

**Guadalupe-Blanco River Authority
Comal Trace Water System
Water Conservation Plan and Drought Contingency Plan**

Water Conservation Plan

1. Introduction/Objectives

Recognizing the need for efficient use of existing water supplies, the Texas Commission on Environmental Quality (hereinafter the TCEQ) has developed guidelines and requirements governing the development of water conservation plans for public water suppliers. This water conservation plan is intended to meet those guidelines and requirements, although it is noted that the Guadalupe-Blanco River Authority (hereinafter the GBRA)-Comal Trace Water System (hereinafter the Comal Trace Utility) does not own a water right and, therefore, is not required to submit a water conservation plan to the TCEQ. In order to make best use of its available water supplies, Comal Trace Utility has adopted this water conservation plan to guide its water conservation activities.

The objectives of this water conservation plan are as follows:

- To reduce water consumption from the levels that would prevail without conservation efforts.
- To reduce the loss and waste of water.
- To improve efficiency in the use of water.
- To extend the life of current water supplies by reducing the rate of growth in demand.

2. Water Utility Profile

Appendix A to this water conservation plan is the Comal Trace Utility profile in the format recommended by the TCEQ.

3. Conservation Goals

The Comal Trace Utility's water conservation goals are to: (1) provide an adequate supply of water to meet the needs of its customers; and to (2) encourage its customers to implement water conservation techniques, primarily in landscape irrigation, that will reduce per capita and peak use demands.

TCEQ regulations state that all municipal water right holders set goals in gallons per capita per day (gpcd) and goals for maximum acceptable level of unaccounted-for water. The gpcd calculation as defined by TCEQ, is the total daily amount of water diverted or pumped for treatment by potable uses divided by the population served.

In order to set a future goal for per capita water use, a baseline per capita rate must be determined. It was decided to use the Year 2011 (a dry year) and Year 2010 (a wet year) as a baseline. Using data developed from GBRA records, it was determined that, in the Year 2011, Comal Trace Utility retail customers had a total water use of approximately 41.4 million gallons. It is important to note that this value represents total water use by Comal Trace Utility from the Western Canyon Regional Water Supply System and supplemental wells. Using the average annual meter count and assuming 2.5 people per meter it is estimated that the retail service area had a population of 517. Therefore, the gpcd usage for the Comal Trace Utility retail service area for the Year 2011 was 219 gpcd. The same procedure was used to determine the per capita use for 2010. Using a reported water use of 30.4 million gallons and an estimated population of 505, results in a Year 2010 per capita rate of 167 gpcd. Averaging this value with the Year 2011 values results in an average per capita rate of 193 gpcd. Projecting a five and ten-year per capita use goal forward from 2013 results in a 2018 goal and a 2023 goal. **The per capita goal for 2018 is 183 gpcd and the goal for 2023 is 173 gpcd.** This was determined by reducing the per capita use rate by 1% per year consistent with the Region L Water Conservation Water Management Strategy which recommends a goal of reducing an entity's per capita water use 1% a year until the gpcd is 140, then further reducing the gpcd by 0.25% a year.

In addition to the per capita water use goal above, **the Comal Trace Utility retail service area has set a maximum unaccounted-for water goal of 10% for its service area.**

4. Performance Measures to Achieve Conservation Goals

4.1 Landscape Design and Installation- Property platted, approved, and filed with the agency of jurisdiction before the effective date this water conservation plan will be grandfathered from provisions in this section with the exception of those items with a compliance date or required by law.

- Summer dormancy Zoysia, Bermuda and Buffalo grasses are the only authorized turf grasses to be installed on all new construction and renovation projects. Other drought tolerant grasses may be used by requesting a variance as outlined in this water conservation plan.

