



# COTTONWOOD WATER DISTRICT

**Mailing Address:**  
P.O. Box 2130  
Cottonwood, CA 96022

**Office Location:**  
3282 Chestnut St.  
Cottonwood CA, 96022

**Emergency Contact:**  
(530) 941 - 4274  
(530) 941 - 2641

**Administrative Contact:**  
Phone: (530) 347 - 3472  
Fax: (530) 347 - 0189

**Web:** <http://cottonwoodwaterdistrict.org>

**Email:** [cottonwoodwaterdistrict@gmail.com](mailto:cottonwoodwaterdistrict@gmail.com)

## Application for Water Services:

Date: \_\_\_\_\_

Receipt#: \_\_\_\_\_

Acct#: \_\_\_\_\_

Module#: \_\_\_\_\_

Name for Billing: \_\_\_\_\_

Address for Billing: \_\_\_\_\_

Service Address: \_\_\_\_\_

Telephone # and Email: \_\_\_\_\_

Printed Bill: \_\_\_\_\_ or Email bill: \_\_\_\_\_

Employer and work telephone#: \_\_\_\_\_

DL# \_\_\_\_\_ SS#: \_\_\_\_\_

**DRIVER'S LICENSE: PLEASE PROVIDE A COPY OR A PHOTO I.D.**

PLEASE CHECK APPROPRIATE BOX: RENTER \_\_\_\_\_ OWNER \_\_\_\_\_

Landlord's name: \_\_\_\_\_

Landlord's telephone or email: \_\_\_\_\_

**WATER TRUST DEPOSIT IS DUE UPON APPLICATION: \$100.00 REQUIRED**

**We only accept cash, check or money orders for deposits, no over the phone payments accepted.** CASH \_\_\_\_\_ Check# \_\_\_\_\_

I HEREBY AGREE TO PAY THE WATER BILL MONTHLY, IN ACCORDANCE WITH THE RATES, TERMS, RULES, AND REGULATIONS LEGALLY IN EFFECT, AND ON FILE WITH THE COTTONWOOD WATER DISTRICT OF THE STATE OF CALIFORNIA.

Agreed and Signed By: \_\_\_\_\_

Date of Water Service Requested: \_\_\_\_\_



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## Policy and Procedures for Water Trust Deposit:

Water Trust Deposits are required by each customer.

**Homeowner's:** Upon one year of Good Payment History, your water trust deposit can be refunded per owner's request. Just call the office.

**Renter's:** Upon moving out, your water trust deposit will be refunded, if a forwarding address is provided and final billing will be deducted.

Upon moving from residence, you are required to contact the District office to provide move out date, a forwarding address and make sure we have your current telephone #.

**You are responsible for your account, not a property manager, landlord, nor real estate agent is allowed to be in control of your account!**

If you do request for a turn off of an account and are issued a deposit refund, the refund will be processed and mailed the following month after the Board meeting which is the second Wednesday of every month. If you have questions, feel free to call.

**All final bills issued after account is closed out, is due immediately. This will keep you in good standing to open a future account.**



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## **Billing:**

You will be billed for water service monthly; thus, the water meter will be read the third week of the month. The bills are due and payable on the 15<sup>th</sup> of each month and considered late after the 15<sup>th</sup> of each month. Payments can be made to the District office by mail, in person, or online at [www.cottonwoodwaterdistrict.org](http://www.cottonwoodwaterdistrict.org). The District is currently using a payment portal which is user friendly with a secure desktop or laptop computers, unfortunately mobile devices are not compatible. You can pay online by e-check or debit/credit card with a \$3.00 processing fee per \$100 made payable to the Cottonwood Water District.

## **Water Equivalents Table:**

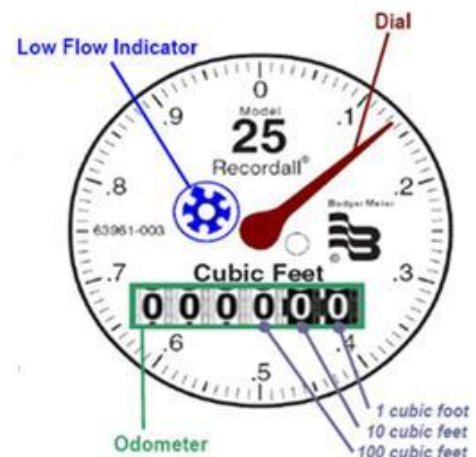
1 Cubic Foot = 7.48 Gallons

100 Cubic Feet = 748 Gallons

Monthly Base Rate = 800 Cubic Feet = 5,984 Gallons

## **Low Flow Indicator (Leak Indicator):**

This small dial will rotate if water is passing through the meter. It is an indication of very small flows that would be visually undetectable. If dial is turning, you may have an undiscovered leak in plumbing system.



## **Procedure for Meter Reading:**

If register lens is dirty, a light wipe with a damp cloth will clear lens for an accurate reading. Always remember to close the register cover after reading meter to avoid exposure to cracking or scratching of lens. One of the most important factors in a correct reading is to note the proper number of digits. Read the meter register from left to right.

## **Office Hours:**

The District is open from 8:30-12:00, closed for lunch and from 12:30-4:30pm Monday through Friday except Holidays. For after-hour emergencies, call 530-941-4274 or 530-941-2641.



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## CUSTOMER USAGE TABLE

Effective: 8/01/2020

### Water Equivalents Table:

1 Cubic Foot = 7.48 Gallons

100 Cubic Feet = 748 Gallons

Monthly Base Rate = **\$30.00** = 800 Cubic Feet = 5,984 Gallons

Rate per additional 100CF over base: **\$1.00/100CF**

Usage Cubic Feet	Total	Usage Cubic Feet	Total	Usage Cubic Feet	Total	Usage Cubic Feet	Total
800	\$ 30.00	3100	\$ 53.00	5400	\$ 76.00	7700	\$ 99.00
900	\$ 31.00	3200	\$ 54.00	5500	\$ 77.00	7800	\$ 100.00
1000	\$ 32.00	3300	\$ 55.00	5600	\$ 78.00	7900	\$ 101.00
1100	\$ 33.00	3400	\$ 56.00	5700	\$ 79.00	8000	\$ 102.00
1200	\$ 34.00	3500	\$ 57.00	5800	\$ 80.00	8100	\$ 103.00
1300	\$ 35.00	3600	\$ 58.00	5900	\$ 81.00	8200	\$ 104.00
1400	\$ 36.00	3700	\$ 59.00	6000	\$ 82.00	8300	\$ 105.00
1500	\$ 37.00	3800	\$ 60.00	6100	\$ 83.00	8400	\$ 106.00
1600	\$ 38.00	3900	\$ 61.00	6200	\$ 84.00	8500	\$ 107.00
1700	\$ 39.00	4000	\$ 62.00	6300	\$ 85.00	8600	\$ 108.00
1800	\$ 40.00	4100	\$ 63.00	6400	\$ 86.00	8700	\$ 109.00
1900	\$ 41.00	4200	\$ 64.00	6500	\$ 87.00	8800	\$ 110.00
2000	\$ 42.00	4300	\$ 65.00	6600	\$ 88.00	8900	\$ 111.00
2100	\$ 43.00	4400	\$ 66.00	6700	\$ 89.00	9000	\$ 112.00
2200	\$ 44.00	4500	\$ 67.00	6800	\$ 90.00	9100	\$ 113.00
2300	\$ 45.00	4600	\$ 68.00	6900	\$ 91.00	9200	\$ 114.00
2400	\$ 46.00	4700	\$ 69.00	7000	\$ 92.00	9300	\$ 115.00
2500	\$ 47.00	4800	\$ 70.00	7100	\$ 93.00	9400	\$ 116.00
2600	\$ 48.00	4900	\$ 71.00	7200	\$ 94.00	9500	\$ 117.00
2700	\$ 49.00	5000	\$ 72.00	7300	\$ 95.00	9600	\$ 118.00
2800	\$ 50.00	5100	\$ 73.00	7400	\$ 96.00	9700	\$ 119.00
2900	\$ 51.00	5200	\$ 74.00	7500	\$ 97.00	9800	\$ 120.00
3000	\$ 52.00	5300	\$ 75.00	7600	\$ 98.00	9900	\$ 121.00

### FAQ's - How to Pay Your Water Bill:

We accept local checks, cash, money orders and debit/credit cards. We accept debit/credit cards in the office and online at our website, but there is a \$3.00 processing fee assessed at time of payment for every \$100.00 to be paid ( if bill is \$120.00, \$6.00 fee is charged).

Our website is: [www.cottonwoodwaterdistrict.org](http://www.cottonwoodwaterdistrict.org)

Go to: Pay Utilities

Need Account# and Municipal code is:

**CottonwoodCA022** (case sensitive so make sure you use caps when needed)

When paying online remember to fix the pop-up blocker on desktop and especially on cell phones or it won't work.

Mail payments to: Cottonwood Water District  
P.O. Box 2130  
Cottonwood, CA 96022

Please write your Account # on your payment so it gets applied to the right account. We also receive payments through Bill pay. You can contact your local bank to get that setup.

### Billing:

Our District bills every month around the third week of the month. Our billing is based on usage by day so our billing will be based on how many days are in that billing cycle. Reminder you will get charged based rate of \$30.00 even if your usage is under the 800 cubic feet. The bills are due the following month by the 15<sup>th</sup>. We do charge a \$5.00 late fee for any late payments.