

North Santa Clara Resource Conservation District

An independent special district of the State of California

www.rcdsantaclara.org

888 N 1st Street, Suite 204, San Jose CA 95112

AMENDMENT #3 TO SERVICE AGREEMENT

Amendment Effective Date: September 15, 2026

This is an amendment to the Service Agreement (“AGREEMENT”) by and between the North Santa Clara Resource Conservation District (“DISTRICT”) and Pai Venegas (“CONTRACTOR”) that was effective January 1, 2022.

The Agreement is hereby amended to reflect the following changes:

1. Delete “Exhibit A” in its entirety and replace it with “Exhibit A: Scope of Work and Budget” (attached).

Except as expressly provided in this Amendment #3, nothing herein is intended or will be construed as terminating or amending the Agreement or the rights and obligations stated therein. In the event of any conflict or inconsistency between the original Agreement and any express subject matter of this Amendment #3, this Amendment #3 will control.

IN WITNESS HEREOF, the parties hereto have executed this amendment as of the effective date listed above.

DISTRICT:

Stephanie Moreno, District Manager
888 N 1st Street, Suite 204
San Jose, CA 95112
smoreno@gcrd.org

CONTRACTOR:

Pai Venegas
146 Brian Lane
Santa Clara, CA 95051
pai.venegas@gmail.com

Signed: _____

Signed: _____

EXHIBIT A: Scope of Work and Budget

Scope of Work

1. CONTRACTOR will provide grant management services to the DISTRICT, including but not limited to:
 - a. Identifying grant opportunities;
 - b. developing grant applications and budgets;
 - c. tracking awarded grant projects;
 - d. preparing grant invoices and reports;
 - e. managing and retaining grant records;
 - f. providing grant writing and technical assistance to eligible clients through the Community Grant Grant-Writing Technical Assistance Program, as approved by the District Manager;
 - g. providing grant administration training to community based organizations and DISTRICT partners, as mutually agreed.
2. CONTRACTOR will provide financial management services to the DISTRICT, which may include but are not limited to:
 - a. posting financial transactions into the District's online accounting system in compliance applicable federal and state requirements for public agencies.
 - b. reconciling bank and trust fund accounts on a monthly basis.
 - c. preparing financial reports for Board of Director meetings.
 - d. processing employee payroll and payroll reports.
 - e. supporting financial audits and reviews.
 - f. maintaining vendor files and assisting with preparation of annual 1099 forms.
 - g. providing assistance to the District Manager with the preparation of the annual budget.
 - h. preparing and submitting the annual special district financial transactions and employee compensation reports to the State Controller's Office.
 - i. other financial management duties as mutually agreed.

Budget

Hourly rate for services is \$72.00, but may be adjusted on an annual basis subject to written approval by the District Manager. Line item allocations set forth by task in the following budget are estimates based upon preliminary analysis of the proposed services. Line item modifications do not constitute an amendment to the agreement, but do require Contractor's advance consultation with the District Manager, who will document their approval via email or other written correspondence.

Task	Description	Total
1.	Grant management services	\$ 24,750.00
2.	Financial management services	\$ 10,000.00
	Total	\$ 34,750.00