



Texas Commission on Environmental Quality

Water Availability Division
MC-160, P.O. Box 13087 Austin, Texas 78711-3087
Telephone (512) 239-4691, FAX (512) 239-2214

**Drought Contingency Plan
for a Retail Public Water Supplier**

This form is provided as a model of a drought contingency plan for a retail public water supplier. If you need assistance in completing this form or in developing your plan, please contact the Conservation Staff of the Resource Protection Team in the Water Availability Division at (512) 239-4691.

Drought Contingency Plans must be formally adopted by the governing body of the water provider and documentation of adoption must be submitted with the plan. For municipal water systems, adoption would be by the city council as an ordinance. For other types of publicly-owned water systems (example: utility districts), plan adoption would be by resolution of the entity's board of directors adopting the plan as administrative rules. For private investor-owned utilities, the drought contingency plan is to be incorporated into the utility's rate tariff. Each water supplier shall provide documentation of the formal adoption of their drought contingency plan.

Name: _____

Address: _____

Telephone Number: () _____ Fax: () _____

Water Right No.(s): _____

Regional Water Planning Group: _____

Form Completed by: _____

Title: _____

Person responsible for implementation: _____ Phone: () _____

Signature: _____ Date: / / _____

Section I: Declaration of Policy, Purpose, and Intent

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the _____ (*name of your water supplier*) hereby adopts the following regulations and restrictions on the delivery and consumption of water.

Water uses regulated or prohibited under this Drought Contingency Plan (the Plan) are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply condition are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section X of this Plan.

Section II: Public Involvement

Opportunity for the public to provide input into the preparation of the Plan was provided by the _____ (name of your water supplier) by means of _____ (describe methods used to inform the public about the preparation of the plan and provide opportunities for input; for example, scheduling and providing public notice of a public meeting to accept input on the Plan).

Section III: Public Education

The _____ (name of your water supplier) will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of _____ (describe methods to be used to provide information to the public about the Plan; for example, public events, press releases or utility bill inserts).

Section IV: Coordination with Regional Water Planning Groups

The service area of the _____ (name of your water supplier) is located within the _____ (name of regional water planning area or areas) and _____ (name of your water supplier) has provided a copy of this Plan to the _____ (name of your regional water planning group or groups).

Section V: Authorization

The _____ (designated official; for example, the mayor, city manager, utility director, general manager, etc.), or his/her designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The _____ (designated official) or his/her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

Section VI: Application

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the _____ (name of your water supplier). The terms “person” and “customer” as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

Section VII: Definitions

For the purposes of this Plan, the following definitions shall apply:

Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by _____ (name of your water supplier).

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use: water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, and rights-of-way and medians.

Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection;
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street;
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;
- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than fire fighting.

Odd numbered address: street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

Section VIII: Criteria for Initiation and Termination of Drought Response Stages

The _____ (*designated official*) or his/her designee shall monitor water supply and/or demand conditions on a _____ (*example: daily, weekly, monthly*) basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified “triggers” are reached.

The triggering criteria described below are based on:

(Provide a brief description of the rationale for the triggering criteria; for example, triggering criteria / trigger levels based on a statistical analysis of the vulnerability of the water source under drought of record conditions, or based on known system capacity limits).

Utilization of alternative water sources and/or alternative delivery mechanisms:

Alternative water source(s) for _____ (*name of utility*) is/are:

(Examples: Other well(s), Inter-connection with other system, Temporary use of a non-municipal water supply, Purchased water, Use of reclaimed water for non-potable purposes, etc.).

Stage 1 Triggers -- MILD Water Shortage Conditions

Requirements for initiation

Customers shall be requested to voluntarily conserve water and adhere to the prescribed restrictions on certain water uses, defined in Section VII Definitions, when

(Describe triggering criteria / trigger levels; see examples below).

Following are examples of the types of triggering criteria that might be used in one or more successive stages of a drought contingency plan. The public water supplier may devise other triggering criteria and an appropriate number of stages tailored to its system. One or a combination of the criteria selected by the public water supplier must be defined for each drought response stage, but usually not all will apply.

