

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, Assistant General Manager

Agenda: January 8, 2019

Report

Date: January 4, 2019

Subject: Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2017-2018

Recommendation:

Authorize staff to write off bad debts for fiscal year 2017-2018 (July 1, 2017 to June 30, 2018) in the total amount of \$13,394.14.

Background:

The process of writing off bad debts takes place at the end of each fiscal year as part of the year-end closeout and audit process. At this time, staff requests that the Board authorize the General Manager to write off the debts have not been collected throughout the fiscal year. The total for Fiscal Year 2017-2018 is \$ 13,394.14 (or 0.1% of Water Revenue) as detailed in the attached table.

The majority of the bad debts are customers who have discontinued service with the District without rendering payment of their final closing bills. Staff efforts to locate the customers and collect payment of these accounts have been exhausted.

The following represents the bad debt amounts written off over the past five (5) fiscal years:

Fiscal Year 2016-2017: \$10,403.82

Fiscal Year 2015-2016: \$4,480.84

Fiscal Year 2014-2015: \$7,428.21

Fiscal Year 2013-2014: \$4,617.87

Fiscal Year 2012-2013: \$8,404.28

Fiscal Impact:

Charge to expense of \$13,394.14. The budget includes an allowance of \$11,000 for bad debt.

Coastside County Water District Bad Debt Write-Offs for Fiscal Year 2017-2018

Name	Amount Due
PATRICIA PALOMINO GARCIA	\$ 1,646.53
BILL MANN	\$ 1,415.57
ROSALIE SVARE	\$ 902.49
ERIC TOBIN	\$ 881.03
JOYCEE M KELLY	\$ 818.14
ANGELA FORTE	\$ 674.80
TRENKINS I. MC CLAIN	\$ 671.63
THERESA LEE TIM McKENNEY	\$ 575.96
CHARLES TAYLOR	\$ 561.24
DAVID MELTON	\$ 540.64
ARIELLE DAVENPORT/DAVID ANTONE	\$ 470.93
BRANDON TREADWELL	\$ 378.35
SUNNY/ROBERT VANLEEUEWEN	\$ 336.33
STEVEN ADRAGNA	\$ 331.95
KELLY BRETZ	\$ 310.73
PATRICA MURPHY	\$ 295.15
BRANDON TREADWELL	\$ 278.44
WENDY/GARY REID	\$ 261.07
ESTATE OF KATHLEEN BAROFF	\$ 247.37
KYLE McCARTHY	\$ 245.95
ARIELLE DAVENPORT	\$ 216.55
KYLE FOLEY	\$ 198.50
RONALD EKIS	\$ 168.78
MARIA RODRIGUEZ GUZMAN	\$ 158.31
DONNA FOOTE	\$ 153.61
DONNA FOOTE	\$ 19.58
PATTI SANDELL	\$ 145.69
ERIC TOBIN	\$ 128.31
ABRAHAM ENGEL	\$ 108.35
MANOLIS GOUNALAKIS	\$ 107.37
ABARNA NATHAN	\$ 42.31
GILLIAN STRODE	\$ 42.16
BARRIE HEARN	\$ 31.04
PAUL BJURBERG	\$ 29.28
Total	\$ 13,394.14