

Payment Policy

The District adopts the following policy regarding payment of water bills by Members of the District.

1. Definitions: As used in this policy, the following terms have the following definitions:
 - a. "Billing date" – the date that a Member is billed by the District for water used during the Member's prior billing cycle, which date is shown on the Member's bill.
 - b. "Due date" – the 15th day of the month following the billing date shown on a Member's bill.
 - c. "Late payment date" – the 6th day of the month following the applicable due date.
 - d. "Extension date" – the date that is one (1) week after the applicable late payment date.

In the event that a due date, late payment date or extension date falls on a weekend, District holiday, or other date on which the offices of the District are closed, then the applicable date shall mean the next day on which the offices of the District are open.

2. Payment of Bill: All bills are due and must be received by the District on or before the applicable due date.
3. Late Fees and Payments: If the Member does not pay a bill by the due date, then on the day immediately following the due date, a late fee of 10% of the Member's total outstanding bill shall be assessed to the Member's account. A late fee will be assessed for each month that the Member's bill remains outstanding. The Member must pay all past due balances (including the late fee) on or before the late payment date.
4. Payment Extension: A Member can submit a request that payment of an outstanding balance be extended for one (1) week following the late payment date. Any request for an extension must be made to the District in writing, on a form provided by the District, signed by the Member. A member shall only be able to request one (1) extension date during each quarter.
5. Failure to Pay Balance: A Member failing to pay the entire outstanding balance by the late payment date or extension date, whichever is applicable, will result in the District assessing the Member a Non Payment fee of \$50 for the first time and \$ 75.00 for each time thereafter, which fee shall be assessed to the Member's account. In addition, the District can disconnect the Member's water service without warning to the Member. Service will not be restored to the Member until the outstanding balance is paid in full, including all assessed late fees and the non-payment fee.