



Contra  
Costa  
County

To: Board of Supervisors  
From: Matt Slattengren  
Date: June 5, 2018

Subject: UC MASTER GARDENER PROGRAM COORDINATOR CONTRACT

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Agricultural Commissioner, or designee, to execute a contract containing modified indemnification language with the Regents of the University of California in an amount not to exceed \$55,000 to provide Master Gardener Program Coordinator services for the period July 1, 2018 through June 30, 2019.

**FISCAL IMPACT:**

Expenses related to this contract will be covered 100% by the Department's budgeted General Fund allocation.

**BACKGROUND:**

Under the general direction of the Director of the Department of Agriculture, the contractor shall coordinate the Master Gardener Program, including managing the program budget and volunteer training and providing oversight of public outreach efforts within the County. Contractor is responsible for keeping abreast of current research in all relevant areas. Specific duties include, but are not limited to: a. organize land implement volunteer training; b. determine volunteer advanced training needs; c. select volunteers;

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

---

Action of Board On: **06/05/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 5, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Matt Slattengren,  
925-646-5250

cc:



BACKGROUND: (CONT'D)

d. approve Master Gardener projects and evaluate for UCCE Mission appropriateness; e. ensure compliance with the US Master Gardener Administrative Handbook and Program Guidelines; f. manage the program budget, including setting fees, collecting registration money, purchasing program supplies; and g. evaluate and keep records on program efficacy and outreach efforts.

The contract includes mutual indemnification.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve this request will result in the loss of efficiencies in the Master Gardener Program in Contra Costa County