



UNIVERSITY of CALIFORNIA COOPERATIVE EXTENSION
Agriculture & Natural Resources



COOPERATIVE EXTENSION • EL DORADO COUNTY

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November 3, 2006

Board of Supervisors
330 Fair Lane
Placerville, CA 95667

Dear Board Members:

Title: Memorandum of Understanding between El Dorado County and the Regents of the University of California

Recommendation: University of California Cooperative Extension (UCCE) recommending Chairman be authorized to sign a Memorandum of Understanding (MOU) with the Regents of the University of California in the amount of \$33,000 for the period of October 1, 2006 to December 31, 2007 for the development of educational materials and programs for agricultural and environmental literacy.

Reason for Recommendation: The Department is recommending the Board approve an MOU with the Regents of the University of California identifying the mutual interest in improving agricultural and environmental literacy of El Dorado County residents. The University shall employ a Program Representative II to develop educational materials and develop and implement educational programs to achieve this goal. The County will provide funding to the University for the salary and benefits of a 0.50 Program Representative II. The MOU also includes the activities specifically stated in Exhibit C (in relation to the provision of Title III Funds) on behalf of the University and the County.

The approved UCCE budget for FY 2006-2007 includes \$30,000 in County contributions to fund the salary and benefits for the University's Program Representative II position and \$3,000 in Title III contract funding (Title III funding approved March 21, 2006).

The MOU is retroactive to October 1, 2006 due to delays at the University of California Office of General Council and the Office of Grants and Contracts.

Fiscal Impact:

Funding for the MOU is available in the Department's FY 2006-07 budget.

Action to be Taken Following Approval:

Upon execution of this MOU, payment of \$33, 000 shall be made from the County to the University within 30 days of submission of invoice.

Sincerely,


William E. Frost

UCCE County Director



Serving El Dorado County Since 1917

University of California, El Dorado County and United States Department of Agriculture Cooperating

FILE COPY

Agreement No.

AGREEMENT BETWEEN
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
AND
EL DORADO COUNTY

THIS AGREEMENT, is entered into this _____, 2006 by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA on behalf of its Division of Agriculture and Natural Resources, North Coast and Mountain Region (hereinafter called "University"), and EL DORADO COUNTY, State of California, (hereinafter called "County").

Whereas the County and the University have a mutual interest in improving agricultural and environmental literacy of El Dorado County residents, and wish to have an employee develop educational materials and develop and implement educational programs to achieve this goal, the University shall employ a Program Representative II to conduct these tasks and to conduct the activities specifically stated in Exhibit C (in relation to the provision of Title III funds) on behalf of the University and the County

Therefore the parties agree that:

ARTICLE I – ALLOWABLE COST AND PAYMENT

- A. County agrees to pay University Thirty Thousand Dollars (30,000.00) to be used for salary and benefits for a program representative to work on agriculture and environmental literacy programs as more specifically described in the Exhibit A attached hereto and made a part hereof.
- B. In addition, County agrees to pay the University during the period from October 1, 2006 through June 30, 2007, an amount not to exceed Three Thousand Dollars (3,000.00) to pay for the same program representative to work on projects listed in Exhibit C (County Title III funding -approved proposal in Exhibit C).
- C. Upon execution of this agreement payment shall be made to the University within 30 days of submission of invoices to: Laura Gill, CAO, El Dorado County 330 Fair Lane, Placerville, CA 95667

ARTICLE II – GENERAL PROVISIONS

- A. The County officer/employee responsible for administering the contract is: Chief Administrative Officer or his/her designee.

- B. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- C. It is hereby agreed by and between the parties hereto that this agreement will commence October 1, 2006 and will continue through June 30, 2007.

ARTICLE III – INDEMNIFICATION


THE REGENTS OF THE UNIVERSITY OF CALIFORNIA shall defend, indemnify and hold the COUNTY OF EL DORADO, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, its officers, agents or employees.

THE COUNTY OF EL DORADO shall defend, indemnify, and hold THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of THE COUNTY OF EL DORADO, its officers, agents or employees.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

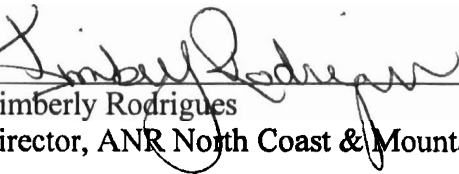
EL DORADO COUNTY

BY 
Richard B. Standiford
Associate Vice President, ANR


BY _____
James R. Sweeney
Chairman, Board of Supervisors

DATE 10/9/2006

DATE _____

BY 
Kimberly Rodrigues
Director, ANR North Coast & Mountain Region

DATE 10-11-2006

BY 
William E. Frost
Director, UCCE El Dorado County

DATE 10-12-06

Federal Taxpayer ID No: _____

EXHIBIT A
to
AGREEMENT BETWEEN
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
and
EL DORADO COUNTY

.50 FTE Program Representative
Agricultural and Environmental Literacy

Main purpose: Develop projects, programs and activities that will increase the agricultural and environmental literacy of residents of El Dorado County.

ESSENTIAL TASKS

50% Program Development and Operations:

Develop projects, programs and activities and organize resource materials related to agricultural and environmental literacy. Maintain a close working relationship with other entities involved in agricultural and environmental literacy educational efforts, partnering with these entities to develop and conduct educational programs. Conduct periodic needs assessment to determine appropriate clientele groups for program delivery and informational needs. Serve as a liaison with other UCCE programs and the community to develop and enhance agricultural and environmental literacy.

Affirmative Action:

Develop a program that is readily available and accessible to under-represented communities. Understand and support the University of California, UC Cooperative Extension and El Dorado County policies regarding affirmative action.

SUPERVISION

This position will work under the direct supervision of the County Director for UC Cooperative Extension within El Dorado County, in consultation with the Farm Advisor – Pomology, Horticulture & Specialty Crops. The County Director for UC Cooperative Extension is a University employee, with County Department Head responsibilities as described in the MOU between the County and the University (MOU approved 4-3-01).

EXHIBIT B
to
AGREEMENT BETWEEN
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
and
EL DORADO COUNTY

UCCE – El Dorado County Program Representative II

Salary	October 1, 2006 through December 31, 2007	\$19,140
Benefits	October 1, 2006 through December 31, 2007	10,860
Total		\$30,000

EXHIBIT C
to
AGREEMENT BETWEEN
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
and
EL DORADO COUNTY

C. Organization Information:

University of California Cooperative Extension – El Dorado County (UCCE) conducts programs and activities in the following areas: Natural Resources - including workshops, site visits, agricultural land use planning, coordination of the El Dorado County Invasive Weed Management Group, watershed-wide water quality issues and research; Farm and Viticulture – including field calls, pest management, ranch marketing, water quality, educational workshops and research; Youth Development - including El Dorado County Youth Commission, 4-H Program, El Dorado County Ag Day and local school garden assistance. UCCE also coordinates and advises the local Master Gardener and Master Food Preserver programs.

Accomplishments: Recent UCCE Natural Resource Program workshops conducted for the general public include Forest Stewardship, Invasive Weed Management, Pond Management, Sudden Oak Death, Farm and Ranch Water Quality Short-Courses and Woody Biomass. The workshops were attended by over 750 people. UCCE has also responded to over 70,000 inquires regarding Natural Resource issues over the past five years.

Organizational type: University

D. Executive Summary:

The educational mission and experience of UCCE is a perfect match in providing educational programs for homeowners in fire-sensitive ecosystems to increase protection of people and property from wildfires, as authorized by Title III. Our network of University of California (UC) Advisors and Specialists, in addition to the expertise of local agencies representatives and partners, will be utilized to provide information regarding methods in home siting, construction, landscaping and maintenance to increase protection from wildfires. Projects proposed include:

- Publish and distribute a fire resistant landscaping plant guide for homeowners to assist them in choosing plants suited for their area to increase protection of their homes from wildfire. Photos and descriptions of both native and non-native species will be featured in the color publication.
- Develop and conduct five county-wide workshops to educate home and land owners regarding techniques to protect homes, landscapes and property from damage caused by wildfire. Target audiences and topics include: homeowners and small landowners

(topics: maintaining defensible space, utilizing fire-resistant landscaping plants, fire behavior, reducing fuel loads, managing vegetation and retrofitting homes with safer building materials); those involved in new construction in El Dorado County (topics: fire behavior, siting of structures on a property, landscaping and choosing building materials); landowners working to manage vegetation around homes and on small acreages after the completion of fuels reductions projects; and landowners working to control Scotch broom, a highly flammable and invasive plant, on their property.

The outcomes of these educational efforts will be documented by the actions of participating landowners in utilizing the tools presented to increase protection of their homes and property from wildfires. The success will be documented by questionnaires and surveys sent to the participants at the conclusion of the educational work.

E. Project Purpose:

1. Goals and Objectives:

Goal: Educate home and landowners to increase the protection of people and property from wildfires.

Objective: Publish and disseminate a fire resistant landscaping plant guide for homeowners.

- Provide color photos and descriptions of **fire resistant landscaping plants**, including native and non-native species. Descriptions will include plant growth zone information so that the publication is useful for residents throughout western El Dorado County. The 8 ½" X 11" color format will allow users to easily identify plants and provide ready access when planning landscaping and planting projects.
- Educate landowners regarding the importance of **landscape maintenance and plant care** (spacing, pruning and watering) in protecting their home and property.
- Include information for homeowners regarding the importance of **site characteristics** such as slope, aspect, hardiness zone and precipitation in choosing plants.
- **Distribute the publication** at fairs and events in collaboration with local partners; at garden centers/nurseries and as educational workshop materials.

Objective: Provide county-wide workshops and demonstration areas to educate a variety of audiences regarding techniques to protect homes, landscapes and property from damage caused by wildfire.

- Develop and conduct two workshops at locations in western El Dorado County to educate **homeowners and small landowners** on the importance of maintaining defensible space, utilizing fire-resistant landscaping plants, fire behavior, reducing fuel loads, managing

vegetation and retrofitting homes with safer building materials. These workshops will include demonstrations of the combustibility of building materials.

- Develop and conduct one educational workshop **targeting new construction** in El Dorado County including fire behavior, siting of structures on a property, landscaping and choosing building materials to minimize damage caused by wildfires. The target audience includes county and city building inspectors, real estate agents, contractors, architects, landscapers and developers.
- Develop and conduct one workshop to highlight methods to **manage vegetation** around homes and on small acreages, especially after the completion of fuels reductions projects by private landowners. This workshop will also include a field trip to a local Fire Safe Council demonstration site to view on the ground vegetation management projects.
- Develop a demonstration site and conduct a workshop to educate landowners on how to **control Scotch broom**, a highly flammable and invasive plant, on their property.

The proposed publication is an on-going project of the UCCE as an extension of a fire resistant plant database prepared by Dr. John Shelly, UCCE Forest Products and Biomass Utilization Advisor. The workshops are new projects, adding an element to the UCCE mission to educate local residents on issues important to the conservation of natural resources in El Dorado County.

2. Timetable for Implementation and Measurement of Performance:

Publish Fire-Resistive Landscaping Plant Guide

Timeframe	Work to be Performed	Performance Measures
Jan. - Mar. 2006	Compile plant descriptions and photos	<u>Publication review</u> by UC Cooperative Advisors and Extension Specialists and EDC Fire Safe Council – Ray Griffith (native plants)
April – June 2006	Complete printing and begin planning distribution	
July – Sept. 2006	Distribute to homeowners via fairs, workshops, events and community Fire Safe Councils	Collect names and address of recipients, <u>number</u> of events attended and publications distributed
Oct. – Dec. 2006	Evaluate publication success	Mail a written survey to a sampling of recipients to <u>document action taken</u> as a result of receiving the information

Workshops

Timeframe	Work to be Performed	Performance Measures
Jan. - Mar. 2006	Coordinate dates, facilities, format and presenters for all workshops for 2006	Interview and <u>document</u> target audience <u>needs</u> in order to develop content
April – June 2006	Advertise and promote workshops via mail, events, press releases, fliers and news articles; conduct homeowner workshops	Survey participants to <u>document action taken</u> as a result of information received at the workshop
July – Sept. 2006	Secure and prepare demonstrations sites; conduct veg management and broom control workshops	Survey participants to <u>document action taken</u> as a result of information received at the workshop
Oct. – Dec. 2006	Conduct new construction workshops	Survey participants to <u>document action taken</u> as a result of information received at the workshop

3. Identification of Partners:

- a. These projects include presentations and materials from partners within the UC Cooperative Extension system including UC Specialists and Advisors: Steve Quarles - Wood Durability; Gary Nakamura – Forestry and John Shelly - Forest Products and Biomass Utilization. The El Dorado County Invasive Weed Management Group (see Section J. – list of partners) will collaborate as partners in presenting the Vegetation Management and Scotch Broom Control Workshops and in developing the demonstrations area.
- b. The partners will be contributing resources for the projects; see in-kind contributions listed in Section I. - Budget.
- c. Partner contribution amounts are detailed as in-kind contributions listed in Section I. - Budget.
- d. Other collaborators include the El Dorado County Fire Safe Council, Georgetown and El Dorado County Resource Conservation Districts (RCD), UC Master Gardeners, California Department of Forestry and Fire Protection, US Forest Service and community Fire Safe Councils.

