

PARK CITIES WATER



DCPCMUD

**DALLAS COUNTY PARK CITIES
MUNICIPAL UTILITY DISTRICT**

DROUGHT CONTINGENCY PLAN

DRAFT

ADOPTED: APRIL 9, 2019

PREPARED BY:



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Texas Reg. No. F-356 | TBPLS Reg. No. 100189-00

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**Drought Contingency Plan for
The Dallas County Park Cities Municipal Utility District**

April 2019

1. INTRODUCTION AND OBJECTIVES

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 Dallas County Park Cities Municipal Utility District (the District) hereby adopts the following regulations and restrictions on the delivery and consumption of water through a resolution.

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 conditions are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section 3 of this Plan.

2. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY RULES

The Texas Commission on Environmental Quality (TCEQ) rules governing development of drought contingency plans for wholesale public water suppliers are contained in Title 30, Part 1, Chapter 288, Subchapter B, Rule 288.22 of the Texas Administrative Code (30 TAC §288.22), effective August 16, 2018. Required submittals for wholesale public water suppliers are found in 30 TAC §288.30(6). A complete copy of these rules is included in Appendix B. The TCEQ defines a drought contingency plan as:

A strategy or combination of strategies for temporary supply and demand management responses to temporary and potentially recurring water supply shortages and other water supply emergencies. A drought contingency plan may be a separate document identified as such or may be contained within another water management document(s).

30 TAC §288.1(6)

Minimum Requirements

Minimum requirements that are Stage-dependent are included within the respective stage. TCEQ's minimum requirements for drought contingency plans are addressed in the following sections of this report:

TCEQ Rule	Location in Plan	Description
288.22(a)(1)	Section 3.1, 3.2	“Provisions to Inform the Public and Provide Opportunity for Public Input”
288.22(a)(2)	Section 3.11	“Coordination with the Regional Water Planning Group”
288.22(a)(3)	Section 3.5	“Criteria for the Initiation and Termination of Drought Stages”
288.22(a)(4)	Section 3.6	“Drought and Emergency Response Stages”
288.22(a)(5)	Section 3.5	“Procedures for Initiation and Termination of Drought Stages”
288.22(a)(6)	Section 3.6	“Quantified Goals for Water Use Reductions During Periods of Water Shortage and Drought”
288.22(a)(7)(A)	Section 3.7	“Pro Rata Water Allocation”
288.22(a)(7)(B)	Section 3.8	“Utilization of Alternative Water Supply Sources”
288.22(a)(8)	Section 3.7	“Water Distribution in Accordance with Texas Water Code §11.039”
288.22(a)(9)	Section 3.9	“Procedures for Granting Variances to the Plan”
288.22(a)(10)	Section 3.10	“Procedures for Enforcing Mandatory Water Use Restrictions”
288.22(b)	Section 3.5, 3.6	“Notification of Implementation of Mandatory Measures”
288.22(c)	Section 3.12	“Review and Update of Plan”
288.30(6)	Section 3.12	“Submittal of Plan”

3. DROUGHT CONTINGENCY PLAN

3.1 Provisions to Inform the Public and Opportunity for Public Input

The District has provided opportunity for public input in the development of the Plan by the following means:

- Provided written notice of the proposed Plan and the opportunity to comment on the Plan by newspaper, posted notice at the water plant and notice on The City of University Park (the City) and The Town of Highland Park (the Town) web sites.
- Made the draft Plan available on the City's and the Town's web site.
- Provided the draft Plan to anyone requesting a copy.
- Held a public meeting.

3.2 Wholesale Water Customer Education

The District will periodically provide customers 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 to the customers by the following means:

- Provide customers with a copy of the District's Drought Contingency Plan.
- List Drought and Emergency Response Stages on the District's web site.
- Notify customers of any change in water restrictions and drought conditions on the District's web site and by notifying customer cities.
- District Web Site: www.parkcitieswater.com

3.3 Application

The provisions of this Plan shall apply to the District, the Town, the City, and future customers utilizing water provided by the District. The term "customer" as used in the Plan includes individuals, corporations, partnerships, associations, and all other legal entities.

3.4 Definitions

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

Customer: The Town of Highland Park and The City of University Park.

3.5 Initiation and Termination of Drought Response Stages and Emergencies

The District provides treated water supply to the Town and the City and may initiate a drought response stage or water emergency that will affect both the Town and/or the City. This section addresses the actions to be followed by the District for initiation or termination of a drought response stage or water emergency.

Initiation of a Drought Response Stage or Water Emergency

At such time that the District initiates a specific drought response stage or water emergency, the Town Administrator and/or City Manager, or official designees, is required to order the implementation of the water use reduction measures associated with that specific drought stage as described in Section 3.6. The following actions will be taken when the District initiates a specific drought stage:

- Notify customers of the drought stage or water emergency by telephone, with a follow-up letter, email, or fax.
- The affected customers are required to initiate the appropriate drought response stage or water emergency as specified in their respective drought contingency plans. The drought contingency plans for the Town and for the City are available on their respective websites.
- Notify the Executive Director of the TCEQ within five (5) business days if any mandatory provisions are activated. A form letter for this notification is included in Appendix C or the District will utilize the TCEQ Online Reporting Form at:

http://www.tceq.texas.gov/drinkingwater/homeland_security/security_pws/pws-drought-contingency-plan-reporting-form/

- As part of a regional effort, the District will institute Stage 1 and Stage 2 of its plan when the City of Dallas implements Stage 1 and Stage 2 of their plan or when the District's water supply is 35% (for Stage 1) or 45% (for Stage 2) depleted, whichever comes first.

Termination of a Drought Response Stage or Water Emergency

The District may order the termination of a District initiated drought response stage or water emergency when the conditions for termination are met or at its discretion. The following actions will be taken when the District terminates a drought or emergency stage:

- Notify customers by telephone with a follow-up letter, e-mail, or fax.
- Notify the Executive Director of the TCEQ within five (5) business days if any mandatory provisions are terminated. A form letter for this notification is included in Appendix C, or the District will utilize the TCEQ Online Reporting Form at:

3.6 Drought and Emergency Response Stages Including Goals for Use Reduction

Stage I – Water Shortage Possibility

Initiation and Termination Conditions for Stage I

The District will initiate Stage I when one or more of the following occur:

- The District's water supply in Grapevine Lake becomes 35% depleted.
- Grapevine Reservoir becomes contaminated.
- The District's demand exceeds 90% of its delivery capacity for seven consecutive days.
- The District's water supply system is unable to deliver water to its customers due to the failure or damage of major water system components.
- Any other condition that would cause the District to initiate Stage I.

Stage I can terminate when the circumstances that caused the initiation of Stage I no longer prevail.

Goal for Use Reduction and Actions Available under Stage I

The goal for water use under Stage I is a voluntary reduction of 2% of the use that would have occurred in the absence of drought contingency measures. The District will implement all of the elements of Stage I listed below:

- The District will contact customers to discuss water supply and/or demand conditions and will request that customers initiate Stage I of their respective drought contingency plans.
- The District will provide a weekly report to customers regarding current water supply and/or demand conditions and projected water supply and demand conditions if drought conditions persist.

Stage II – Water Shortage Watch

Initiation and Termination Conditions for Stage II

The District will initiate Stage II when one or more of the following occur:

- The District's water supply in Grapevine Lake becomes 45% depleted.

- Grapevine Reservoir becomes contaminated.
- The District's demand exceeds 95% of its delivery capacity for five consecutive days.
- The District's water system is unable to deliver water to its customers due to the failure or damage of major water system components.
- Any other condition that would cause the District to initiate Stage II.

All elements of Stage I shall remain in effect during Stage II.

Stage II can terminate when circumstances that caused the initiation of Stage II no longer prevail.

Goal for Use Reduction and Actions Available under Stage II

The goal for water use under Stage II is a 5% reduction of the use that would have occurred in the absence of drought contingency measures. The District will implement all of the elements of Stage II listed below:

- The District will maintain weekly contact with its customers to discuss water supply and/or demand conditions and will request that customers initiate Stage II of their respective drought contingency plans.
- The District will provide a weekly report to customers regarding current water supply and/or demand conditions and projected water supply and demand conditions if drought conditions persist.
- The District will initiate preparations for the implementation of pro rata curtailment of water deliveries by preparing a monthly water usage allocation baseline for each customer as described in section 3.7.

Stage III – Water Shortage Warning

Initiation and Termination Conditions for Stage III

The District will initiate Stage III when one or more of the following occur:

- The District's water supply in Grapevine Lake becomes 55% depleted.
- Grapevine reservoir has been contaminated.
- The District's demand exceeds 98% of its delivery capacity for three consecutive days.
- The District's water supply system is unable to deliver water to its customers due to the failure or damage of major water system components.
- The District's water use is approaching the limit of the permitted supply.

- Any other condition that would cause The District to initiate Stage III.

All elements of Stage II shall remain in effect during Stage III.

Stage III can terminate when the circumstances that caused the initiation of Stage III no longer prevail.

Goals for Use Reduction and Actions Available under Stage III

The goal for water use under Stage III is a 10% reduction of the use that would have occurred in the absence of drought contingency measures. The District will implement all of the elements of Stage III listed below:

- The District will contact its customers to discuss water supply and/or demand conditions and will request that customers initiate Stage III of their respective drought contingency plans.
- The District will provide a weekly report to customers regarding current water supply and/or demand conditions and projected water supply and demand conditions if drought conditions persist.
- The District will initiate pro rata curtailment of water deliveries for each customer according to the procedures specified in section 3.7.

Stage IV –Water Shortage Emergency

Initiation and Termination Conditions for Stage IV

The District will initiate Stage IV when one or more of the following occur:

- The District's water supply in Grapevine Lake becomes 70% depleted.
- Grapevine reservoir has been contaminated.
- The District's demand exceeds its delivery capacity.
- The District's water supply system is unable to deliver water to its customers due to the failure or damage of major water system components.
- The District's water use is approaching the limit of the permitted supply.
- Any other condition that would cause the District to initiate Stage IV.

All elements of Stage III shall remain in effect during Stage IV.

Stage IV can terminate when the circumstances that caused the initiation of Stage IV no longer prevail.

Goals for Use Reduction and Actions Available under Stage IV

The goal for water use under Stage IV is a 25% reduction of the use that would have occurred in the absence of drought contingency. If circumstances warrant, the District can set a goal for a greater water use reduction. The customers must implement any action(s) required by the District. The District will implement all of the elements of Stage IV listed below:

- The District will contact its customers to discuss water supply and/or demand conditions and will request that customers initiate Stage IV of their respective drought contingency plans.
- The District will provide a weekly report to customers regarding current water supply and/or demand conditions and projected water supply and demand conditions if drought conditions persist.
- The District will continue pro rata curtailment of water deliveries for each customer according to the procedures specified in section 3.7.
- The District shall take those actions deem necessary to meet the conditions resulting from the emergency.

3.7 Pro Rata Water Allocation

In the event that the triggering criteria specified in Section 3.6 of the Plan for Stage III or Stage IV have been met, the District is hereby authorized to initiate allocation of water supplies on a pro rata basis in accordance with Texas Water Code Section 11.039.

3.8 Utilization of Additional Water Supply Sources

The District maintains a contract with the City of Dallas for the supply of additional water on an emergency basis. Water would be supplied to the District through a series of interconnects with the City of Dallas' water distribution lines. The District may also purchase untreated water from the City of Dallas for treatment at the District's water treatment plant.

3.9 Procedures for Granting Variances to the Plan

The District may grant temporary variances to the pro rata water allocation policies provided by this Plan if one or more of the following conditions are met:

- Failure to grant such a variance would cause an emergency condition adversely affecting health, sanitation, or fire safety for the public or the person requesting the variance.

- Compliance with this plan cannot be accomplished due to technical or other limitations.
- Alternative methods that achieve the same level of reduction in water use can be implemented.

