

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH BEACH
WATER DISTRICT, PACIFIC COUNTY, WASHINGTON, TO ADOPT A
REFUND POLICY**

WHEREAS, the Board of Commissioners (Board) of North Beach Water District (District) desires to adopt a policy for refunding customer overpayments;

NOW, THEREFORE, BE IT RESOLVED, by the North Beach Water District Board of Commissioners as follows:

Section 1 The Board does hereby approve the Refund Policy, attached hereto and incorporated herein as Exhibit A.

Section 2 North Beach Water District's General Manager is hereby authorized and directed to implement the Refund Policy.

ADOPTED by the Board of Commissioners on North Beach Water District, Pacific County, Washington at its regular meeting held on this 16th day of March 2020.

**Brian Sheldon, Commissioner
Position #1**

**Gwen Brake, Commissioner
Position #2**

**Glenn Ripley, Commissioner
Position #3**

EXHIBIT A

REFUND POLICY

The District provides water service to its customers. The District allows its customers to pay for the service with a Visa, MasterCard, or by Bank Account.

Payments made in excess of the total bill amount will show as a credit on the customers account. Refunds of erroneous payments must be requested in writing to the District. A review will be performed by the General Manager. If the overpayment is verified by the review and exceeds Fifty Dollars a refund will be made to the customer.

Refunds over One Thousand dollars must be approved by the Board of Commissioners prior to issuance.