



Legislation Text

File #: 22-727, Version: 1

TO: Board of Supervisors
FROM: Tracy Cleveland - Agricultural Commissioner
REPORT BY: Jaspreet Faller - Staff Services Analyst II
SUBJECT: Agreement with Kristin Lowell, Inc. to prepare Engineer's 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 3, 2022 through December 31, 2022 for civil engineering services for the Napa County Winegrape Pest and Disease Control District to develop the per acre assessment for Fiscal Year 2022-2023.

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 2022-2023 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, Enhanced Detection Trapping programs and research, including plant shipment inspections, insect detection trapping, pest management and outreach and education.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funds collected from the FY2022-2023 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
Discretionary Justification:	Click or tap here to enter text.
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 FY2022-2023 and work performed by Kristin Lowell, Inc. related to its use will not be completed until after the end of the current fiscal year. No future fiscal impact past the stated ending date of December 31, 2022.
Consequences if not approved:	If this item is not approved, it would not be possible to identify property parcels subject to the assessment and Assessor’s tax roll will not include the special assessment. As a result, assessment revenues would not be collected and the Napa County Winegrape Pest and Disease District would not be able to contribute to funding of the programs.
County Strategic Plan pillar addressed:	Effective and Open Government
Additional Information	Click or tap here to enter text.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: 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 FY22-23. The assessments will then be submitted to the Auditor Controller’s Office in a timely manner so 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 FY22-23 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.

KLI is not a local vendor and has been selected because of it’s unique and specialized knowledge of the

assessment area.