

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

BCPUD

BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 94924

415 868 1224



[Date]

HAND-DELIVERED TO [INSERT PROPERTY ADDRESS]
AND VIA U.S. MAIL

[Name of Customer]
[Street Address]
[City], [State] [Zip Code]

Re: Notice of Intent to Discontinue Water Service for Non-Payment of Bill Pursuant to BCPUD Resolution 312.

Dear [Name of Customer]:

On behalf of the Bolinas Community Public Utility District (“BCPUD”), I am writing to notify you that the BCPUD will discontinue water service to your property at **[insert property address]**, Bolinas, for non-payment of the outstanding quarterly metered water bill on **[insert a date at least 15 days after the date of notice]**, (the “Termination Date”), pursuant to BCPUD Resolution 312, a copy of which is enclosed. The amount of \$ _____ has been due and outstanding on this account since **[insert date]** and you have received numerous prior notices of the amount due and opportunities to bring the account current. You must either (1) pay the amount due in full or (2) contact our office by calling me at (415) 868-1224, or sending me an email at jblackman@bcpud.org, or stopping by our office at 270 Elm Road, Bolinas, to speak with me by no later than **[insert date at least 7 days after the date of notice]** to arrange for payment.

If you would like to discuss options to avert discontinuation of your water service, I would be happy to talk with you about an alternative payment schedule, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and/or petition for bill review and appeal. If you would like to request a specific deferred, reduced or alternative payment schedule (including an amortization of the delinquent residential service charges), or if you would like to petition for bill review and appeal, you may do so by submitting your request to me in writing no later than seven (7) days before the Termination Date, or **[insert date]**. At the time of such request, you must also submit documentation demonstrating that that the bill is beyond your means to pay in full at this time. You may email your written request to me at jblackman@bcpud.org or send it via U.S. Mail to me at P.O. Box 390, Bolinas, California 94924 or submit it in person to our office at 270 Elm Road, Bolinas, California 94924. I will issue a written decision on the matter and, if you disagree with the outcome of my decision, you have a right to appeal my decision within seven (7) days, in writing, to the BCPUD Board of Directors for a determination at its next regularly scheduled meeting or at a special meeting.

Thank you in advance for your attention to this matter. We very much would like to work with you to make arrangements for the payment of this outstanding bill and avoid the discontinuation of your water service.

Very truly yours,

Jennifer Blackman
General Manager