

Amador Resource Conservation District

SAWQA Late Fee Assessment Policy

August 20th, 2015

Requirements of a Sacramento Amador Water Quality Alliance (SAWQA) member are defined by a combination of requirements set forth by the Regional Water Control Board in Order R5-2014-0030 and requirements determined by SAWQA Board.

SAWQA depends on the timely fee payment of members to effectively manage the program. A requirement of SAWQA membership is timely payment of annual fees. Members that do not meet this and other membership requirements (see membership policy) will be subject to late fees and/or revocation of membership, as outlined in this policy.

I. Past Due Fee Schedule

All members must pay membership fees on an annual basis. Members will be allowed a forty five (45) days to pay all annual fees. This period will begin on the mailing date of the Annual Statement. A second notice will be sent thirty (30) days after the original notice and before additional fees are assessed. A late fee of 10% of the total amount of the Annual Statement will be assessed for each 30 days Past Due and a \$4.50 second mailing fee.

See Appendix 'A' SAWQA Late Fee Assessment Schedule

II. Fee Mailing

Fees will be charged on a Statement and mailed to the member's address on file. It is the responsibility of the member to ensure correct mailing address.

Fees must be postmarked by the due date on the Statement.

III. Membership Termination

Failure of the member to pay fees or assessments as set by the Board of Directors within One hundred thirty six (136) days after they become due and payable, membership shall be terminated.

Notice of membership revocation will be mailed via certified mail one (2) weeks prior to revocation of membership.

Appendix 'A'

Sacramento Amador Water Quality Alliance

SAWQA Late Fee Assessment Schedule

Time Period	Transaction	Penalty Assessed
Start of fee cycle	First mailing of annual statement Fees due in 45 days	N/A
30 days from first mailing	Second mailing of Annual Statement with penalty notification	N/A
45 days from first mailing	First Annual Statement amount Due	N/A
46 days from first mailing	First Annual Statement amount is past due	10% penalty of entire Annual Statement amount plus 10% for each 30 days past due (until 5 months past due) For example, 1- 29 days Past Due 10% 30-59 days Past Due 20% 60-89 days Past Due 30%
90 days from first mailing	Third mailing of past due Annual Statement with penalties and possible membership termination notification	10% penalty of entire Annual Statement amount added for each 30 days past due (until 5 months past due) For example, 1-29 days Past Due 10% 30 days Past Due 20% 60 days Past Due 30% + an addition \$4.50 for second mailing charge
136 days from first mailing	Membership Termination Letter	N/A

Fee Timeline

