



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/14/2018

Agenda Placement: 6K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** David Morrison - Director  
Planning, Building and Environmental Services

**REPORT BY:** Brian Bordona, Supervising Planner - (707) 259-5935

**SUBJECT:** Approval of a Professional Services Agreement with Environmental Science Associates for CEQA support and land use consult

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### **RECOMMENDATION**

Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign an agreement with Environmental Science Associates (ESA) for a maximum of \$165,000 for the term August 1, 2018 through June 30, 2019 to support staff on an as-needed basis with the preparation of CEQA documents required for new vineyard erosion control projects and land use consulting services.

### **EXECUTIVE SUMMARY**

Due to current shortages in staffing within the Planning Division, temporary support is needed to assist in environmental review of new vineyard erosion control plan projects, as required by the California Environmental Quality Act (CEQA). In addition, ESA will provide assistance with land use analysis and stakeholder outreach in preparation for the County's strategic plan.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	A portion of the contract will be paid for by applicants. However, the portion of the contract that is used for land use consulting services will be paid for by appropriations in the General Fund - Central Services Division.
Is it Mandatory or Discretionary?	Discretionary

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Discretionary Justification:	Due to staffing shortages, the department cannot process erosion control plans in a timely manner. Use of this contract will help to support staff and improve customer service. Currently there are some specific discussions regarding prior approved developments as well as the Board's efforts to develop and implement a strategic plan. ESA is uniquely suited to assist with both efforts.
Is the general fund affected?	Yes
Future fiscal impact:	No fiscal impact is anticipated to occur as a result of this agreement as all costs for peer review will be borne by the applicant.
Consequences if not approved:	If the agreement is not approved, the County may be unable to prepare necessary CEQA documentation for new vineyard erosion control plan projects in a timely manner.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Napa County is required by the California Environmental Quality Act (CEQA) to conduct an environmental impacts analysis on all discretionary permits submitted for approval, which includes agricultural erosion control plans for new vineyards. CEQA requires the analysis of several potential environmental impacts, including biological resources, air quality, hydrology and water quality, traffic, among others. Due to current shortages of staffing in the Planning Division, temporary support for the preparation of CEQA documents for pending agricultural erosion control plans for new vineyards is needed to maintain expected permit processing timeframes and avoid delays. In addition, ESA will assist County staff with land use analysis and assist with community outreach as part of the development of the Board's strategic plan.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi