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One Main Street
Brewster, New York 10509

DATE: JANUARY 23, 2017
TO: BIRCH HILL WATER DISTRICT RESIDENTS
FROM: LEVON BEDROSIAN, SPECIAL DISTRICTS ADMINISTRATOR
RE: INFORMATION AND WATER RATE FOR 2017

This correspondence will provide you with the billing structure and rate for water district during the 2017 calendar year. Please retain this information for your records.

For calendar year 2016, actual revenues were sufficient to meet expenditures for the district.

For 2017, water rates will remain the same as we continue to monitor the operation.

The operations budget for the water system is \$15,360 in 2017. Debt service adds an additional \$12,960. The operation budget is represented in the following components:

Administration - \$12,075 covers annual charges for administrative efforts in the operation and billing. Includes daily contractual coverage of plant operators, insurances, legal, accounting, computer, mailings, credit card fees, district operators and engineer consulting.

Source of Power, Supply and Pumping - \$3,285 covers fuel, electricity, general system maintenance, testing and funds designated for repair of raw water pumps and equipment.

Purification – At this time, this does not apply. Your district has a Department of Health exemption. FYI, this usually includes the cost of chemicals and repair of equipment used in the water treatment process.

Transmission and Distribution - \$ 0.00 budgeted at this time. We will continue to monitor the districts condition. This budget line includes the cost of maintenance and repair of pumps, equipment and water mains (piping).

<u>Rate Comparison</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
• Flat Rate per Quarter	\$ 0	\$295.00	\$295.00
• Allowance per Quarter	N/A	N/A	N/A
• Cost per Gallon, above allowance	N/A	N/A	N/A

Prior to the January, April, July and October billings, water meters will be read to determine water use for each account. Bills will be prepared and reflect the amount of water used during the previous period. Your cost will be directly affected by your water consumption.

Hydrant Flushing

Currently your water district does not have flushing hydrants. FYI, Hydrant flushing's are performed to maintain the condition of the water and distribution piping. Most of the time, water districts have particles that settle in the piping. Accumulated particles create a sediment in the piping that needs to be flushed out periodically throughout the year. The condition is impacted by the size of the district and the water condition from the source. It may be because of the small size of the district and that your water source has minimum sediment. We monitor the district and will inform you if the district requires any hydrants in the future.

PAYMENT POLICY

1. Payments are received within 30 days of the billing date without penalty: due date is printed on the invoice.
2. Accounts are charged a 5% late fee on current charges for non- or late payments.
3. Returned Check fee will be applied.
4. For accounts having past due balance as of September 30th, the balance will be sent to Putnam County for levy on the subsequent years property tax.

Resident Safety / Security

Your Safety is our concern. Please know that the operators who take water meter readings do not usually ask to enter your home. Meters are read remotely from the outside of your home. The employee must have identification with them identifying them as a Town Employee or Representative of JCO, Inc., the Contractor. If anyone asks you to go into your home to read a meter or make repairs, you have the right to refuse them until you have confirmed their identity with a call to the Special Districts office at 845-279-8206 or the JCO, Inc. office at 845-888-5755.

Please contact the Special Districts office at 845-279-8206 or e-mail specialdistricts@southeast-ny.gov if you have any questions about this letter or throughout the year.

For Sewer or Water **emergency service**, contact JCO, Inc. (contracted operator) at **845-888-5755**.

Visit the Town's Website for information throughout the year at **southeast-ny.gov**