



BOARD MEETING AGENDA SUBMITTAL

TO: CVCS Board of Directors
FROM: Peter Kampa, General Manager
DATE: October 17, 2023
SUBJECT: 7b) Review of implementation process and schedule for encroachment permits

RECOMMENDED ACTION: This item is for Board information only, no action required.

BACKGROUND:

. The Implementation process and schedule for encroachment permits is as follows:

- Encroachment package to be posted on web-site
- Anyone seeking a permit MUST submit electronically to the our email address set up specifically to accept and process encroachment permits (permitscoppervalleycsd@google.com) or mail their permit application to our mailing address listed on form
- The Office Manager would be the initial contact to accept and process the applications
- Payments would need to be made by check to the District *I would like to be able to accept credit cards, I can get this going to before we launch, just need to investigate this process, I believe I can do it through the web*
- Once received Office Manger would review for accuracy, assure payment has been received then forward to the District Engineer for review and Site Manger.
- Any communication regarding permit would go through email to applicant so we have a permanent record of the transaction
- Once approved the Office Manager will issue the permit to applicant