

This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

Date: 1/15/22

Originator: Tiana Bradley

Purpose: Fire Tax Delinquencies – Placement of Lien against parcel.

Supporting Documents Included:

- Policy: 3038 “Water & Sewer Fee Collection”
- County of Plumas Unpaid Parcel Apportionment Report

1. **Description:**

The Gold Mountain CSD at this present time allows staff to place liens against parcels for Water & Sewer delinquencies. However, this process does not apply to that of the Fire Tax placed on the Plumas County Tax Roll once a year against all GMCS D parcels. The GMCS D as of December 2021 shows fourteen parcels as delinquent on their Fire Tax payments. The total delinquency shows \$47,957.41 owed to the District, a few delinquencies date back to 2018. The Plumas County Parcel apportionment report is attached for your reference.

GMCS D Staff formally request the GMCS D Policy Committee to draft a new policy granting them the authority to place liens against parcels for Fire Tax delinquencies while assessing late & interest charges against the said parcel for the delinquency, this policy request can mirror Policy 3038: Water & Sewer Fee Collection. The policy is attached for your reference.

2. **Reason for Recommended Board Action - (Consider compliance, cost savings, fixing a problem):**

This policy would allow the GMCS D staff to track Fire Tax Delinquencies more closely. Protect the district from any potential write offs, due to the sale of a delinquent parcel. Having a Lien filled against the parcel adds a small layer of protection to the district.

3. **Anticipated Impacts to the District (negative and/or positive) - (Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted):**

This policy would potentially increase yearly revenue owed to the District.

4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:**

This policy would potentially lead customers to have more of an incentive to pay their Fire Tax bill on time.

5. Recommendation (s):

Staff formally request the GMCS D Policy Committee to draft a new policy granting GMCS D staff the authority to place liens against parcels for Fire Tax delinquencies while assessing late & interest charges against the said parcel for the delinquency.

In the mean-time Staff request the GMCS D Board of Directors entertain a motion to allow staff to pursue the placement of liens against the fourteen parcels for their delinquent Fire Tax bills.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Water & Sewer Fee Collection
POLICY NUMBER: 3038

3038.1 Overview

Currently applicable Gold Mountain Community Services District (District) water and sewer service fees are due and payable quarterly on or before their due date. The due date is the first day of each calendar quarter (January 1, April 1, July 1, and October 1). Property owners are encouraged to pay for more than one quarter in advance. District quarterly statements detail both current and past due fees as well as any late fees and interest charges as listed below.

In accordance with California Government Code Section 61115, the following policy and procedures are in effect as of the date of the adoption of this policy regarding the collection of water and sewer service fees collection and delinquency for both connected and standby customers.

3038.2 Late Fees. A one time penalty late fee of 10% is added to each quarterly water and sewer service fee that remains unpaid one month after its due date.

3038.3 Interest Penalties. Additionally, on-going monthly interest penalties of 1% per month are added to the previous month's unpaid balance.

3038.4 Property Liens. If the delinquency extends beyond six months, the District may begin the lien filing process against the owner's property. The lien process can be stopped, or if a lien has been filed can be removed, when the property owner pays the entire balance due as well as all direct costs associated with the filing of the lien by the District, including the following: lien filing service fees, recording fees, attorney fees, advertising expenses, late fees, and interest penalties.

3038.45 The District may pursue collection of delinquent fees and charges through the County tax roll.

3038.5 Partial payments will be applied first to the accumulate late fees if any, then to the accumulated interest penalties if any, and last to outstanding water and sewer fees, oldest first.

3038.6 Timeline Procedures for Action on Delinquencies:

3038.7 One month past due: A late fee of 10% of the amount of the last unpaid quarterly water and sewer fee is added to the account balance. These charges will appear on the next quarterly statement.

3038.7.1 One month past due and each month thereafter until paid in full: An interest fee of 1% of the previous unpaid balance is added to the account balance. These charges will appear on the next quarterly statement.

3038.7.2 After 6 months in arrears: The property owner is notified by U.S. postal service certified mail, return receipt, that the account is 6 months past due and notified of the amount of their account balance. The property owner is provided 15 days from the receipt of the certified letter to contact the District and arrange full payment or to appear at a public hearing to be set at a date at least 15 days from the date of the mailing of the letter. If payment is not received or the District is not satisfied at public hearing, the District will begin the process of filing a lien against the property.

3038.7.3 After 6 months in arrears: Water service may be shut off to connected property owners. Service will be re-established after all outstanding water and sewer fees, late fees, interest penalties, service interruption and/or reconnection fees, and all other fees and expenses described above have been paid.

