
SHERIDAN COUNTY SOLID WASTE DISTRICT

DELINQUENT ACCOUNTS POLICY

PURPOSE

To provide direction to the board of directors and management as to consistent handling of delinquent accounts and the penalties that will be assessed when these matters arise.

STATEMENT OF POLICY

The Sheridan County Solid Waste District provides solid waste disposal services for residents of Sheridan County. These services are funded by solid waste assessment fees paid by the taxpayers of the county in conjunction with their personal property, mobile home, and real estate taxes. The assessment fees are based on units assessed for residential and commercial properties. These fees cover general household garbage, most industrial and commercial waste, trees, bushes, clean wood, grass, leaves, and other small yard waste.

Demolition waste, which includes painted or treated wood, shingles, building construction materials and other materials not normally disposed of in the face of the landfill, are assessed a separate fee, exclusive of the solid waste assessment fee. This fee is based on cubic yards of material. The demolition waste loads are inspected at the gate by landfill personnel, the amount of waste in cubic yards is determined and the current price per cubic yard, set by the Solid Waste District, is assessed the customer. After receiving the waste, the Solid Waste District sends the customer an invoice in the mail for disposal payment of the delivered waste. The Solid Waste District discourages the transaction of payment for disposal services by monetary means; payment by check as the preferred method. Payment by credit card is also available.

The policy and procedures that will be used to guide the Sheridan County Solid Waste District in the collection of fees for services rendered will be as follows:

1. If the customer prefers to pay at the gate for the delivery of demolition waste, the Solid Waste District would encourage payment by check and a receipt of payment will be issued by landfill personnel.
2. If payment is not made at the time of delivery, landfill personnel will determine the amount of demolition waste in cubic yards, determine the amount of charges, prepare an invoice and have the customer sign the invoice. The signed invoice will be mailed to the customer for payment.

Approval Date: March 16, 2022

Revision: March 16, 2022

Effective Date: April 1, 2022

3. If payment is not received for the signed invoice after 30 days from mailing, a notice will be sent to the customer reminding them of the bill that is past due.
4. If payment is not received after 30 days from mailing of 1st past due notice, a 2nd past due notice will be sent to the customer reminding them of the bill that is past due.
5. If a second past due notice is sent, a service charge of \$50 will be assessed on the account.
6. If payment is not received after 15 days from mailing of the 2nd past due notice, a 3rd notice will be sent with a letter stating that this individual has been placed on the delinquent list and will no longer be allowed to deliver demolition waste to the landfill.
7. To restore privileges of using the landfill, the individual must make full restitution within 10 days of the mailing of the 3rd notice or this individual will be denied the landfill's service of the demolition waste pile from this date on. If full restitution has been made within this 10 day period, the individual will be allowed the privilege of delivering demolition waste to the landfill, but will be required to make payment by check at the time of delivery.
8. If after 10 days of mailing of the third notice, the individual has not made restitution, the outstanding balance will be turned over to the county attorney for collection.
9. If the aggrieved party feels the Solid Waste District Board has erred in their decision enforcing this policy, they may meet with the board at the next scheduled meeting. The board will handle these appeals on a case-by-case basis. To be placed on the agenda of the next meeting, they should contact the Landfill Manager, the Board Secretary, or any member of the Board.

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