4. Similar Programs/Projects - Our Organization:

UCCE has recently conducted effective workshops on topics including: Forest Stewardship (including fire behavior and fuels reduction), yellow starthistle control (conducted at a demonstration area), Scotch broom control and general invasive weed identification. UCCE has produced fire related publications including fire resistant plant lists for Cool, Traverse Creek, Grizzly Flat, Sierra Springs and Volcanoville, and the “Wildfire Educational Resource Packet”.

5. Similar Programs/Projects – Other Organizations:

The El Dorado County Fire Safe Council (EDFSC) and local community Fire Safe Councils conduct educational programs in El Dorado County. We will work closely with the Councils to ensure that efforts will not be duplicated, by targeting broad audiences from the entire county, utilizing workshop and “hands-on” demonstration-site educational formats. The production of the Fire-Resistant Landscaping Plant Guide will combine existing efforts by the El Dorado County Fire Safe Council (native plant lists currently posted on the EDFSC website), the Resource Conservation Districts and UCCE to make the color plant reference guide available for homeowners.

6. Qualifications of Staff and Volunteers:

Bill Frost – Dr. Frost has 20 years of experience in applied research and outreach programs in natural resources. He has successfully developed a large number of educational programs and local publications targeting issues such as fire safety, water quality, and oak woodland management.

Wendy West – Ms. West has conducted numerous successful educational programs in El Dorado County, primarily in the area of invasive weed management. She has recently developed and conducted workshops on forest management. She has provided leadership to the El Dorado County Invasive Weed Management Group since its inception, leading it to a position of prominence in the state.

UCCE – El Dorado County also has an administrative support staff with extensive experience in workshop organization, registration and logistics.

7. Long-term Funding Strategies:

If successful with this application, we will follow up with applications to the UC Renewable Resources Extension Act Program and the UC Agriculture and Natural Resources Core Issues Grants Program. We will also work proactively with the High

Sierra Resource Conservation and Development Council to identify and pursue additional funding opportunities.

8. Compliment of Existing Plans:

The project goals compliment the following goals of existing plans:

1) El Dorado County Wildfire Protection Plan

- Promote land and fire management practices that support wildfire mitigation measures while maintaining healthy native vegetation, wildlife, soil, water, and landscapes.
- Provide assistance to communities to help homeowners protect their homes from wildfire.
- Provide educational opportunities for communities and cooperating agencies.
- Help communities with planning and implementation of Fire Safe practices.

2) El Dorado County General Plan – Public Health, Safety and Noise Element

- Objective 6.2.5: Fire Prevention Education – Inform and educate homeowners regarding fire safety and prevention

F. Performance Measures:

See Section E.2. Tables - “Timetable for Implementation and Measurement of Performance” – last column “Performance Measures”.

G. Mission Statements:

El Dorado County office of the University of California Cooperative Extension:

We are committed to providing quality information and a variety of educational programs in the areas of agriculture, natural resources, horticulture, home economics and youth development based on local issues and needs to enrich the quality of life for all residents from the foothills to the mountains of El Dorado County.

UC Division of Agriculture and Natural Resources (of which UCCE is a part):

The Division of Agriculture and Natural Resources (ANR) is a statewide network of University of California researchers and educators dedicated to the creation, development and application of knowledge in agricultural, natural and human resources.

This proposal to provide countywide educational publications and workshops regarding fire prevention measures relates directly to our education mission and the directive of the Title III authorization.

H. Summary of Proposer's Firm:

University of California Cooperative Extension – El Dorado County was established in Placerville in 1917 and has continued in a research and educational capacity for the almost 90 years. UC Cooperative Extension is funded in a cooperative effort by the United State Department of Agriculture (USDA), the University of California and El Dorado County. Staff includes four Advisors, two Program Representatives and four Administrative/Fiscal Assistants. The local office is part of the North Coast and Mountain Region, administered by the Division of Agriculture and Natural Resources of the University of California. We have access to faculty, specialists, advisors and staff within the entire university and cooperative extension system.

