

Agenda Date: October 16, 2014
Agenda Placement: Admin.
Estimated Time: N/A
Continued Item: No

Board Agenda Item

TO: Air Pollution Control District Board
FROM: Dave Van Mullem, Air Pollution Control Officer
CONTACT: Bob Van Beveren, Administrative Manager (961-8863)
SUBJECT: Discharge of Uncollectible Invoices

RECOMMENDATION:

Discharge the uncollectible invoices from Fiscal Year 2007-08 through Fiscal Year 2009-10 as listed on the attached schedule of uncollectible accounts.

DISCUSSION:

The District collects nearly 100% of all invoices sent to our regulated community. However, over the course of fiscal years 2007/2008 through 2009/2010 we have accrued uncollectible invoices totaling \$5,732.81. Of the sixteen (16) entities with uncollectable invoices, two (2) are uncollectable due to bankruptcy and seven (7) of the entities are either out of business or no longer operating in California.

We have diligently worked to collect these amounts. The collection process is in accordance with District rules and is summarized as follows: First, we send a letter for invoices still due after 30 days. When invoices are over 60 days we send another letter adding a penalty of 10%, and again at 90 days when the invoice remains unpaid, adding another 10%. Once invoices are beyond 90 days in arrears, we file a Small Claims action for all amounts \$5,000 or below. Amounts greater than \$5,000 are turned over to County Counsel, or the District Attorney in the case of notices of violation.

During 1997 through 2001 we utilized the collection services of the County Treasurer for past due invoices at 60 and over 90 days. Starting in 2002 the District began in-house collections for past due invoices at 60 days and filing Small Claims actions for invoices over 90 days in arrears.

Future requests for discharge of uncollectable accounts will be done at the end of each fiscal year where uncollectable accounts are greater than 4 years in age or involve a bankruptcy, and total more than \$4,000.

ATTACHMENT: Uncollectible Accounts Schedule