

# Attachment A

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

**Referral No. 2024.04**  
**Assignment Date: 03/12/24**  
(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: 23 February 2024	Submitted By: Supervisor Glenn Church	District #: 2
Referral Title: Maintenance of Little Bear Creek: Permits/Floodplain Issues		
Referral Purpose: 1. To analyze and address floodplain issues in the Little Bear Creek area and 2. To address expedited permit processes for cleaning and long-term maintenance of Little Bear Creek		
Brief Referral Description (attach additional sheet as required):  The community of Bolsa Knolls has grown along Little Bear Creek which runs a length of approximately 12 miles. The Creek has multiple owners and managers, including private residents and agricultural landowners. This referral requests research and analysis of the cause of floodplain issues in the Little Bear Creek drainage, including a drainage study, analysis of the impact of upstream area agricultural practices, creek maintenance, potential funding mechanisms to conduct maintenance and a process to expedite permitting for creek maintenance. There are complicated permitting requirements for cleaning out vegetation and removing upstream debris, including silt running off agricultural fields to the northeast. The entities that currently own Little Bear Creek have experienced various levels of effect navigating the permit requirements imposed by the various jurisdictional entities with authority over the Creek. To maximize the resiliency of the community of Bolsa Knolls, especially in times of flood risk, it is imperative that all property owners along Little Bear Creek can perform maintenance in a timely, legal manner. To this end, we suggest analyzing causes of floodplain issues and devising a system of expedited creek maintenance permitting, including potential funding mechanisms, that will save both time and money in the long run.		
<b>Classification - Implication</b>		<b>Mode of Response</b>
<input type="checkbox"/> Ministerial / Minor	<input type="checkbox"/> Land Use Policy	<input type="checkbox"/> Memo <input checked="" type="checkbox"/> Board Report <input type="checkbox"/> Presentation
<input type="checkbox"/> Social Policy	<input type="checkbox"/> Budget Policy	<b>Requested Response Timeline</b>
<input type="checkbox"/> Other: _____		<input type="checkbox"/> 2 weeks <input checked="" type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> Status reports until completed <input type="checkbox"/> Other: _____ <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): County Administrative Office	Referral Lead: Debbie Paolinelli	Board Date: 3/12/24
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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**

- By requested date
- 2 weeks       1 month       6 weeks       6 months
- 1 year       Other/Specific Date: \_\_\_\_\_

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

Referral Response Date:

Board Item No.:

Referrals List Deletion:

**Note:** Please cc Claudia Escalante and Karina Bokanovich on all CAO correspondence relating to referrals.