



**Now Pay
Online**

Consumers can pay their water bills online; view current and previous bills, billing dates, gallons used, amount billed, and payment due date at www.lakehurstwater.org

There is a user fee of \$2.50 per transaction for online payments, which covers the costs the District must pay to credit card companies to provide the service. We accept Visa, MasterCard, Discover and E-checks for your convenience.

For all concerns and questions and in case of an emergency call the District's main office number 24 hours a day at 303-985-7895. Calls received outside normal working hours will be answered by the District's answering service and the information will be directed to on call service personnel for assistance.

LAKEHURST WATER AND SANITATION DISTRICT

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Steven Posavec, Secretary

Mitch Gerstenkorn, Treasurer

Mike Cochran, Member

DISTRICT MANAGER

Steve Daldegan

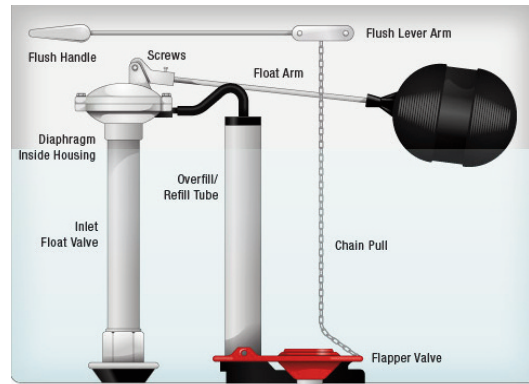


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bulletin

Repair A Leaky Toilet

Even a small leak can waste a significant amount of water over time. Use this guideline to make sure your toilets are working properly and not wasting water.



It's not always easy to tell if your toilet is leaking. To check for a slow leak, add some food coloring or dye tablets to the water inside the tank and wait 5 to 10 minutes. If the color seeps into the toilet bowl, you have a leak. To repair the leak, follow these steps:

Step 1: Remove the tank lid and check the float arm. Reach in and lift it up. If the water stops running, you've found the problem. Adjust the screws or bolts to the inlet float valve until the water stops flowing.

Step 2: If the toilet continues to leak, turn off the water supply valve to the tank, and flush the toilet to drain out the water. Examine the inlet float valve by removing the two screws or

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bolts and lifting the top of the valve housing out. Check the diaphragm. If it's slightly damaged or worn, replace it.

Step 3: If the toilet periodically refills without flushing, examine the ball stopper or flapper valve. It should fit flush in its seat. If not, look at the lever and guide rods that operate the ball stopper. If they are crooked, gently straighten them. For toilets with a chain pull attached to the flapper valve, make sure the chain is slack when the valve is seated to ensure a snug fit. If the ball or flapper valve itself is worn out, replace it. Check for corrosion or deposits on the seat and the ball stopper or flapper valve. Use steel wool to remove this buildup.

Step 4: Inspect the small refill tube that connects the fill valve to the refill-overflow tube to be sure the smaller tube ends slightly above the standing water level of the filled tank. If necessary, gently pull the small tube upward until its end is correctly placed.

Step 5: If the toilet is still leaking, you may have a problem with the fill valve. In this case, a steady trickle of water will run constantly, flowing into the overflow tube in the toilet tank. If the water level in the tank is up to the top of the overflow tube, you probably have a fill valve problem. First, try to adjust the float level so the water stops flowing before reaching the overflow level.

Step 6: If that doesn't stop the leak, replace the fill valve. Shut off the water supply to the toilet and flush to empty the tank. Sponge the final few cups of water from the bottom of the tank. Disconnect the supply line and remove the nut on the bottom of the tank to remove the old fill valve assembly. Install a new fill valve assembly and reattach the supply line. Finally, attach the fill tube hose to the overflow tube. Turn the water back on and adjust the float so that the water shuts off about 1 inch below the top of the overflow tube.

Landlord\Tenant Water Service Policy

1. **Landlords.** A landlord may add and remove tenants to and from an account. Lakehurst Water will add tenants to accounts, invoice tenants, and accept payment from tenants. However, landlords are ultimately responsible to Lakehurst for any unpaid water and/or sewer service charges. Until paid, Lakehurst Water has a lien against the property served for delinquent water and sewer bills. All discrepancies between the owner and tenant regarding any portion of a bill or unpaid balance on an account must be resolved between the owner and tenant.
2. **Payment Arrangements.** If a customer falls behind with

payments, they may be eligible for **one** payment plan arrangement per year. Payment plans can only be set up thru the District Manager. If a tenant fails to abide by a payment arrangement, the service will be shut off and a suspension fee applied. Service will not be restored until the outstanding balance has been satisfied in full.

3. **Proration of Bills.** Lakehurst Water is unable to prorate water bills. Landlords and tenants are responsible for proration of any water bills.
4. **Billing.** Lakehurst Water will send water service bills to the premises/occupant. Lakehurst Water will send Landlords a notice if the account is past due.
5. **Account Balances.** Upon entering a lease with a tenant, landlords are advised to complete an online rental transfer form at www.lakehurstwater.org. The rental transfer form needs to be completed upon the entering and exiting of tenants.

Official Website

Lakehurstwater.org is the official website for Lakehurst Water and Sanitation District.

Online payments made on our official web-site are received instantly. There are other websites that offer online payments, but they are not delivered immediately to Lakehurst Water. The vendor issues a check to Lakehurst Water which is delivered within 7-10 days. Your payment is credited to your account upon receipt to the district office.

Automatic Payment Plan is Available

Lakehurst water is offering an automatic payment plan that is free of charge. Enclosed in this billing you will find a sign-up form; you may draw off either your checking or savings account. Joint accounts must be signed by both parties and a voided check attached. You will continue to receive your monthly statement and the balance will automatically be drawn from your account on the 20th of each month.

Automatic payments begin the following month the form is received in our office. You may opt out at any time by returning the Opt-out portion on the bottom of the form.

Additional automatic payment forms are available at Lakehurstwater.org. Double click on district forms tab and to the left an ACH sign up form is available for printing.