

UTILITY SERVICES **EFFECTIVE JANUARY 1, 2025**

The purpose of this document is to provide you with an informative explanation of the services, billing procedures and rates for the city utility services of water, wastewater and stormwater.

GENERAL SERVICE & BILLING INFORMATION

All water meters are read at the beginning of each month using a hand-held device that records the water consumption. From that data, the utility bills are then generated and include a monthly service rate plus a charge for water consumed (*fees vary depending on location of property and size of meter*). There are additional assessments for services such as wastewater, stormwater and/or miscellaneous services or fees that are provided to customers during the month (*see the rate table on the reverse side of this sheet*).

Bills are mailed at the end of each month to the address on file and are due by the 20th of the month following the billing date printed on your statement. Payments not received by the due date are considered delinquent and are subject to a late fee. Failure to receive a bill does not release the customer from the obligation to pay promptly.

The City of Port Townsend offers an income-based discount program to qualifying residents that provides a reduced rate for the water, wastewater and stormwater services provided by the city. For a more detailed explanation of the program and requirements, please see the Port Townsend Municipal Code 13.02 on the city website at cityofpt.us.

WATER

Having a water meter essentially reserves the amount of water in our system that your meter is capable of carrying. *Whether you use it or not*, the city is required by state regulations to provide you with that capacity and your account is charged accordingly. Your total monthly water fee is comprised of two charges; the Monthly Rate, for the *current* month plus a usage-based Consumption Fee for the *prior* month's consumption. A customer may elect to have their water turned off, which eliminates consumption charges – however, meter turn off does NOT eliminate the Monthly Rate.

1. The **MONTHLY RATE** is for reservation of capacity which means that you have reserved use of a given amount of water based on your meter size. All premises, whether occupied or vacant, shall be charged a monthly rate, based on meter size, for reservation of capacity.
2. The **CONSUMPTION FEE** (water used) reflects the amount of water you have used during the *prior* month. The actual usage is rounded down to the nearest thousand gallons. Example: use of 3,268 gallons will be billed for 3,000 gallons. The balance of the 268 gallons is carried over to the next month.

WASTEWATER

Wastewater service is currently limited to residences within City limits. All accounts are charged a monthly rate for service. Residential accounts are assessed a volume surcharge if water usage exceeds 3,000 gallons in a month. Multi-family & commercial accounts have a monthly rate determined by meter size (*rate table on reverse*) plus a volume fee for every 1,000 gallons of water consumed in a month. The rates on the reverse side pay for the service, extension and management of the City's sewer system including the operation of pumping, treatment and disposal of solids and safe discharge of effluent.

STORMWATER

Like wastewater, stormwater is currently limited to residences within City limits. Stormwater charges are assessed on areas of your property designated as *impervious surface*. These are areas that are paved or otherwise do not allow water to pass through normally (*i.e., your driveway and/or areas covered by your house or other structures*). City ordinance allows for stormwater charges even though you may not actually have storm drains on or near your property. The charges cover construction and maintenance of the entire city-wide system, which benefits everyone.

WATER FEES

MONTHLY RATE			CONSUMPTION FEES (PER 1,000 GALLONS)		
METER SIZE	INSIDE	OUTSIDE	ACCOUNT TYPE	INSIDE	OUTSIDE
Income-Based Discount 5/8"-3/4"	75% Disc: \$15.71	75% Disc: \$18.21	Income-Based Discount Residential Consumption	\$4.67	\$5.60
	50% Disc: \$31.43	50% Disc: \$36.42			
	25% Disc: \$47.14	25% Disc: \$54.62			
5/8" - 3/4"	\$62.85	\$75.41	Residential (Incl Duplex)	\$4.67	\$5.60
1"	\$112.54	\$135.04	Multi-Family (3+ Units)	\$3.63	\$4.36
1-1/2"	\$195.26	\$234.31	Commercial A (Meter ≤2")	\$5.39	\$6.47
2"	\$294.56	\$353.47	Commercial B (Meter ≥3")	\$8.10	\$9.71
3"	\$526.24	\$631.49	Government	\$7.00	\$8.40
			IRRIGATION WATER	INSIDE	OUTSIDE
4"	\$857.23	\$1,028.67	Winter / Nov-Apr	\$5.61	\$6.73
6"	\$1,684.71	\$2,021.66	Summer / May-Oct	\$9.83	\$11.80
8"	\$2,677.67	\$3,213.20			

WASTEWATER FEES

MONTHLY RATE			VOLUME FEES (PER 1,000 GALLONS USED)	
ACCT TYPE / METER SIZE			RESIDENTIAL (INCL DUPLEX)	
RESIDENTIAL Income-Based Discount 5/8"-3/4"	Water Use ≤ 3,000 Gallons per Month	Water Use > 3,000 Gallons per Month	Income-Based Discount 5/8"-3/4"	\$0.00
	75% Disc: \$17.90	75% Disc: \$22.13		
	50% Disc: \$35.80	50% Disc: \$44.26		
5/8" - 3/4"	\$71.60	\$88.51	Residential (Incl Duplex)	\$0.00
MULTI-FAMILY / COMMERCIAL			MULTI-FAMILY / COMMERCIAL	
5/8" - 3/4"	\$63.46		Multi-Family (3+ Units)	\$7.29
1"	\$95.18		Commercial A (Meter ≤2")	\$9.83
1-1/2"	\$158.62		Commercial B (Meter ≥3")	\$6.45
2"	\$243.23		Government	\$9.62
3"	\$888.32			
4"	\$994.08			
6"	\$1,480.55			
8"	\$2,030.46			

STORMWATER FEES

STANDARD MONTHLY RATE		INCOME-BASED DISCOUNT MONTHLY RATE	
STORMWATER	\$21.51	75% DISCOUNT	\$5.51
URBAN FORESTRY FEE	\$0.50	50% DISCOUNT	\$11.01
TOTAL	\$22.01	25% DISCOUNT	\$16.51

* Formula for Impervious Area in excess of 3,000 Sq. Ft. = (Impervious Area/3,000 sq. ft.) x Total Standard Rate = Monthly Fee

MISCELLANEOUS

		TURN ON / TURN OFF FEES	
NEW ACCOUNT SETUP	\$10.00	Business Day, during Working Hours	\$30.00
LATE FEE	GREATER OF \$5.00 OR 1-1/2%	Service Call Mon-Fri 8:00am -3:30pm, at City's Convenience	
RETURNED PAYMENTS	\$25.00	Emergency/Immediate or After Hours	\$160.00
ESCROW PAYOFF ESTIMATES	\$15.00	Service Call Weekend/Holiday or Mon-Fri 3:30pm - 8:00am	
FINAL READ / CLOSE OUT FEE	\$30.00	Same Day Reconnect (shut off due to non-payment)	\$75.00
METER RE-READ	\$30.00	Turn-on request & payment in full must be received by 2:00pm	
LEAK CHECK	\$30.00	Next Day Reconnect (shut off due to non-payment)	\$30.00
METER TESTING	\$120.00	Turn-on request & payment in full must be received day prior	