



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/9/2017

Agenda Placement: 6K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors

**FROM:** Tracy Cleveland for Greg Clark - Agricultural Commissioner  
Agricultural Commissioner

**REPORT BY:** Jaspreet Faller, Staff Services Analyst II - 253-4973

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

---

### **RECOMMENDATION**

Agricultural Commissioner/Sealer of Weights and Measures requests approval of and authorization for the Chair to sign an agreement with Kristin Lowell, Inc. for a maximum of \$5,800 for the term May 1, 2017 through December 31, 2017 for civil engineering services for the Napa County Winegrape Pest and Disease Control District to develop the per acre assessment for Fiscal Year 2017-2018.

### **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 2017-2018 for purposes of determining the per acre assessment for owners of qualifying planted vineyard acreage. The revenue received from payment of the assessment is used to fund district activities related to the Glassy-winged Sharpshooter/Pierce's Disease, Vine Mealybug programs, and Enhanced Detection Trapping / Research including plant shipment inspections, insect detection trapping, pest management, and education and outreach.

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 2017-2018 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 that are subsequently deposited into an agency fund specifically established for the Napa County Winegrape Pest and Disease Control District.
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 2017-2018 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 2017-2018. There will be no future fiscal impacts beyond the 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, Vine Mealybug Program and Enhanced Detection Trapping / Research 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 FY2017-2018. The assessments will then be submitted to the Auditor-Controller'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 FY2017-2018 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.

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: Ben Guerrieri