



The Metropolitan District  
water supply • environmental services • geographic information

March 28, 2017

NAME  
ADDRESS  
CITY STATE ZIP

**Transition from Quarterly  
to Monthly Billing**

RE: Your Property located at: ADDRESS, CITY

Dear CUSTOMER NAME:

In February 2017, the Metropolitan District (MDC) began transitioning from quarterly to monthly billing. This process is being implemented over the course of four (4) months in order to thoughtfully and systematically transition all customers to a new monthly billing schedule by June of 2017. Monthly billing will allow customers the opportunity to improve budget planning and manage consumption on a monthly rather than quarterly basis.

In preparation for these changes, MDC staff scheduled meetings with each town council to inform them of the transition and answer questions related to the process.

#### **Your Final Quarterly Bill**

You should have received your final quarterly bill in **February 2017** for the billing period of November 2016– February 2017. *Within approximately thirty (30) days from receiving the final quarterly bill you will receive your first monthly bill.*

#### **Your New Monthly Bill**

Starting in **April 2017** the first new monthly bill will arrive initiating your new monthly billing schedule. The number of days in this first billing period may be more or less than thirty (30) due to the new meter read schedule. Subsequent bills will average thirty (30) days per billing period. The billing period covers the number of days of consumption between meter readings. **It is possible that during the transition, due to the timing of when the bills go out, your new bill may not reflect your last payment made. If you have already submitted payment for your last invoice, simply pay the Current Charges amount on your new monthly bill.**

MDC offers a variety of ways to pay your bill including our online customer service portal and over the phone options powered by Kubra. Please visit our website at [www.themdc.org](http://www.themdc.org) to learn more and find the payment method that works best for you. **Please note:** If you are currently set up for recurring payments through our online system, you may need to adjust your set up options.

Please visit our website at [www.themdc.org](http://www.themdc.org) if you would like to view the town by town rollout schedule for monthly billing.

Thank you for your patience and cooperation as we work through this transition period.

Sincerely,

Robert Constable  
Director of Finance  
The Metropolitan District

Customer Service / Billing  
(860) 278-7850