



County of Monterey

Item No.43

Board Report

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

Legistar File Number: A 26-115

April 14, 2026

Introduced: 3/20/2026

Current Status: General Government -
Consent

Version: 1

Matter Type: BoS Agreement

- a. Approve the Library Director or her designee and the Sheriff or her designee to enter into a retroactive Memorandum of Understanding (“MOU”) with the San Lucas Water District from February 3, 2026 - July 2, 2026 to allow District services from the San Lucas Branch Library
- b. Authorize the Library Director or her designee and the Sheriff or her designee to approve up to six (6) Amendments of six (6) months each that do not significantly change terms and conditions

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve the Library Director or her designee and the Sheriff or her designee to enter into a retroactive Memorandum of Understanding (“MOU”) with the San Lucas Water District from February 3, 2026 - July 2, 2026 to allow District services from the San Lucas Branch Library
- b. Authorize the Library Director or her designee and the Sheriff or her designee to approve up to six (6) Amendments of six (6) months each that do not significantly change terms and conditions

SUMMARY:

Monterey County Free Libraries (MCFL) and the Monterey County Sheriff’s Office (Sheriff), will partner with the San Lucas Water District (District) to allow use of the San Lucas Branch Library for Water District public service operations including serving customers, distributing water, and holding meetings of the District Board.

DISCUSSION:

The San Lucas Water District serves the community of San Lucas, and recently lost use of the facility housing their bottled water distribution services, bill paying services, and Board meetings. As this is a service focused on San Lucas, a new temporary place for public service operations was needed in San Lucas to provide this essential service. The bottled water distribution is required as the water in San Lucas is non-potable. A local place to pay bills via cash or check, with regular office hours, is also required.

The San Lucas Branch Library is a facility in San Lucas that also has a small room that serves as a Sheriff Field Office. Restrooms are shared with the library space.

This agreement allows use of the Sheriff Field Office space for the Water District to conduct public service operations to receive bill payments, issue bottled water, and be available to the public they

serve. The bottled water is stored on the property in a container separately owned and controlled solely by the District. The District will supply their own laptop, printer, and other technology enabling them to provide service from the Library. The District will have independent entry to the space, arranged with MCFL, and District hours do not have to align with library use hours.

MCFL will staff the library space once a month to allow the District to host their Board Meetings. This enables the Board to meet their obligations to the public in a space suitable for a meeting. The meetings will happen outside of regular open hours of the library, and the library will only be open for purposes of the meeting.

This agreement is retroactive as there was an urgent and immediate need to provide essential services to San Lucas, so services have begun while the MOU has been in development.

The District does not currently hold the County standard General Liability Insurance. This item asks the Board to approve the MOU without the General Liability Insurance requirement, due to the size and funding limitations of the District and need of the community. The operations inside the building are only for use of a small office by one employee for purposes of paying bills and answering questions. Operations have been smooth, with excellent communication and information sharing between MCFL and the District.

This partnership is expected to be temporary, and the MOU would be reviewed and renewed on a six-month basis until a new situation for the District is resolved.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

County Counsel has reviewed as to form. County Sheriff's Office has reviewed and concurs.

FINANCING:

Minimal extra expenses will be incurred, primarily in additional utilities use. MCFL will absorb these and the costs to staff the facility to enable the monthly Board meetings in the operational budget. There is no impact to the General Fund.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

Ongoing opportunities for the community to have free and accessible educational, recreational, and service options.

- X Well-Being and Quality of Life
- ___ Sustainable Infrastructure for the Present and Future
- X Safe and Resilient Communities
- ___ Diverse and Thriving Economy

Prepared by: Jennifer Hansen, Administrative Services Officer, x7569

Approved by: Hillary Theyer, Library Director, x7566

Attachments:

MOU San Lucas Water District