A How-to Guide for submitting a WATER CONSERVATION PLAN
WHO IS REQUIRED TO SUBMIT?

- Entities required to submit a Water Conservation Plan are:
  - Those with financial assistance of more than $500,000 from the Texas Water Development Board.
  - Those with 3,300 or more retail service connections.
  - Those with a non-irrigation surface water right of 1,000 ac/ft or more from the Texas Commission on Environmental Quality.
  - Those with an irrigation surface water right of 10,000 ac/ft or more from the Texas Commission on Environmental Quality.
WHAT ARE YOU REQUIRED TO SUBMIT?

- A Water Conservation Plan (WCP)
- A Utility Profile (UP)
- A Drought Contingency Plan (DCP)
- A Water Conservation Plan Annual Report (AR)
WATER CONSERVATION PLAN (WCP)

- Is a strategy for:
  - Reducing the consumption of water
  - Reducing the loss of water
  - Improving the efficiency of the use of water
  - Increasing the reuse of water

- Contains Best Management Practices (BMPs) to meet identified targets and goals.
  - Be as detailed as possible about implemented BMPs.

- Should be reviewed and updated every 5 years.
UTILITY PROFILE (UP)

- The UP is the first step in developing your WCP.
- It ensures important information and data is considered when preparing your plan.
- Helps you evaluate your water and wastewater system to identify potential targets and goals for water conservation.
- Should be reviewed and updated every 5 years when you update your WCP.
DROUGHT CONTINGENCY PLAN (DCP)

- Is a strategy for responding to temporary water supply shortages.
- Must include quantified and specific targets for water reduction during a water shortage.
- Should be reviewed and updated every 5 years.
- Can be part of your WCP.
ANNUAL REPORT (AR)

- Details progress in the implementation of the minimum requirements of your WCP.
- Is submitted annually by May 1st.
- To access the online reporting program, visit the Texas Water Development Board Water Conservation Plan Annual Report Web site.
Use the checklist as a guide for making sure all required elements are included in your Water Conservation Plan.


The first Water Conservation Plan requirement is to complete a Utility Profile.
The Utility Profile should be submitted in the Water Loss, Use, and Conservation (LUC) online reporting program. The online program will help streamline the process by auto-populating pertinent historic data we may have on file.
Section IA asks for population and service area data.
Utility Profile Continued

- Section IB asks for system input data.
- Many of the cells in this document have auto-calculating fields which aides the user with data input.
UTILITY PROFILE CONTINUED

- Section II (A-H) asks for system data.

- This includes previous five years’ data on connection counts, gallons of retail water sold by customer category, GPCD, gallons of retail water sold by month, & water loss.
  - If we have previous reports on file, some of this data may be auto-populated.
Section III should be filled out by entities who provide wastewater.

If you do not provide wastewater then you are finished with the Utility Profile.
Not only do you need to submit a Utility Profile, you should also provide a summary of the Utility Profile within the body of your Water Conservation Plan.
The second requirement is the inclusion of 5- and 10-year targets and goals for total GPCD, residential GPCD (if applicable), and water loss.
5- AND 10-YEAR TARGETS AND GOALS

Targets and goals can be shown in many ways as in the example provided on the right or by using the table below. You can access the Goals Table here.

### WATER CONSERVATION PLAN
**5- AND 10-YR GOALS FOR WATER SAVINGS**

- **Facility Name:**
- **Water Conservation Plan Year:**

<table>
<thead>
<tr>
<th></th>
<th>Historic 5yr Average</th>
<th>Baseline</th>
<th>5-yr Goal for year</th>
<th>10-yr Goal for year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total GPCD¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential GPCD²</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Loss (GPCD)³</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Loss (Percentage)⁴</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

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**Projected Average Day Savings from Water Conservation**

<table>
<thead>
<tr>
<th>Year</th>
<th>Total (Retail + Wholesale)</th>
<th>Retail</th>
<th>Total</th>
<th>Retail</th>
<th>Total</th>
<th>Retail</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>846,922</td>
<td>618,10</td>
<td>1367</td>
<td>126.8</td>
<td>125.5</td>
<td>0.87</td>
<td>146.97</td>
</tr>
<tr>
<td>2014</td>
<td>940,959</td>
<td>806,180</td>
<td>1711.3</td>
<td>169</td>
<td>160.9</td>
<td>9.59</td>
<td>147.14</td>
</tr>
<tr>
<td>2019</td>
<td>5,992,877</td>
<td>538,937</td>
<td>1065.5</td>
<td>106.2</td>
<td>105.5</td>
<td>9.75</td>
<td>154.87</td>
</tr>
</tbody>
</table>

*Note: Retail, Non-Industrial Projections do not include wholesale consumption or consumption by large industrial customers. Retail, Non-Industrial GPCD is calculated based on retail population; total pumpage includes population in wholesale districts.

Of the projected conservation and reuse savings, 3.08 MGD of the projected savings in 2019 is attributed to the expansion of the reclaimed system through Capital Improvement Projects. Additional planned reclaimed expansions are expected to contribute 20.01 MGD of savings in 2014 and 27.75 in 2019. Reclaimed water projects specifically authorized through the 2007 Water Conservation Task Force recommendations are under construction, with projected savings of 1.96 MGD in 2014 and 2019.

**Water Loss Goals**

Another City is undertaking a comprehensive effort to reduce unaccounted-for water, and to improve the quality of data in water loss estimates. It is expected that water loss percentages will fluctuate annually with weather and demand conditions, and that some fluctuation will occur as a result of improved data collection techniques to reduce its percentage of lost water as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>% Total Loss (Real and Apparent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009</td>
<td>not more than 12.0%</td>
</tr>
<tr>
<td>FY 2014</td>
<td>not more than 11.5%</td>
</tr>
<tr>
<td>FY 2019</td>
<td>not more than 11.0%</td>
</tr>
</tbody>
</table>
The third requirement is the inclusion of a schedule for implementing your WCP.
The implementation schedule can be in phases based on your activities or BMPs.
The fourth requirement is a method for tracking the effectiveness of your WCP.
This method should relate to the conservation activities of the established targets and goals.

D. METHOD FOR TRACKING EFFECTIVENESS

In order to track the progress of the Water Conservation and Drought Contingency Plan, the City will need to collect a variety of information with regards to each program. The following information will be useful in tracking the progress of the Water Conservation Plan.

1. For information programs, the City will collect information about its programs and the population to evaluate the effectiveness of the program. For literature pieces, the number of such pieces and topics covered will be documented. The number of news programs or advertisements will also be documented and the total population of the service area will be tracked.

2. The billing structure will be evaluated annually. Several pieces of information are required to evaluate this structure effectively. A copy of the rate ordinance will be documented. Billing and customer records will be kept and water consumption by each customer class at the beginning and end of the reporting period will be recorded.

3. In order to evaluate the meter installation program, guidelines of meter installation based upon customer usage will be written and available. A meter repair and replacement policy will be documented, and meter number, size, make, and model will be recorded for each meter repair and replacement. In addition, a report will be written on methods used to determine meter replacement and testing for each meter size.
The fifth requirement is to describe the master meter and account for water diverted from the source of supply.
Description of how water diverted from source supply is tracked using a master metering system.
The sixth requirement is to describe the universal metering system.
Description of universal metering system:

UNIVERSAL METERING SYSTEM

phase of its water reuse program by 2011. When this system is fully implemented, it will provide nearly 1 million gallons per day of reclaimed water to the parks, reducing demand on the potable water system. In the future, the City plans to expand its water reuse program to include large volume commercial customers, such as shopping centers and business parks.

WATER LOSS CONTROL MEASURES

The goal of the City’s water loss control program is to maintain unaccounted-for water (unauthorized and unaccounted-for usage) at or below 10% of water produced, on a monthly basis. In order to meet this goal, the City has several programs in place, including routine water audits, a program of leak detection and repair, and meter testing and accuracy.

Routine Audits of Water System

The Water Services Department generates a monthly water loss report that compares metered production with metered consumption, as well as accounted-for and unaccounted-for water losses.

Resolution No. 06-33-09-1h

2008 WATER CONSERVATION PLAN

This report provides an effective leaking system of water loss. The City will also complete a detailed water system audit following Texas Water Development Board (TWDB) guidelines at least once each year. TWDB rules only require this audit to be submitted every five years. The water system audit determines the volume of actual water loss, the identification of water loss sources, the status and condition of primary water meters, an analysis of water line breaks, an evaluation of underground storage potential, and provides recommendations for meter replacement.

Leak Detection and Repair

The City administers a leak detection and repair program for its water distribution system. This program features a work order prioritization system for leaks needing repair and an inventory of equipment and materials needed to promptly repair all detected or reported leaks. The City’s annual rehabilitation program to upgrade its water distribution system involves high volume leaks. The City also conducts an annual distribution system rehabilitation program that replaces the high water loss sections of the distribution system. This program is based on findings of monthly water loss reports and the leak detection program.

Universal Metering

The ability to meter all water distribution and consumption uses allows the City to closely monitor actual water use, water losses, and prevent unauthorized use. All service connections in the City are metered. All production wells, pumping stations, interconnections, irrigation, swimming pools, parks, and municipal structures supplied by the City are metered.

Meters at water production pump stations are calibrated and tested annually in accordance with American Water Works Association (AWWA) standards to provide a minimum accuracy of plus or minus five percent (5%).

The City will continue to provide a preventive maintenance program for its water meters, wherein regular scheduled testing, repairs, and replacement are performed in accordance with American Water Works Association (AWWA) standards.

RECORDS MANAGEMENT SYSTEM

The City administers a comprehensive record management system that accounts for water utility characteristics throughout the water system and allows for the separation of aggregate water sales and water usage characteristics into customer-specific categories. The system is configured to provide the following water use information.
The seventh requirement is to describe the measures used to control water loss.
WATER LOSS CONTROL MEASURES

Description of measures to control water loss

WATER LOSS CONTROL MEASURES

The City's water loss control program is to maintain unaccounted-for water (unbilled authorized and unbilled unauthorized usage) water at or below 10% of water produced, on a monthly basis. In order to meet this goal, the City has several programs in place, including routine water audits, a program of leak detection and repair, and meter testing and accuracy.

Routine Audits of Water System

The Water Services Department generates a monthly water loss report that compares billed production with metered consumption, as well as accounted-for and unaccounted-for water losses.

WATER SERVICES DEPARTMENT

Resolution No. 04-23-09-2

2009 WATER CONSERVATION PLAN

This report provides an effective tracking system of water loss. The City will also complete a detailed water system audit following Texas Water Development Board (TWDB) guidelines at least once every five years. The water system audit determines the volume of actual water loss, the identification of water loss sources, the status and condition of primary water meters, an analysis of water line breaks, an evaluation of underground leakage potential, and provides recommendations for meter replacement.

Leak Detection and Repair

The City administers a leak detection and repair program for its water distribution system. This program features a work order prioritization system for leaks needing repair and an inventory of equipment and materials needed to promptly repair all detected or reported leaks. The City's annual rehabilitation program to upgrade its water distribution system also addresses high volume leaks. The City also conducts an annual distribution system rehabilitation program that replaces the high water loss sections of the distribution system. This program is based on findings of monthly water loss reports and the leak detection program.

Universal Metering

The ability to meter all water distribution and consumption uses allows the City to closely monitor actual water use, water losses, and prevent unauthorized use. All service connections in the City are metered. All production wells, pumping stations, interconnections, irrigation, swimming pools, perks, and municipal structures operated by the City are metered.

Meters at water production pumps stations are calibrated and tested annually in accordance with American Water Works Association (AWWA) standards to provide a minimum accuracy of plus or minus five percent (5%).

The City will continue to provide a preventive maintenance program for its water meters, whereby regular scheduled testing, repairs, and replacement are performed in accordance with American Water Works Association (AWWA) standards.

RECORDS MANAGEMENT SYSTEM

The City administers a comprehensive record management system that accounts for water use characteristics throughout the water system and allows for the separation of aggregate water sales and water use characteristics into customer-specific categories. The system is configured to provide the following water use information:
The eighth requirement is the inclusion of a leak detection program to control water loss.
Description of a leak detection and repair program

Recollection No. 04-23-09-21

2009 WATER COMBINATION PLAN

This report provides an effective tracking system of water loss. The City will also complete a detailed water system audit following Texas Water Development Board (TWDB) guidelines at least once each year. TWDB rules only require this audit to be submitted once every five years. The water system audit determines the volume of actual water loss, the identification of water loss sources, the status and condition of primary water meters, an analysis of water line breaks, an evaluation of underground leakage potential, and provides recommendations for meter replacement.

Leak Detection and Repair
The City administers a leak detection and repair program for its water distribution system. This program features a work order prioritization system for leaks needing repair and an inventory of equipment and materials needed to promptly repair all detected or reported leaks. The City’s annual rehabilitation program to upgrade its water distribution system also addresses high volume leaks. The City also conducts an annual distribution system rehabilitation program that replaces the high-water loss sections of the distribution system. This program is based on findings of monthly water loss reports and the leak detection program.

Universal Metering
The ability to meter all water distribution and consumption uses allows the City to closely monitor actual water use, water losses, and prevent unauthorized use. All service connections in the City are metered. All production wells, pumping stations, interconnections, irrigation, swimming pools, parks, and municipal structures operated by the City are metered.

Meters on water production pump stations are calibrated and tested annually in accordance with American Water Works Association (AWWA) standards to provide a minimum accuracy of plus or minus five percent (5%).

The City will continue to provide a preventative maintenance program for its water meters, wherein regular scheduled testing, repairs, and replacement are performed in accordance with American Water Works Association (AWWA) standards.

Records Management System
The City administers a comprehensive record management system that accounts for water use characteristics throughout the water system and allows for the separation of aggregate water sales and water usage characteristics into customer-specific categories. The system is configured to provide the following water use information:
The ninth requirement is the inclusion of a continuing education program on water conservation.

Public (and school) education is the easiest and most cost-effective way of addressing water conservation.
EDUCATION PROGRAM

Description of water conservation education program. Many educational programs include outreach, public information, and school programs.
The tenth requirement is the inclusion of a rate structure that is not promotional.

An example of this is the use of an inclining block rate, so when the customer uses more water they are charged more money.

A copy of your current rate structure should be included with your Plan.
Resolution No. 04-23-09-2h

2000 WATER CONSERVATION PLAN

Water rate structure

The City has consistently maintained an average water accountability rating of 90%, meaning that water billed is greater than or equal to 90% of water produced. At a minimum, the City will continue to meet this target, and investigate ways to improve water accountability at or above 90%.

Time frame for achieving conservation goals
The three goals outlined above are designed to be achieved within 10 years of the date of adoption of this Plan. The City will periodically evaluate the plan in accordance with State and Federal regulations to determine the extent, if any, that the plan needs modification.

SECTION 3 – STRATEGIES TO ACHIEVE CONSERVATION GOALS

WATER RATE STRUCTURE
The City utilizes an inclining water rate structure to encourage customers to reduce both peak and overall water usage, while fairly allocating cost of service to each customer class. Under an inclining rate structure, the rate per thousand gallons increases as the amount of water used increases. The City implemented this inclining water rate structure in Fiscal Year 2008. The current rate structure charges monthly service charges based on meter size, plus a uniform rate per thousand (1000) gallons up to 10,000 gallons. After 10,000 gallons, the rate per thousand increases $0.60 per thousand gallons per 5,000 gallons block up to 26,000 gallons. All residential usage above 26,000 gallons is billed at a uniform rate of $4.86 per thousand (1000) gallons (City Ordinance No. 3119).

Currently, commercial rate structure charges monthly service charges based on meter size, plus a uniform water usage rate per thousand (1000) gallons. Staff is currently researching the option of altering the commercial rate structure in order to meet conservation goals.

This rate structure will be reviewed on a regular basis to ensure that the rates adequately recover the cost of service and meet the goals of this water conservation plan.

WASTEWATER REUSE
The City has received authorization from the TCEQ to reuse its treated wastewater effluent as Type I reuse water, the highest quality of reuse water. The goal for the City’s water reuse program is to reduce peak demand on the potable (drinking) water system by switching non-potable uses of water, such as athletic field irrigation, to reuse water. In 2006 the City has completed a feasibility study of providing reuse water for irrigation at City-owned parks and facilities.

The first part of this plan will include extending reclaimed water infrastructure to the City’s two main parks, Veterans Park and Athletic Complex, and Central Park. The City hopes to complete the first phase of its water reuse program by 2011. When this system is fully implemented, it will provide nearly 1 million gallons per day of reclaimed water to the parks, reducing demand on the potable water system. In the future, the City plans to expand its water reuse program to include large-volume commercial customers, such as shopping centers and business parks.

WATER LOSS CONTROL MEASURES
The goal of the City’s water loss control program is to maintain unaccounted-for-water (unbilled authorized and unbilled unauthorized usage) water at or below 10% of water produced, on a monthly basis. In order to meet this goal, the City has several programs in place, including routine water audits, a program of leak detection and repair, and meter testing and accuracy.

Routine Audits of Water System
The Water Services Department generates a monthly water loss report that compares metered production with metered consumption, as well as accounted-for and unaccounted-for water losses.
G. Measures to determine and control water loss (for example, periodic visual inspections along distribution lines; annual or monthly audit of the water system to determine illegal connections, abandoned services, etc.)

H. A continuous program of leak detection, repair, and water loss accounting for the transmission, delivery, and distribution system in order to control water loss.

I. A program of continuing education and information regarding water conservation. This should include providing water conservation information directly to each residential, industrial, and commercial customer at least annually, and providing water conservation literature to new customers when they apply for service.

J. A water rate structure which is not “promotional,” i.e., a rate structure which is cost-based and which does not encourage the excessive use of water. Include copy of the rate structure.

K. A means of implementation and enforcement, evidenced by adoption of the plan:
   1. a copy of the ordinance, resolution, or tariff indicating official adoption of the water conservation plan by the applicant and
   2. a description of the authority by which the applicant will implement and enforce the conservation plan.

L. If the Applicant will utilize the project financed by the TWDB to furnish water or wastewater services to another supplying entity that in turn will furnish the water or wastewater services to the ultimate consumer, the requirements for the water conservation plan also pertain to these supplier entities. To comply with this requirement the applicant shall:
   1. submit its own water conservation plan;
   2. submit the other entity’s (or entities) water conservation plan;
   3. require, by contract, that the other entity (or entities), adopt a water conservation plan that conforms to the board’s requirement and submit it to the board. If the requirement is to be included in an existing water or wastewater service contract, it may be included, at the earliest of the renewal or substantial amendment of that contract, or by other appropriate measures.

M. Documentation that the regional water planning group for the service area of the applicant has been notified of the applicant’s water conservation plan.

Note: The water conservation plan may also include other conservation methods or techniques that the applicant deems appropriate.

N. The Drought Contingency Plan (for Financial Assistance Programs) shall include:
   1. Trigger conditions. Describe information to be monitored. For example, reservoir levels, daily water demand, water production or distribution system limitations. Supply source contamination and system outage or equipment failure should be considered too. Determine specific quantified targets of water use reduction.
   2. Demand management measures. Actions that will be implemented by the utility during each stage of the plan when predetermined triggering criteria are met. Drought plans must include quantified and specific targets for water use reductions to be achieved during periods of water shortage and drought. Supply management measures typically can be taken by the utility to better manage available water supply, as well as the use of backup or alternative water sources.
Means of implementation and enforcement

Water Conservation and Drought Contingency Plan

Year 2008 Amendment

4. To track the progress of the City’s Leak Detection and Repair protocol, the City will maintain its GIS database, records of water consumption of its customers, and accounting information of water bought from the County WID #1.

5. The effectiveness of the City’s Water Conservation and Drought Contingency Plan can be measured by tracking information similar to that found in the Utility Profile in Attachment D. The Water Conservation Implementation Report found in Attachment F must be completed to gauge the effectiveness of the City’s water conservation efforts and submitted to the TCEQ by May 1st of each year. Accounting data of water purchased from the County WID #1 and records of water consumption by the City’s customers can be used to monitor water usage and determine the actual amount of water saved. This shall be performed annually to measure progress toward the 5 and 10 year goals in water usage reduction. If no progress is apparent, the City shall consider alternate water conservation programs.

E. MEANS OF IMPLEMENTATION AND ENFORCEMENT

The City Manager or his/her duly appointed representative will act as the Administrator of the Water Conservation and Drought Contingency Plan. The Administrator will oversee the execution and implementation of all elements of the plan and be responsible to oversee the keeping of adequate records for program verification.

As a means of implementing and enforcing this plan, all plan elements discussed in this document were adopted by City Resolution (see attached Resolution in Appendix C).
The twelfth requirement is for entities who supply water to other retail providers via a wholesale contract.

Water Conservation Plan requirements also apply to the supplier entities.
Each successive wholesale customer must develop and implement a WCP or utilize water conservation measures.

If the wholesale entity receives financial assistance from TWDB, they must also submit their wholesale customers’ WCPs to TWDB.
The thirteenth requirement is the inclusion of notification to the Regional Water Planning Group.
A copy of the letter notifying your Regional Planning Group (RPG) of adoption of your Plan should be included.
The fourteenth requirement is the inclusion of your Drought Contingency Plan if you receive financial assistance from TWDB.

The DCP must include the following:

G. Measures to determine and control water loss (for example, periodic visual inspections along distribution lines, annual or monthly audit of the water system to determine illegal connections, abandoned services, etc.)

H. A continuous program of leak detection, repair, and water loss accounting for the transmission, delivery, and distribution system in order to control water loss.

I. A program of continuing education and information regarding water conservation. This should include providing water conservation information directly to each residential, industrial and commercial customer at least annually, and providing water conservation literature to new customers when they apply for service.

J. A water rate structure which is not “promotional,” i.e., a rate structure which is cost-based and which does not encourage the excessive use of water. Include copy of the rate structure.

K. A means of implementation and enforcement, evidenced by adoption of the plan:
   1. A copy of the ordinance, resolution, or tariff indicating official adoption of the water conservation plan by the applicant.
   2. A description of the authority by which the applicant will implement and enforce the conservation plan.

L. If the Applicant will furnish water or wastewater services to another supplying entity that in turn will furnish the water or wastewater services to the ultimate consumer, the requirements for the water conservation plan also pertain to these supplier entities. To comply with this requirement the applicant shall:
   1. Submit its own water conservation plan;
   2. Submit the other entity’s (or entities) water conservation plan;
   3. Reuire, by contract, that the other entity (or entities), adopt a water conservation plan that conforms to the board’s requirement and submit it to the board. If the requirement is to be included in an existing water or wastewater service contract, it may be included, at the earliest of the renewal or substantial amendment of that contract, or by other appropriate measures.

M. Documentation that the regional water planning group for the service area of the applicant has been notified of the applicant’s water conservation plan.

Notes: The water conservation plan may also include other conservation methods or techniques that the applicant deems appropriate.

N. The Drought Contingency Plan (or Financial Assistance Programs) shall include:
   1. Trigger conditions. Describe information to be monitored. For example, reservoir levels, daily water demand, water production or distribution system limitations. Supply source contamination and system outage or equipment failure should be considered too. Determine specific quantified targets of water use reduction.
   2. Demand management measures. Actions that will be implemented by the utility during each stage of the plan when predetermined triggering criteria are met. Drought plans must include quantified and specific targets for water use reductions to be achieved during periods of water shortage and drought. Supply management measures typically can be taken by the utility to better manage available water supply, as well as the use of backup or alternative water sources.
Trigger conditions that outline what will cause the DCP to be activated. Some examples are supply source contamination, system outages, and low reservoir levels.
Demand management measures that refer to actions to be taken at each stage of the DCP that include quantified and specific targets for water use reduction.
Initiation and termination procedures of each stage, including public notification.

(3) The City water system fails – from acts of God (tornadoes, hurricanes) or man. Severe condition is reached immediately upon detection.

(4) Any mechanical failure of pumping equipment or system component failure which will require more than 12 hours to repair which causes a loss of capability to provide water service in the City.

(b) Requirements for termination – Stage 3 of the Plan may be terminated by the city manager or his/her designee of the City when all of the conditions listed as triggering events have ceased to exist for a period of three (3) consecutive days. Upon termination of Stage 3, Stage 2 becomes operative as directed by the city manager or his/her designee of the City.

F. NOTIFICATION AND PUBLIC EDUCATION

1. Public Meeting – This plan has been presented to the public at a formal public meeting with a request for comments.

2. Public notification of the initiation or termination of drought response stages shall be by means of publication in the Station Eagle and public service announcements on KRTX – Channel 3. Additional methods of public notification may include signs posted in public places, utility bill inserts, and other means to be determined by the city manager or his/her designee of the City.

3. When mandatory restrictions are enacted with the initiation of Stage 2 and/or Stage 3, the Executive Director of TNRCC will be notified, at a minimum, via telephone, within five (5) business days.

4. Public Education of the Plan will be provided periodically to update the public with information about the conditions under which each stage of the Plan is to be initiated or terminated as well as the drought measures to be implemented in each stage. This information may be provided through utility bill inserts, public events, or other means as to be determined by the City manager or his/her designee of the City.

G. DROUGHT RESPONSE STAGES

The city manager or his/her designee of the City shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section E of the Plan, shall determine that a voluntary, moderate or severe water shortage condition exists and shall implement the following actions upon publication of notice in the Station Eagle:

1. Stage 1: Voluntary Water Conservation Conditions

The goal for Stage 1 of the Plan is to raise public and customer awareness of water demand conditions.
Specific variances and enforcement in the DCP
Measures to inform and educate the public on the preparation of the DCP.

(3) The City water system fails from acts of God (tornadoes, hurricanes) or man. Severe condition is reached immediately upon detection.

(4) Any mechanical failure of pumping equipment or system component failure which will require more than 12 hours to repair which causes a loss of capability to provide water service in the City.

(b) Requirements for termination - Stage 3 of the Plan may be rescinded by the city manager or his/her designee of the City when all of the conditions listed as triggering events have ceased to exist for a period of three (3) consecutive days. Upon termination of Stage 3, Stage 2 becomes operative as directed by the city manager or his/her designee of the City.

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3. When mandatory restrictions are enacted with the initiation of Stage 2 and/or Stage 3, the Executive Director of TNRCC will be notified, at a minimum via telephone, within five (5) business days.

4. Public Education of the Plan will be provided periodically to update the public with information about the conditions under which each stage of the Plan is to be initiated or terminated as well as the drought measures to be implemented in each stage. This information may be provided through utility bill inserts, public events, or other means as to be determined by the City manager or his/her designee of the City.

G. DROUGHT RESPONSE STAGES

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1. Stage 1 - Voluntary Water Conservation Conditions

The goal for Stage 1 of the Plan is to raise public and customer awareness of water demand conditions.
The fifteenth requirement is the inclusion of an official adoption of your Plan.

Water Conservation Plan Forms:
http://www.twdb.texas.gov/conservation/municipal/plans/index.asp

Best Management Practices Information:

Quantification Techniques:
PLAN ADOPTION

- Your Plan is not complete unless a signed copy of the official adoption is included.
o The final requirement is to report annually on the effectiveness of your Plan by submitting a Water Conservation Plan Annual Report every year.
ANNUAL REPORT

- The Annual Report (AR) is due May 1st of every year.
  - The AR should be submitted using the online reporting program.
    - You can access the system by visiting the Water Conservation Plan Annual Reports webpage.
Once your Plan is submitted, TWDB staff will review your Plan for completeness.

Additional comments or questions should be directed to wcpteam@twdb.texas.gov.
For additional help, contact:

TWDB MUNICIPAL: 512-463-7955