contract reallocating \$2,450 from the total not-to-exceed (NTE) amount for reimbursable expenses to the total NTE amount for fees.

The contract also sets NTE amounts for each task under the contract. The Contract Amendment reallocates unused NTE amounts from tasks that have been completed to

the last task outstanding, as show below:

	Task #1	Task #2	Task #3	Task #4	Task #5	Task #6	Task #7
Paid to Date	\$41,992.00	\$35,486.72	\$39,991.28	\$51,673.66	\$22,820.68	\$23,915.00	\$29,514.61
Current NTE	\$42,000.00	\$35,500.00	\$40,000.00	\$52,000.00	\$24,000.00	\$24,000.00	\$32,500.00
Residual	\$8.00	\$13.28	\$8.72	\$326.34	\$1,179.32	\$85.00	\$2,985.39
Change	-\$8.00	-\$13.28	-\$8.72	-\$326.34	-\$1,179.32	No Change	\$1,535.66
New NTE	\$41,992.00	\$35,486.72	\$39,991.28	\$51,673.66	\$22,820.68	No Change	\$34,035.66

I am respectfully requesting that your Board ratify the Contract Amendment, which I recently executed.

This Board letter has been reviewed by the County Executive Office, Auditor-Controller's Office, and County Counsel. If you have any questions regarding this item, please contact me at (805) 388-4343, extension 2.

Sincerely,



Edmund E. Williams  
Agricultural Commissioner

Exhibit 1 – Contract Amendment



# COUNTY of VENTURA

## Agriculture/Weights & Measures

Edmund E. Williams  
Agricultural Commissioner/Sealer

Korinne Bell  
Chief Deputy Commissioner

To the Department of Conservation,

Please accept this request to adjust the Task budgets for the Ventura County SALC Planning Grant (Agreement Number 3020-909). In brief, the modification would reallocate residual funds from the completed Tasks 1-6 to Task 7. The specific amounts to be changed for each Task are as follows:

	Task #1	Task #2	Task #3	Task #4	Task #5	Task #6	Task #7	Total
Reimbursed to Date	\$41,992.00	\$35,486.72	\$39,991.28	\$51,673.66	\$22,820.68	\$23,915.00	\$29,514.61	\$245,393.95
Allocated Total	<b>\$42,000.00</b>	<b>\$35,500.00</b>	<b>\$40,000.00</b>	<b>\$52,000.00</b>	<b>\$24,000.00</b>	<b>\$24,000.00</b>	<b>\$32,500.00</b>	<b>\$250,000.00</b>
Remaining Funds	<b>\$8.00</b>	<b>\$13.28</b>	<b>\$8.72</b>	<b>\$326.34</b>	<b>\$1,179.32</b>	<b>\$85.00</b>	<b>\$2,985.39</b>	<b>\$4,606.05</b>
Net Change	(\$8.00)	(\$13.28)	(\$8.72)	(\$326.34)	(\$1,179.32)	No Change	\$1,535.66	No Change
Percent change	-0.02%	-0.04%	-0.02%	-0.63%	-4.91%	No Change	9.19%	No Change
New NTE	\$41,992.00	\$35,486.72	\$39,991.28	\$51,673.66	\$22,820.68	<b>\$24,000.00</b>	\$34,035.66	No Change

As shown, neither the percent change to any individual task nor sum of subtractions from Tasks 1-6/ addition to Task 7 exceeds 20%. As well, no change is requested to the total grant amount, merely a re-allocation from existing requested funds from completed Tasks to the last pending Task.

Sincerely,

Edmund Williams

Agricultural Commissioner/Sealer  
Ventura County Department of Agriculture/Weights & Measures