- Xeriscape conservation landscapes using only native or adapted trees, shrubs and flowers are encouraged with a minimum of two inches of mulch in all shrub and bed areas.
- Landscape irrigation will be required to include the following conservation features:
 - All new and refurbished automatic irrigation systems are to be equipped with rain and/or moisture sensors. All existing automatic irrigation systems are to be equipped with rain and/or moisture sensors by October 2009.
 - The use of drip irrigation systems is encouraged. Water conservation features such as sprinkler heads that emit large drops rather than fine mist and sprinkler layouts that limit the impact of overspray and wind dispersion are required. Low volume irrigation shall be installed in areas less than 10 feet wide, such as median strips and parking islands.
 - Turf grass and the associated irrigation system (if provided) shall be limited to an area no more than 2.5 times the building foundation footprint, with a 12,000 sq ft maximum. The footprint may include both the house and the garage, but not the driveway or patio. The turf grass layout and the irrigation system installation may be adjusted to consider topography, easements, rights-of-way, and other factors that would present impractical irrigation design problems.
 - All in-ground irrigation systems installed are to be zoned irrigation systems based on plant watering requirements.
 - A landscape/irrigation system plan must be submitted to GBRA or its designated agent for review and approval. Such plan must be supported by a landscaper's rendering, a layout sketch(s) or enough detail to allow analysis that the plan meets the above requirements.
 - Irrigation system installers must provide the system design to the homeowner. Scheduling recommendations shall be posted in or near the automatic irrigation controller box.
 - Pressure reducing valves and/or remote control valves are required for each station with flow control. A pressure reducing valve installed in-line at the meter serving the house, as well as the irrigation system, is acceptable.
 - Turf grass installed during or associated with new construction shall have a base minimum of 4 inches of topsoil. Soil in these areas may be either native soil from the site or imported, improved soil. Improved soil will be

a mix of no less than 20% compost blended with sand and loam. Caliche will not be considered as soil.

- A back-flow prevention device installed upstream of the irrigation system is required in accordance with applicable state laws.

4.2 Landscape Watering Management

- Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be prohibited at all times between the hours of 10:00 am and 8:00 pm. Landscape watering is also restricted further during the times the Drought Contingency Plan is in effect.
- During the months of October through April, customers are encouraged to limit irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems to twice a week between the hours of midnight to 10:00 am and 8:00 pm to midnight according to the following schedule:
 - Even-numbered addresses are allowed lawn watering two days per week, on Tuesday and Friday.
 - Odd-numbered addresses are allowed lawn watering two days per week on Monday and Thursday.
 - The watering of non-established trees, shrubs and bushes will be accomplished on the same days.
 - If there is no street address associated with the property, such as a parkway or if there is more than one street address associated with a single contiguous property, the irrigation days are Wednesday and Saturday.
- During the months of May through September, customers are required to limit irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems to twice a week between the hours of midnight to 10:00 am and 8:00 pm to midnight according to the following schedule:
 - Even-numbered addresses are allowed lawn watering two days per week, on Tuesday and Friday.
 - Odd-numbered addresses are allowed lawn watering two days per week on Monday and Thursday.
 - The watering of non-established trees, shrubs and bushes will be accomplished on the same days.
 - If there is no street address associated with the property, such as a parkway or if there is more than one street address associated with a single contiguous property, the irrigation days are Wednesday and Saturday.
- Irrigation of landscaped areas is permitted at any time by means of a hand-held hose with a positive cutoff device, a faucet filled bucket or watering can of five (5) gallons or less, or a drip irrigation system.

- Newly planted lawns and landscaping shall not be watered at any time other than those hours and days allowed for all other landscaping except by a variance issued by the GBRA.
 - The variance application shall be completed by the owner of the property seeking the variance.
 - The application shall be accompanied by written documentation specifying the planting date.
 - The variance will be valid for thirty (30) days from the date of issuance.
 - The variance allows for additional watering outside the allowable hours and days of this section except that no watering shall occur between the hours of noon and 6:00 pm.
 - No variances will be issued when Stages 3 or 4 of the Drought Contingency Plan are in effect.
- The following uses of water are defined as “waste of water” and are prohibited at all times:
 - Allowing water to run off into a gutter, ditch, or drain;
 - Failing to repair a controllable leak; and
 - Washing sidewalks, driveways, parking areas, tennis courts, or other impervious hardscapes, except to alleviate immediate health or fire hazards.
 - Exclusions to this provision include:
 - Washing or power washing patios and porches associated with a structure;
 - Washing a car, boat, RV or other motorized vehicle if a 5 gallon bucket or hand-held hose equipped with a positive cutoff device is used;
 - Power washing of a structure prior to maintenance, repainting, or repairs; and
 - Operation of an automatic sprinkler system for the purpose of maintenance and testing.

