This brief is being provided to inform the board, staff and public of the details of an agenda item that requires no 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: 5/27/21**

**Originator:** Administrative Manager

**Agenda Topic Title:** Water Usage Billing Cycle

**Purpose of Brief:**  Billing Cycle – Alteration

**Supporting Documents Included: No**

**Description:**

The current Water Usage Billing policy for the Gold Mountain Community Services District stipulates that the CSD will bill once a year, for the previous fiscal years Water Usage Consumption. For example, the 2019/20 Fiscal Year the Water Usage Bills were distributed to all Connected Customers in the 4th quarter in the 2020/21 Fiscal Year.

**Reason for Recommended Board Action**

This Water Usage Billing policy presents the following issues:

* This billing policy prevents remittance of payment for Connected Customers that enter in escrow during the current fiscal year, as water usage billing is conducted at the end of the fiscal year.
* Results in the potential loss of significant amounts of funds owed to the District for Water Services provided to all Connected Customers.

**Recommendation (s):**

The proposed solution:

* Alter the current Water Usage billing cycle from that of a once-a-year billing policy to a quarterly billing policy.
* Enact the District’s ability to utilize the Water Usage software to bill at an at-need-basis. For example, if a Connected Customer enters escrow in the month of May, when the billing cycle is April-June. The software will enable staff to bill that said Customer for all Water Usage Consumption.

**Desired Action by the Board:**

Entertain a motion altering the current Water Usage Billing Cycle from a once-a-year billing process to a quarterly billing cycle process.