Variations shall be granted or denied at the discretion of the District. All petitions for variations shall be reviewed by the District should be in writing and shall include the following information:

- Name and address of the petitioners.
- Purpose of water use.
- Specific provisions from which relief is requested.
- Detailed statement of the adverse effect of the provision from which relief is requested.
- Description of the relief requested.
- Period of time for which the variance is sought.
- Alternative measures that will be taken to reduce water use.
- Other pertinent information.

3.10 Procedures for Enforcing Mandatory Water Use Restrictions

During any period when pro rata allocation of available water supplies is in effect, customers shall pay the following surcharges on excess water delivery:

- On the first violation, customers will be given a written warning that they have exceeded the pro rata water allocation.
- On the second and subsequent violations, customers shall pay a surcharge per acre-foot for water delivery in excess of the monthly allocation. The District's Board of Directors shall set this surcharge.

3.11 Coordination with the Regional Water Planning Group

The water service area of the District is located within the Region C Water-Planning Group. The District has provided a copy of this Drought Contingency Plan to the Region C Water Planning Group.

3.12 Review, Update and Submittal of Drought Contingency Plan

As required by TCEQ rules, the District will review the Plan every five (5) years, beginning May 1, 2009. The Plan will be updated as appropriate based on new or updated information. In addition, The Plan will be submitted as approved or revised to the executive director and to the Region C Water Planning Group within 90 days of adoption by The District. Appendix D contains the Board Resolution adopting this Drought Contingency Plan.

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APPENDIX A

LIST OF REFERENCES

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LIST OF REFERENCES

- (1) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter A, Rule 288.1, downloaded from <https://www.tceq.texas.gov/rules/indxpdf.html#288>, Effective August 16, 2018
- (2) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter B, Rule 288.22, downloaded from <https://www.tceq.texas.gov/rules/indxpdf.html#288>, Effective October 7, 2004
- (3) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter C, Rule 288.30, downloaded from <https://www.tceq.texas.gov/rules/indxpdf.html#288>, Effective August 16, 2018
- (4) Nathan D. Maier Consulting Engineers, Inc.: *Town of Highland Park Drought Contingency Plan, April 2014*, prepared for the Town of Highland Park
- (5) Alan Plummer Associates, Inc.: *Town of Highland Park Drought Contingency Plan, April 2005*, prepared for the Town of Highland Park
- (6) City of Dallas Water Utilities Conservation Division: *Water Conservation and Drought Contingency Plan Updates, Briefing Materials for February 19, 2014 City Council Meeting*
- (7) Texas Commission on Environmental Quality: *Handbook for Drought Contingency Planning for Retail Public Water Suppliers, April 2005*
- (8) Texas Commission on Environmental Quality: TCEQ-20191: *Drought Contingency Plan for a Retail Public Water Supplier, May 2005*

APPENDIX B

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
RULES ON DROUGHT CONTINGENCY PLANS**

(1) The drought contingency plan must include procedures for the enforcement of water allocation policies, including specification of penalties for violations of such policies and for wasteful or excessive use of water.

(2) Wholesale water customers. Any irrigation water supplier that receives all or a portion of its water supply from another water supplier shall consult with that supplier and shall include in the drought contingency plan, appropriate provisions for responding to reductions in that water supply.

(3) Protection of public water supplies. Any irrigation water supplier that also provides or delivers water to a public water supplier(s) shall consult with that public water supplier(s) and shall include in the plan, mutually agreeable and appropriate provisions to ensure an uninterrupted supply of water necessary for essential uses relating to public health and safety. Nothing in this provision shall be construed as requiring the irrigation water supplier to transfer irrigation water supplies to non-irrigation use on a compulsory basis or without just compensation.

(b) Irrigation water users shall review and update, as appropriate, the drought contingency plan, at least every five years, based on new or updated information, such as adoption or revision of the regional water plan.

Adopted September 15, 2004

Effective October 7, 2004

§288.22. Drought Contingency Plans for Wholesale Water Suppliers.

(a) A drought contingency plan for a wholesale water supplier must include the following minimum elements.

(1) Preparation of the plan shall include provisions to actively inform the public and to affirmatively provide opportunity for user input in the preparation of the plan and for informing wholesale customers about the plan. Such acts may include, but are not limited to, having a public meeting at a time and location convenient to the public and providing written notice to the public concerning the proposed plan and meeting.

