

**Monterey County Board of Supervisors
Referral Submittal Form**

Referral No. 2023.10
Assignment Date: 05/02/23
(Completed by CAO's Office)

SUBMITTAL - Completed by referring Board office and returned to CAO no later than 10:00AM on Wednesday prior to Board meeting:

Date: 4/25/23	Submitted By: Supervisor Glenn Church	District #: 2
Referral Title: Pajaro Sanitation District Fee Collection, March 2023		
Referral Purpose: Request that the Board of Supervisors, acting as the Board of Directors of the Pajaro County Sanitation District (PCSD) suspend all fees incurred by impacted residents for the duration of the flooding-related evacuation order in the Pajaro community in March 2023 and offer refunds to all impacted residents who have already made payments.		
Brief Referral Description (attach additional sheet as required): Request that staff determine the most expedient mechanism for suspending and/or refunding sanitary sewer service charges (including any late fees) for impacted members of the community of Pajaro that were incurred during the flood-related evacuation order in March 2023. This action will cause a budgetary impact because the PCSD, in addition to the sewer collection service, pays the City of Watsonville for wastewater treatment. It must be determined what fees are payable to the City of Watsonville including fees assessed even if no treatment service is performed. Request also includes making an appeal for forgiveness of applicable charges to the City of Watsonville.		
Classification - Implication		Mode of Response
<input type="checkbox"/> Ministerial / Minor <input type="checkbox"/> Land Use Policy <input type="checkbox"/> Social Policy <input type="checkbox"/> Budget Policy <input type="checkbox"/> Other: _____		<input type="checkbox"/> Memo <input type="checkbox"/> Board Report <input type="checkbox"/> Presentation
		Requested Response Timeline
		<input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> Status reports until completed <input type="checkbox"/> Other: ASAP <input type="checkbox"/> Specific Date: _____

ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO's Office:

Department(s): PWFP, CAO Budget, and County Counsel	Referral Lead: Randy Ishii Co- Leads: Ezequiel Vega/Les Girard	Board Date: 5/02/23
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REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:

Department(s):	Referral Lead:	Date:
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ANALYSIS - Completed by Department and copied to Board Offices and CAO:

Department analysis of resources required/impact on existing department priorities to complete referral:	
Analysis Completed By: _____ Date: _____	Department's Recommended Response Timeline <input type="checkbox"/> By requested date <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Other/Specific Date: _____

REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:

Referral Response Date:	Board Item No.:	Referrals List Deletion:
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Note: Please cc Claudia Escalante and Karina Bokanovich on all CAO correspondence relating to referrals.