

Attachment A

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

Referral No. 2026.14
Assignment Date: 07/07/26
(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: 06/26/26	Submitted By: Supervisor Glenn Church and Chris Lopez	District #: 2 & 3
Referral Title: Remove Sewer Billing Services from County of Monterey Property Tax Rolls		
Referral Purpose: Move the collection of sewer charges for Pajaro County Sanitation District and County Service Area 75 – Chualar from County of Monterey Property Tax Rolls to Monterey One Water sewer billing services.		
Brief Referral Description (attach additional sheet as required) In 2024, Monterey One Water (M1W) announced its intention to cease providing sewer billing and collection services by moving those services to the County of Monterey Property Tax Rolls. In anticipation of this, the Board of Supervisors approved changing sewer billing for Pajaro County Sanitation District (PCSD) and County Service Area 75 – Chualar (CSA 75) to the County of Monterey Property Tax Rolls. M1W ultimately decided to retain its sewer billing and collection services. However, billing for both PCSD and CSA 75 were removed from M1W and attached to the Property Tax Rolls. Since the change in sewer billing, both residents and businesses of PCSD and CSA 75 have expressed dissatisfaction with their sewer rates being billed through the County's Property Tax Rolls. With the consideration that the current sewer billing process risks that delinquent sewer payments may lead to tax foreclosures on homes and businesses, and because of widespread unpopularity with the current billing process, sewer billing and collection services should be moved back to the billing services provided by M1W as existed prior to 2024 and in accordance with any changes M1W has made since that time with its billing.		
Classification - Implication		Mode of Response
☐ Ministerial / Minor ☐ Land Use Policy ☐ Social Policy ☐ Budget Policy ☒ Other: <u>Public Works</u>		☐ Memo ☒ Board Report ☐ Presentation
		Requested Response Timeline
		☐ 2 weeks ☒ 1 month ☐ 6 weeks ☐ Status reports until completed ☐ Other: ASAP ☐ 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	Referral Lead: Randy Ishii	Board Date: 07/07/26
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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: _____	Department's Recommended Response Timeline
Date: _____	☐ 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:
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Note: Please cc Claudia Escalante and Karina Bokanovich on all CAO correspondence relating to referrals.