

**RULES AND REGULATIONS**

**SECTION 4.0: BILLING PROCEDURE**

Except for those instances in which a bill must be estimated under pursuant to SECTION 15.0 ESTIMATED BILL of these Rules and Regulations, all meters shall be read monthly and each customer shall receive a bill showing their usage in one hundred gallon increments used the previous month. The bill shall be dated and mailed on or before the first working day of the month. The bills are due and payable to the District upon receipt. Payments must be received by the District on or before the fifteenth (15) day of the month or a customer shall be deemed delinquent, and a Late Penalty shall be assessed.

**SECTION 5.0: BILLS AND NOTICES**

- A. Bills and notices relating to the conduct of the business of the District shall be mailed to the customer's address that is listed on the "User's Agreement" unless a change of address has been filed in writing with the District. A customer shall not be excused from the payment of any bill, nor the performance required by any notice, because of a failure to receive the bill or notice.
- B. A bill not paid on or before the past due date shall be deemed delinquent. The District shall mail the delinquent customer a late notice of said delinquency, and the District shall discontinue service without further notice seven (7) days after the date of such notice, unless the bill is paid prior to the expiration of such seven (7) days. If a delinquent bill is not paid within seven (7) days after the date of such late notice, the water supply to a customer shall be discontinued without further notice. However, a "Customer in Good Standing" shall receive an additional above-mentioned billing cycle to pay their bill, at which time all current and arrears' charges shall be paid to avoid discontinuance of service.  
  
A "Customer in Good Standing" shall not be allowed to carry over their charges more than twice, in a twelve (12) month period.
- C. A "Customer in Good Standing" is defined as a customer that has not been turned off for non-payment within the prior twelve (12) month period.

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SECRETARY OF THE COMMISSION