(2) The drought contingency plan must document coordination with the regional water planning groups for the service area of the wholesale public water supplier to ensure consistency with the appropriate approved regional water plans.

(3) The drought contingency plan must include a description of the information to be monitored by the water supplier and specific criteria for the initiation and termination of drought response stages, accompanied by an explanation of the rationale or basis for such triggering criteria.

(4) The drought contingency plan must include a minimum of three drought or emergency response stages providing for the implementation of measures in response to water supply conditions during a repeat of the drought-of-record.

(5) The drought contingency plan must include the procedures to be followed for the initiation or termination of drought response stages, including procedures for notification of wholesale customers regarding the initiation or termination of drought response stages.

(6) The drought contingency plan must include specific, quantified targets for water use reductions to be achieved during periods of water shortage and drought. The entity preparing the plan shall establish the targets. The goals established by the entity under this paragraph are not enforceable.

(7) The drought contingency plan must include the specific water supply or water demand management measures to be implemented during each stage of the plan including, but not limited to, the following:

(A) pro rata curtailment of water deliveries to or diversions by wholesale water customers as provided in Texas Water Code, §11.039; and

(B) utilization of alternative water sources with the prior approval of the executive director as appropriate (e.g., interconnection with another water system, temporary use of a non-municipal water supply, use of reclaimed water for non-potable purposes, etc.).

(8) The drought contingency plan must include a provision in every wholesale water contract entered into or renewed after adoption of the plan, including contract extensions, that in case of a shortage of water resulting from drought, the water to be distributed shall be divided in accordance with Texas Water Code, §11.039.

(9) The drought contingency plan must include procedures for granting variances to the plan.

(10) The drought contingency plan must include procedures for the enforcement of any mandatory water use restrictions including specification of penalties (e.g., liquidated damages, water rate surcharges, discontinuation of service) for violations of such restrictions.

(b) The wholesale public water supplier shall notify the executive director within five business days of the implementation of any mandatory provisions of the drought contingency plan.

(c) The wholesale public water supplier shall review and update, as appropriate, the drought contingency plan, at least every five years, based on new or updated information, such as adoption or revision of the regional water plan.

Adopted September 15, 2004

Effective October 7, 2004

SUBCHAPTER C: REQUIRED SUBMITTALS
§288.30
Effective August 16, 2018

§288.30. Required Submittals.

In addition to the water conservation and drought contingency plans required to be submitted with an application under §295.9 of this title (relating to Water Conservation and Drought Contingency Plans), water conservation and drought contingency plans are required as follows.

(1) Water conservation plans for municipal, industrial, and other non-irrigation uses. The holder of an existing permit, certified filing, or certificate of adjudication for the appropriation of surface water in the amount of 1,000 acre-feet a year or more for municipal, industrial, and other non-irrigation uses shall develop, submit, and implement a water conservation plan meeting the requirements of Subchapter A of this chapter (relating to Water Conservation Plans). The water conservation plan must be submitted to the executive director not later than May 1, 2005. Thereafter, the next revision of the water conservation plan for municipal, industrial, and other non-irrigation uses must be submitted not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group. Any revised plans must be submitted to the executive director within 90 days of adoption. The revised plans must include implementation reports. The requirement for a water conservation plan under this section must not result in the need for an amendment to an existing permit, certified filing, or certificate of adjudication.

(2) Implementation report for municipal, industrial, and other non-irrigation uses. The implementation report must include:

(A) the list of dates and descriptions of the conservation measures implemented;

(B) data about whether or not targets in the plans are being met;

(C) the actual amount of water saved; and

(D) if the targets are not being met, an explanation as to why any of the targets are not being met, including any progress on that particular target.

(3) Water conservation plans for irrigation uses. The holder of an existing permit, certified filing, or certificate of adjudication for the appropriation of surface water in the amount of 10,000 acre-feet a year or more for irrigation uses shall develop, submit, and implement a water conservation plan meeting the requirements of Subchapter A of this chapter. The water conservation plan must be submitted to the executive director not later than May 1, 2005. Thereafter, the next revision of the water conservation plan for irrigation uses must be submitted not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group. Any revised plans must be submitted to the executive director within 90 days of adoption. The revised plans must include implementation reports. The requirement for a water conservation plan under this section must not result in the need for an amendment to an existing permit, certified filing, or certificate of adjudication.

