PROCESS FOR PROP. 218 PROTEST COUNT

STEP	ACTION	WHEN

1.	For Prop. 218 compliance, mail notice to the record owner (may include tenants if they pay directly to MCWD) of each parcel upon which the fee or charge is proposed to be imposed. The notice must include:
	  a. the amount of the fee on that parcel
	  b. the basis for calculating the fee or charge
	  c. the reason for the fee or charge
	  d. the time, date and location of the protest hearing
		At least 45 days before public protest hearing

2.	Board Clerk receives all District mail including protests and returned notices which are date stamped with date received and given to the Customer Service Supervisor.	Daily during protest period.
3.	Customer Service Supervisor tallies the returned notices according to reason for return on a spreadsheet.	Daily during protest period.
4.	Customer Service Supervisor reviews each protest received and verifies APN number against the Parcel Mailing List received by the County Tax Assessor's Office.	Daily during protest period.
5.	Protests are recorded on a spreadsheet indicating which Service Area rates it is protesting.	Daily during protest period.
6.	Said spreadsheet maintains the count.	Daily during protest period.
7.	Protest letters are filed in folders by Service Area and are stored in locked drawer.	Daily during protest period.
8.	Protest letters and spreadsheet received prior to the hearing are brought to the hearing by the Director of Administrative Services.	Day of Public Hearing
9.	Any protest letters received at the hearing are received by the Director of Administrative Services added to the count of previously received protest letters and a preliminary total count for each cost center is provided at the Protest Hearing.	At the Public Hearing
10.	If Protest letters total preliminary count for each cost center is less than 50% + 1 of the total Parcels of the cost center, the rates are considered for approval by the Board.	At Public Hearing Meeting