



Agenda Date: 9/12/2006
Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Felix Riesenber, Principal Water Resources Engineer, 259-8620
SUBJECT: Professional Services Agreement with Kristin Lowell, Inc.

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Kristin Lowell, Inc. for a maximum amount of \$63,565 for assessment district engineering services for the Milliken-Sarco-Tulocay Recycled Water Project and Carneros Area.

EXECUTIVE SUMMARY

In December 2004, the Board of Supervisors approved the Department's Water Resources Work Plan, which included the Milliken-Sarco-Tulocay (MST) Recycled Water Project. One task identified in the work plan is the formation of an assessment district to fund the infrastructure improvements. There has also been direction to form an assessment district to fund the infrastructure improvements for the Carneros Area. The formation of both these assessment districts have been included in this agreement as a mechanism to provide economies of scale.

At this point in time, the use of Measure "A" funds for the Carneros area has not yet been approved, so Kristin Lowell, Inc. will be directed to limit its activities to the MST effort until this funding issue is resolved, except for portions of the work that address both areas simultaneously.

Staff recommends approval of a professional services agreement with Kristin Lowell, Inc. to provide these services. Kristen Lowell, Inc. is recommended because it has completed several recent assessment district formation projects for the County and is intimately familiar with Napa County procedures.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	The adopted MST budget includes \$529,000 for initial planning efforts. These funds were provided from the agricultural watershed project category of Measure "A." Through June 2006, approximately \$30,000 has been spent from this project account, leaving approximately \$500,000. The use of Measure "A" funds for the Carneros area has not yet been approved and Kristin Lowell, Inc. will be directed to limit its activities to the MST effort, except for portions of the work that address both areas simultaneously. In the event that Measure "A" funds are not allocated for Carneros, actual expenditures would be lower than the maximum amount of the agreement.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	An assessment district consultant will allow the County to move forward with the MST Recycled Water Project planning effort.
Is the general fund affected?	No
Future fiscal impact:	There will ongoing staff costs and other project costs for several years if these planning efforts result in future construction projects. Measure "A" funds will continue to be available through 2018.
Consequences if not approved:	The County will be unable to move toward a solution to the groundwater overdraft problem in the Milliken-Sarco-Tulocay area. Measure "A" funds will continue to accumulate awaiting appropriation for qualified projects.
Additional Information:	None

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

In 2003 the County completed an extensive Milliken-Sarco-Tulocay (MST) ground water study in partnership with the community and United States Geological Services (USGS). This study identified impacted groundwater areas within the region. One possible solution to the ground water overdraft situation occurring in the MST area is to supplement the local supply with recycled wastewater from Napa Sanitation District (NSD). NSD has recently completed its Recycled Water Strategic Plan and is working with County staff to establish a benefit assessment district to pay for the extension of recycled water infrastructure into the MST area.

County staff is moving forward on four "tracks" to complete the planning effort. These four "tracks" include:

1. Development of an Memorandum of Understanding between the County and NSD to define service levels and County/NSD responsibilities;
2. California Environmental Quality Act analysis of the project once the project is defined;
3. Technical work including determining assessment district boundaries, recycled water supply availability (both quantity and timing of availability), preliminary project design, cost estimates, and assessment district formation, which in turn includes benefit assessment methodology and determining the assessment amounts; and

4. Public outreach efforts to inform the property owners affected by the proposed assessment district formation about the project.

Kristin Lowell, Inc. will provide assistance to County staff with assessment district engineering and formation activities to allow the project to continue to move forward.

In addition to the MST area, Kristin Lowell, Inc.'s work scope includes assessment district engineering for the Carneros Area as well. The use of Measure "A" funds for the Carneros area has not yet been approved and Kristin Lowell, Inc. will be directed to limit its activities to the MST effort, except for portions of the work that address both areas simultaneously. County staff is seeking an expert opinion justifying the use of Measure "A" funds in the Carneros area, and as long as the proposed work falls within the Measure "A" guidelines, will be coming to the Board of Supervisors at a future date to request inclusion of the Carneros area in this overall recycled water project effort.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey