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:**June 14, 2021

**Originator:** Rich McLaughlin

**Purpose**: Propose Policy #5005 Recurring Billing Policy

**Supporting Documents Included: Yes / No** No – draft policy included below.

**Desired Action by the Board:**

First reading by the board of new Policy #5005 Recurring Billing Policy. The board may choose to waive the second reading and adopt recommendation as presented. Current policy requires a 3/5th majority affirmative vote of the entire membership of the board to adopt this policy.

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1. **Description:** This new policy is intended to fill a void in current policies that do not address charging consumption charges mid-year when a property sells. This new policy will allow the District to take a meter read at the time of sale, and bill water consumption to the selling owner.
2. **Reason for Recommended Board Action -** (*Consider compliance, cost savings, fixing a problem*): There is currently no GM CSD Policy on this topic which has prevented the District from billing for year-to-date water consumption on sold properties.

1. **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 closes a loophole and will generate mid-year consumption income for all sold properties.

1. **Anticipated Impacts to the Customer –** *Standby, Residential, Commercial***:** Selling owner will pay their fair share of year-to-date consumption. Purchasing owners will not be billed for water use prior to the sale.
2. **Recommendation (s):** Adopt GM CSD Policy #5005 as presented below.

Gold Mountain Community Services District - DRAFT

# POLICY HANDBOOK

**POLICY TITLE: Recurring Billing Policy**

**POLICY NUMBER: 5005**

**5005.1 Overview:**

Gold Mountain Community Services District (District) bills all customers quarterly for water and sewer service fees. Water consumption charges are billed annually per the **Connected Rates Schedule**. These fees and charges are due and payable on or before their specified due date. Service Fee payments received after the designated due date are assessed late fees & interest penalties, as per Policy **3038. Water & Sewer Fee Collection.**

**5005.2 Escrows:**

When Gold Mountain Community Services District is notified that a connected parcel is in escrow, District field staff will take a “Final Meter Read” on the date of escrow. This data will be used to prepare and distribute a final bill for water usage (consumption) to the existing Customer of Record.