

**ENVIRONMENTAL SERVICES AGENCY  
DEPARTMENT OF AGRICULTURE/WEIGHTS AND MEASURES  
Inter-Departmental Correspondence**

**Date:** May 15, 2001

**Hearing Date:** June 5, 2001

**TO:** Honorable Board of Supervisors

**FROM:** Marcia Raines, Director, Environmental Services Agency *MR*  
Gail Raabe, Agricultural Commissioner/Sealer *GR*

**SUBJECT:** Renewal of Streamlined Approval Process for Certain State Contractual Agreements with the Agricultural Commissioner/Sealer

RECOMMENDATION

Approve the resolution authorizing the Agricultural Commissioner/Sealer to sign state Standard Agreements and Memoranda of Understanding for various programs and services that do not exceed \$50,000 per agreement.

Background

In June 1998 the Board approved a resolution (No. 61988) authorizing the Agricultural Commissioner/Sealer to sign Standard Agreements and Memoranda of Understanding with the California Department of Food and Agriculture (CDFA) and the California Department of Pesticide Regulation (CDPR) in amounts not to exceed \$50,000 per agreement. This resolution expires three (3) years from the date of its approval unless extended by action of the Board

Beginning in FY1998-99, CDFA changed a number of ongoing contracts (Standard Agreements) to Memoranda of Understanding. Board approval and signature are no longer required as the state now accepts the signature of the County Agricultural Commissioner/Sealer to initiate and renew these agreements. The CDPR will also accept the Agricultural Commissioner's approval and signature on Standard Agreements, providing the County submits a letter or resolution that outlines the Agricultural Commissioner's authority to sign these documents. Many counties throughout the state continue to use this streamlined approval process for state contracts involving their Agricultural Commissioner/Sealer.

Discussion

Streamlining the contract approval process has reduced the time, effort and delays associated with the previous approval procedures at both the state and county level. In past years, significant staff hours were expended by the Division, the Environmental Services Agency, County Manager's Office, and Clerk of

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the Board to prepare and forward contract documents to the Board for approval and signature, and then on to the state for further processing. Prior to June 1998, these ongoing contracts were routinely renewed by placement on the Consent Agenda.

These state contracts are for subventions that do not involve significant levels of funding. Examples of current state contracts which would continue to be processed under signature of the Agricultural Commissioner/Sealer include the Nursery Inspection Agreement (\$4,357), Pesticide Implementation Contract (\$13,480), Pesticide Residue Sampling Contract (\$10,332), and Pesticide Data Entry Contract (\$10,960).

Major state contracts for significant funding and program services such as the annual Pest Detection Contract, (\$364,735), the annual High Risk Pest Exclusion Contract (\$856,236) and the Pierce's Disease/Glassy-winged Sharpshooter Emergency Program Contract (\$236,253) will continue to be approved by formal Board resolution and signature.

This resolution sunsets three years from the date of Board authorization unless extended by the Board

#### Other Reviewing Agencies

This proposal has been reviewed by County Counsel.

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO**

**STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING THE AGRICULTURAL COMMISSIONER/SEALER TO  
SIGN STANDARD AGREEMENTS AND MEMORANDA OF UNDERSTANDING FOR  
VARIOUS PROGRAMS AND SERVICES IN AN AMOUNT THAT DOES NOT  
EXCEED \$50,000 PER AGREEMENT**

**RESOLVED**, by the Board of Supervisors of the County of San Mateo,  
State of California, that

**WHEREAS**, every year the county enters into memoranda of understanding and standard form agreements with the State of California, through the Department of Food and Agriculture and the Department of Pesticide Regulation, which provide subventions to the county for various programs under the control and supervision of the County Agricultural Commissioner/Sealer; and,

**WHEREAS**, the Department of Food and Agriculture will authorize the County Agricultural Commissioner/Sealer to execute memoranda of understanding, with proper authorization from the Board of Supervisors; and

**WHEREAS**, the Department of Pesticide Regulation will also accept the signature of the County Agricultural Commissioner/Sealer on standard form agreements with the Department, if properly authorized by the Board of Supervisors; and

**WHEREAS**, allowing the County Agricultural Commissioner/Sealer to enter into such agreements and memoranda will result in a reduction of time, effort and delays which have been associated with the execution of these agreements in the past; and

**WHEREAS**, the County Agricultural Commissioner/Sealer has been authorized by the Board of Supervisors to enter into such agreements and memoranda in amounts not to exceed \$50,000 since June 1998

**NOW, THEREFORE, THE BOARD OF SUPERVISORS HEREBY RESOLVES AND ORDERS** that the County Agricultural Commissioner/Sealer be, and hereby is, authorized to enter into memoranda of understanding and standard form agreements with the California Department of Food and Agriculture and the Department of Pesticide Regulation, for the purpose of accepting subvention payments from the State of California in amounts not to exceed \$50,000 00 per contract, provided that no such contract shall require expenditure or commitment of County funds.

**IT IS FURTHER RESOLVED AND ORDERED** that the authority granted herein to the Agricultural Commissioner/Sealer shall expire after three (3) years from the date of this resolution unless extended by action of this Board.

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