Example 1: Annually, beginning on May 1 through September 30.

Example 2: When the water supply available to the ----- (name of your water supplier) is equal to or less than ----- (acre-feet, percentage of storage, etc.).

Example 3: When, pursuant to requirements specified in the ----- (name of **your** water supplier) wholesale water purchase contract with ----- (name of your wholesale water supplier), notification is received requesting initiation of Stage 1 of the Drought Contingency Plan.

Example 4: When flows in the ----- (name of stream or river) are equal to or less than ----- cubic feet per second.

Example 5: When the static water level in the ----- (name of your water supplier) well(s) is equal to or less than ----- feet above/below mean sea level.

Example 6: When the specific capacity of the ----- (name of your water supplier) well(s) is equal to or less than ----- percent of the well's original specific capacity.

Example 7: When total daily water demand equals or exceeds ----- million gallons for ----- consecutive days of ----- million gallons on a single day (example: based on the safe operating capacity of water supply facilities).

Example 8: Continually falling treated water reservoir levels which do not refill above ----- percent overnight (example: based on an evaluation of minimum treated water storage required to avoid system outage).

Requirements for termination

Stage 1 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of ----- (example: 3) consecutive days.

Stage 2 Triggers – MODERATE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section IX of this Plan when _____ (describe triggering criteria; see examples in Stage 1).

Requirements for termination

Stage 2 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of _____ (example: 3) consecutive days. Upon termination of Stage 2, Stage 1, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 3 Triggers – SEVERE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 of this Plan when _____ (describe triggering criteria; see examples in Stage 1).

Requirements for termination

Stage 3 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of _____ (example: 3) consecutive days. Upon termination of Stage 3, Stage 2, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 4 Triggers – CRITICAL Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 of this Plan when _____ (describe triggering criteria; see examples in Stage 1).

Requirements for termination

Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of _____ (example: 3) consecutive days. Upon termination of Stage 4, Stage 3, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 5 Triggers – EMERGENCY Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions for Stage 5 of this Plan when _____ (designated official), or his/her designee, determines that a water supply emergency exists based on:

1. Major water line breaks, or pump or system failures occur, which cause unprecedented loss of capability to provide water service; **or**
2. Natural or man-made contamination of the water supply source(s).

Requirements for termination

Stage 5 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of _____ (example: 3) consecutive days.

Stage 6 Triggers – WATER ALLOCATION

Requirements for initiation

Customers shall be required to comply with the water allocation plan prescribed in Section IX of this Plan and comply with the requirements and restrictions for Stage 5 of this Plan when _____ (*describe triggering criteria, see examples in Stage 1*).

Requirements for termination - Water allocation may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of _____ (*example: 3*) consecutive days.

Note: The inclusion of WATER ALLOCATION as part of a drought contingency plan may not be required in all cases. For example, for a given water supplier, an analysis of water supply availability under drought of record conditions may indicate that there is essentially no risk of water supply shortage. Hence, a drought contingency plan for such a water supplier might only address facility capacity limitations and emergency conditions (example: supply source contamination and system capacity limitations).

Section IX: Drought Response Stages

The _____ (*designated official*), or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section VIII of this Plan, shall determine that a mild, moderate, severe, critical, emergency or water shortage condition exists and shall implement the following notification procedures:

Notification

Notification of the Public:

The _____ (*designated official*) or his/ her designee shall notify the public by means of:

- Examples:*
- publication in a newspaper of general circulation,*
- direct mail to each customer,*
- public service announcements,*
- signs posted in public places*
- take-home fliers at schools.*

Additional Notification:

The _____ (*designated official*) or his/ her designee shall notify directly, or cause to be notified directly, the following individuals and entities:

- Examples:*
- Mayor / Chairman and members of the City Council / Utility Board*
- Fire Chief(s)*
- City and/or County Emergency Management Coordinator(s)*
- County Judge & Commissioner(s)*
- State Disaster District / Department of Public Safety*
- TCEQ (required when mandatory restrictions are imposed)*
- Major water users*
- Critical water users, i.e. hospitals*
- Parks / street superintendents & public facilities managers*

Note: The plan should specify direct notice only as appropriate to respective drought stages.

Stage 1 Response – MILD Water Shortage Conditions

Target: Achieve a voluntary _____ percent reduction in _____
(example: total water use, daily water demand, etc.).

Best Management Practices for Supply Management:

Describe additional measures, if any, to be implemented directly by (name of your water supplier) to manage limited water supplies and/or reduce water demand. Examples include: system water loss control, activation and use of an alternative supply source(s); use of reclaimed water for non-potable purposes.

Voluntary Water Use Restrictions for Reducing Demand:

- (a) Water customers are requested to voluntarily limit the irrigation of landscaped areas to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Saturdays and Wednesdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and to irrigate landscapes only between the hours of midnight and 10:00 a.m. and 8:00 p.m. to midnight on designated watering days.
- (b) All operations of the _____ (name of your water supplier) shall adhere to water use restrictions prescribed for Stage 1 of the Plan.
- (c) Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes.

Stage 2 Response – MODERATE Water Shortage Conditions

Target: Achieve a _____ percent reduction in _____ (example:
total water use, daily water demand, etc.).

Best Management Practices for Supply Management:

Describe additional measures, if any, to be implemented directly by _____ (name of your water supplier) to manage limited water supplies and/or reduce water demand. Examples include: system water loss control, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.

Water Use Restrictions for Demand Reduction:

Under threat of penalty for violation, the following water use restrictions shall apply to all persons:

- (a) Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Saturdays and Wednesdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and irrigation of landscaped areas is further limited to the hours of 12:00 midnight until 10:00 a.m. and between 8:00 p.m. and 12:00 midnight on designated watering days. However, irrigation of landscaped areas is permitted at anytime if it is by means of a hand-held hose, a faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. Such

washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rises. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.

- (c) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (e) Use of water from hydrants shall be limited to fire fighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the _____ (*name of your water supplier*).
- (f) Use of water for the irrigation of golf course greens, tees, and fairways is prohibited except on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight. However, if the golf course utilizes a water source other than that provided by the _____ (*name of your water supplier*), the facility shall not be subject to these regulations.
- (g) All restaurants are prohibited from serving water to patrons except upon request of the patron.
- (h) The following uses of water are defined as non-essential and are prohibited:
 - 1. wash down of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
 - 2. use of water to wash down buildings or structures for purposes other than immediate fire protection;
 - 3. use of water for dust control;
 - 4. flushing gutters or permitting water to run or accumulate in any gutter or street; and
 - 5. failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

Stage 3 Response – SEVERE Water Shortage Conditions

Target: Achieve a _____ percent reduction in _____ (*example: total water use, daily water demand, etc.*).

Best Management Practices for Supply Management:

Describe additional measures, if any, to be implemented directly by _____ (name of your water supplier) to manage limited water supplies and/or reduce water demand. Examples include: system water loss control,

reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.

Water Use Restrictions for Demand Reduction:

All requirements of Stage 2 shall remain in effect during Stage 3 except:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, drip irrigation, or permanently installed automatic sprinkler system only. The use of hose-end sprinklers is prohibited at all times.
- (b) The watering of golf course tees is prohibited unless the golf course utilizes a water source other than that provided by the _____ (*name of your water supplier*).
- (c) The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.

Stage 4 Response – CRITICAL Water Shortage Conditions

Target: Achieve a _____ percent reduction in _____ (*example: total water use, daily water demand, etc.*).

Best Management Practices for Supply Management:

Describe additional measures, if any, to be implemented directly by _____ (name of your water supplier) to manage limited water supplies and/or reduce water demand. Examples include: system water loss control, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2 and 3 shall remain in effect during Stage 4 except:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 6:00 a.m. and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, or drip irrigation only. The use of hose-end sprinklers or permanently installed automatic sprinkler systems are prohibited at all times.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety, and welfare is prohibited. Further, such vehicle washing at commercial car washes and commercial service stations shall occur only between the hours of 6:00 a.m. and 10:00 a.m. and between 6:00 p.m. and 10 p.m.
- (c) The filling, refilling, or adding of water to swimming pools, wading pools, and Jacuzzi-type pools is prohibited.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.

- (e) No application for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be approved, and time limits for approval of such applications are hereby suspended for such time as this drought response stage or a higher-numbered stage shall be in effect.

Stage 5 Response – EMERGENCY Water Shortage Conditions

Target: Achieve a _____ percent reduction in _____ (example: total water use, daily water demand, etc.).

Best Management Practices for Supply Management:

Describe additional measures, if any, to be implemented directly by _____ (name of your water supplier) to manage limited water supplies and/or reduce water demand. Examples include: system water loss control, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2, 3, and 4 shall remain in effect during Stage 5 except:

- (a) Irrigation of landscaped areas is absolutely prohibited.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is absolutely prohibited.

Stage 6 Response – WATER ALLOCATION

In the event that water shortage conditions threaten public health, safety, and welfare, the _____ (designated official) is hereby authorized to allocate water according to the following water allocation plan:

Single-Family Residential Customers

The allocation to residential water customers residing in a single-family dwelling shall be as follows:

Persons per Household	Gallons per Month
1 or 2	6,000
3 or 4	7,000
5 or 6	8,000
7 or 8	9,000
9 or 10	10,000
11 or more	12,000

“Household” means the residential premises served by the customer’s meter. “Persons per household” include only those persons currently physically residing at the premises and expected to reside there for the entire billing period. It shall be assumed that a particular customer’s household is comprised of two (2) persons unless the customer notifies the _____ (name of your water supplier) of a greater number of persons per household on a form prescribed by the _____

(designated official). The _____ (designated official) shall give his/her best effort to see that such forms are mailed, otherwise provided, or made available to every residential customer. If, however, a customer does not receive such a form, it shall be the customer's responsibility to go to the _____ (name of your water supplier) offices to complete and sign the form claiming more than two (2) persons per household. New customers may claim more persons per household at the time of applying for water service on the form prescribed by the _____ (designated official). When the number of persons per household increases so as to place the customer in a different allocation category, the customer may notify the _____ (name of water supplier) on such form and the change will be implemented in the next practicable billing period. If the number of persons in a household is reduced, the customer shall notify the _____ (name of your water supplier) in writing within two (2) days. In prescribing the method for claiming more than two (2) persons per household, the _____ (designated official) shall adopt methods to insure the accuracy of the claim. Any person who knowingly, recklessly, or with criminal negligence falsely reports the number of persons in a household or fails to timely notify the _____ (name of your water supplier) of a reduction in the number of person in a household shall be fined not less than \$_____.

Residential water customers shall pay the following surcharges:

- \$_____ for the first 1,000 gallons over allocation.
- \$_____ for the second 1,000 gallons over allocation.
- \$_____ for the third 1,000 gallons over allocation.
- \$_____ for each additional 1,000 gallons over allocation.

Surcharges shall be cumulative.

Master-Metered Multi-Family Residential Customers

The allocation to a customer billed from a master meter which jointly measures water to multiple permanent residential dwelling units (example: apartments, mobile homes) shall be allocated 6,000 gallons per month for each dwelling unit. It shall be assumed that such a customer's meter serves two dwelling units unless the customer notifies the _____ (name of your water supplier) of a greater number on a form prescribed by the _____ (designated official). The _____ (designated official) shall give his/her best effort to see that such forms are mailed, otherwise provided, or made available to every such customer. If, however, a customer does not receive such a form, it shall be the customer's responsibility to go to the _____ (name of your water supplier) offices to complete and sign the form claiming more than two (2) dwellings. A dwelling unit may be claimed under this provision whether it is occupied or not. New customers may claim more dwelling units at the time of applying for water service on the form prescribed by the _____ (designated official). If the number of dwelling units served by a master meter is reduced, the customer shall notify the _____ (name of your water supplier) in writing within two (2) days. In prescribing the method for claiming more than two (2) dwelling units, the _____ (designated official) shall adopt methods to insure the accuracy of the claim. Any person who knowingly, recklessly, or with criminal negligence falsely reports the number of dwelling units served by a master meter or fails to timely notify the _____ (name of your water supplier) of a reduction in the number of person in a household shall be fined not less than \$_____. Customers billed from a master meter under this provision shall pay the following monthly surcharges:

