



**Eastern Sierra Council of Governments (ESCOG)
Joint Powers Authority**

STAFF REPORT

To: ESCOG Joint Powers Authority

From: Elaine Kabala, ESCOG Executive Director

Subject: Approve Agreement Between County of Inyo
and the Eastern Sierra Council of Governments
for the Provision of Project Management, GIS, and Grant Administration
Services

Meeting date: April 30, 2025

Prepared on: April 25, 2025

Attachments: A) Agreement Between County of Inyo
and the Eastern Sierra Council of Governments
for the Provision of Project Management, GIS, and Grant Administration
Services

ANALYSIS:

Per the Board's direction, staff has been working to identify sustainable capacity to meet current grant deliverables, as well as the long-term strategic objectives of the ESCOG. As provided by your Board during the September strategic retreat, the staff strategy presented for your consideration includes leveraging staff of member agencies with specific expertise and/or capacity.

Inyo County has established a Project Management Office, to provide strategic project oversight for Inyo County Project. ESCOG and Inyo County have developed the attached agreement, which would allow Inyo County staff to provide Project Management, GIS and Grant Administration services to the ESCOG. The attached agreement leverages member agency staff to support the ESCOG with preparation and review of documents, data analysis and reporting, project management and coordination, grant writing, grant review, and grant reporting, and fiscal analysis services. The agreement also allows ESCOG to leverage GIS staff to support GIS-based project deliverables.

The agreement includes specific duties to be performed, reporting structure, and payment terms.

Specifically, Inyo County will invoice the ESCOG on a quarterly basis for the actual costs of staff, actual travel, actual costs fixed or variable costs, and a fixed 15% administration fee. The agreement also provides for a not-to-exceed amount as a way to protect ESCOG against any large, unanticipated fluctuations in these costs. The not-to-exceed (\$50,000) reflects grant funding available for project administration.

BUDGET IMPACTS:

The agreement includes a not-to-exceed of \$50,000. The compensation for PMO services can be reimbursed by Sierra Jobs First Catalyst and other grant fund revenues.

Line Item	2025	2026
	2026	2027
Revenues		
Projects		
Member Agency Contributions	\$100,000	\$100,000
SNC/ Towns-to-Trails	\$14,000	
CA Dept of Fish & Wildlife Grant	\$ 40,000	\$ 40,000
Inyo National Forest Liaison Grant	\$ 75,000	\$ 75,000
CERF Funding (SBC)	\$ 100,000	\$100,000
CaJF Overhead Budget	\$ 29,250	\$29,250
Sum	\$329,000	\$344,250
Expenditures		
HR		
Executive Director (fully loaded)	\$119,184	\$119,184
Overhead @ 15 %	\$17,878	\$17,878
Wildfire Coordinator (fully loaded)	\$105,959	\$105,959
CAJF / COO / PMO	\$50,000	\$50,000
HR Total	\$293,021	\$293,020
Member Agency Services		
Clerical	\$20,000	\$20,000
Financial	\$5,000	\$5,000
Legal	\$10,000	\$10,000
Member Agency Totals	\$35,000	\$35,000
Office + Management Costs		
email, cyber security	\$2,500	\$2,500
Website Design Services	\$1,000	\$1,000
Professional Services (audit)	--	\$0
Insurance	\$3,500	\$3,500
Other Services		
O+M Total	\$7,000	\$7,000
Sum	\$335,021	\$335,020
Net Income	-\$6,021	\$9,230

LEGAL REVIEW:

ESCOG Counsel John-Carl Vallejo has reviewed this item and found that it complies with the law.

RECOMMENDATION:

Staff recommends that the Board review the Agreement Regarding Provision of Project Management, GIS, and Grant Administration Services to be Provided by Inyo County to the Eastern Sierra Council of Governments Joint Powers Authority and provide feedback to staff for modification, if desired. If no modifications are desired, staff requests the Board authorized the Chair to execute the Agreement Between County of Inyo and the Eastern Sierra Council of Governments for the Provision of Project Management, GIS, and Grant Administration Services.