
Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: **Billing Policy**

POLICY NUMBER: **5005**

5005.1 Overview. Gold Mountain Community Services District (GMCS D) is responsible for water delivery; wastewater collection and disposal (sewer); fire prevention and suppression; and emergency medical response service (EMS) to properties within the District boundaries. GMCS D provides quarterly statements for water and sewer services, and additionally collects the fire tax included on the Plumas County property tax roll for fire prevention, fire suppression and EMS response services.

5005.2 Definitions. In accordance with the 2022 Rate Schedules, passed and adopted under the Proposition 218 process, the District assesses service rates for all parcels under two categories:

1. **Connected Customers** – customers connect to and who use water and sewer services
2. **Unconnected Customers** – customers that have not installed a water meter and/or septic system for the handling of wastewater

5005.3 Owner/Tenants. California law allows tenants to apply for a utility account in their own name. The CSD requires a copy of the signed lease to apply for such account. The property owner remains ultimately responsible for utility payments and late fees. In the event of any delinquency, as detailed in the following sections, all notices of delinquency will be sent to both the tenant and the owner of record. Delinquency proceedings will be conducted with the owner of record.

The Special Fire Tax is always invoiced to the owner of record and recorded in the County Assessor's office.

5005.4 Water and Sewer Billing: In accordance with California Government Code Section 61115, the following policy and procedures are in effect on the date of the adoption of this policy regarding the collection of water and sewer service revenue for services rendered for all customers. Parcel Accounts are considered "Connected" when the property has an installed water meter and passes Plumas County's Final Sewer Activation Inspection.

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Modification Date: 9.23.22

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5005.3.1 Temporary Water Meters. Customers that have a temporary water meter installed for any use including construction, irrigation, or other temporary services, are charged for all water usage in addition to their respective service charge.

5005.3.2 Quarterly Statements. The District bills water and sewer fees on a quarterly basis with balances due and payable on 1 October, 1 January, 1 April, and 1 July. Fees received after the first of the following month, 1 November, 1 February, 1 May, and 1 August, are considered late and the District will start delinquency procedures. Customers may choose to make payments in advance, quarterly, semi-annually, annually or a lump sum.
Customers are reminded that they are responsible for quarterly water and sewer payments whether or not they receive an actual bill.

5005.3.3 Water and Sewer charges. Definitions and additional details regarding utility charges can be found in the Water Rate Policy (#5010) and Sewer Rate Policy (#5020):

Water Service Charge – flat quarterly fee for upcoming quarter as defined in Water Rate Policy (#5010)

Sewer Service Charge – flat quarterly fee for upcoming quarter as defined in Sewer Rate Policy (#5020)

Water Usage Charge – all customers with an installed water meter are billed for use based on Metered Consumption, on the following schedule:

- Statements Due January 1 include Sept, Oct, and Nov usage from prior year
- Statements Due April 1 include Dec, Jan, and Feb usage
- Statements Due July 1 include Mar, Apr, and May usage
- Statements Due Oct 1 include June, July, and Aug usage

5005.3.4 Late Fees: The District adds a penalty late fee of 10% to any account with a balance owed on the first day of the subsequent month after due date. These charges will appear on the next GM CSD account statement.

5005.3.5 Interest Penalties: The District charges ongoing monthly penalties of 1% per month to the previous month's unpaid water and sewer balance on the first day of each subsequent month for which there is an outstanding balance. These charges appear on the next GM CSD statement.

5005.4 Fire Tax Billing: Tax Measure A., confirmed by Plumas County BOS Resolution 2006-07-01, authorizes collection of a voter approved Special Fire tax on the Plumas County Tax Roll, and authorizes a 2% annual GMCS D Special Tax increase. The District Board of Directors adopted the special tax per GMCS D Resolution 2006-07-01 on July 18, 2006. The District direct bills the fire tax for certain combined parcels which are more efficiently collected in this manner.

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- 5005.4.1 Bi-Annual County Tax Statements:** Plumas County tax statements for property within the GMCSO boundaries include a specific line item under Voter Approved Taxes for the Gold Mountain Community Services District Special Fire Tax. Upon receipt of payment, Plumas County Tax Department remits payment to the GMCSO. Plumas County Tax Collector assesses a small processing fee for each parcel billed. The County assesses a penalty for late or unpaid fees and rolls the balance over to the next statement.
- 5005.5 Direct Billed Fire Tax Fees:** The District invoices Fire Tax Fees for select community owned parcels and parcels with multiple ownership. The District invoices these fees on an annual basis and assesses a late fee of 10% for any late or unpaid fee each quarter until balance is paid.
- 5005.6 Delinquency and Water Shutoff Procedures.** Refer to Policy 5006 for the procedures the District follows in the event of delinquencies and possible water shutoff proceedings.