



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/10/2011

Agenda Placement: 7L

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Greg Clark for David Whitmer - Agricultural Commissioner  
Agricultural Commissioner

**REPORT BY:** Jeffrey Erwin, Deputy Agricultural Commissioner - 253-4357

**SUBJECT:** Agreement with Kristin Lowell, Inc. to prepare Engineers Report for Winegrape Pest and Disease Control District

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### **RECOMMENDATION**

Agricultural Commissioner/Sealer of Weights and Measures requests approval of and authorization for the Chairman to sign an agreement with Kristin Lowell, Inc. for a maximum amount of \$5,800 for the term May 10, 2011 through December 31, 2011, for civil engineering services for the Napa County Winegrape Pest and Disease Control District to develop the per acre assessment for Fiscal Year 2011-2012.

### **EXECUTIVE SUMMARY**

Approval of the recommended action will authorize Kristin Lowell, Inc. to prepare the Engineer's Report for the Napa County Winegrape Pest and Disease Control District for Fiscal Year 2011-2012 for purposes of determining the per acre assessment for owners of qualifying planted vineyard acreage in order to fund the district's programs related to the Glassy-winged Sharpshooter/Pierce's Disease, and Vine Mealybug.

Kristin Lowell, Inc. is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funds collected from the FY 2011-2012 assessment will be used to pay for the \$5,800 cost of the Engineer's Report. Revenue used to pay for the

Engineer's Report comes from the receipt and deposit of assessment funds which are subsequently deposited into an agency fund specifically established for the Napa County Winegrape Pest and Disease Control District. The District Board authorizes payment of expenditures from the agency fund, and in the case of the Engineer's Report, payment would be made directly to Kristin Lowell, Inc. As a result, the revenue and payment of the expenditure is not contained in the Agricultural Commissioner's budget. However, the revenue and expenditure is contained within the District's FY 2011-2012 budget.

Is it Mandatory or Discretionary? Mandatory

Is the general fund affected? No

Future fiscal impact: The Engineer's Report is prepared annually to identify property parcels subject to the assessment. This Engineer's Report is specifically for FY 2011-2012 and work performed by Kristin Lowell, Inc. related to its use will not be completed until after the end of this current fiscal year. Cost of the Engineer's Report will be paid from assessment funds collected during FY 2011-2012. There will be no future fiscal impacts beyond the next fiscal year.

Consequences if not approved: Without the Engineer's Report it will not be possible to identify property parcels subject to the assessment and the Assessor's tax roll will not include the assessment. As a result, assessment revenues cannot be collected and the Napa County Winegrape Pest and Disease Control District will not be able to contribute to the funding of the County's Glassy-winged Sharpshooter/Pierce's Disease Program and Vine Mealybug Program.

Additional Information:

### **ENVIRONMENTAL IMPACT**

This action is a covered activity under the adopted Negative Declaration that was prepared for the formation of the District.

### **BACKGROUND AND DISCUSSION**

In August 2002, the Board of Supervisors approved and levied assessments for the Napa County Winegrape Pest and Disease Control District (NCWPDCD) pursuant to Proposition 218. Each year thereafter, pursuant to Government Code section 6296.3, the Board of Supervisors "shall cause to be prepared and filed with the Clerk of the Board of Supervisors a written report" that contains among other things, a description of each parcel of property subject to the assessment and the amount of the assessment of each parcel. The document containing this information is called the "Engineer's Report."

The professional services agreement (PSA) with Kristin Lowell Inc. (KLI) provides that KLI will prepare the Engineer's Report, assist the County in updating its database of existing planted vineyard acreage within the district area, and calculate the assessments for Fiscal Year 2011-2012. The assessments will then be submitted to the County Auditor's office in a timely manner so that they may be included on the property tax bills. The agreement covers work commencing during the current fiscal year and ending during August or September of the next fiscal year. Assessment revenues collected during FY2011-2012 will be used to pay for the

cost of the Engineer's Report. Payment for preparation of the Engineer's Report will be made directly from the agency fund established specifically for the NCWPDCD after an invoice is received from Kristin Lowell, Inc. and payment authorized by the District Board of Directors.

Kristin Lowell Inc. is not a local vendor and has been selected because of its unique and specialized knowledge of the assessment area.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan