



Agenda Date: 5/3/2005  
Agenda Placement: 6C

## 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:** Greg Clark, Assistant Agricultural Commissioner/Sealer, 253-4357  
**SUBJECT:** Approval of Professional Services Agreement with Kristin Lowell Inc. to prepare Engineer's Report for the Napa County Winegrape Pest & Disease Control District assessments.

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### **RECOMMENDATION**

Agricultural Commissioner requests approval of and authorization for the Chair to sign an agreement with Kristin Lowell Inc. for a maximum amount of \$5,700 for the term May 3, 2005 through August 31, 2005 to prepare the Engineer's Report required for the levy of assessments pertaining to the Napa County Winegrape Pest and Disease Control District for Fiscal Year 2005-2006.

### **EXECUTIVE SUMMARY**

The proposed action will allow for the preparation of the required Engineers Report so that the Board may later take the necessary actions to impose the yearly assessment on owners of planted vineyard acreage covered under the District and provide funding to allow the District to conduct its activities.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **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**

The Napa County Winegrape Pest and Disease Control District assessments for Fiscal Year 2005/2006 need to be updated. In August 2002, the Board of Supervisors approved and levied assessments for the district services pursuant to Proposition 218. Subsequently, pursuant to Government Code section 6296.3, each year 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 professional services agreement with Kristin Lowell Inc. provides that it will prepare the Engineer's Report, as well as assist the county in updating their database of existing planted vineyard acreage within the district area, and calculate the assessments for Fiscal Year 2005/2006. The assessments will then be submitted to the County Auditor's office in a timely manner for them to include the assessments on the property tax bills.

On March 9, 2005, the Napa County Winegrape Pest and Disease Control District Board of Directors approved a recommendation to the Board of Supervisors to approve and execute the contract with Kristin Lowell Inc. to prepare the Engineer's Report for the levy of assessments for the fiscal year 2005/2006. All costs related to Engineers Report will be paid by District funds.

Kristen Lowell Inc. has been selected because of its unique and specialized knowledge of the assessment area.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Michael Stoltz