\$_____ for 1,000 gallons over allocation up through 1,000 gallons for each dwelling unit.
\$_____, thereafter, for each additional 1,000 gallons over allocation up through a second 1,000 gallons for each dwelling unit.
\$_____, thereafter, for each additional 1,000 gallons over allocation up through a third 1,000 gallons for each dwelling unit.
\$_____, thereafter for each additional 1,000 gallons over allocation.

Surcharges shall be cumulative.

Commercial Customers

A monthly water allocation shall be established by the _____ (*designated official*), or his/her designee, for each nonresidential commercial customer other than an industrial customer who uses water for processing purposes. The non-residential customer's allocation shall be approximately _____ (*example: 75%*) percent of the customer's usage for corresponding month's billing period for the previous 12 months. If the customer's billing history is shorter than 12 months, the monthly average for the period for which there is a record shall be used for any monthly period for which no history exists. Provided, however, a customer, _____percent of whose monthly usage is less than _____ gallons, shall be allocated _____ gallons. The _____ (*designated official*) shall give his/her best effort to see that notice of each non-residential customer's allocation is mailed to such customer. If, however, a customer does not receive such notice, it shall be the customer's responsibility to contact the _____ (*name of your water supplier*) to determine the allocation. Upon request of the customer or at the initiative of the _____ (*designated official*), the allocation may be reduced or increased if, (1) the designated period does not accurately reflect the customer's normal water usage, (2) one nonresidential customer agrees to transfer part of its allocation to another nonresidential customer, or (3) other objective evidence demonstrates that the designated allocation is inaccurate under present conditions. A customer may appeal an allocation established hereunder to the _____ (*designated official or alternatively, a special water allocation review committee*). Nonresidential commercial customers shall pay the following surcharges:

Customers whose allocation is _____ gallons through _____ gallons per month:

\$_____ per thousand gallons for the first 1,000 gallons over allocation.
\$_____ per thousand gallons for the second 1,000 gallons over allocation.
\$_____ per thousand gallons for the third 1,000 gallons over allocation.
\$_____ per thousand gallons for each additional 1,000 gallons over allocation.

Customers whose allocation is _____ gallons per month or more:

_____times the block rate for each 1,000 gallons in excess of the allocation up through 5 percent above allocation.
_____times the block rate for each 1,000 gallons from 5 percent through 10 percent above allocation.
_____times the block rate for each 1,000 gallons from 10 percent through 15 percent above allocation.
_____times the block rate for each 1,000 gallons more than 15 percent above allocation.

The surcharges shall be cumulative. As used herein, "block rate" means the charge to the customer per 1,000 gallons at the regular water rate schedule at the level of the

customer's allocation.

Industrial Customers

A monthly water allocation shall be established by the _____ (*designated official*), or his/her designee, for each industrial customer, which uses water for processing purposes. The industrial customer's allocation shall be approximately _____ (*example: 90%*) percent of the customer's water usage baseline. Ninety (90) days after the initial imposition of the allocation for industrial customers, the industrial customer's allocation shall be further reduced to _____ (*example: 85%*) percent of the customer's water usage baseline. The industrial customer's water use baseline will be computed on the average water use for the _____ month period ending prior to the date of implementation of Stage 2 of the Plan. If the industrial water customer's billing history is shorter than _____ months, the monthly average for the period for which there is a record shall be used for any monthly period for which no billing history exists. The _____ (*designated official*) shall give his/her best effort to see that notice of each industrial customer's allocation is mailed to such customer. If, however, a customer does not receive such notice, it shall be the customer's responsibility to contact the _____ (*name of your water supplier*) to determine the allocation, and the allocation shall be fully effective notwithstanding the lack of receipt of written notice. Upon request of the customer or at the initiative of the _____ (*designated official*), the allocation may be reduced or increased, (1) if the designated period does not accurately reflect the customer's normal water use because the customer had shutdown a major processing unit for repair or overhaul during the period, (2) the customer has added or is in the process of adding significant additional processing capacity, (3) the customer has shutdown or significantly reduced the production of a major processing unit, (4) the customer has previously implemented significant permanent water conservation measures such that the ability to further reduce water use is limited, (5) the customer agrees to transfer part of its allocation to another industrial customer, or (6) if other objective evidence demonstrates that the designated allocation is inaccurate under present conditions. A customer may appeal an allocation established hereunder to the _____ (*designated official or alternatively, a special water allocation review committee*). Industrial customers shall pay the following surcharges:

Customers whose allocation is _____ gallons through _____ gallons per month:

- \$_____ per thousand gallons for the first 1,000 gallons over allocation.
- \$_____ per thousand gallons for the second 1,000 gallons over allocation.
- \$_____ per thousand gallons for the third 1,000 gallons over allocation.
- \$_____ per thousand gallons for each additional 1,000 gallons over allocation.

Customers whose allocation is _____ gallons per month or more:

- _____times the block rate for each 1,000 gallons in excess of the allocation up through 5 percent above allocation.
- _____times the block rate for each 1,000 gallons from 5 percent through 10 percent above allocation.
- _____times the block rate for each 1,000 gallons from 10 percent through 15 percent above allocation.
- _____times the block rate for each 1,000 gallons more than 15 percent above allocation.

The surcharges shall be cumulative. As used herein, "block rate" means the charge to the customer per 1,000 gallons at the regular water rate schedule at the level of the customer's allocation.

Section X: Enforcement

- (a) No person shall knowingly or intentionally allow the use of water from the _____ (*name of your water supplier*) for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by _____ (*designated official*), or his/her designee, in accordance with provisions of this Plan.
- (b) Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than _____ dollars (\$_____) and not more than _____ dollars (\$_____). Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is convicted of three or more distinct violations of this Plan, the _____ (*designated official*) shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a re-connection charge, hereby established at \$_____, and any other costs incurred by the _____ (*name of your water supplier*) in discontinuing service. In addition, suitable assurance must be given to the _____ (*designated official*) that the same action shall not be repeated while the Plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.
- (c) Any person, including a person classified as a water customer of the _____ (*name of your water supplier*), in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parents' control shall constitute a rebuttable presumption that the parent committed the violation, but any such parent may be excused if he/she proves that he/she had previously directed the child not to use the water as it was used in violation of this Plan and that the parent could not have reasonably known of the violation.
- (d) Any employee of the _____ (*name of your water supplier*), police officer, or other _____ employee designated by the _____ (*designated official*), may issue a citation to a person he/she reasonably believes to be in violation of this Ordinance. The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and shall direct him/her to appear in the _____ (*example: municipal court*) on the date shown on the citation for which the date shall not be less than 3 days nor more than 5 days from the date the citation was issued. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator, to an agent or employee of a violator, or to a person over 14 years of age who is a member of the violator's immediate family or is a resident of the violator's residence. The alleged violator shall appear in _____ (*example: municipal court*) to enter a plea of guilty or not guilty for the violation of this Plan. If the alleged violator fails to appear in _____ (*example: municipal court*), a warrant for his/her arrest may be issued. A summons to appear may be issued

in lieu of an arrest warrant. These cases shall be expedited and given preferential setting in _____ (example: municipal court) before all other cases.

Section XI: Variances

The _____ (*designated official*), or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with the _____ (*name of your water supplier*) within 5 days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the _____ (*designated official*), or his/her designee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Other pertinent information.