

RICHARDSON'S BAY REGIONAL AGENCY

STAFF REPORT

For the meeting of May 14, 2026

To: Board of Directors
From: Brad Gross, Executive Director
Subject: Amendment #4 of Contract between Progress Public Affairs, LLC (PPA) and RBRA for Outreach and Education.

STAFF RECOMMENDATION:

Receive report from staff and approve Contract Amendment #4, and Resolution 26-06, extending the contract term for one year and increasing the contract amount by \$45,000 for public outreach and education.

Motion: Approve Resolution 26-06 for a one-year contract extension for Progress Public Affairs, LLC as consultant to Richardson Bay Regional Agency for public outreach and education, and delegate authority to the Executive Director to execute a contract amendment with the Contract term extended to June 30, 2027, and the maximum amount payable under this Contract for this period not to exceed Four Hundred Thirty-Five Thousand dollars (\$435,000), plus reimbursable expenses.

BACKGROUND:

At the meeting of November 10, 2022, this Board approved a Professional Services Contract (PSA) for public affairs services as set forth in the attached PSA. The initial term of this contract was November 14, 2022, through June 30, 2023.

At the meeting of June 8, 2023, this Board approved Contract Amendment #1 to extend the term of the contract from June 30, 2023, to June 30, 2024, and increase the maximum amount of the Contract from \$120,000 to \$210,000.

At the meeting of May 9, 2024, this Board approved Contract Amendment #2 to extend the term of the contract from June 30, 2024, to June 30, 2025, and increase the maximum amount of the Contract from \$210,000 to \$300,000.

At the meeting of May 8, 2025, this Board approved Contract Amendment #3 to extend the term of the contract from June 30, 2025, to June 30, 2026, and increase the maximum amount of the Contract from \$300,000 to \$390,000, plus reimbursable expenses.

DISCUSSION:

Public relations and communications provided by PPA have been efficient and effective. Since the execution of the Contract, weekly plans have been submitted along with

weekly video meetings with staff to discuss plans and expectations. Deliverables from PPA have been consistent and professional, and staff are available and responsive.

Over the last year, PPA has continued to deliver a quarterly RBRA newsletter, an annual RBRA “round up,” updates to the PowerPoint presentation used at public meetings, presented updates to the Board of Directors at public meetings, helped organize public outreach events, and successfully navigated RBRA through numerous positive press encounters.

It is critical that community outreach be maintained as RBRA continues to fulfill the goals of the Agency and meet the provisions of the BCDC Agreement. Specific communication emphasis includes the protection and restoration of eelgrass and the successful Temporary Housing Support Program, as well as maintaining and improving the navigational waterways, open waters, and shoreline of Richardson Bay.

However, with the successful transition of virtually all vessels and their occupants off the bay, staff anticipates a lessened demand for PPA public communications and outreach services in FY27. Accordingly, the proposed contract amendment for FY27 is a 50% reduction from the FY26 contract amount.

Staff is recommending authorization for the Executive Director to execute Contract Amendment #4, extending the maximum term of this Contract through June 30, 2027, unless otherwise extended, and increase the maximum contract amount to \$435,000. All other terms and conditions of the Contract, not specifically modified, amended, or superseded herein, shall continue in full force and effect.

It should be noted, the Environmental Protection Agency Grant managed by Coastal Policy Solutions (CPS) has an ‘Outreach and Education’ line item. RBRA continues to rely on CPS for technical components of the grant performance and the Outreach and Education plan while collaborating with PPA. These efforts will continue through FY27 with the assistance of PPA.

FISCAL IMPACT:

The FY27 final budget includes a line item for outreach and education for \$45,000.

As noted in prior contract extensions, the EPA grant has \$66,000 dedicated to reimbursing RBRA staff expenditures for outreach and education over the four-year (2023-2027) project. While these funds do not reimburse RBRA for costs directly incurred by PPA, they help to offset PPA-costs for work completed to support the EPA-funded project.

Attachments:

Attachment 1: RBRA/PPA Agreement

Attachment 2: RBRA/PPA DRAFT Contract Amendment #4

Attachment 3: DRAFT Resolution 26-06