4.3 Other Regulated Activities

- Car washes for fundraisers – all car washes for the purposes of fundraisers shall be conducted at a commercial car wash and use the commercial car wash’s equipment.
- Golf courses – Golf courses shall not irrigate, roughs or fairways with potable water. Greens and tee boxes may be irrigated with potable water in conjunction with reuse. A water budget will be submitted to the GBRA on May 1 of each year. The water budget will outline the planned use of water with appropriate reductions during the varying drought stages as necessary. Use of potable water for landscape irrigation in and around the clubhouse will be permitted, but must conform to all other requirements for landscape irrigation.
- Annual irrigation system analysis for athletic fields and large properties – an annual irrigation system analysis demonstrating no water waste shall be required for all

athletic fields and large properties. This system analysis shall be submitted in writing to the GBRA on or before May 1st of each year beginning on May 1, 2009.

- Cooling Towers – Cooling towers, not utilizing recycled water, shall operate a minimum of four cycles of concentration. For the purposes of this section, “concentration” means re-circulated water that has elevated levels of total dissolved solids as compared to the original make-up water. Newly constructed cooling towers shall be operated with conductivity controllers as well as make-up and blow down meters.
- Commercial dining facilities – all commercial dining facilities shall utilize positive shut-offs for hand-held dish rinsing wands.
- Vehicle wash facilities – vehicle wash facilities, commencing operation on or after October 2009 using conveyORIZED, touchless, and/or rollover in-bay technology shall reuse a minimum of fifty percent (50%) of water from previous vehicle rinses in subsequent washes.

5. Metering

Metering at the point of diversion – The Comal Trace Utility has installed meters at each of the water entry points into the system to accurately measure the amount of water diverted. All meters are accurate to within 5% and are calibrated at least annually.

Universal Metering – The Comal Trace Utility requires the metering of all connections to the water system, including residential, commercial, industrial, and municipal use. All water meters will be periodically checked for accuracy and replaced as needed.

6. Water Audit

The Comal Trace Utility will maintain a record management system that tracks water pumped, delivered, and sold with the ability to determine the amount of water losses. The system allows for the desegregation of sales into residential, commercial, public/institutional, and industrial uses. The Comal Trace Utility will conduct an annual audit to determine the amount of unaccounted for water. Abandoned water meters will be pulled from the water distribution system.

7. Leak Detection and Repair

Comal Trace Utility crews and personnel will look for and report evidence of leaks in the water distribution system. Areas of the water distribution system in which numerous leaks and line breaks occur are targeted for replacement as funds are available.

8. Continuing Public Education and Information Campaign

The continuing public education and information campaign on water conservation includes the following elements:

- Insert water conservation information with water bills. Inserts will include material developed by Comal Trace Utility staff and material obtained from the Texas Water Development Board, the TCEQ, and other sources.
- Encourage local media coverage of water conservation issues and the importance of water conservation.
- Make water conservation brochures and other water conservation materials available to the public.

9. Water Rate Structure

The Comal Trace Utility has adopted a non-promotional water rate structure attached as Appendix B.

10. Ordinance/Resolution and Implementation

The GBRA Board of Directors adopted the resolution dated April 16, 2014 for the water conservation plan for the Comal Trace Utility. The Utility Manager or his/her designee is authorized and directed to implement the applicable provisions of this plan. The Utility Manager or his/her designee will act as the administrator of the plan, oversee execution and implementation of the water conservation plan, and will be responsible for keeping adequate records for program verification.

11. Coordination with the Regional Water Planning Group

The service area of the Comal Trace Utility's is located within the South Central Texas Regional Planning Area and the Comal Trace Utility will provide a copy of this water conservation plan to the South Central Texas Regional Water Planning Group in care of the San Antonio River Authority upon request.

12. Additional Water Contract Requirements

It is Comal Trace Utility's policy to include in every wholesale water supply contract entered into or renewed after official adoption of this water conservation plan, and including any contract extensions, that each successive wholesale customer develop and implement a water conservation plan or water conservation measures using applicable elements in 30 TAC 288, Subchapter A. If the wholesale customer intends to resell the water, then the contract between the Comal Trace Utility and the wholesale customer must provide that the contract for the resell of the water must have water conservation requirements so that each successive customer in the resell of the water will be required to implement water conservation measures in accordance with 30 TAC 288, Subchapter A.

