



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** PCSDG 19-001, **Version:** 1

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Acting as the Board of Directors of the Pajaro County Sanitation District:

- a. Set a Public Hearing on May 14, 2019, at 10:30 a.m., to hear the Report of 2018 Delinquent Fees for the Pajaro County Sanitation District and consider any protests and objections to the Report by property owners liable to be assessed for delinquent fees;
- b. Direct the Resource Management Agency to prepare a final Report of 2018 Delinquent Fees for the Pajaro County Sanitation District; and
- c. Direct the Resource Management Agency to publish a Notice of Public Hearing and mail it to the property owners listed in the Report not less than ten (10) days prior to the date of hearing.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors, acting as the Board of Directors of the Pajaro County Sanitation District:

- a. Set a Public Hearing on May 14, 2019, at 10:30 a.m., to hear the Report of 2018 Delinquent Fees for the Pajaro County Sanitation District and consider any protests and objections to the Report by property owners liable to be assessed for delinquent fees for the Pajaro County Sanitation District;
- b. Direct the Resource Management Agency to prepare a final Report of 2018 Delinquent Fees for the Pajaro County Sanitation District; and
- c. Direct the Resource Management Agency to publish a Notice of Public Hearing and mail it to the property owners listed in the Report not less than ten (10) days prior to the date of hearing.

**SUMMARY:**

The proposed actions will result in a Public Hearing to consider placing past due sanitation service charges for the Pajaro County Sanitation District (PCSD) on the property tax rolls to facilitate collections. This assessment will be in the form of a lien placed on the property owner's real property until such time that the delinquent balance is paid in full.

**DISCUSSION:**

PCSD provides wastewater collection services to 1,047 customers in the Pajaro and Las Lomas communities. Monterey One Water acts as the billing agency for the PCSD.

In 1999, the Board of Supervisors adopted ordinances removing sanitation service charges from the tax rolls and instead provided for collection through a monthly billing system. On June 9, 2007, the Board of Supervisors adopted Ordinance No. 05054 establishing procedures for collection of delinquent fees for the PCSD. The procedures include holding a public hearing once a year to hear the Report of Delinquent Sanitation Fees and any protests or objections by property owners liable to be assessed for delinquent fees.

The Report of 2018 Delinquent Fees (Attachment A) lists property owners in the PCSD that have accrued unpaid balances for calendar year 2018 on accounts for 66 parcels, despite multiple billing notices. The proposed action would schedule the required hearing for the 66 accounts with past due balances. On February 15, and April 10, 2019, affected property owners were notified by letter that they have delinquent accounts. The letter informed each property owner of the past due amount, as of December 31, 2018, and that the delinquent amount is subject to collection through placement of a lien on their property. Notices of the May 14,

2019 public hearing will be mailed, not less than ten (10) days prior to the hearing, to property owners listed in the Report. Also, a public hearing notice (Attachment B) will be published in the Monterey County Weekly not less than ten (10) days prior to said hearing.

OTHER AGENCY INVOLVEMENT:

Monterey One Water acts as the billing agency for the PCSD. Placement of liens on the property tax rolls is done by the Office of the Treasurer-Tax Collector.

FINANCING:

Collectively, past due amounts for calendar year 2018 for the PCSD currently total \$29,530 from 66 parcels. Costs associated with processing the liens for the 66 delinquent accounts, including data processing, accounting, noticing, and control procedures, are calculated at \$60 per parcel for a total of \$3,960. In accordance with Ordinance No. 05054, the processing costs will be added as lien transfer fees to the delinquent amount on a per parcel basis prior to forwarding the accounts to the Treasurer-Tax Collector's office, for a total lien amount of \$33,490. PCSD's main revenue is generated from sewer fees, with additional revenues allocated from a portion of the general property tax. Additionally, revenue from the prior year's delinquent accounts is collected when property tax payments are made in December and April of the following year. All past due calendar year 2018 service charges and lien transfer fees collected will be deposited into Fund 151 for the PCSD. Collection of past due amounts is a normal part of doing business and, as such, is accounted for when preparing the annual budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The collection of past due amounts and lien transfer fees for delinquent accounts ensures continued cash flow to fund maintenance and operations. Responsible fiscal management ensures that sewer infrastructure needs are met and improves public health and safety.

☐ Economic Development  
☒ Administration  
☒ Health & Human Services  
☒ Infrastructure  
☒ Public Safety

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Approved by: Carl P. Holm, AICP, Resource Management Agency Director

Attachments:

Attachment A - Report of 2018 Delinquent Fees as of 4/8/19

Attachment B - Notice of Public Hearing

Attachment C - Location Map

(Attachments are on file with the Clerk of the Board)