(4) Implementation report for irrigation uses. The implementation report must include:

(A) the list of dates and descriptions of the conservation measures implemented;

(B) data about whether or not targets in the plans are being met;

(C) the actual amount of water saved; and

(D) if the targets are not being met, an explanation as to why any of the targets are not being met, including any progress on that particular target.

(5) Drought contingency plans for retail public water suppliers. Retail public water suppliers shall submit a drought contingency plan meeting the requirements of Subchapter B of this chapter (relating to Drought Contingency Plans) to the executive director after adoption by its governing body. The retail public water system shall provide a copy of the plan to the regional water planning group for each region within which the water system operates. These drought contingency plans must be submitted as follows.

(A) For retail public water suppliers providing water service to 3,300 or more connections, the drought contingency plan must be submitted to the executive director not later than May 1, 2005. Thereafter, the retail public water suppliers providing water service to 3,300 or more connections shall submit the next revision of the plan not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group. Any revised plans must be

submitted to the executive director within 90 days of adoption by the community water system. Any new retail public water suppliers providing water service to 3,300 or more connections shall prepare and adopt a drought contingency plan within 180 days of commencement of operation, and submit the plan to the executive director within 90 days of adoption.

(B) For all the retail public water suppliers, the drought contingency plan must be prepared and adopted not later than May 1, 2005, and must be available for inspection by the executive director upon request. Thereafter, the retail public water suppliers shall prepare and adopt the next revision of the plan not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group. Any new retail public water supplier providing water service to less than 3,300 connections shall prepare and adopt a drought contingency plan within 180 days of commencement of operation, and shall make the plan available for inspection by the executive director upon request.

(6) Drought contingency plans for wholesale public water suppliers. Wholesale public water suppliers shall submit a drought contingency plan meeting the requirements of Subchapter B of this chapter to the executive director not later than May 1, 2005, after adoption of the drought contingency plan by the governing body of the water supplier. Thereafter, the wholesale public water suppliers shall submit the next revision of the plan not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group. Any new or revised plans must be submitted to the executive director within 90 days of adoption by the governing body of the wholesale public water supplier. Wholesale public water suppliers shall also provide a copy of the drought contingency plan to the regional water planning group for each region within which the wholesale water supplier operates.

(7) Drought contingency plans for irrigation districts. Irrigation districts shall submit a drought contingency plan meeting the requirements of Subchapter B of this chapter to the executive director not later than May 1, 2005, after adoption by the governing body of the irrigation district. Thereafter, the irrigation districts shall submit the next revision of the plan not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group. Any new or revised plans must be submitted to the executive director within 90 days of adoption by the governing body of the irrigation district. Irrigation districts shall also provide a copy of the plan to the regional water planning group for each region within which the irrigation district operates.

(8) Additional submissions with a water right application for state water. A water conservation plan or drought contingency plan required to be

submitted with an application in accordance with §295.9 of this title must also be subject to review and approval by the commission.

(9) Existing permits. The holder of an existing permit, certified filing, or certificate of adjudication shall not be subject to enforcement actions nor shall the permit, certified filing, or certificate of adjudication be subject to cancellation, either in part or in whole, based on the nonattainment of goals contained within a water conservation plan submitted with an application in accordance with §295.9 of this title or by the holder of an existing permit, certified filing, or certificate of adjudication in accordance with the requirements of this section.

(10) Submissions to the executive administrator of the Texas Water Development Board.

(A) Water conservation plans for retail public water suppliers. For retail public water suppliers providing water service to 3,300 or more connections, a water conservation plan meeting the minimum requirements of Subchapter A of this chapter and using appropriate best management practices must be developed, implemented, and submitted to the executive administrator of the Texas Water Development Board not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group. Any revised plans must be submitted to the executive administrator within 90 days of adoption by the community water system. Any new retail public water suppliers providing water service to 3,300 or more connections shall prepare and adopt a water conservation plan within 180 days of commencement of operation, and submit the plan to the executive administrator of the Texas Water Development Board within 90 days of adoption.

