



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Manager's Office



DATE: October 22, 2009
BOARD MEETING DATE: November 10, 2009
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors

FROM: Steve Alms, Manager, Real Property Division

SUBJECT: Revocable Encroachment Permit and Agreement to Treat and Deliver Potable Water to Redwood Glen, for the camp adjacent to Memorial Park, Loma Mar (Lease No. 5242)

RECOMMENDATION:

Adopt a resolution:

1. Authorizing and directing the President of the Board of Supervisors to execute a Revocable Encroachment Permit and Agreement to Treat and Deliver Potable Water to Redwood Glen, a California Religious Corporation, for the camp adjacent to Memorial Park, Loma Mar, for a term of 10 years; and
2. Authorizing the County Manager or his designee to execute notices, options and documents associated with the Agreement including, but not limited to, extension or termination of the Agreement under the terms set forth therein.

BACKGROUND:

The County Parks Department operates a water treatment plant at Memorial Park in Loma Mar to serve Park potable water needs. Redwood Glen owns and operates Redwood Glen, a camp and conference center adjacent to Memorial Park. Previously, Redwood Glen operated a water treatment plant to serve the potable water needs of the camp. In 1998, the County and Redwood Glen entered into an agreement to consolidate their treatment plants. The County's plant, which treats water diverted from Pescadero Creek, continues to have sufficient capacity to provide potable water to both Memorial Park and Redwood Glen. The agreement expired in 2008 and the County has provided water to Redwood Glen on a month-to-month basis since that time.

Under the terms of the previous agreement, Redwood Glen paid to the County a monthly meter charge of \$8.00 plus \$1.22 per Unit (one unit equals 100 cubic feet or 748 gallons) of water delivered. Revenues were \$3,838.18 for Fiscal Year 2006-2007, \$4,131.62 for Fiscal Year 2007-2008, and \$3,245.81 for Fiscal Year 2008-2009. These Revenues offset Parks' costs of treating and delivering the water and maintaining the equipment.

DISCUSSION:

Real Property Services has drafted a Revocable Encroachment Permit and Agreement to Treat and Deliver Potable Water, whereby Redwood Glen will pay to County a monthly meter charge of \$9.00 and a base rate of \$3.00 per Unit of water for the first 2,941 units provided in one year. A surcharge of 16% will be added to any amount in excess of 2,941 units in any calendar year. The base rate of \$3.00 per unit is subject to annual review and will increase if there is an increase in the County's costs to deliver water. The term of the agreement is for ten years and can be terminated under specific circumstances by either party with one-year notice to the other party. The projected revenue for Fiscal Year 2009-2010 is \$8,684.25.

County Counsel has reviewed and approved the Agreement as to form. The Director of Parks concurs in this recommendation.

Approval of this Agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by providing Redwood Glen with potable water to serve its users, while tapping unused capacity of the County's treatment facility and offsetting costs of operating and maintaining the County facility.

FISCAL IMPACT:

The \$9.00 monthly meter charge and \$3.00 per unit base charge for water use will be deposited in the Memorial Park operating account.

cc:/enc: Judith Holiber, Deputy County Counsel
cc: David Holland, Director of Parks
Dave Moore, Parks Superintendent