

UTILITIES NEWSLETTER

City of Port Townsend
Utility Billing Department

(360) 385-3000
ptutilities@cityofpt.us

Info & Forms



cityofpt.us/finance/page/utility-information

Check for a Leak

If you are concerned you may have a leak, the City can check your meter to help detect a leak, or, you can check yourself. Finding leaks right away helps avoid high bills and possible damage.

Leak Check
Steps
see page
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Mid-March moments from Downtown Port Townsend last year. Happy (almost) Spring!

Where's My Meter?

Having trouble locating your water meter? Check out the City's Utilities Map. You can find this map, along with others, on our website. Visit cityofpt.maps.arcgis.com. Next, search your address and look for the M in a blue circle to locate your meter. You can also view sewer-service connection, parcel boundary, and more.

This Month in City News & Events

Sign up for the City's E-News! The City of Port Townsend now sends a monthly e-newsletter. Stay up to date on City projects, events, and ways to engage in the future of Port Townsend when you sign up.

What You'll Find in the March Newsletter:

- Have fun all month long with the 20th Annual Community Read! With multiple programs and gatherings, there is something for everyone around *Big in Sweden*, by Sally Franson.
- Join John Mauro and Mayor David Faber for the Annual State of the City Address to the people of Port Townsend, Wednesday, March 5, at 5:00 p.m. If you miss the event, watch the recording on our YouTube channel.
- Join Deputy Mayor Amy Howard as she leads a workshop: Your Voice, Your Power: How to Be Heard by Local Leaders, Sunday, March 9, at

2:00 p.m. at the Connectivity Summit, hosted by The Production Alliance.

- Engage in a conversation about the Future of Our Shorelines, sea level rise, and a potential Waterwalk project with public Open House #2 for the Shoreline Master Program, Wednesday, March 12, 5:30 – 7:30 p.m. at the Cotton Building.
- Wednesday, March 26 is your next opportunity to learn about policies in the plan and share your input on priorities for the next 20 years. Join us at the Cotton Building for a workshop from 5:30 – 7:30 p.m.



Sign up for the e-news using the QR code or go to mailchi.mp/cityofpt/city-of-port-townsend-newsletter. You can unsubscribe at any time. Questions? Email Shelly Leavens, sleavens@cityofpt.us



Excess water consumption can be caused by something small like a dripping faucet, running toilet, or a hose accidentally left on or not fully turned off after a day of gardening.

How to Check for a Leak

The City of Port Townsend works hard to eliminate water distribution system leaks, however, many leaks occur on the customer's side of the meter, which are the homeowner's responsibility to repair either themselves or by hiring a plumber. If you are concerned you may have a leak, you can request a leak check for a \$30 fee by calling 360-385-3000 or emailing ptutilities@cityofpt.us. You can also perform a leak check on your own. Here's how:

1. Ensure all water-using appliances are turned off and no water is running.
2. Perform a visual inspection for signs of a leak such as standing or pooling water, soft spots in the yard, extra lush/green patches of lawn.
3. Check easily accessible crawl spaces or areas that may contain plumbing. Look and listen for drips, puddling, spraying or running water
4. If you know where your meter is located (see page 1) you can take a meter reading, which is the most effective way to detect a leak. Take a water meter reading in the evening when no water is in use and a second reading first thing in the morning. The two readings should be the same. If not and you cannot account for use, you may have a leak. Also look for numbers increasing, black or red triangle spinning, white circle or small red dial spinning. Newer digital meters may also be equipped with a leak detection function.

More information on troubleshooting can be found on our website, cityofpt.us/finance/page/water-leaks.

Apply for a Leak Credit

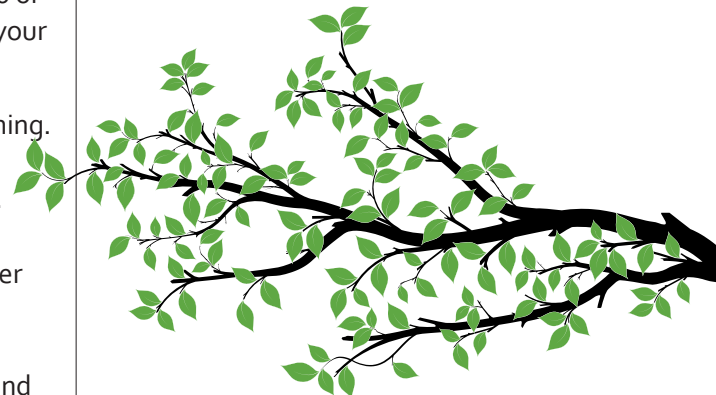
If you have a leak that is caused by a broken or leaking service pipe from the meter into or under the structure, you may qualify for a leak credit. Find the form online at the link above for more information. Please note it can take up to two or more billing cycles before the credit is approved and applied.

A Note from Utility Billing

Thank you to everyone who has submitted an income-based discount application. Please note that due to an increased influx of applications, it is taking us time to process and we ask for your patience. We will be reaching out to everyone who has applied soon. If you have any questions, email ptutilities@cityofpt.us.

Download your 2024 Billing History

Need your utility billing history for taxes? You can access 2024 billing and payment history from our online platform, CivicPay. Login to (or create) your account and click on "Activity" to view your history. You can print your entire history, or export it to Excel (Click "Export"). If you would like to view a bill, just click "Billing" for the date you would like to view. Visit cityofpt.merchanttransact.com



What Can I Bring to the Compost Facility?

If you are dropping off yard debris at the Compost Facility, please keep in mind:

Acceptable forms of yard debris:

Grass clippings, Christmas trees, leaves, shrubs, branches less than 8' long and less than 10" in diameter. Tree trimmings. Weeds.

We cannot accept:

Demolition lumber, dirt, food scraps/waste, plastic bags, rocks and gravel, sod stumps. And please do not dump your trash into the yard debris pile. For more information, visit: cityofpt.us/publicworks/page/compost-facility