



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** January 4, 2018

**Staff Contact:** Lee Plemel, Community Development Director

**Agenda Title:** For Possible Action: To approve and authorize the Mayor to sign a Memorandum of Agreement to participate in the Brownfields Coalition Assessment Grant with the Northern Nevada Development Authority (NNDA) and Douglas County, for a total grant amount of \$600,000. (Lee Plemel, lplemel@carson.org)

**Staff Summary:** The NNDA submitted a joint-entity Brownfield grant to EPA to provide funding to Carson City and Douglas County for Phase 1 and Phase 2 environmental assessments of properties. Funds would also be available for environmental cleanup activities. NNDA currently manages a similar grant with Lyon and Churchill Counties. The NNDA's primary purpose is to use the funding to assess properties for its manufacturing Certified Sites program, but Carson City and Douglas County may use the funds for other sites. The NNDA will manage the grant. There are no matching funds required, though some City staff time could be required and is reimbursable through the grant.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

I move to approve and authorize the Mayor to sign a Memorandum of Agreement to participate in the Brownfields Coalition Assessment Grant with the Northern Nevada Development Authority and Douglas County, for a total grant amount of \$600,000.

## **Board's Strategic Goal**

Economic Development

## **Previous Action**

November 17, 2016: The Board of Supervisors approved the partnership to participate in the joint Brownfields Assessment Program grant application with the NNDA and Douglas County.

December 7, 2017: The Douglas County Board of Commissioners approved the Memorandum of Agreement.

## **Background/Issues & Analysis**

The NNDA approached the City in 2016 to partner with the NNDA and Douglas County to submit a grant to the EPA for the Brownfields Assessment Program. NNDA was successful in obtaining the grant. The proposed Memorandum of Agreement will formalize the various agency's roles and responsibilities in managing the grant. The Douglas County Board of Commissioners approved the MOA on December 7, 2017.

NNDA will manage all administrative aspects of the grant. Where the City selects sites for assessment or cleanup, City staff will provide support to NNDA through staff time and materials. Any administrative costs incurred by Carson City in the execution of the Brownfields Assessment Program are reimbursable through the grant.

A representative of the NNDA will be available at the Board of Supervisors meeting to answer any questions regarding the grant. If you have any questions regarding this item, contact Lee Plemel, Community Development Director, at 283-7075 or lplemel@carson.org.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A.

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: Grant funded.

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: Time spent by City staff on the grant is reimbursble through the grant.

**Alternatives**

Do not accept the grant terms.

**Attachments:**

1) Memorandum of Agreement

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

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(Vote Recorded By)

## Memorandum of Agreement Brownfields Coalition Assessment Grant

Coalition Parties: Northern Nevada Development Authority  
Carson City, Nevada  
Douglas County, Nevada

This Memorandum of Agreement (MOA) documents the roles and responsibilities of the parties listed above and involved in the Coalition Assessment with regard to a United States Environmental Protection Agency (EPA) grant award under the Brownfields Program.

1. The Cooperative Agreement between Northern Nevada Development Authority (NNDAA), Carson City and Douglas County is for the implementation of a recently awarded \$600,000 EPA Assessment Grant (\$400,000 Hazardous Substances, \$200,000 Petroleum).
2. The grant period is July 1, 2017 through September 30, 2020.
3. Northern Nevada Development Authority is the lead coalition member.
4. NNDAA, as lead coalition member, is responsible to the EPA for the management of the cooperative agreement; submitting all grant reports to EPA; compliance with the statutes, regulations, terms and conditions of the award; and ensuring that all members of the coalition are in compliance with the terms and conditions.
5. It is the responsibility of NNDAA to provide timely information to the other Coalition Partners regarding the management of the cooperative agreement and any changes that may be made to the cooperative agreement over the period of performance.
6. Activities funded through the cooperative agreement may include site identification, development of site selection criteria, environmental site assessments, implementation of institutional controls, planning (including cleanup and redevelopment planning) relating to Brownfields sites, and outreach materials and implementation, and other eligible activities.
7. NNDAA may retain consultant(s) and contractors under 40 CFR Parts 30 or 40 CFR Parts 31, to undertake various activities funded through the cooperative agreement and may award sub-grants to other coalition members under 40 CFR Parts 30 or 31 for assessment projects in their geographic areas. Sub-grantees are accountable to NNDAA for proper expenditure of funds.
8. NNDAA will procure the consultant(s) in compliance with 40 CFR parts 30 or 40 CFR Parts 31.36 requirements, in addition to and in accordance with any applicable NRS and NNDAA procurement policies. NNDAA will issue the Request for Proposals (RFP) or Request for Qualifications (RFQ) and will be the entity responsible for receipt of the submitted proposals and selection of award of contracts. NNDAA will select the consultant best suited to complete the Work Plan outlined in the EPA Brownfields Assessment Grant with full disclosure to the coalition members of all consultants and their RFQ's. The coalition partners will have 5 days to review the RFQ's and respond if they are not in agreement of the selected environmental firm.

9. NNDA, in consultation with the Coalition Partners and environmental firm will work to develop a site selection process based on agreed upon factors and will ensure that the minimum of twenty-five (25) sites are assessed. The deliverables are:

- Up to 25 ASTM Phase I Environmental Site Assessments (ESAs)
- Up to 11 site-specific Field Sampling Plans and Health Safety Plans
- Up to 11 ASTM Phase II ESAs
- One comprehensive Quality Assurance Project Plan (QAPP)
- 11 Property-specific SAPs/HASPs

10. The Coalition will prioritize sites based on a number of factors, including but not limited to areas with high redevelopment potential. Selected sites will be submitted to EPA for prior approval to ensure eligibility.

*Note: NNDA and each of the Coalition Partners may agree upon a Minimum number of site assessed per member at the start of the cooperative agreement to ensure equitable distribution of funds across all members' jurisdiction.*

11. Upon designation of the specific sites, it will be the responsibility of NNDA to work with the coalition member in whose geographic area the site is located to finalize the scope of work for the consultant or contractor. It will be the responsibility of the member to obtain all required permits, easements, and/or access agreements as may be necessary to undertake assessments at the selected site. If this member does not have the capacity to perform these activities, NNDA may assist in securing necessary site access agreements and permits.

12. NNDA, as the Lead Coalition Member, is responsible for ensuring that other activities as negotiated in the work plan, such as community outreach and involvement, are implemented in accordance with a schedule agreed upon by NNDA and the coalition member whose geographical area the site to be assessed is located.

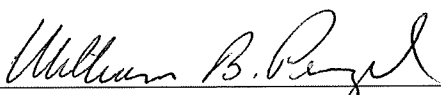
Agreed:

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NNDA - Lead Coalition Member  
Robert C. Hooper, Executive Director

\_\_\_\_\_  
Date

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Carson City - Coalition Partner  
Robert Crowell, Carson City Mayor

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Douglas County - Coalition Partner  
William B. Penzel, Chair, Board of County Commissioners

\_\_\_\_\_  
Date