

**MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF  
SONOMA AND THE COUNTY OF MARIN, THE COUNTY OF MENDOCINO AND  
THE COUNTY OF NAPA  
AS PART OF THEIR PARTICIPATION  
IN THE NORTH BAY NORTH COAST BROADBAND CONSORTIUM  
Amendment 6-19**

This Amendment to the Memorandum of Understanding (“MOU”), dated January 1, 2017, is made by and between the County of Sonoma (“Sonoma”), the County of Marin (“Marin”), the County of Mendocino (“Mendocino”) and the County of Napa (“Napa”) (collectively referred to as the “Parties”) and is dated for convenience as of July 1, 2019.

**RECITALS**

**Whereas**, providers of broadband access and services claim they provide standard or above broadband capacity and services to the citizens and entities in the region of Marin, Mendocino, Napa and Sonoma (“North Coast Region”); and

**Whereas**, broadband access below the Federal Communication Commission (“FCC”) standard speeds, in any portion of the North Coast Region damages the local economy, impairs the quality of life for residents, degrades visitor experience, and discourages economic development; and

**Whereas**, it is in the public interest that the Parties coordinate their efforts to improve broadband access in the North Coast Region; and

**Whereas**, Parties have successfully completed four years of planning work utilizing \$500,000 in grants from the California Public Utilities Commission’s (“CPUC”) Advanced Services Fund Rural and Urban Regional Broadband Consortia Grant Account plus county resources and services of volunteers, as the North Bay/North Coast Broadband Consortium (“NBNCBC”), that involved gathering data regarding the following: (1) immediate and future broadband needs and demands of residents and entities that are located in the North Coast Region; (2) reliability and accuracy of the regional broadband data compiled by CPUC and National Telecommunications and Information Administration (“NTIA”); and (3) assist broadband providers by giving providers access to this data so the providers can ensure standard or broadband access is made available throughout the North Coast Region; and,

**Whereas**, the NBNCBC Oversight Committee has approved pursuing a new \$450,000 three-year grant from the California Public Utilities Commission’s (“CPUC”) Advanced Services Fund Rural and Urban Regional Broadband Consortia Grant Account (up to \$150,000 per year) to enable Marin, Mendocino, Napa and Sonoma counties to continue work together as NBNCBC to implement the CPUC Decision 18-10-32 October 31, 2018 and the Project Plan attached to this agreement (Project Plan Grant); and

**Whereas**, the terms of the grant prohibit the funds to be used on the following: (1) meals, food and refreshments for group gathering(s) such as meetings, conferences, workshops, etc.; (2) work on legislation, including meetings, travel or lobbying; (3) construction of infrastructure facilities; (4) adoption activities; and (5) fund activities that are already funded by any other public or private sources; and

**Whereas**, it is the goal of the CPUC through this program to, no later than December 31, 2022 to provide planning funding for projects that will provide broadband access to no less than 98 percent of California household in each of the consortia regions as identified by the CPUC on or before January 1, 2017, and

**Whereas**, Government Code section 6500 et seq. authorizes Parties to enter this MOU to coordinate efforts to assist with strategic planning efforts and community outreach efforts to improve broadband access to the North Coast Region; and

### **OPERATIVE PROVISIONS**

**Now, Therefore, Be It Understood** as follows:

1. The Parties authorize the County of Sonoma to accept grant funds from the CPUC Advanced Services Fund Rural and Urban Regional Broadband Grant Program ("Grant") from the CPUC and to distribute the funds to each of the Parties, as set forth in the budget of the NBNCBC Project Plan and Budget, if the grant application is approved by the CPUC.