(B) Water conservation coordinators for retail public water suppliers. Retail public water suppliers that provide potable water to 3,300 or more connections shall designate a person as the water conservation coordinator responsible for implementing the water conservation plan; and identify, in writing, the water conservation coordinator, including the contact information for that person, to the executive administrator of the Texas Water Development Board. Notification of the initial designated water conservation coordinator shall be provided as specified by the Texas Water Development Board and any changes to the water conservation coordinator shall be provided within 90 days of the effective date of the change.

(C) Water conservation plans. Each entity that is required to submit a water conservation plan to the commission shall submit a copy of the plan to the executive administrator of the Texas Water Development Board not later than

May 1, 2009, and every five years after that date to coincide with the regional water planning group.

(D) Annual reports. Each entity that is required to submit a water conservation plan to the Texas Water Development Board or the commission, shall file a report not later than May 1, 2010, and annually thereafter to the executive administrator of the Texas Water Development Board on the entity's progress in implementing the plan.

(E) Violations of the Texas Water Development Board's rules. The water conservation plans and annual reports shall comply with the minimum requirements established in the Texas Water Development Board's rules. The Texas Water Development Board shall notify the commission if the Texas Water Development Board determines that an entity has not complied with the Texas Water Development Board rules relating to the minimum requirements for water conservation plans or submission of plans or annual reports. The commission shall take appropriate enforcement action upon receipt of notice from the Texas Water Development Board.

Adopted July 25, 2018

Effective August 16, 2018

APPENDIX C

**NOTIFICATION LETTER TO THE TEXAS
COMMISSION ON ENVIRONMENTAL QUALITY**

EXAMPLE NOTIFICATION LETTER

March 31, 2005

Executive Director
Texas Commission on Environmental Quality
MC 109
P.O. Box 13087
Austin, TX 78711-3087

Certified Mail xxxxxxxx
Return Receipt

Re: Dallas County Park Cities Municipal Utility District, Chapter 288 Drought Contingency Plan
Mandatory Water Reduction Measure Notification

Dear Sir/Madam,

Pursuant to Title 30, Texas Administrative Code, Chapter 288, Subchapter B, the Dallas County Park Cities Municipal Utility District is hereby notifying the Commission that the following mandatory provisions of the Drought Contingency Plan shown on the attached sheet have been implemented/terminated. If you have any questions concerning this notification, please contact [name] at [phone number].

Respectfully yours,

Dallas County Park Cities Municipal Utility District,

[Author of Correspondence]
[Title of Author]

[Author's Initials/Typist's Initials]

Enclosure[s (#)]

EXAMPLE
 Dallas County Park Cities Municipal Utility District, Texas
 30 TAC Chapter 288 – Drought Contingency Plan

The following drought response stages were implemented / terminated on _____(date)
 (Check applicable boxes)

MEASURE	STAGE			
	I *	II	III	IV
Reduction in municipal water use				
Reduction in public water use				
Increased public awareness				
Reductions by major water users				
Increased leak detection & repair				
Landscape/lawn watering schedules				
Washing mobile equip w/buckets				
Washing buildings, paving, etc. prohibited				
Mandatory repair of defective plumbing				
No Water line flushing				
Once-through fountain use prohibited				
Use of Ornamental fountains prohibited				
Washing & rinsing of mobile equip prohibited				
Landscape/lawn watering twice per week				
Make-up water in pools prohibited (private)				
Make-up water in pools prohibited (municipal)				
Make-up water in pools prohibited (public)				
No new landscaping/no water new landscaping				
No watering of government landscaping/lawn				
Surcharge rate of ___%				
All outdoor use by residential, commercial, and industrial customers is prohibited				
Allocation of commercial customers				
Revised residential rate schedule w/ penalty				
Other (describe)				

* All measures are voluntary.

APPENDIX D

ADOPTION OF THE DROUGHT CONTINGENCY PLAN