

Westport Water Association

WWA – A co-operative non-profit organization

49206 Hwy 30, Westport OR 97016

503.455.9201

Westport Water Policies, Fees & Rates

New Hook-Up Policy

When a new Membership Certificate is Purchased, someone representing the property owner needs to be present to let us know where the hook-up is to be made.

A fee of \$4500.00 is charged when a new Membership Certificate is Purchased. This fee will increase to \$5500.00 in June of 2026.

Each member shall be required to pay a fee of \$4500.00 [2025] and then increased to \$5500.00 in June of 2026 for each service line more than one.

There is a \$100.00 charge to transfer a water certificate.

Newly approved members have 90 days to purchase certificates, or approval will be rescinded.

New Renters will be required to pay a \$200.00 refundable deposit. Any outstanding account charges or fees will be deducted from the deposit when the account is closed.

Meter Replacement Fees

The customer will be charged for vandalizing or tampering with a meter the total cost that will be incurred by the WWA. Additional charges for water usage may be incurred.

If WWA must pull or re-install a meter due to non-payment, tampering, water waste, water theft, cross connection or backflow compliance issues, or other customer identified issues; the fee will be \$500.00 per occurrence.

Miscellaneous Additional Charges

A \$25.00 fee will be charged per occurrence to:

Hang and/or remove Red Warning Tags.

Note: These additional charges will not apply if these actions occur on the day that the meters are being read.

Customer request to turn on/off water after normal work hours shall be assessed a fee, per occurrence, to be determined by the Board, based upon circumstances.

Rate Adjustment Policy

According to the bylaws, water rates may be adjusted by a vote of the board.

Surcharges/Capital Improvement Fees

Any additional fees charged to each occupied dwelling unit are to fund capital Improvement projects.

Senior Discount Rate

Residences occupied by senior citizens qualify for the senior rate at the age of 62.

Additional Hookups

Any additional living areas with water usage, whether requiring county permits or not, on an existing property residential, commercial or agricultural, must have board approval and are possibly subject to additional prevailing charges and rates. Any additional living areas or ADU's added to existing customers lots shall receive approval of the WWA board.

Water Usage Policy

The association will install, maintain, and operate a main distribution pipeline or lines from the source of the water supply and service lines from the main distribution pipeline or lines to the property of each member of the association at which points, designated as delivery points, meters to be purchased, installed, owned, and maintained by the association shall be placed. The cost of the service line or lines from the main distribution pipeline or lines, of the association to the property line of each member shall be paid by the association. The association will also purchase and install a cut-off valve in each service line from its distribution line or lines, such a cut-off valve to be owned and maintained by the association and to be installed on some portion of the service line owned by the association. The association shall have the sole and exclusive right to use such cut-off valve and to turn it on and off.

Rules, Regulations, Rate Charges & Conditions for Water Service

The WWA provides a valuable public service by providing water and water distribution systems. These water facilities constitute a public utility owned and operated by the members of the Westport Water Association. The utility exists for the benefit of persons who want to have the system available for supplying public, commercial industrial, and fire protection, to its members.

Users of the water system must be charged rates that reflect costs of ownership and the operation of the water system as a public utility. Although this rate structure is intended to constitute a service charge, even if it is viewed as a charge against property or a property owner as a direct consequence of ownership of that property, the utility's rate structure should nonetheless, endeavor to allow the owner the ability to control the amount of the charge.

Similarly, the utility's rate structure should reflect the full actual direct and indirect costs of providing the service.

Definitions

Applicant: Any person, corporation, association, or agency applying for water service as defined below under Property Owner or Non-Owner Application

Backflow Prevention Assembly: A backflow prevention assembly such as a Pressure Vacuum Breaker Back Siphonage Prevention Assembly, Spill- Resistant Pressure Vacuum Breaker Back Siphonage Prevention Assembly, Double Check Backflow Prevention Assembly, Double Check-detector Backflow Prevention Assembly, Reduced Pressure Principal Backflow Prevention Assembly, or Reduced Pressure Principal-Detector Backflow Prevention Assembly and the attached shutoff valves on the inlet/outlet end of the assembly as a complete unit, and a model approved by the Oregon Health Authority.

Cross-Connection: Any actual or potential unprotected connection or structural arrangement between the public or user's potable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas, or substances other than the intended potable water with which a system is supplied. Bypass arrangements, jumper connections, removable sections, swivel, or change-over devices, and other temporary or permanent devices through which, or because of which, backflow can occur, are considered cross-connections.

Fire Service: Service installed for the specific purpose of fire protection [hose connection or sprinklers]. This includes service lines for fire suppression systems.

Member/Customer: A person, corporation, association, or agency that has requested and is receiving water service.

Multiple Service Connection: A property with a single water meter serving multiple customers.

OAR: Oregon Administrative Rules

Definitions Continued

OHA: Oregon Health Authority

ORS: Oregon Revised Statutes

ORWC: Oregon Drinking Water Certification

Property Owner: Can also be defined as an Association Member

Service Line: Any pipe, valves, and fittings leading from the water meter or “WWA service line” into the premises served or the point of ultimate use.

Single Service Connection: A property with a water service serving a single customer.

Tenant: A person, including a vendee under a land sale agreement, lawfully occupying a property to which utility services are provided pursuant to an agreement with the owner.

User: Any person, corporation, association, or other entity using water through an established service line.

Water Main: Any pipe owned by the WWA laid in a street, alley or easement and used or intended to be used for the distribution of water to customers through service lines.

Water Meter: Any device owned and installed by the water district used for the measurement of water delivered to an individual location or user [service].

Westport Water Association WWA Service Lines: Any pipe and fittings which connect a water main to a water meter or “customer service line”.

WWA: Westport Water Association a co-operative non-profit organization.

Section 1.01. Application for Water Services

1. An application for the installation of a new meter service shall be made to the WWA. The applicant must be a property owner as defined.
2. An applicant shall state fully and truly all the purposes for which the water may be required and shall agree, as a condition for such use, to conform to the provisions of the WWA rules and regulations concerning water use.
3. If the applicant has outstanding unpaid amounts from a previous utility service with WWA, those balances must be paid in full to WWA or its assigned collection agent if applicable prior to the granting of a new service.

4. If the applicant is the Property Owner for which service is to be provided, they shall provide sufficient proof of ownership. Possible sources of proof can be a property deed, property tax statement, escrow documents or other documents as agreed to by WWA.
5. If the applicant is the Tenant, the Property Owner shall complete the Property Owner/Designee Information section of the tenant application as provided by the WWA to grant authorization for the new account. This form must be signed by the Property Owner for each new Tenant for service.
6. If the WWA is unable to grant service to a Tenant upon failure to complete the application process, the property owner shall accept direct billing in lieu of the Tenants application.

Section 1.02. Property Owners Responsibility

1. The Property Owner shall be considered ultimately responsible for service charges incurred on their property whether incurred directly or indirectly through a Tenant.
2. For Single Service Connections only the Property Owner can choose at the time of application to be billed directly for service or for the bill to be directed to a Tenant.
3. For multiple Service Connections, the Property Owner will be billed directly for all services provided, *unless otherwise approved in writing by the WWA Board.*
4. Charges incurred shall include routine charges for service, past due amounts, and late shutoff and turn-on fees as well as other charges that may occur as determined by the WWA Board.
5. Once the water service is discontinued for nonpayment, the service will not be reconnected until all outstanding amounts for the service address have been satisfied [this includes all charges to shut down and restart said water service], or until a repayment agreement approved by the WWA Board is signed by the customer.
6. If a service has unpaid balances from either a Property Owner or a Tenant, no new customer applications will be considered for that service until such time as the account is brought current.
7. By accepting service, the Property Owner is granting consent for the WWA to lien a service property if a bill remains unpaid for greater than 120 days from the date of original due date. This action is at the discretion of the WWA Board or the end date of any approved repayment agreement.

Section 1.03. Deposit for Water Service

The WWA does require a deposit for renters [see new hookup fee schedule] for new services and membership fees to be paid prior to granting water services. Additional determination for granting water service shall be made on the following:

1. An applicant with an outstanding balance owed to the WWA will not be considered in good standing.
2. The Tenant agrees that in the event the account is unpaid at the time it is discontinued and is charged against the Property Owner, the WWA can apply their deposit against the outstanding balance in partial or full satisfaction of the outstanding amount.
3. When an account is in arrears, the deposit cannot be used to bring the account current unless Tenant discontinues service.

Regulations of Service Facilities

Section 2.01. Customer Service Lines

1. Customer service lines used from the meter to the property line and within the bounds of the premises shall meet the standards of the current edition of the Oregon Plumbing Specialty Code. Pipe used between the main and the meter is installed and maintained by the WWA, except when the meter is located at a distance from the main further than the street property line, in which event special arrangements shall be made by the Property Owner, Lessee, or Agent of the premises to pay for the cost of the extra length of the line.
2. If pressure reducers or devices which restrict backflow are installed on a customer's service line, they shall be the Property Owners responsibility and meet the standards of the current edition of the Oregon Plumbing Specialty Code.

Section 2.02. Unlawful Water Connections

1. No person may connect to or disconnect from the WWA water system unless previously authorized by the WWA.
2. A customer shall obtain permission from the WWA before a customer service line is connected to a water meter. Such work shall be performed at the expense of the Property Owner, Lessee, or Agent of the premises. All water rates and charges owed by the applicant shall be paid in full before permission to connect with the WWA water system is granted.

Section 2.03. Water Service

1. Water Service, including meter of suitable size, shall be furnished by the WWA upon completion of the application and approval by the WWA for new installation and prepayment of the charges or estimates, therefore.

2. The WWA maintains service lines, from the main street to and including the water meter without further cost to the property owner. The exception being any tampering, vandalizing, or removal of the WWA's meters, piping and equipment will incur significant fee for replacement of said items. Maintenance of the customer service line beyond the water meter is the sole responsibility of the customer.

Section 2.04. Repair and Protection of Customer Service Lines

1. All customer service lines shall be kept repaired and protected from freezing at the expense of the Property Owner, Lessee, or Agent of the premises, who is responsible for all damage resulting from leaks or breaks.
2. The customer shall be liable for any damage to a meter or other equipment, or property owned by WWA which is caused by an act of the customer or the customer's agents. Such damage includes breaking or destruction of locks on or near a meter and any damage to a meter that may result from hot water or steam from a boiler or heater on the customer's premises. The WWA shall be reimbursed by the customer for any such damage promptly upon presentation of a bill.

Section 2.05. Temporary Disconnections for Repairs

1. Water will be turned off and on without charge during "normal working hours" for customer's original systems or equipment repairs or replacements, which are scheduled by the WWA. Temporary disconnection outside of these parameters shall be subject to a fee.

Section 2.06. Joint Use [Inside or Outside of the WWA]

1. Where water is supplied through one service to more than one user the WWA may decline to furnish water until a separate customer service line is provided. The additional or upsized meter size will be based upon the Water Supply Fixture Count as established by the Oregon Structural Specialty Code and the WWA.

Section 2.07. Shut Off Due to Waste

Water shall not be knowingly furnished to premises where there is a defective or leaky faucet, water closet, or other fixture, or where there is a water closet or urinal without self-closing valves or a tank without a self-acting flapper valve. When there is a defective or leaking fixture or when there is no shut-off device, and the customer fails to take prompt corrective action, the WWA may at its option shut off the water service.

Section 2.08. Interruption of Service

1. While the WWA will endeavor to provide advance notice of scheduled service interruptions, water may be turned off at the mains without notice for emergency repairs or other necessary purposes. The WWA will not assume responsibility for any damage as a consequence of interruptions in service. This includes emergency hookups to the water system by first responders.
2. Any damage to the WWA water system or service line because of faulty customer equipment or backflow shall be the responsibility of the Owner, Tennant, Agent, customer, or user.

Section 2.09. Access to Premises for Inspection

Persons designated by the WWA may inspect, at reasonable hours of the day, all parts of any building or premises to which water is delivered from the WWA mains to determine the condition of the pipes and fixtures and the manner in which the water is being used.

Section 2.10. Fire Hydrants – Fire Service Lines

1. No person may cut, change, remove, repair, interfere, or tamper in any manner with a fire hydrant owned by the WWA. Permits may be issued for the temporary connection to and operation of fire hydrants for construction sites and other approved uses. Contact WWA at 503.455.9201 for more information.
2. “Fire Service Lines” [including residential and commercial fire sprinklers] may be installed at the expense of the user-owner, and must be an engineered system. No use or connection other than fire protection is permitted on the “fire service line”. If any connection or use other than fire protection is discovered, the entire service will be disconnected, and the appropriate insurance company notified. No

further service shall be permitted until the necessary correction measures are performed and approved by the WWA.

Section 2.11. Cross-Connections Prohibited

1. Cross-connections shall be prohibited, and protection must be provided against such cross-connections, as specified in the Oregon Administrative Rules [OAR] Chapter 333.
2. Approved backflow prevention devices for protecting community water systems shall be installed on the service connection to premises where there is an axillary water supply or additional premises.
3. No person shall connect unless an approved backflow prevention device is used, any pump or other apparatus to any water main or service connection to the WWA water system which can introduce any foreign liquid or material into said system.
4. The WWA must comply with the cross-connection control requirements outlined in the OAR Chapter 333 “Drinking Water”. Owners of approved backflow prevention devices installed must ensure they are tested annually, in an approved manner by an Oregon Certified Tester, to assure proper operation.
5. The WWA requires that all backflow assemblies on a fire protection service be tested annually as provided for in OAR, Chapter 333.
6. In the event of the following conditions, the WWA or their agent has the authority to discontinue water service to said premises until the condition is remedied:
 - a. Failure to remove or eliminate an existing unprotected or potential cross connection.
 - b. Failure to install a required approved backflow prevention assembly.
 - c. Failure to maintain an approved backflow prevention assembly.
 - d. Failure to conduct the required testing of an approved backflow prevention assembly.

Water Meters

Section 3.01. Requirements

No person may use WWA water, except through an approved water meter. If a water meter fails to register activity, as determined by the WWA staff, water charges shall be based upon the average quantity of water used daily as shown by the water meter when in order, or as determined by the board.

Section 3.02. Changes

Unless authorized by the WWA, no persons may cut, change, remove, disconnect, connect, repair, interfere, meddle, or tamper in any manner with any installed water meter.

Section 3.03. Accessibility

The owners of a building or premises where a water meter is located shall keep the water meter free from obstructions, and accessible always for reading, inspecting, or repairing.

Section 3.04. Water Meter Checks

Water meter checks requested by the user shall be provided as work schedules permit.

Enforcement Provisions

Water Turn Off

If a customer fails to comply with the rules, regulations, or conditions described herein or otherwise established for the use of water or fails to pay charges for water service in the time and manner provided, the water supply may be turned off and administrative charges applied to cover the WWA costs.

WWA May Restrict Use of Water

If a water shortage exists for any reason, the WWA may elect to impose restrictions on the use of water as determined by the WWA in accordance with WWA bylaws and Oregon State Laws, also in accordance with any requests by the Wauna Water District, with whom we share water.

WWA Board Approval Date: _____

WWA President _____

WWA Vice President _____