UCCE has a long history of providing educational services for the citizens and agencies in El Dorado County through the Agriculture, Youth Development and Natural Resource programs. We look forward to continuing these educational efforts via the proposed fire preparedness workshops and publications.

UCCE – El Dorado County is not involved in any merger, acquisition, organizational restructuring or other internal change that could impact our services.

I. Budget Narrative/Justification:

Program Budget:

	Title III Funding	In-kind Amount	In-kind Source
Fire Resistant Plant Publication			
1. Gather descriptions and photos - salaries	\$3,000	\$ 11,700	UCCE, UC Advisors
2. Layout – graphic artist	\$800		
3. Printing 2000 copies	\$3,950	\$2,500	UCCE
4. Distribution		\$2,200	UCCE, Partners
5. Mail surveys and review	\$100	\$540	UCCE
Workshops			
1. Coordinate facilities, speakers, mailings, press release, registration – salaries		\$6,800	UCCE
2. Travel – speakers	\$1,200		
3. Materials/Handouts	\$1,000		
4. Presenters – salary		\$12,000	UC Specialists, Advisors and Partners
5. Demonstration area - site prep and materials	\$1,200	\$800	UCCE and Partners
6. Mail surveys and review	\$200	\$750	UCCE
Indirect costs -22%	\$2,519		
Total	\$13,969	\$37,290	

**Total Income: Title III – \$13,969
In-kind – \$37,290**

Total Program Expense: \$51,259

Prioritization: 1st Priority – Fire Resistant Plant Publication; 2nd Priority Workshops

Budget Narrative:

Plant Publication:

1. Gather descriptions and photos – grant funding will provide 60 hours of UCCE Program Representative time to collect plant photos and write plant descriptions; in-kind contributions include salaries of UC Advisors and administrative staff in developing and managing the database and local fire-resistant plant lists.

2. Layout – graphic artist – grant funding will cover the costs of finalizing the publication layout.
3. Printing – grant funding will cover the costs of printing 2000 copies of the booklet with a glossy color cover and 20 pages of color text and photos.
4. Distribution – in-kind contributions will be utilized to distribute the publication at fairs, events and workshops by UCCE and partners including the RCD, Fire Safe Councils and UC Master Gardeners.
5. Mailing surveys and review – the grant will provide funding for materials and postage to distribute the surveys; in-kind contributions will be made by UCCE in the form of staff salaries to develop, send and review the completed surveys.

Workshops:

1. Coordinate facilities, speakers, mailings, press release, registration – grant funding will provide 80 hours (each) Natural Resources Program Representative and administrative staff time.
2. Travel – speakers – grant funding will cover mileage for speakers traveling from out of the area.
3. Materials/handouts – grant funding will contribute to the cost of handouts and copies of applicable publications referenced in the workshop presentations.
4. Presenters – all salaries of presenters will be in-kind contributions by UC Advisors, Specialists and other partners.
5. Demonstration Areas – grant funding will cover tools, labor and materials necessary in preparing the demonstration areas; in-kind contributions include volunteer labor from the El Dorado Invasive Weed Management Group partners and use of private and/or public land for the demonstration areas.
6. Mailing surveys and review – the grant will pay for materials and postage to distribute the surveys; in-kind contributions will be made by UCCE in the form of staff salaries to develop, send and review the completed surveys.

Indirect Costs – as required by the University of California

Organizational Budgets:

The UCCE annual budget includes two income sources – see attached: 1) El Dorado County Budget – University of California Cooperative Extension and 2) University of California Budget for UCCE - El Dorado County.

J. Additional Data and Attachments:

- El Dorado County Noxious Weed Management Group Partners
- El Dorado County Budget – University of California Cooperative Extension
- University of California Budget for UCCE - El Dorado County

El Dorado County Noxious Weed Management Group Partners:

El Dorado County Department of Agriculture
University of California Cooperative Extension
Georgetown Divide Resource Conservation District
USDA Natural Resource Conservation Service
El Dorado County Resource Conservation District
El Dorado County Farm Bureau
Sacramento Municipal Utility District
El Dorado Irrigation District
Sierra Consulting and Pest Management
California Native Plant Society – El Dorado Chapter
California Department of Food and Agriculture
Placerville Pest Control
U.S. Forest Service - El Dorado National Forest
Sierra Pacific Industries
Amador/El Dorado/Sacramento Cattlemen's Association
El Dorado County Department of Transportation
Caltrans-District III
UC Master Gardeners – El Dorado County
Bureau of Land Management