2. The Parties authorize the continuation of the North Bay North Coast Broadband Consortium Oversight Committee ("Oversight Committee") comprised of one supervisor from each county and the NBNCBC Project Manager. Each county Board of Supervisors has designated one of its supervisors to serve as a member of the Oversight Committee. The NBNCBC Project Manager shall be a non-voting member of the Oversight Committee. Each of the Oversight Committee Members ("Committee Members") shall serve at the pleasure of the governing board of the Party who appointed the Committee Member, and may be removed by such governing body at any time. If at any time a vacancy occurs on the Committee, a replacement shall be appointed to fill the position of the previous Committee Member within 90 days of the date that such position becomes vacant.

The roles of the NBNCBC Oversight Committee include:

A. Monitor the progress of the overall NBNCBC Project Plan Grant and ensure compliance with the grant restrictions and compliance with all federal, state and local laws.

- B. Consider whether there is policy support from each of the respective boards of supervisors and revenue funding that would authorize the projects described in the Action Plan. Action Plan will focus on the following: Work to facilitate planning of three project areas: 1) coordination with various community, county, state and federal agencies on broadband goals and policies; 2) planning activities associated with future CASF grant NBNCBC Project Plan; and, 3) planning efforts and community outreach for middle-mile broadband infrastructure access that will benefit each county and the region.
- C. Act as the common interface to the NBNCBC counties and their Boards of Supervisors
- As part of this role, provide ongoing leadership in the development and deployment of broadband capabilities and services that will drive economic development in the region and to better serve the residents, businesses and anchor institutions.
- D. Provide representation of the interests of the four counties with the major incumbent and potential broadband/Internet providers
- To ensure the broadband goals and needs of this region are met NBNCBC will represent the interests of the counties, subject to the authority limitations stated in the following paragraph.

The NBNCBC Oversight Committee does not have authority to set public policy. Public policy broadband issues and plans that affect a NBNCBC county are to be made by the appropriate county governing bodies within that county. When public policy broadband issues and broadband plans cross over NBNCBC counties the four county Boards of Supervisors will work towards consensus. A majority of the Committee Members shall constitute a quorum of the Committee, except that less than a quorum may adjourn from time to time in accordance with law.

3. The Oversight Committee meets quarterly and receives quarterly reports from the NBNCBC Management Team. All meetings of the Oversight Committee shall comply with the Ralph M. Brown Act (Government Code section 54950 et seq.), the California Public Records Act (Government Code section 6250 et seq.) and all federal and state conflicts of interest laws, including grant requirements and the California Political Reform Act (Government Code section 81000 et seq.).

4. The Oversight Committee is authorized to adopt bylaws to otherwise govern its procedures. The Oversight Committee shall not have authority to make and enter contracts. The

Oversight Committee shall not have authority to employ agents and employees. The Oversight Committee shall not have authority to acquire, contract, manage, maintain, and operate any buildings, infrastructure, works or improvements. The Oversight Committee shall not have authority to acquire property by eminent domain. The Oversight Committee shall not have authority to lease property. The Oversight Committee shall not have authority to sue or be sued in its own name. The Oversight Committee shall not have authority to incur debts, liabilities and obligations.

5. Reimbursement of Expenses. Committee Members shall serve without compensation, but may be paid actual expenses incurred in the performance of their duties. Payment of expenses shall fully comply with the terms of the grant as set forth in the CPUC California Advanced Services Fund Rural and Urban Regional Broadband Grant Program: Administrative Manual ("Administrative Manual"). Grant funds shall not be used for meals, food and refreshments for group gatherings such as meetings, conferences and workshops.

6. The Sonoma County Economic Development Board shall serve as the fiscal agent ("Fiscal Agent") for the Parties for purposes of the Grant. The Fiscal Agent shall perform limited financial services associated with the administration of the Grant as set forth in Administrative Manual. The Fiscal Agent shall establish a bank account solely for Grant funds as recommended by the Administrative Manual. The Fiscal Agent and the County of Sonoma shall not be responsible for paying any reimbursement requests that have not been approved by the CPUC. The Fiscal Agent and the County of Sonoma shall not be responsible for reviewing accuracy of each Party's invoices or compliance with the grant terms. Each Party shall be responsible for its own compliance with the terms of the Grant and if applicable compliance with state laws such as prevailing wages, competitive bid requirements, and local competitive contract selection procedures and shall sign a declaration of accuracy and completeness with each payment request. A copy of the declaration is attached hereto as Exhibit A.

7. Effective Date and Term. This Amended MOU shall become effective July 1, 2019. The MOU shall terminate December 31, 2023 or until this MOU is terminated in accordance with Section 8, subject to the rights of the Parties to withdraw in accordance with Section 9.

8. Mutual Termination. This MOU may be terminated only by the mutual agreement of all of the Parties. Upon termination of this MOU, Parties shall mutually agree upon the disposition of the grant funds in compliance with the terms of the grant. If the Parties are unable to reach an agreement on such disposition, the funds shall be apportioned pursuant to each Party's proportionate share which shall be determined by the Fiscal Agent in accordance with the terms of the Grant. The grant restrictions and state and local laws shall continue to apply to the use of the funds.

9. Withdrawal. Individual Parties may withdraw from this MOU without affecting the continuing participation by the remaining Parties.

10. Indemnification. Each Party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts. This indemnity provision survives the MOU.

11. Amendment of this MOU. This MOU may be amended only by the written agreement of all Parties.

12. Severability. If one or more clauses, sentences, paragraphs or provisions of this MOU shall be held to be unlawful, invalid or unenforceable, it is hereby agreed by the Parties that the remainder of the MOU shall not be affected thereby. Such clauses, sentences, paragraphs or provisions shall be deemed reformed so as to be lawful, valid and enforced to the maximum extent possible.

13. All reports, documents, payment requests and declarations shall be mailed to the Fiscal Agent at the following address:

Rebekah Heinze, Administrative Aide  
Sonoma County Economic Development Board  
141 Stony Circle, Suite 110  
Santa Rosa, CA 95404

Each Party shall submit invoices to the Fiscal Agent quarterly on the following dates: March 31, June 30, September 30 and December 31 of the applicable years. The Party shall include a signed declaration with each invoice ensuring the accuracy of the payment request and the compliance with the terms of the Grant and compliance with all federal, state and local laws, including prevailing wage, competitive bid requirements if applicable. A copy of the declaration is attached hereto as Exhibit A.

14. Federal, State and Local Payroll Taxes. Neither federal, state nor local income tax nor payroll tax of any kind shall be withheld or paid by Fiscal Agent on behalf of the Parties or employees of the Parties. Parties' employees or representatives shall not be treated as employees of the Fiscal Agent with respect to the services performed hereunder for federal, state or local tax purposes. Each Party shall fully comply with all federal, state and local laws, rules, executive orders and regulations that may be applicable to this MOU, including compliance with prevailing wage laws set forth in California Labor Code section 1720, if applicable. Each Party shall furnish certificates to the effect that it has complied with said laws, rules and regulations.

15. Complete MOU. This MOU constitutes the full and complete agreement of the Parties with respect to the subject matter hereof. All prior negotiations and written and/or oral agreements between the Parties with respect to the subject matter of this MOU are merged into this MOU.

16. Execution in Counterparts. This MOU may be executed in any number of counterparts, and each executed counterpart shall have the same force and effect as an original instrument and as if all signing Parties had signed the same instrument.

In Witness Whereof, Parties have executed this MOU as set forth below.

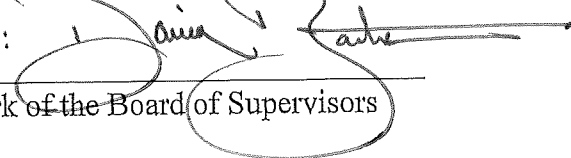
County of Sonoma

By: 

Chair, Board of Supervisors

ATTEST:




by:   
Clerk of the Board of Supervisors

County of Marin

By: 

Kathrin Sears  
President, Board of Supervisors

ATTEST:

  
Clerk of the Board of Supervisors  
DEPUTY

I hereby certify that according to the provisions of Government Code sections 25103, delivery of this document has been made.

