

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Jeffrey Schneider, Assistant General Manager

Agenda: February 11, 2025

Report Date: February 7, 2025

Agenda Title: Request for Board to Provide Authorization to Write Off Bad Debts for Fiscal Year Ended June 30, 2024

Recommendation/Motion:

Authorize the General Manager to write off bad debts for Fiscal Year 2023-2024 (July 1, 2023 to June 30, 2024) in the total amount of \$4,455.34.

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 2023-2024 is \$4,455.34 as detailed in the attached table.

These bad debts only include 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 2022-2023: \$5,686
Fiscal Year 2021-2022: \$9,296
Fiscal Year 2020-2021: \$86,368
Fiscal Year 2019-2020: \$11,115
Fiscal Year 2018-2019: \$8,229

Fiscal Impact:

This amount was charged to expense on the FY2023-2024 Financial Statements.

**Coastside County Water District
Bad Debt Write-Offs for Fiscal Year 2023-2024**

Name	Amount Due
ALFRED PERRUQUET	\$92.54
BETH SANLORENZO	\$58.46
KARLA CESENA	\$52.52
COLEEN GOSSELIN	\$503.44
JOSEPH PACINI	\$489.04
ANDREA DITULLIO	\$486.35
TERI DOUGLAS	\$48.37
KATE W VARVEL	\$44.77
WILLIAM BERGGREN	\$44.17
RUBEN PONCE	\$342.65
DAVID MELLON	\$337.69
JOSE ADRIAN ORTEGA	\$264.72
EMILY CASTILLO	\$16.89
ALEX METTEAUER	\$139.05
ESTATE OF GUADALUPE VIRGEN	\$110.56
SPENCER DAKIN	\$102.90
DEAN STOCKER	\$102.12
FEDERICO MONTANEZ	\$1,219.10
TOTAL Bad Debt Write-Offs	\$4,455.34