

MASTER FILE

DROUGHT CONTINGENCY AND
EMERGENCY WATER DEMAND
MANAGEMENT PLAN

FOR

LEIGH WATER SUPPLY CORPORATION
342 BYRD CIRCLE
KARNACK, TEXAS 75661

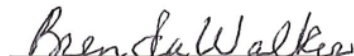
CCN 10413

Reviewed by Committee May 2020

Approved by the Board of Directors June 3, 2020



Carl Shelton
President



Brenda Walker
Secretary/Treasurer

TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	COORDINATION WITH REGIONAL WATER PLANNING GROUP	1
3.	TRIGGER CONDITIONS	1
	a. STAGE I – MILD CONDITIONS	2
	b. STAGE II – MODERATE CONDITIONS	2
	c. STAGE III – SEVERE CONDITIONS	2
4.	STAGE LEVELS OF WATER ALLOCATIONS	3
	a. STAGE I – MILD CONDITIONS	3
	b. STAGE II – MODERATE CONDITIONS	3
	c. STAGE III – SEVERE CONDITIONS	4
	NOTES	4
5.	INITIATION AND TERMINATION PROCEDURES	5
6.	PENALTIES FOR VIOLATION	6
	a. FIRST VIOLATION	6
	b. SECND VIOLATION	6
	c. THIRD VIOLATION	6
	d. TERMINATION	6
7.	EXEMPTIONS OR WAIVERS	6
8.	IMPLEMENTATION	8

DROUGHT CONTINGENCY AND EMERGENCY WATER DEMAND MANAGEMENT PLAN

1. INTRODUCTION

The goal of this plan is to cause a reduction in water use in response to drought or emergency conditions so that the water availability can be preserved. Since emergency conditions can occur rapidly, responses must also be enacted quickly. This plan has been prepared in advance considering conditions that will initiate and terminate the rationing program.

A Drought/Emergency Management Committee consisting of two members and the General Manager will monitor usage patterns and public education efforts and will make recommendations to the Board on future conservation efforts, demand management procedures or any changes to this plan. The Committee will develop public awareness notices, bill stuffers, and other methods that will begin and continue as a constant type of reminder that water should be conserved at all times, not just during a drought or emergency. This Committee will also review and evaluate any needed amendments or major changes due to changes in the WSC service area population, distribution system or supply. This review and evaluation will be done on a regular basis for five years unless conditions require more frequent amendments

The plan will be implemented according to the three stages of rationing as imposed by the Board. Section D describes the conditions that will trigger these stages.

2. COORDINATION WITH REGIONAL WATER PLANNING GROUP

Being located within the Region 5, a copy of this Plan has been provided to the Regional Water Planning Group.

3. TRIGGER CONDITIONS

The Drought Emergency Management Committee is responsible for monitoring water supply and demand conditions on a monthly basis (or

more frequently if conditions warrant) and shall determine when conditions warrant initiation or termination of each stage of the plan that is when the specified triggers are reached. The Committee will monitor monthly operating reports, water supply or storage tank levels and/or rainfall as needed to determine when trigger conditions are reached.

The triggering conditions described below take into consideration: the vulnerability of the water source under drought of record conditions; the production, treatment and distribution capacities of the system, and member usage based upon historical patterns.

- a. Stage I – Mild Condition: Stage I water allocations measures may be implemented when one or more of the following conditions exist:
 - 1) Water consumption has reached 80 percent of the daily maximum supply for three (3) consecutive days.
 - 2) Water supply is reduced to a level that is only 20 percent greater than the average consumption for the previous month.
 - 3) There is an extended period (at least eight (8) weeks) of low rainfall and daily use has risen 20 percent above the use for the same period during the previous year.
- b. Stage II – Moderate Conditions: water allocations measures may be implemented when one or more of the following conditions exist:
 - 1) Water consumption has reached 90 percent of the amount available for three consecutive days.
 - 2) The water level in any of the water storage tanks cannot be replenished for three (3) consecutive days. Example: the highest recorded water level drops thirty (30) feet or more for three (3) consecutive days.
- c. Stage III – Severe Conditions: water allocations measures may be implemented when one or more of the following conditions exist:
 - 1) Failure of a major component of the system or an event which reduces the minimum residual pressure in the system below 20 psi for a period of 24 hours or longer.

- 2) Water consumption of 95 percent or more of the maximum available for three (3) consecutive days.
- 3) Water consumption of 100 percent of the maximum available and the water storage levels in the system drop during a 24-hour period.
- 4) Natural or man-made contamination of the water supply source(s).
- 5) The declaration of a state of disaster due to drought conditions in a county or counties served by the Corporation.
- 6) Reduction of wholesale water supply due to drought conditions.
- 7) Other unforeseen events which could cause imminent health or safety risks to the public.

