

Agenda Date: March 17, 2011  
Agenda Placement: Admin.  
Estimated Time: N/A  
Continued Item: No

## Board Agenda Item

TO: Air Pollution Control District Board

FROM: Terry Dressler, Air Pollution Control Officer

CONTACT: Donald C. Kendig

SUBJECT: Discharge of Uncollectible Invoices

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### RECOMMENDATION:

Discharge the uncollectible invoices from Fiscal Year 1992-93 through Fiscal Year 2006-07 as listed on the attached schedule of uncollectible accounts.

### DISCUSSION:

The District has uncollectible invoices of \$8,463.46. Of the ten (10) entities with uncollectible invoices, two (2) are uncollectible due to bankruptcy, seven (7) of the entities are out of business and the state of California refuses to pay a late fee of \$34.40.

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

### ATTACHMENTS:

Uncollectible Accounts Schedule