3038.8 Standby and Connected Customers in arrears: In addition to the fees and procedures described above, the District will not issue a "Will Serve" letter to property owners who are in arrears until all outstanding fees have been paid.

County of Plumas
Unpaid Parcel Apportionment Report
Parcels Unpaid As Of 12/31/2021 Includes Bankruptcies, Excludes Low
Values and All Years

Asmt	Year	Roll	Cat	Supl Fee	Tax Amt 1	Tax Amt 2	Penalty	Red Pen/Int	Apport Tot
Tax Code 50550 [Gold Mountain CSD-Annual Fire Assessment] - DS - Delinquent Secured [E,I] (Page 1)									
131-020-037-000	2020	I	DS		0.00	366.94	36.68	0.00	403.62
131-020-037-000	2019	I	DS		0.00	359.70	35.96	0.00	395.66
131-020-037-000	2018	I	DS		0.00	352.60	35.26	0.00	387.86
131-020-057-000	2020	I	DS		0.00	182.24	18.22	0.00	200.46
131-020-057-000	2019	I	DS		0.00	178.62	17.86	0.00	196.48
131-020-057-000	2018	I	DS		0.00	175.06	17.50	0.00	192.56
131-020-058-000	2020	I	DS		0.00	366.94	36.68	0.00	403.62
131-020-058-000	2019	I	DS		0.00	359.70	35.96	0.00	395.66
131-020-058-000	2018	I	DS		0.00	352.60	35.26	0.00	387.86
131-020-064-000	2020	I	DS		0.00	366.94	36.68	0.00	403.62
131-020-064-000	2019	I	DS		0.00	359.70	35.96	0.00	395.66
131-020-064-000	2018	I	DS		0.00	352.60	35.26	0.00	387.86
131-020-066-000	2020	I	DS		0.00	1,382.94	138.28	0.00	1,521.22
131-020-066-000	2019	I	DS		0.00	1,356.28	135.62	0.00	1,491.90
131-020-066-000	2018	I	DS		0.00	1,329.14	132.90	0.00	1,462.04
131-110-025-000	2020	I	DS		0.00	182.24	18.22	0.00	200.46
131-120-003-000	2020	I	DS		0.00	182.24	18.22	0.00	200.46
131-190-023-000	2020	I	DS		0.00	182.24	18.22	0.00	200.46
131-250-001-000	2020	I	DS		0.00	182.24	18.22	0.00	200.46
131-250-001-000	2019	I	DS		0.00	178.62	17.86	0.00	196.48
131-250-001-000	2018	I	DS		0.00	175.06	17.50	0.00	192.56
131-260-026-000	2020	I	DS		0.00	2,768.40	276.84	0.00	3,045.24
131-260-026-000	2019	I	DS		0.00	2,714.08	271.40	0.00	2,985.48
131-260-026-000	2018	I	DS		0.00	2,660.80	266.08	0.00	2,926.88
131-260-027-000	2020	I	DS		0.00	7,853.44	785.34	0.00	8,638.78
131-260-027-000	2019	I	DS		0.00	7,699.40	769.94	0.00	8,469.34
131-260-027-000	2018	I	DS		0.00	7,548.38	754.82	0.00	8,303.20
131-270-025-000	2020	I	DS		0.00	551.66	55.16	0.00	606.82
131-270-025-000	2019	I	DS		0.00	540.80	54.08	0.00	594.88
131-270-025-000	2018	I	DS		0.00	530.16	53.00	0.00	583.16
131-270-027-000	2020	I	DS		0.00	551.66	55.16	0.00	606.82
131-270-027-000	2019	I	DS		0.00	540.80	54.08	0.00	594.88
131-270-027-000	2018	I	DS		0.00	530.16	53.00	0.00	583.16
131-370-009-000	2020	I	DS		0.00	183.47	18.34	0.00	201.81
Totals I 50550 [Gold Mountain CSD-Annual Fire A:				0.00	0.00	43,597.85	4,359.56	0.00	47,957.41
Totals DS 50550 [Gold Mountain CSD-Annual Fire Assessment]				0.00	0.00	43,597.85	4,359.56	0.00	47,957.41
Totals 50550 [Gold Mountain CSD-Annual Fire Assessment]				0.00	0.00	43,597.85	4,359.56	0.00	47,957.41
Report Totals				0.00	0.00	43,597.85	4,359.56	0.00	47,957.41