

## Minden Gardnerville Sanitation District (MGSD) Collections Procedure

Sewer use fees shall be billed on a quarterly basis at the rate designated by the Board of Trustees. Invoices for other services, such as inspection, effluent use, engineering fees, etc., shall be prepared promptly after MGSD accounting staff is informed of the charge.

All initiated bills shall have a due date of 30 days from the bill date, unless otherwise stated in MGSD Code. Bills shall be generated in a centralized accounts receivable program, using sequentially numbered invoices, reviewed for accuracy and completeness, and the receivable recorded in the proper general ledger account.

All billing rates and practices shall be in accordance with the provisions of NRS Chapter 318.

For those accounts that become past due, proper delinquent notice shall be provided to the property owner.

For those accounts that are 60 days past due, notice shall be provided to the property owner on the next billing statement.

For those accounts that are 80 days past due, a lien shall be recorded at the Douglas County Recorder's Office, on the property for all amounts owing, and a \$110.00 fee assessed to the account. Notification to the property owner of the lien recordation shall be made pursuant to NRS 318.197. The lien shall not be released until all outstanding charges are paid.

For those accounts that are 110 days past due, the account may be subject to further legal action by MGSD, including but not limited to lien foreclosure, and/or small claims court.

Exceptions to the above collection schedules may be made whenever it is determined that an extension of the payment deadline is warranted. Possible justifications for an exception include, but are not limited to, untimely invoice delivery, lost or misplaced invoices, incorrect customer information.

