

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Mary Rogren, General Manager

Agenda: January 14, 2020

Report

Date: January 10, 2020

Subject: Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ending 2018-2019

Recommendation:

Authorize staff to write off bad debts for fiscal year 2018-2019 (July 1, 2018 to June 30, 2019) in the total amount of \$8,229.

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 2018-2019 is \$ 8,229 (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 2017-2018: \$13,394
Fiscal Year 2016-2017: \$10,403
Fiscal Year 2015-2016: \$ 4,480
Fiscal Year 2014-2015: \$ 7,428
Fiscal Year 2013-2014: \$ 4,618

Fiscal Impact:

Charge to expense of \$8,229.

COASTSIDE COUNTY WATER DISTRICT
Bad Debt Write-Offs for Fiscal Year 2018-2019

Name		Amount Due
GAY DOTSON STRANGE	\$	2,082.70
CHARLES BUTTON	\$	1,836.97
JOYCEE M KELLY	\$	818.14
SONIA KOLTZOFF	\$	321.50
JOSEPH BEARE	\$	307.34
GUIDO CORDOVA	\$	295.98
GABRIEL HANEY	\$	291.93
GABRIEL HANEY	\$	18.32
MICHAEL CAINE	\$	253.74
JACQUELINE VIDRIO	\$	216.83
TRAVIS BAUTISTA	\$	205.47
BRANDON READ	\$	204.41
ESTATE OF NANCY PINDER	\$	202.99
SUSAN DRAKE	\$	192.92
MEGAN WEAVER	\$	169.31
SHAYNA BRIGHT	\$	127.65
ERIC COLEMEN	\$	109.35
PHYLLIS SMITH	\$	105.43
CAROLE GAULER	\$	101.11
CAROLE GAULER	\$	44.91
ELLEN SANDERS	\$	94.37
JASON MILLING	\$	91.99
RACHEL GAGLIANO	\$	76.71
ELLEN GARRETT	\$	59.00
 TOTAL	 \$	 8,229.07