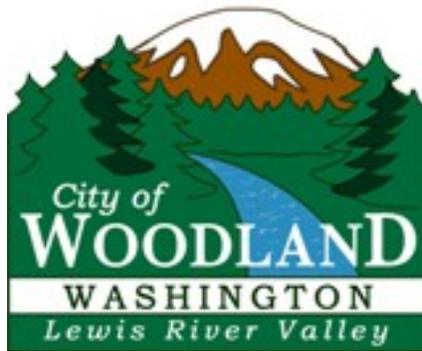


APPENDIX A



Water Facility Inventory Form

WATER FACILITIES INVENTORY (WFI) FORM - Continued

1. SYSTEM ID 98200 2	2. SYSTEM NAME WOODLAND, CITY OF	3. COUNTY COWLITZ	4. GROUP A	5. TYPE Comm
--------------------------------	--	-----------------------------	----------------------	------------------------

	ACTIVE SERVICE CONNECTIONS	DOH USE ONLY! CALCULATED ACTIVE CONNECTIONS	DOH USE ONLY! APPROVED CONNECTIONS
25. SINGLE FAMILY RESIDENCES (How many of the following do you have?)	0	2002	Unspecified
A. Full Time Single Family Residences (Occupied 180 days or more per year)	1506		
B. Part Time Single Family Residences (Occupied less than 180 days per year)	0		
26. MULTI-FAMILY RESIDENTIAL BUILDINGS (How many of the following do you have?)			
A. Apartment Buildings, condos, duplexes, barracks, dorms	61		
B. Full Time Residential Units in the Apartments, Condos, Duplexes, Dorms that are occupied more than 180 days/year	496		
C. Part Time Residential Units in the Apartments, Condos, Duplexes, Dorms that are occupied less than 180 days/year	0		
27. NON-RESIDENTIAL CONNECTIONS (How many of the following do you have?)			
A. Recreational Services and/or Transient Accommodations (Campsites, RV sites, hotel/motel/overnight units)	0	0	
B. Institutional, Commercial/Business, School, Day Care, Industrial Services, etc.	282	282	
28. TOTAL SERVICE CONNECTIONS		2284	

29. FULL-TIME RESIDENTIAL POPULATION	
A. How many residents are served by this system 180 or more days per	5005

30. PART-TIME RESIDENTIAL POPULATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
A. How many part-time residents are present each month?												
B. How many days per month are they present?												

31. TEMPORARY & TRANSIENT USERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
A. How many total visitors, attendees, travelers, campers, patients or customers have access to the water system each month?	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000
B. How many days per month is water accessible to the public?	31	28	31	30	31	30	31	31	30	31	31	31

32. REGULAR NON-RESIDENTIAL USERS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
A. If you have schools, daycares, or businesses connected to your water system, how many students daycare children and/or employees are present each month?	3344	3344	3344	3344	3344	3344	1057	1057	3344	3344	3344	3344
B. How many days per month are they present?	20	19	23	21	21	22	20	23	21	21	19	20

33. ROUTINE COLIFORM SCHEDULE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	10	10	10	10	10	10	7	7	10	10	10	10

35. Reason for Submitting WFI:

Update - Change
 Update - No Change
 Inactivate
 Re-Activate
 Name Change
 New System
 Other _____

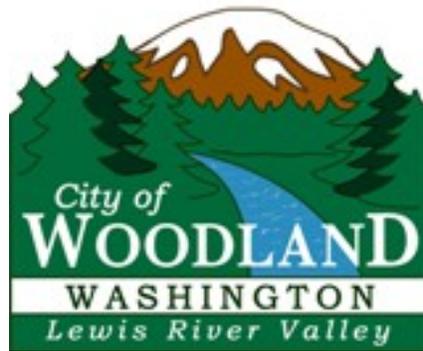
36. I certify that the information stated on this WFI form is correct to the best of my knowledge.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

TITLE: _____



Policy Data

Chapter 13.04 - WATER SERVICE RATES AND REGULATIONS*

Sections:

- [13.04.010 - Definitions.](#)
- [13.04.020 - Permit—Established.](#)
- [13.04.030 - Permit—Issuance.](#)
- [13.04.040 - Assessment charge.](#)
- [13.04.045 - Temporary water service.](#)
- [13.04.050 - Connection—Installation fee.](#)
- [13.04.060 - Charges for extension to development.](#)
- [13.04.070 - Contract required for work.](#)
- [13.04.080 - Connection—Limitations.](#)
- [13.04.090 - Responsibility for repair of service pipe.](#)
- [13.04.100 - Restrictions on water use.](#)
- [13.04.110 - Meter—Keeping access unobstructed.](#)
- [13.04.120 - Meter—Alteration to divide water supply.](#)
- [13.04.130 - Connection—Unlawful.](#)
- [13.04.140 - Unlawful interference or tampering.](#)
- [13.04.150 - Connection—Permission required.](#)
- [13.04.160 - Rates chargeable against property.](#)
- [13.04.170 - Rates—Schedule.](#)
- [13.04.180 - Deposit—Required.](#)
- [13.04.190 - Deposit—Refund.](#)
- [13.04.200 - Deposit—Not required.](#)
- [13.04.210 - Rates—Service outside city limits.](#)
- [13.04.220 - Provision for payment of water and sewer rates.](#)
- [13.04.230 - Consumer complaint—Meter test.](#)
- [13.04.240 - Notice of nonuse.](#)
- [13.04.250 - State health rules adopted.](#)
- [13.04.260 - Extensions—Standards—Operation and maintenance.](#)
- [13.04.280 - Extensions—City reimbursement—Late-comer fee.](#)
- [13.04.290 - Cross-referencing fees and charges.](#)
- [13.04.300 - Notice of rate change.](#)
- [13.04.310 - Utility account in landlord's name—Transfer to tenant's name.](#)
- [13.04.320 - Termination of service before transfer of account.](#)
- [13.04.330 - Notices prior to shutoff—Metered dwellings.](#)
- [13.04.340 - Notices prior to shutoff—Multiple dwelling meter \(nonmetered individual dwellings and spaces\).](#)
- [13.04.350 - Transfer of account to tenant—Costs.](#)
- [13.04.360 - Hearing examiner authority, filing period.](#)

13.04.010 - Definitions.

For the purposes of this chapter the terms used herein are defined and mean as follows:

"Connection" to the city water system shall be considered any attachment or hookup to a main line or lateral by a consumer or user of city water.

"In front of." A pipeline shall be considered to be in front of a parcel of property irrespective of which side of the street the pipeline is located on.

"Person" means any individual, individuals, partnership, firm, or corporation.

(Ord. 377 § 25, 1973)

13.04.020 - Permit—Established.

There is established a permit to be known as "application for water connection permit."

(Ord. 377 § 1, 1973)

13.04.030 - Permit—Issuance.

Water connection permits shall be issued by the city building inspector five days after an application therefor is filed with the city building inspector by the owner of the property where any connection to the water system of the city is proposed to be made. The application for water connection permit shall be in writing and shall contain the name and address of the property owner, the street address of the property and the legal description of the property where the proposed connection is to be made. Such application shall be made at the time of request for a building permit.

(Ord. 456 § 1, 1978; Ord. 377 § 2, 1973)

13.04.040 - Assessment charge.

Upon connection of water service, as required under the Woodland Municipal Code, there shall be an assessment charge as follows:

- A. Charges shall be based on the water meter size according to the schedule adopted by the city council by resolution. For any meter size not included in said fee schedule, the charge shall be established by the city council based on a study by the director of public works. Such study shall assess the contribution of the proposed user to the water system.
- B. A separate service shall be required for each individual business unit of a building or individual user of a building if use is for other than construction, and the appropriate assessment shall be charged pursuant to the schedule listed in subsection A of this section.
- C. The assessment charge shall be paid to the city at the time the application is made to the city for furnishing or connection of water service to the property; provided, upon request by any nonprofit corporation and/or organization, which operates and maintains a historical site, the assessment charge as provided in this section shall be one hundred dollars. Historical sites shall be defined as any place listed in the National Register of Historic Places and/or Washington State Register of Historic Places. All amounts received under this section shall be placed in a reserve fund designated for water/sewer capital improvements, only.
- D. When a larger meter service is requested for a water service previously assessed, the assessment charge shall be the amount for the larger meter service less the amount previously assessed.

13.04.045 - Temporary water service.

- A. In the case of new construction, after the water permit has been issued and the fees paid in accordance with the provisions in this chapter, the water department shall install a temporary water hookup. Said water service shall consist of tapping the water main, installing of the service line to the property line, and installing the required water meter, meter box and customer valve.
- B. During the construction period the applicant shall pay for the water used until such time as the occupancy permit is issued and the occupants have paid the required deposit fee according to the rate schedule found in Section [13.04.050](#) and shall be based on that meter size for which the application was made. There shall be no charge for the first four hundred cubic feet used.
- C. Temporary Fire Hydrant Connection. In certain limited construction applications, a person, firm or contractor may obtain water from a fire hydrant. After the applicant has made written application at the city clerk-treasurer's office and paid such fees in accordance with the provisions herein, the water department shall install a temporary fire hydrant connection. Said temporary connection shall consist of the installation of a two-inch water meter, valve and fire hose coupler to provide the applicant with water for construction.

The applicant shall at the time of making application pay such fees and deposits as prescribed by resolution of the city council.

(Ord. 796 § 7, 1996; Ord. 539 § 7, 1982; Ord. 498 § 4, 1980; Ord. 459 § 2, 1978; Ord. 458 § 1, 1978; Ord. 410 § 1, 1975)

13.04.050 - Connection—Installation fee.

- A. The following charges shall be made for the connections to the city water system: for all connections, a sum equal to all expenses incurred by the city in connection with such installations, including but not limited to, meter, materials, supplies, sales tax, equipment rental plus a sum equal to ten percent of the expenses incurred by the city, excluding the ten percent on labor.
- B. A deposit as prescribed by the city's fee resolution shall be paid to the city at the time application is made to the city for such service.
- C. Charges under this section shall be paid in full to the city at the time the installation is completed and the applicant is billed.

(Ord. 797 § 2, 1995; Ord. 562 § 3, 1983; Ord. 539 § 8, 1982; Ord. 498 § 2, 1980; Ord. 456 § 2, 1978; Ord. 455 §§ 1—3, 1978; Ord. 377 § 4, 1983)

13.04.060 - Charges for extension to development.

- A. The following charges shall be paid by any person developing any lot or lots, a subdivision, or housing area not lying near or being adjacent to an existing water main:
 - 1. The cost of installing and extending a water main of a size and an improved type as determined by the supervisor of public works, with the rated capacity of one hundred fifty pounds per square inch pressure from the nearest existing main water line across or through the property to be served thereby;
 - 2. An assessment charge as provided in Section [13.04.030](#) for each connection to the city water system;
 - 3. For each connection, an installation fee as provided in Section [13.04.040](#)

4. The cost of installing and extending a water service of a type approved by the supervisor of public works from the meter to the structure to be served.

B. No water shall be provided to any person developing a lot or lots, a subdivision or a housing area, or to any person purchasing a house or lot from such person, until there has first been paid to the clerk-treasurer a sum equal to seventy-five percent of the development charges. Payment of the balance of the development charges shall be made within ten days of the final billing therefor by the city, and if payment is not made within the ten-day period, then water service to such development, lot, or lots, subdivision, or housing area shall be discontinued.

(Ord. 609 § 1, 1985; Ord. 539 § 3, 1982; Ord. 377 § 5, 1973)

13.04.070 - Contract required for work.

Should the preliminary estimate of the supervisor of public works exceed three hundred dollars for work to be done pursuant to Section 13.04.030, the work shall not be done until a written contract therefor is executed by the person developing the property and the city.

(Ord. 377 § 6, 1973)

13.04.080 - Connection—Limitations.

All requests for connections to any existing two-inch water line shall be made to the supervisor of public works, and may be approved by him only if the line is installed in compliance with and, after the additional connection is made, will continue to comply with the rules and regulations of the State Board of Health of the state of Washington Regarding Public Water Supplies, reprinted June, 1971, and as such rules and regulations are hereafter amended.

(Ord. 439 § 1, 1977; Ord. 377 § 7, 1973)

13.04.090 - Responsibility for repair of service pipe.

The service pipe inside of the meter must be kept in repair by the owner or occupant of the premises who will be responsible for all damages resulting from breaks therein.

(Ord. 377 § 8, 1973)

13.04.100 - Restrictions on water use.

No person supplied with water from the city mains will be entitled to use it for any other purpose than those stated in his application, or to supply in any way any other persons or families.

(Ord. 377 § 9, 1973)

13.04.110 - Meter—Keeping access unobstructed.

Consumers who are supplied by meters shall keep their premises adjacent to the meter free from all rubbish or material of any kind which will prevent the employee of the water department from having access to the meter.

(Ord. 377 § 10, 1973)

13.04.120 - Meter—Alteration to divide water supply.

When the water department has determined to attach a meter to a pipe within a building

occupied by several users of water, and less than all of the users are to be supplied by a meter, and it is found that the pipes are so connected that the supply cannot be divided without alterations being made in the plumbing, written notice stating the required alterations shall be given by the water department to the owner or occupant to at once comply with the notice; in event of failure to do so within ten days after the date of notice, the supply may be withdrawn until the alterations have been made.

(Ord. 377 § 11, 1973)

13.04.130 - Connection—Unlawful.

Any person making unauthorized connections between the supply main and the meter will be guilty of a misdemeanor and upon conviction thereof shall be punished as for other misdemeanors as provided by law.

(Ord. 377 § 12, 1973)

13.04.140 - Unlawful interference or tampering.

It is unlawful for any person to interfere and/or tamper with, break, deface, or damage any water meter, gate, pipe or other waterworks appliance or fixture or in any other manner interfere with the proper operation of any part of the water system of the city and anyone found violating any of these provisions, unless otherwise provided for, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished as for other misdemeanors as provided by law.

(Ord. 377 § 13, 1973)

13.04.150 - Connection—Permission required.

No plumber or other person will be allowed to make connections with the city mains or to make alterations in any conduit pipe or other fixture connecting therewith or to connect pipes where they have been disconnected, or to turn off or turn on water at the meter, on any premises without permission from the water department.

(Ord. 377 § 14, 1973)

13.04.160 - Rates chargeable against property.

All water rates are chargeable against the property owner of residences, duplexes, multiple units, trailers, apartments, motels and commercial buildings where there is more than one business connected to one meter and billing will be made to same. Payments made by property owners or agents will be credited to the property, which will be held for the rate while water is left turned on. Notice must be given in writing by owners or agents when buildings are vacated as no allowance under claims of vacancy will be made unless the water department is properly notified and the water shut off. The water department may discontinue the supply of water to the property until all charges against the property are paid.

(Ord. 377 § 15, 1973)

13.04.170 - Rates—Schedule.

The monthly rates and charges for water service shall be as provided in the city's fee resolution.

(Ord. 797 § 3, 1995; Ord. 666 §§ 2—8, 1988; Ord. 612 §§ 1—5, 1985; Ord. 562 §§ 4, 5, 6, 1983; Ord. 539 § 4, 1982; Ord. 498 § 2, 1980; Ord. 459 § 1, 1978; Ord. 424 § 3, 1976; Ord. 377 § 16, 1973)

13.04.180 - Deposit—Required.

The deposit for commercial, residential, and property owner with one rental, accounts shall be a two-month average billing for water, sewer and garbage. If more than one rental unit is owned, the deposit shall be a minimum water, sewer and garbage bill for two months, per unit.

(Ord. 562 § 2, 1983; Ord. 479 § 2, 1979; Ord. 377 § 17, 1973)

13.04.190 - Deposit—Refund.

Refunds of water deposits shall be made after one year, providing the payment of bills has been kept on a current basis.

(Ord. 479 § 3, 1979; Ord. 377 § 18, 1973)

13.04.200 - Deposit—Not required.

All owners of rental property now assuming responsibility for utility bills with a good credit already established with the city would not be required to make a deposit on these rentals. All owners of rental property who do not assume the water bill at the present time, but who have established a good credit rating and kept bills paid currently with the city will not be required to make a deposit.

(Ord. 377 § 19, 1973)

13.04.210 - Rates—Service outside city limits.

All customers outside the corporate limits of the city furnished water by the city shall pay one hundred fifty percent of the rates as set forth in Section [13.04.170](#).

(Ord. 666 § 9, 1988; Ord. 377 § 20, 1973)

13.04.220 - Provision for payment of water and sewer rates.

All water and sewer rates due the city for water and/or sewer service are delinquent as of the fifteenth day of the calendar month succeeding the period during which such service was rendered. An amount as prescribed by resolution of the city council shall be added for any water and/or sewer service which is delinquent. At the discretion of the clerk-treasurer, water service may be immediately discontinued and disconnected to any premises pursuant to this chapter for nonpayment of the water and/or sewer service plus the delinquent charge not sooner than the fifth day of the calendar month immediately after the month succeeding the time in which the bill becomes delinquent. Water service shall not be reconnected and restored until all sums due the city for water and/or sewer services have been paid in full in cash together with an additional fee for reconnection of water service as prescribed by resolution of the city council.

(Ord. 1061 § 1, 2005; Ord. 796 § 8, 1996; Ord. 602 § 2, 1985; Ord. 528 § 2, 1981; Ord. 479 § 4, 1979; Ord. 377 § 21, 1973)

13.04.230 - Consumer complaint—Meter test.

When any consumer whose water service is metered makes a complaint that the bill for any past time has been excessive, the water department will, upon written request, have such meter

reread and the service inspected for leaks. Should such consumer then desire that the meter be tested, the consumer shall make a deposit with the water department in an amount as prescribed by resolution of the city council before such test shall be made. The consumer shall have the privilege, if he or she so desires, to be present when such tests are made. In case a test should show an error of over three percent of water consumed in favor of the water department, the deposit will be refunded to the consumer, a correct registering meter will be installed, and the bill will be adjusted accordingly. If the test of such meter should show an accurate measurement of water or should show an error in favor of the consumer, the amount deposited shall be retained by the water department to cover part of the expense of making such test.

(Ord. 796 § 9, 1996: Ord. 377 § 22, 1973)

13.04.240 - Notice of nonuse.

If the customer furnishes notice to the water department of nonuse of service because of vacation or extended illness, customer will not be charged for services during the first thirty days of each such period.

(Ord. 377 § 23, 1973)

13.04.250 - State health rules adopted.

The city adopts by reference the rules and regulations of the State Board of Health Regarding Public Water Supplies, reprinted August, 1983, said rules and regulations being adopted in full as if set forth in this chapter.

(Ord. 570 § 1, 1984: Ord. 377 § 24 1973)

13.04.260 - Extensions—Standards—Operation and maintenance.

- A. All extensions to city water and sewer lines shall be constructed to meet all standards of the supervisor of public works and all other provisions of this chapter.
- B. When such facilities are constructed by the property owner and are certified as acceptable by the supervisor of public works to the city, the developer shall convey such facilities and easements to the city for consideration of the benefits of city service and regulations. The city will thereafter operate and maintain the facilities. The conveyance of facilities shall occur no later than sixty days after the inspection and acceptance of the facilities by the city.

(Ord. 609 § 3 (part), 1985)

13.04.280 - Extensions—City reimbursement—Late-comer fee.

- A. When a water or sewer main or lateral is extended in accordance with the city's water and sewer plans and such cost is absorbed entirely by the city, the city shall be reimbursed by the owners of other property for portions of the cost to the city of said water or sewer facilities installed by the city when such facilities are in the future connected to such other properties.
- B. A late-comer fee shall be a charge equal to a pro rata cost of a water or sewer line constructed by the city, as computed on a front-footage basis, and using actual costs of construction. The late-comer fee shall be paid to the city until the verified cost of the line has been repaid. Such late-comer fee shall be in addition to any and all assessments and installation charges required to be paid by the city ordinances.

(Ord. 609 § 5 (part), 1985)

13.04.290 - Cross-referencing fees and charges.

Sections of this chapter referencing other code sections of this chapter as providing a charge or fee shall mean the applicable fee or charge set forth in the fee resolution of the city in the event such fee or charge has been re-established or modified by fee resolution of the city council.

(Ord. 797 § 4, 1995)

13.04.300 - Notice of rate change.

As a condition precedent to council's adoption of a resolution modifying any of the rates and charges identified in this chapter, a public hearing shall be held and the clerk-treasurer shall give notice of such to the city's affected utility customers by newspaper publication and by notice in the utility billing statements.

(Ord. 799 § 1, 1995)

13.04.310 - Utility account in landlord's name—Transfer to tenant's name.

When a rented dwelling for which a delinquent water bill is known by the city to be owed by and occupied by a tenant, but the account is in the name of the landlord or an agent of the landlord, no termination of service will occur unless the tenant is first provided an opportunity to place the account in his or her own name without incurring any liability for the landlord's or the landlord's agent's delinquent bill. When a rented dwelling for which a delinquent bill is owed is occupied by a tenant and the delinquent bill was in the name of and incurred by a prior tenant who no longer occupies the rented dwelling, no termination will occur until the current tenant is first provided the opportunity to have the account placed in his or her own name without liability for the delinquent bill. The current tenant must make application in person at the Woodland City Hall Annex during business hours (unless this is unreasonable because of a physical handicap or disability, in which event other arrangements must be made between the applicant and the clerk-treasurer's department of the city), and complete any forms required by the clerk-treasurer department in order to place service in his or her name. Arrangements for continued service cannot be made by telephone except that on Fridays or the day preceding a holiday, such applicants may arrange by telephone to have service until the next regular business day, pending application to be made on such next regular business day. Such applicant will be required to present personal identification, a copy of his or her rental agreement or lease, if any, and to provide the name and mailing address of the landlord, owner of the premises or the agent of such owner.

(Ord. 1113 § 1 (part), 2007)

13.04.320 - Termination of service before transfer of account.

If water service is terminated before a tenant has exercised the privilege provided for in WMC Section [13.04.310](#) to have the account placed in his or her own name, the tenant may have the water restored without liability for the delinquent bill by applying to place the account in his or her own name for future service and by paying the usual and required reconnect charges as set forth in the city of Woodland fee schedule/resolution.

(Ord. 1113 § 1 (part), 2007)

13.04.330 - Notices prior to shutoff—Metered dwellings.

The city will not take any action which encourages or permits, whether by regulation, informal

policy or oral statement, the termination of water or other utility service to residential tenants occupying single-family dwellings or individually metered multifamily dwellings because a prior occupant who no longer is an occupant of the premises owes an unpaid utility bill or where the tenant's landlord or the agent of such landlord has contracted for water or other utilities to the dwelling and the account is delinquent, unless the following procedures are carried out:

- A. If payment of the amount owing on a water or other utility account has not been received pursuant to the terms contained in this chapter, the clerk-treasurer department will send, by mail, a past due notice to the service address or P.O. Box provided to the city for the tenant or to the mailing address of the property or P.O. Box if no service address is given by the owner if known to the city clerk-treasurer department, and to the mailing address of the property owner's rental agent or property manager if known to the city clerk-treasurer department. This notice will advise that payment is past due and will alert the recipient of water and/or other utility services, the property owner, and the property owner's agent (if any) that water and/or other utility service will be terminated on the 5th day of the succeeding month unless payment is received or arrangements acceptable to the city clerk-treasurer department have been made. A statement describing "tenant's rights" as provided in this section will be printed on the back of the past due notice, or included therewith, and will be referred to on the face of said past due notice;
- B. The statement of tenant's rights included with the past due notice and the disconnection notice shall be substantially in the following form:

NOTICE OF TENANT'S RIGHTS

IF YOU ARE A TENANT RESIDING AT THE SERVICE ADDRESS AND WATER IS PRESENTLY BEING DELIVERED TO YOUR HOME: You are not responsible for water bills incurred by a previous tenant who moved out before you moved in and you are not responsible for water bills incurred by your landlord.

If this bill is the obligation of a prior tenant who no longer occupies the premises, or the obligation of your landlord, you have the right to obtain continued water services by contacting the Clerk-Treasurer Department and having the account placed in your name. However, the past due amount will remain on the account billing until the former tenant or landlord pays the unpaid bill. Their portion may be referred for collection if it remains unpaid.

If you do place the account in your name, services will not be disconnected because of an unpaid bill for which you are not responsible. You will be responsible for future bills coming due during your tenancy, and you will be required to pay a deposit.

To place service in your own name you must go to City of Woodland, City Hall Annex 230 Davidson Avenue, Woodland, Washington during normal business hours and make application in person for continued service. You will be required to present personal identification and your current Rental Agreement, if you have one. You also will be required to identify your landlord and his or her current address.

If service is disconnected before you have contacted the Clerk-Treasurer Department, a reconnection fee will be charged and payable by the party requesting the service to be turned on before the service is restored.

You may pursue a dispute concerning the responsibility for past due water or other utility bills or the right to have the service placed in your name with the City Clerk-Treasurer Department. Water and other utility service will not be disconnected or discontinued until such dispute is resolved by the Clerk-Treasurer or his or her designee. The Clerk-Treasurer shall consider any documents, testimony, exhibits or other relevant evidence the disputing party desire to present. You may appeal the decision of the Clerk-Treasurer Department by requesting a hearing in front of the City of Woodland hearing examiner. To pursue the appeal you must pay

a filing fee of \$100.00 with the Clerk-Treasurer and make a written request of the Clerk-Treasurer for a hearing before the hearing examiner, which shall be signed by the appellant.

(Ord. 1113 § 1 (part), 2007)

13.04.340 - Notices prior to shutoff—Multiple dwelling meter (nonmetered individual dwellings and spaces).

The city clerk-treasurer department will not take any action which encourages or permits, whether by regulation, informal policy or oral statement, the termination of water or other utility service to residential tenants occupying multiple-family dwelling units, mobile home spaces, trailer spaces or other occupancies that are not individually metered and which are billed to the owner, manager or agent thereof, because of delinquency in the payment of water or other utility bills unless the following procedures are carried out:

- A. If payment on a water or other utility account has not been received as required by this chapter, the clerk-treasurer department will send, by mail, to all tenant addresses on file with the city, a past due notice to all tenants of said multiple-family dwelling units, mobile home spaces, trailer spaces or other occupancies that are not individually metered. Such notice will advise that payment is past due and will alert such tenants that service will be terminated in ten days unless payment is received or arrangements acceptable to the city have been made. A statement describing "tenant's rights—nonmetered units" as provided herein will be printed on the back of the past due notice, or included therewith, and will be referred to on the face of the past due notice;
- B. The statement of "tenant's rights—nonmetered units" included with the past due notice and the disconnection notice shall be substantially in the following form:

NOTICE OF TENANT'S RIGHTS — NONMETERED UNITS

IF YOU ARE A TENANT RESIDING AT THE SERVICE ADDRESS AND WATER IS PRESENTLY BEING DELIVERED TO YOUR HOME and you have not placed the water billing in your name, you may not be responsible for water bills incurred by the owner or manager of the premises or their agent. However, you may be affected, by the failure of the owner, manager, or their agent, to pay in a timely fashion, all water and other utility bills relating to the premises occupied by you as your home.

A majority of the tenants occupying the premises constituting the multiple-family dwelling structure or complex, mobile home park, trailer park or other occupancy the individual dwelling or space units of which are not separately metered, may have the utility account placed in their collective names, with a limit as to what the billing system will allow, and assume responsibility for future payment of water and other utility service provided to the service address. The past due amount will remain on the account billing until the former tenant(s) or landlord pays the unpaid bill. Their portion may be referred for collection if it remains unpaid. However, if you do so, you will be responsible for future bills coming due during your occupancy of the premises, and a majority of the occupants or tenants must continue to be responsible for such payment at all times. You will be required to pay a deposit equal to two months' estimated water and other utility service charges to the premises pursuant to Woodland Municipal Code.

To place service in your own names you must all go to City of Woodland, City Hall Annex, 230 Davidson Avenue, Woodland, Washington during normal business hours and make application in person for continued service. You will each be required to present personal identification and your current Rental Agreement or lease, if you have one. You will each also be required to identify the owner, manager, or their agent, and his or her current address.

If service is disconnected before you have contacted the Clerk-Treasurer Department, a

reconnection fee will be charged and payable by the party requesting the service to be turned on before the service is restored.

You may dispute the responsibility or amount for past due water, other utility bill issues, or the right to have the service placed in your name with the City Clerk Treasurer Department. Water and other utility service will not be disconnected or discontinued until such dispute is resolved by the Clerk Treasurer or his or her designee. The Clerk Treasurer shall consider any documents, testimony, exhibits or other relevant evidence the disputing party desire to present. You may appeal the decision of the clerk treasurer department by requesting a hearing in front of the hearing examiner. To pursue the appeal you must pay a filing fee of \$100.00 with the clerk treasurer and make a written request of the clerk treasurer for a hearing before the hearing examiner, which shall be signed by the appellant.

(Ord. 1113 § 1 (part), 2007)

13.04.350 - Transfer of account to tenant—Costs.

If a majority of the tenants elect to place the account for future water service into their names, as the billing system will allow, they must agree to pay appropriate transfer-of-account charges, if any, reconnection charges if service has been terminated before the tenants have exercised the right to have the account placed in their names, all future water bills coming due during their occupancy of the premises, and they must each post the required deposit. Application must be made in person at the city of Woodland, City Hall Annex, 230 Davidson Avenue, Woodland, WA during normal working hours (nine a.m. to five p.m.).

(Ord. 1113 § 1 (part), 2007)

13.04.360 - Hearing examiner authority, filing period.

Not later than five days after the decision of the clerk-treasurer department, an appellant may appeal said determination upon the payment of one hundred dollars filing fee, together with a written and signed request for a hearing before the hearing examiner. The hearing shall take place within forty-five days of the request for appeal.

The hearing examiner's decision shall be final and may not be appealed to the city council. To the extent this provision is inconsistent with WMC Section [17.81.090](#) of this code shall control.

(Ord. 1113 § 1 (part), 2007)