



## CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129  
Phone (503) 812-2514 Ext 3 | Fax (503) 368-4145 | TTY Dial 711  
[waterbilling@ci.manzanita.or.us](mailto:waterbilling@ci.manzanita.or.us)

Dear Valued Customer,

We are writing to let you know about a small change to our monthly meter reading schedule.

Beginning **November 2026**, your water meter will be read on or around the **20th of each month**, instead of the **25th**.

This adjustment is being made to improve our billing process and provide better service to our customers. By reading meters earlier each month, we will be able to:

- Process and issue bills sooner, giving you more time to review your bill before payment is due.
- Improve the accuracy and efficiency of our billing process by allowing additional time to verify meter readings and resolve any discrepancies before bills are issued.
- Reduce delays that can occur due to holidays, weekends, or unexpected operational challenges.

During the holiday season, meter readings are typically completed earlier than usual to prevent delays in billing. We identified this as an ideal opportunity to transition to the new meter reading date while minimizing the impact on our customers.

No action is required on your part. Your account number, payment methods, payment due date, and billing procedures will remain the same.

We appreciate your understanding and cooperation as we make this improvement to our service. If you have any questions about this change, please contact our office at (503) 812-2514 Ext 3 or [waterbilling@ci.manzanita.or.us](mailto:waterbilling@ci.manzanita.or.us). We will be happy to assist you.

Sincerely,

City of Manzanita  
Public Works Department