4. STAGE LEVELS OF WATER ALLOCATIONS

The stage levels of water allocations are to be placed in effect by the triggers in Section three. The System shall institute monitoring and enforce penalties for violations of the Drought Plan for each of the Stage listed below. The water allocation measures are summarized below.

a. Stage I – Mild Conditions

- 1) Alternate day, time of day, or duration restrictions for outside water usage allowed. (System will notify Customers which restriction is in effect)
- 2) The system will reduce flushing operations.
- 3) Reduction of customers' water use will be encouraged through notices or bills or other methods.

b. Stage II – Moderate Conditions

- 1) All outside water use is prohibited (except for livestock or other exemption or variance granted under this section.)
- 2) Make public service announcements as conditions change via local media (TV, radio, newspapers, etc.).

c. Stage III – Severe Conditions

- 1) All outside watering is prohibited.
- 2) Water usage will be restricted to a percentage of each member's prior month usage. This percentage may be adjusted as needed according to demand on the system. Notice of this amount will be sent to each customer.
- 3) Corporation shall continue enforcement and educational efforts.

NOTE:

- Refer to your water purchase contract for additional restrictions/requirements that may be imposed by stipulations from the wholesale supplier.
- There may be additional restrictions imposed by Governmental Entities.
- Meters will be read as often as necessary to ensure compliance with this program for the benefit of all the customers.

5. INITIATION AND TERMINATION PROCEDURES

Once a trigger condition occurs, the Corporation, or its designated responsible representative, shall, based on recommendations from the Chairperson of the Drought/Emergency Management Committee, decide if the appropriate stage of rationing shall be initiated. The initiation may be delayed if there is a reasonable possibility the water system performance will not be compromised by the condition. If the allocation is to be instituted, written notice to the customer shall be given.

Written notice of the proposed water allocation measure shall be mailed or delivered to each affected customer upon the initiation of each stage. In addition, upon adoption of Stage II or Stage III, a notice will be placed in a local media (TV, radio, newspaper, etc.). The customer notice shall contain the following information:

- a. The date water allocation shall begin,
- b. The expected duration,
- c. The stage (level) of water allocations to be employed,
- d. Penalty for violations of the water allocation program, and

e. Affected area or areas.

A sample Customer Notice of water allocation conditions is included in Miscellaneous Transaction Forms of this tariff.

If the water allocation program extends 30 days, then the Chairperson of the Drought/Emergency Management Committee or manager shall present the reasons for the allocations at the next scheduled Board Meeting and shall request the concurrence of the Board to extend the allocation period.

When the trigger condition no longer exists then the responsible official may terminate water allocations. Written notice of the end of allocations shall be given to customers. A water allocation period may not exceed 60 days without extension by the action of the Board.

6. PENALTIES FOR VIOLATION

- a. First Violation- The customer/member will be notified by a written notice of their specific violation and the penalty to be assessed for continued violations.
- b. Second Violation – The Corporation will assess a penalty of \$500.00.
- c. Third Violation – The Corporation will assess an additional penalty of \$1000.00 for the third violation.
- d. TERMINATION – The Corporation will terminate services following the 4th violation, under this section, and continue until any delinquent penalty is fully paid and The Corporation will charge for the service call to restore service.

7. EXEMPTIONS OR WAIVERS

The Drought/Emergency Management Committee 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 or sanitation for the public or 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 conditions 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 Plan shall file a petition for variance with the Drought/Emergency Management Committee within 5 days after the Plan or a particular drought response stage has been invoked or after a condition justifying the variance first occurs. All petitions for variances shall be reviewed by the Committee and shall include the following:

- Name and address of the petitioner(s).
- Purpose of water use
- Specific provision(s) of the Plan from which the petitioner is requesting relief.
- 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 Plan.
- Description of the relief requested.
- Period of time for which the variance is sought.
- 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.
- Other pertinent information, as requested by the Committee.

Variances granted by the Committee shall be subject to the following conditions, unless specifically waved or modified by the Committee or Board of Directors:

- Variances granted shall include a timetable for compliance.
- Variances granted shall expire when the water allocation is no longer in effect, unless the petitioner has failed to meet specified requirements. No variance allowed for a condition requiring water allocation will continue beyond the termination of water allocation under Section F. Any variance for a subsequent water allocation must be petitioned again. The fact that a variance has been granted in response to a petition will have no relevance to the Committee's decision on any subsequent petition.

No variance shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the variance.

8. IMPLEMENTATION

The Board establishes a Drought/Emergency Management Committee by resolution, the chairperson of which will be the responsible representative for making Drought and Emergency Water Management actions. This Committee will review the procedures in this plan annually or more frequently. Modifications may be required to accommodate system growth, changes in water use demand, available water supply and/or other circumstances.

This Plan was adopted by the Board at a properly noticed meeting.