



Exhibit 3

DOCUMENTATION of COMMUNICATIONS with Neighboring Well Owners Re: Optional Well Monitoring

Today's Date: _____

Applicant Consultant Name _____

Consultant Mailing Address _____

City/Zip _____

System/Applicant Name: _____

APN: _____

Site Address/Location: _____

Dear Consultant:

Pursuant to Monterey Peninsula Water Management District (MPWMD or District) Rule 21-A, the applicant must notify Neighboring Well owners of the opportunity to have their Wells monitored during the Well assessment test associated with a Water Distribution System (WDS) Permit. Neighboring Wells are located within **1,000/300** feet of the subject Well. These neighbors have been advised of the subject Pre-Application and that you will be contacting them. Documentation of your communications to and responses by neighbors must be submitted to MPWMD and confirmed prior to the Well testing date for it to be accepted by MPWMD. Your future WDS Application will also need to include this documentation.

Attached are contact information and Neighboring Well data provided to you on a need-to-know basis. You must contact Neighboring Well owners at least 14 days (longer if at all possible) before a potential Well test date to explain the voluntary option to have their Well monitored. You should make a reasonable effort to accommodate the neighbors' schedules. You should explain the Well data you need and restrictions on the use of their Well during the test, and that you must also coordinate with drillers and Health Department staff regarding test dates. The MPWMD is not involved in those logistics. Note that you will need to plan extra time before the start of the Well test for District staff to review and confirm the documentation.

The Applicant or his/her consultant should document a good-faith effort to communicate with Neighboring Well owners by letter, e-mail, phone and/or personal visit. At least two forms of communication to the neighbors are strongly suggested. Documentation of the Neighboring Well owner's responses is also required. If there is no response within one week, you should attempt a second communication. It is recognized that lack of a response by neighbors may be due to an extended vacation, illness or other absence.

Please see over for more detailed information, MPWMD contacts and website links.

Documentation Format

Before the Well test commences, District staff must review and confirm the adequacy of the following written information to be submitted for each Neighboring Well owner:

- Type of contact and date received by neighbor (e.g., letter, e-mail, phone, visit);
- Copy of written communications to neighbor; summary of verbal exchanges;
- Re-contact effort if no response by neighbor is received within 7 days of initial contact;
- Copy of written responses or summary of verbal responses by neighbor.

MPWMD Staff Contact:

Please contact Henrietta Stern at henri@mpwmd.net or 831/658-5621 if you have questions on the WDS Permit process.

MPWMD Website Links:

For comprehensive information on MPWMD procedures and requirements for water Wells, please visit the MPWMD website at: <http://www.mpwmd.dst.ca.us/pae/wds/wds.htm>

The protocol for notifying Neighboring Well owners as part of the WDS Permit process is available at: **[[** add website for Memorandum #7**]]**

The MPWMD Rules & Regulations are available at: (See especially Rule 21-A)
[[add new website URL for rules/regs**]]**

Cc: **Copy to Applicant**