

King Creek Water Supply Corporation

CORPORATE POLICY CP06 – Deferred Payments

1.0 Policy

- 1.1 King Creek Water Supply Corporation (KCWSC) will allow deferred payments when a customer's current month bill is 2.5 times or more greater than the customer's previous 12-month average bill.
- 1.2 Deferred payments shall not exceed six (6) months and will be added to future bills until paid in full.
- 1.3 A single late fee, per the KCWSC Tariff, will be applied to the total amount to be deferred unless otherwise prohibited by The Public Utility Commission's rule in Title 16, Chapter 24 Texas Admin. Code § 24.173(d).

2.0 Execution

- 2.1 Customer must make a request for deferred payment to the KCWSC.
- 2.2 KCWSC Board will review customer's billing history for eligibility in meeting policy requirements.
- 2.3 Customer shall sign FORM CP06-1 Agreement and return for recording.
- 2.4 KCWSC Board will notify billing agent to adjust customer's billing.
- 2.5 Deferred payment shall be applied to bill before current month's amount due.
- 2.6 Failure to pay adjusted amount AND current month's full amount will void all agreements and reinstate full amount due including all fees applicable per Tariff.
- 2.7 No more than one deferred payment per account will be authorized within a 12-month period.

3.0 Applicability

- 3.1 This policy has been adopted and placed into effect by the KCWSC Board of Directors as recorded in the Meeting Minutes noted below.

4.0 Definitions

- 4.1 *None* – Not applicable

5.0 Responsibilities

5.1 President

- 5.1.1 Oversee the implementation and execution of this procedure.

5.2 Secretary

- 5.2.1 Obtain and Review customer's past 12-month billing history and qualify the customer's eligibility for deferred payments.
- 5.2.2 Notify Operator – Account Manager of Deferred Payment Agreement for billing.

5.3 Operator - Account Manager

- 5.3.1 Execute adjusted billing per this Policy and signed FORM CP06-1 agreement.
- 5.3.2 Provide monthly status of accounts to the Secretary-Treasurer.

Approved by the KCWSC Board of Directors on this date: ~~02-March-2021.~~

President: *Lenah Eubank*

Secretary: *Pam Keller*

*10-January-2022
KOE*