13. Revisions to the Water Conservation Plan

The Comal Trace Utility shall review and update, as appropriate, the water conservation plan at least every five (5) years based on new or updated information, such as the adoption or revision of the regional water plan.

14. Severability

It is hereby to be the intention of the Comal Trace Utility that the sections, paragraphs, sentences, clauses, and phrases of this water conservation plan are severable and if, any phrase, clause, sentence, paragraph or section shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this water conservation plan, since the same would not have been enacted by the Comal Trace Utility without the incorporation into this water conservation plan of any such unconstitutional phrase, clause, sentence, paragraph or section.

Drought Contingency Plan

1. 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 Comal Trace Utility hereby adopts the following regulations and restrictions on the delivery and consumption of water through the resolution dated April 16, 2014 approved by the GBRA Board of Directors (attached as Appendix C).

Water uses regulated or prohibited under this Drought Contingency Plan (the Drought 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 9 of this Drought Plan.

2. Public Involvement

Opportunity for the public to provide input into the preparation of the Drought Plan was provided by the Comal Trace Utility by means of a notice to customers on the monthly service billing regarding availability of the plan, public notice in area newspapers, and posting on the GBRA website (www.gbra.org).

3. Public Education

The Comal Trace Utility will periodically provide the public with information about the Drought Plan, including information about the conditions under which each stage of the Drought 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 service billing inserts, notices in local newspapers, and notice on the GBRA website (www.gbra.org).

4. Coordination with Regional Water Planning Groups

The service area of the Comal Trace Utility is located within the South Central Texas Regional Planning Area and the Comal Trace Utility will provide a copy of this Drought Plan to

the South Central Texas Regional Water Planning Group in care of the San Antonio River Authority upon request.

5. Authorization

GBRA's Division Manager-Kendall/Comal County or his/her designee (hereinafter the Manager) is hereby authorized and directed to implement the applicable provisions of this Drought Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The Manager, or his/her designee, shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Drought Plan.

6. Application

The provisions of this Drought Plan will apply to all persons, customers, and property utilizing water provided by the Comal Trace Utility. The terms "person" and "customer" as used in the Drought Plan include individuals, corporations, partnerships, associations, and all other legal entities.

7. Definitions

For the purposes of this Drought 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 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 organizations using water supplied by the Comal Trace Utility and paying a retail water bill.

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

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

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

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 as otherwise provided under this Drought 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 impervious cover including 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 an aesthetic feature including fountain or pond 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.

8. Criteria for Initiation and Termination of Drought Response Stages

The Manager shall monitor water supply and/or demand conditions on a daily basis and shall determine when conditions warrant initiation or termination of each stage of the Drought Plan, that is, when the specified “triggers” are reached. These triggers can either be reached by high system demand or lack of water supply.

The requirements for implementation and termination triggers described below are based upon information provided by the Western Canyon Division of GBRA which supplies the treated drinking water to the retail operations of the Comal Trace Utility. The Western Canyon Division

in turn receives its information from the Water Resources Division of GBRA. The Water Resources Division administers water sales contracts from Canyon Reservoir. GBRA is responsible for reservoir water management and release within the “conservation pool”; between 800 feet-mean sea level (msl) and the normal operating elevation of 909 feet-msl. The Water Resources Division has developed a “drought monitoring procedure” for identifying a drought worse than the drought of record for the contributing watershed of Canyon Reservoir. The General Manager of GBRA or his/her designee, shall monitor water supply and/or demand conditions on a weekly basis and shall determine when conditions warrant initiation or termination of the GBRA Drought Contingency Plan which is based upon reservoir storage or water surface elevation. The Water Resources Division of GBRA will notify the Western Canyon Division of the initiation or termination of the GBRA Drought response stages.

The Comal Trace Utility supplements its supply from Canyon Reservoir with well in the Trinity Aquifer; therefore, water availability information for this aquifer must be monitored as well. Trinity well data is based upon information provided by the City of Fair Oaks Ranch Utilities to the Manager.

The triggering criteria described below are based on a statistical analysis of the vulnerability of the water source under drought of record conditions.

Stage 1 Triggers – MILD Water Shortage Conditions

Requirements for Initiation and Termination

Stage 1 will be in effect annually, beginning on May 1st through September 30th.

