



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

**STAFF REPORT**

**To:** ESCOG Joint Powers Authority

**From:** Elaine Kabala, ESCOG Executive Director

**Subject:** 1) Establish Ad Hoc Committees for Consultants and Contracts for each of the Following Projects:

- a) Project Coordinator – Regional Sustainable Recreation Capacity Incubator and Chipmunk Canyon Existing Conditions Analysis Project
- b) Strategic Planning Facilitation Services for Regional Recreation Collaborative
- c) Chipmunk Canyon Existing Conditions Analysis
- d) Inyo Mono County Activation Plan for Advancing Agricultural and Economic Diversification

2) Authorize the Executive Director to Enter into Contract with Selected Contractors

**Meeting date:** June 25, 2025

**Prepared on:** June 16, 2025

**Attachments:** A) None

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**BACKGROUND:**

At the April 30, 2025 ESCOG Board meeting, your Board provided direction for staff to enter into contract to receive and implement three Sierra Jobs First grant awards:

1. Programming Funding for the Eastern Sierra Small Business Resource Center
2. The Chipmunk Canyon Existing Conditions Analysis
3. The Eastern Sierra Regional Collaborative Capacity Incubator

Your Board further authorized staff to prepare and distribute RFP/RFQs as needed to hire contractors and consultants to provide capacity for project management and to prepare studies and plans as required deliverables. Due to ESCOG's bi-monthly meeting schedule and the expedited schedule for project execution under the Sierra Jobs First contract (funding expires in September 2026), staff is requesting the Board direct staff to convene an ad hoc committee to recommend selected contractors/consultants to limit delays between meetings to initiate projects. Staff is requesting the Board either appoint three separate ad hoc committees for contract selection or direct the Executive Director to create a contract selection committee. Staff recommends the committee(s) also include two regional managers and the Executive Director.

Staff is also requesting the Board authorize the Executive Director to negotiate and execute agreement with the selected contractor for the following contract work and respective not-to-exceed amounts:

- a) Project Coordinator – Regional Sustainable Recreation Capacity Incubator and Chipmunk Canyon Existing Conditions Analysis Project; not-to-exceed \$100,000.
- b) Strategic Planning Facilitation Services for Regional Recreation Collaborative; not-to-exceed \$130,000.
- c) Chipmunk Canyon Existing Conditions Analysis; not-to-exceed \$160,000.
- d) Inyo Mono County Activation Plan for Advancing Agricultural and Economic Diversification; not-to-exceed \$100,000.

Sierra Jobs First Funding Availability

| <b>Application</b>   | <b>Total Award</b> | <b>ESCOG Administration</b> |
|--|--------------------|-----------------------------|
| Business Resource Center Programming   | \$201,850          | \$18,350                    |
| Chipmunk Canyon Existing Conditions Analysis   | \$171,500          | \$17,150                    |
| ESRC Capacity Incubator <ul style="list-style-type: none"> <li>Strategic Planning Facilitation Services for Regional Recreation Collaborative</li> <li>Inyo Mono County Activation Plan for Advancing Agricultural and Economic Diversification</li> </ul> | \$253,000          | \$23,000                    |

**BUDGET IMPACTS:**

All work completed under these agreements will be reimbursed by the corresponding grant funding.

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

- 1) Provide direction to staff to establish ad hoc committees for consultants and contracts for each of the following projects:
  - a) Project Coordinator – Regional Sustainable Recreation Capacity Incubator and Chipmunk Canyon Existing Conditions Analysis Project
  - b) Strategic Planning Facilitation Services for Regional Recreation Collaborative
  - c) Chipmunk Canyon Existing Conditions Analysis
  - d) Inyo Mono County Activation Plan for Advancing Agricultural and Economic Diversification
  
- 2) Authorize the Executive Director to enter into contract with selected contractors up to the associate not-to-exceed amounts:
  - a) Project Coordinator – Regional Sustainable Recreation Capacity Incubator and Chipmunk Canyon Existing Conditions Analysis Project; not-to-exceed \$100,000.
  - b) Strategic Planning Facilitation Services for Regional Recreation Collaborative; not-to-exceed \$130,000.
  - c) Chipmunk Canyon Existing Conditions Analysis; not-to-exceed \$160,000.
  - d) Inyo Mono County Activation Plan for Advancing Agricultural and Economic Diversification; not-to-exceed \$100,000.