CARMEL J ANGELO  
Clerk of the Board

By: Karla Vant Hagen  
Deputy

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

County of Mendocino

By: [Signature]  
Chair, Board of Supervisors

ATTEST:  
Carmel J. Angelo, Clerk of the Board  
Mendocino County Board of Supervisors

Karla Vant Hagen  
DEPUTY

County of Napa

By: \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

County of Mendocino

By: \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

County of Napa

By: \_\_\_\_\_  
Rynn Gregory, Chair, Board of Supervisors

ATTEST: Jose Luis Valdez  
for

\_\_\_\_\_  
Hilda Whitney, Deputy  
Clerk of the Board of Supervisors

APPROVED 6/18/2014

NAPA COUNTY BOARD OF SUPERVISORS

CLERK OF THE BOARD

BY: \_\_\_\_\_, Deputy

APPROVED AS TO FORM  
Napa County Counsel  
By: \_\_\_\_\_ (John L. Myers)  
Date: 6/12/19  
Doc Title: NBWCBC More



**Exhibit A to MOU**

**North Bay North Coast Broadband Consortium (NBNCBC) Quarterly Report and  
Payment Request Transmittal Letter and Declaration**

To: County of Sonoma Economic Development Board

From NBNCBC Member County:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

County: \_\_\_\_\_

Attached are the Quarterly Report and/or Payment Request for:

Work Plan Yr/Qtr # \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that, any and all payment requests hereby submitted fully comply with all federal, state and local laws, including prevailing wage and competitive bid requirements, if applicable, and comply with the terms of the CASF Grant Administrative Manual Version 7 (April 2019). The grant funds shall not be used for (1) meals, food and refreshments for group gathering(s) such as meetings, conferences, workshops, etc.; (2) work on legislation, including meetings, travel or lobbying; (3) construction of infrastructure facilities; (4) adoption activities; and (5) fund activities that are already funded by any other public or private sources.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

[Signature]  
DEPARTMENT HEAD                      DATE

Budgeted:  Yes     No

Budget Unit: 1810

Line Item: 827700

Grant:  Yes     No

Grant No.: Pending

CONTRACTOR/COMPANY NAME

By: \_\_\_\_\_

Date: \_\_\_\_\_

NAME AND ADDRESS OF CONTRACTOR:

See Page 5

\_\_\_\_\_  
\_\_\_\_\_

COUNTY OF MENDOCINO

By: [Signature]  
CARRE BROWN, Chair  
BOARD OF SUPERVISORS

Date: JUL 10 2019

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: [Signature]  
Deputy                      JUL 10 2019

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: [Signature]  
Deputy                      JUL 10 2019

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT,  
County Counsel

By: [Signature]  
Deputy

Date: 6/12/19

INSURANCE REVIEW:

By: [Signature]  
Risk Management

Date: 6/19/19

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]  
Deputy CEO

Date: 6/19/19

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors  
Exception to Bid Process Required/Completed  \_\_\_\_\_  
Mendocino County Business License: Valid   
Exempt Pursuant to MCC Section: \_\_\_\_\_

County of Mendocino

By: \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

County of Napa

By: *Ryan Gregory*  
Chair, Board of Supervisors

ATTEST: *Jose Luis Valdez*  
*JL*

*Paula Whitmore*  
Clerk of the Board of Supervisors

APPROVED *6/18/2019*  
NAPA COUNTY BOARD OF SUPERVISORS  
CLERK OF THE BOARD  
BY: *[Signature]* Deputy

APPROVED AS TO FORM  
Napa County Counsel  
By: *[Signature]* (John L. Myers)  
Date: *6/12/19*  
Doc Title: *NBACBC More*

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Title: \_\_\_\_\_

County: \_\_\_\_\_

Attached are the Quarterly Report and/or Payment Request for:

Work Plan Yr/Qtr # \_\_\_\_\_

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Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_