

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
SAN MATEO COUNTY OFFICE OF EDUCATION**

THIS AMENDMENT TO THE AGREEMENT, entered into this 10th day of February, 2026,
by and between the COUNTY OF SAN MATEO, hereinafter called "County," and San Mateo
County Office of Education, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with
independent contractors for the furnishing of such services to or for County or any Department
thereof;

WHEREAS, the parties entered into an Agreement to assist the County in meeting their
key performance indicators for K-12 public school districts for the San Mateo County Energy
Watch program services on September 2, 2024;

WHEREAS, the parties amended the Agreement to change the start date of the term to
July 1, 2024;

WHEREAS, the parties wish to further amend the Agreement to redefine tasks and
deliverables, extend the end date to December 31, 2027, and increase the contract amount by
\$200,000.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 3 of the agreement is amended to read as follows: In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed THREE HUNDRED AND FIFTY THOUSAND DOLLARS (\$350,000.00). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

2. Section 4 of the agreement is amended to read as follows:

Subject to compliance with all terms and conditions, the term of this Agreement shall be from Monday, July 1, 2024 through Friday, December 31, 2027.

3. Original Exhibit A is replaced with Revised Exhibit A, (rev. February 10 2026).
4. Original Exhibit B is replaced with Revised Exhibit B, (rev. February 10, 2026)
5. **All other terms and conditions of the agreement dated July 1, 2024 , between the County and Contractor shall remain in full force and effect.**

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: [SAN MATEO COUNTY OFFICE OF EDUCATION]

Kevin J. Bultema

2026-01-13

Kevin J. Bultema

Contractor Signature

Date

Contractor Name (please print)

For County:

COUNTY OF SAN MATEO

By:
Director, Sustainability Department, San Mateo County

Date:

Revised Exhibit A (rev. 2/10/2026)

Exhibit A

The San Mateo County Energy Watch (SMCEW) program is a Local Government Partnership (LGP) program funded by Pacific Gas and Electric Company (PG&E) under the auspices of the California Public Utilities Commission, funded by ratepayers. In San Mateo County, the LGP is between PG&E and the City/County Association of Governments of San Mateo County (C/CAG). The San Mateo County Sustainability Department (County) administers the SMCEW program for C/CAG.

SMCEW helps reduce greenhouse gas emissions by assisting K-12 public school districts, local governments, special districts, and small businesses in accessing energy programs, incentives, funding, and technical assistance to advance projects to decarbonize their buildings and transportation. SMCEW aims to present school districts with proposals for comprehensive energy projects that incorporate offerings from a variety of applicable organizations and programs (water heating, HVAC, solar, EV charging, etc.) and support districts in accessing information and resources necessary to move forward with the projects. To do this, County SMCEW staff lead a collaboration of organizations that provide services and resources for K-12 public school districts, including the San Mateo County Office of Education (SMCOE), Peninsula Clean Energy (PCE), Willdan, and PG&E.

SMCEW uses the following key performance indicators (KPIs) to report their progress assisting school districts to PG&E (listed here for reference):

Type	Targets for 2026-27
Contacts/engagements – County SMCEW staff will meet with school district staff to identify energy efficiency and/or decarbonization projects for referral to PG&E program implementers.	12 meetings with districts each year, total of 24 meetings
Referrals to Energy Efficiency program implementers - SMCEW will provide PG&E program implementers with leads for potential school district energy efficiency and/or decarbonization projects. County SMCEW staff will solicit feedback from school district customers and partners to continuously improve the quantity and quality of referrals to PG&E program implementers.	Total of 25 referrals
Informational reports – County SMCEW staff will catalog methane gas equipment in facilities, re-do existing benchmarking portfolios, and/or create energy action plans.	Total of 30 reports

Through this contract, SMCOE will assist the County in meeting its SMCEW KPIs, and collaborate with County SMCEW staff to help school districts advance their decarbonization efforts.

Tasks

1. Collaborate with County SMCEW staff on strategy development, including SMCEW's goal of supporting projects to convert 80% of domestic-size methane gas water heaters in San Mateo County to electric equipment.
 - a. Participate in regular (at least monthly) strategy and progress meetings with County SMCEW staff. Discuss task progress and provide feedback about SMCEW offerings. Share insights about school district barriers and opportunities.
 - b. Collaborate with County SMCEW staff to develop proposals for comprehensive energy projects that layer applicable funding sources (water heating, HVAC, solar, demand response, etc.).
 - c. Identify districts that can leverage bond funds vs. those that don't have current bonds.
 - d. Collaborate with County SMCEW staff to develop strategies to assist districts in overcoming funding and project management barriers.
 - e. Inform County SMCEW staff when districts are updating/creating relevant facility policies (Climate Action Plans, energy action plans, Facilities Master Plans, etc.). Connect County SMCEW staff with district personnel to offer and provide resources and support for policy development as appropriate.
2. Schedule and facilitate meetings with at least 15 school districts within the contract period that enable County SMCEW staff to discuss customized energy recommendations with district decision-makers.
 - a. Attendees will include SMCOE staff, County SMCEW staff, and district decision-makers, and may also include representatives of other energy programs as appropriate.
 - b. Contribute to development of presentations. Presentations may include results from methane gas cataloging and customized recommendations for advancing energy-related projects by accessing turn-key programs, technical assistance, incentives, financing, district bond funds, etc.
 - c. Refer districts to County SMCEW staff for technical assistance and support to access programs and resources.
 - d. Schedule follow-up check-in calls with districts as appropriate.
 - e. Coordinate opportunities for County SMCEW staff and/or PG&E program personnel to give presentations to groups of decision-making school district personnel, especially chief business officials, superintendents, and facilities managers.
3. Share information with school district personnel to support them in advancing energy-related projects, especially energy efficiency and decarbonization projects.
 - a. Communicate individually with school district staff about recommended energy projects.
 - b. Point school district staff to County SMCEW staff as a technical assistance point of contact for referrals to energy-related programs and resources.
 - c. Share information provided by County SMCEW staff with school district personnel about energy-related trainings, programs, and other opportunities through SMCOE communication channels.

Deliverables:

1. Monthly report

SMCOE will provide a monthly report documenting progress, including successes and challenges. Monthly reports can be provided verbally during monthly meetings or in writing. Monthly reports should include:

- a. The number of meetings held with district staff out of the total of 15 districts
- b. The names of the districts
- c. A brief synopsis of outcomes
- d. Applicable feedback from districts on SMCEW programs
- e. Updates about additional projects (if applicable)

- f. Applicable policy updates (i.e. bond measures)

2. **Quarterly report**

Quarterly written reports will be submitted in PDF format with the quarterly invoices and will include:

- a. A list
 - i. Meetings (including site visits) scheduled and/or facilitated in the past month (Task 2).
 - ii. Share a copy of ongoing log of communication with each district developed for Peninsula Clean Energy.
 - iii. Information shared with school districts on behalf of County SMCEW staff (Task 3).
- b. A narrative
 - i. Efforts SMCOE is making to schedule meetings and site visits with other school districts.
 - ii. Information about districts planning or working on policy updates related to energy.
 - iii. Insights about the impact the SMCEW program is having on school districts.
 - iv. Updates about additional energy-related projects (if applicable)

Revised Exhibit B (rev. 2/10/2026)

Exhibit B

Pursuant to Section 3 of the Agreement, County's total payments for services shall not exceed \$350,000.

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay SMCOE a quarterly payment of \$25,000 upon receipt of an approved invoice, the quarterly progress report and monthly progress reports for the previous three months (if in writing).

All invoices must include:

- A. Organization's letterhead
- B. Current remittance address
- C. Agreement/Contract #
- D. Invoice #
- E. Invoice date
- F. Total cost
- G. Amount owing
- H. Amount previously billed
- I. Amount remaining on agreement
- J. Purchase order number (issued by County)

Contractor shall provide supporting documents concurrently upon invoice submittal, adequate to substantiate the charges. Adequate supporting documents include, but are not limited to: deliverable documents, payroll registers, timesheets, detailed invoices, inspection certificates, activity/participant logs, applicant forms, acceptance letters, survey forms, authorized travel/expense forms, service acknowledgment forms, etc. The types of supporting documents required to verify information on invoices depends on the specified contracted services and, if applicable, costs to be reimbursed. The County reserves the right to withhold payment on invoices until Contractor provides adequate supporting documents. The adequacy of supporting documentation is in the sole discretion of the County.

Timesheets must include at a minimum, employee name, job title, date of hours worked, task hours are applied to, hourly rate, number of hours worked per date, total dollar value per day per employee.