

**PUBLIC WATER SUPPLY DISTRICT NO. 6 OF CLAY COUNTY  
PO BOX 227**

Note: Report a  
District leak, earn a  
\$25 credit!!

**1061 COUCHMAN DRIVE  
KEARNEY, MO 64060-0227  
(816) 628-3220 OFFICE ▪ (816) 628-3229 FAX**

District Website  
[pwsd6clayco.com](http://pwsd6clayco.com)

**WATER CUSTOMER INFORMATION**

1. Bills are mailed the last business day of each month. If you have not received your bill by the end of the first week of each month, please call the office. Failure to receive a bill does not qualify for waiver of penalty or disconnection for non-payment. Customer Account Balances Due are available on the website and are submitted on Monday, Wednesday, and Fridays with current balances due available the following day.
2. Bills are due by the 15<sup>th</sup> of each month to avoid a \$25 penalty. Disconnection for non-payment occurs in approximately 30 days (15<sup>th</sup> of following month) if still not paid. A \$50 fee applies once the service order has been issued to disconnect, whether service has been physically disconnected or not. Arrangements must be made to pay in full, any outstanding bills before service will be restored. E-Statement Option is now available. Customers choosing this option will receive a bill via Email rather than hard-copy USPS mailed bill. Request forms can be found on the website under the Forms & Reports tab. Print, complete and return to the District office. Request forms are also available at the office.
3. Payment Options: **Check, Cash, Money Order** – USPS, Deliver to the office or use the Drop Box (Located on north side of parking lot with the Blue Name Plate on front.) **Auto-Draft** – Taken out of your checking or savings on the 15<sup>th</sup> of each month at no additional charge to customer. ACH authorization forms are available at the office or on our website ([www.pwsd6clayco.com](http://www.pwsd6clayco.com)) under the Forms & Reports tab. A bill will still be sent to you, but in the “After Due Date Pay This Amount” box, it will simply state PD BY DRAFT. **On-line Bill Pay** – Go to our website ([www.pwsd6clayco.com](http://www.pwsd6clayco.com)). Click on the green tab “Bill Payment” then click on the green tab “Pay Your Bill Now.” You will need your account info to search for your account and make a payment. PSN does charge a convenience fee. **Bill Pay** – set up through your bank. Please note this payment option is not electronically paid. Hard copy checks are mailed to the District office and payments are posted on the date received in office. **NO payments are considered paid by postmarked date.**
4. Always read the back of your bill for important information.
5. Please be sure our office has your most current contact phone number. We utilize an automated calling system to notify of boil advisories, work in your area pertaining to our water mains, high consumption, and reminders for late or forgotten payments if subject to disconnect. We ask you to put PWSD #6 phone number (816)628-3220 in your phone as contact number so you will recognize automated calls.

6. No person or persons for any reason may operate the stop valve in meter pits or on yokes. All service lines should have an operative valve that can be used for maintenance on dwelling or such. Meter valve may be operated only in emergencies, such as a break occurring on the service line. Water district service person will need to be contacted to operate the valve. If the service person is not contacted, a charge could be made if any damage is done to the equipment.
7. Please contact the office should you know you will have higher than normal water usage due to water leaks, lawn or irrigation watering, power washing home/buildings or swimming pool fills.
8. Please use caution when working around the water meter. Each meter lid has an electronic transmitter attached which can be damaged if burning near or driving over with a lawn mower, tractor, or vehicle. Repairs for damages may be charged to your account if you are found to be negligent.
9. All customers of public water systems are required by the Missouri Code of State Regulations, Title 10, Division 60, Chapter 11, to protect the integrity of the water supply by installing backflow protection if a cross-connection exist such as irrigation systems and in-ground swimming pools. It is your responsibility to notify our office if so and have the backflow device tested annually by a certified tester and send a copy of the test report to us. Reminder letters are mailed out in April of each year to those customers that have reported having such systems.
10. The State of Missouri Department of Natural Resources (DNR) requires billing of a Primacy each year for the State's Safe Drinking Water Program. The Primacy fee provides funding necessary to implement the federal and state Safe Drinking Water Act regulations and maintain delegation of the federal public drinking water program. The District collects and forwards the fee to the Missouri DNR. This fee will be shown on the May end-of-month billing each year.
11. Annual Water Quality Report (Consumer Confidence Report) is available online beginning in April of each year for the previous year. The report can be accessed through the District website under the Forms & Reports tab or Clicking the "blue" Water Quality Report tab on the Home page and/or by going to [www.dnr.mo.gov/ccr/MO1024146.pdf](http://www.dnr.mo.gov/ccr/MO1024146.pdf).