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 9 of the Drought Plan when any of the following conditions exist:

- When notified that levels in Canyon Reservoir reach Stage 1 conditions as defined in the GBRA Drought Contingency Plan (895 ft above msl);
- When the Fair Oaks Utilities test well level 30-day average is less than or equal to 1,045 feet above msl;
- When demand is 75% of pumping capacity at the Comal Trace pumping facility; or

- When demand limits storage to 41% of capacity at the Comal Trace storage facility.

Requirements for Termination

Stage 2 of the Plan may be rescinded when the condition listed as a triggering event ceases for a period of 30 days or sooner at the Manager's discretion. Upon termination of Stage 2, Stage 1 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 provided in Section 9 of the Drought Plan when any of the following conditions exist:

- When notified that levels in Canyon Reservoir reach Stage 2 conditions as defined in the GBRA Drought Contingency Plan (890 ft above msl);
- When the Fair Oaks Utilities test well level 30-day average is less than or equal to 1,030 feet above msl;
- When demand is 85% of pumping capacity at the Comal Trace pumping facility; or
- When demand limits storage to 33% of capacity at the Comal Trace storage facility.

Requirements for Termination

Stage 3 of the Drought Plan may be rescinded when the condition listed as a triggering event ceases for 30 days or sooner at the Manager's discretion. Upon termination of Stage 3, Stage 2 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 provided in Section 9 of the Drought Plan when any of the following conditions exist:

- When notified that levels in Canyon Reservoir reach Stage 3 conditions as defined in the GBRA Drought Contingency Plan (885 ft above msl);
- When the Fair Oaks Utilities test well level 30-day average is less than or equal to 1,010 feet above msl;
- When demand is 95% of pumping capacity at the Comal Trace pumping facility; or

- When demand limits storage to 25% of capacity at the Comal Trace storage facility.

Requirements for Termination

Stage 4 of the Drought Plan may be rescinded when the conditions listed as a triggering event ceases for 30 days or sooner at the Manager's discretion. Upon termination of Stage 4, Stage 3 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 Drought Plan when the Manager, or his/her designee, determines that a water supply emergency exists based on:

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

Requirements for Termination

Stage 5 of the Drought Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of 3 consecutive days or sooner at the Manager's discretion.

Stage 6 Triggers – WATER ALLOCATION

Requirements for Initiation

At the Manager's discretion, allocation of water supplies may be adopted in the event that water shortage conditions threaten public health, safety, and welfare.

Requirements for Termination

Water allocation will be terminated when the Manager had deemed that water supply conditions are such that water allocation is not longer needed.

9. Drought Response Stages

The Manager, 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 8 of this Drought Plan, shall determine that a mild, moderate, severe, critical, or emergency water shortage conditions exists and shall implement the following notification procedures:

Notification

Notification of the Public:

The Manager or his/her designee shall notify the public by means of any or all of the following:

- GBRA website (www.gbra.org)
- Publication in a newspaper of general circulation
- Notice on the monthly billing
- Public service announcements
- Posted notices at mail-box delivery points

Additional Notification:

The Manager or his/her designee shall notify directly, or cause to be notified directly, the following individuals and entities:

- Homeowner associations
- Fire Chief(s)
- Local Emergency Planning Commission (LEPC)
- TCEQ San Antonio Regional Office
- Major water customers

Stage 1 Response – MILD Water Shortage Conditions

Target: Achieve a voluntary 10% reduction in daily water demand relative to water demand without the water use restrictions below.

Best Management Practices for Supply Management:

The Comal Trace Utility will monitor end main water pressures and reduce input pressure if end pressure is excessive.

Water Use Restrictions for Reducing Demand

- (a) Customers are required to limit landscape watering to twice per week between the hours of 12:00 midnight to 10:00 am and 8:00 pm to 12:00 midnight according to the following schedule:
 - a. Even-numbered addresses are allowed lawn watering two days per week, on Tuesday and Friday.
 - b. Odd-numbered addresses are allowed lawn watering two days per week on Monday and Thursday.

- c. The watering of non-established trees, shrubs and bushes will be accomplished on the same days. Variances will be issued in newly planted lawns and landscaping.
 - d. If there is no street address associated with the property, such as a parkway or if there is more than one street address associated with a single contiguous property, the irrigation days are Wednesday and Saturday.
- (b) The watering of non-established trees, shrubs and bushes will be accomplished on the same days as above.
 - (c) All non-public swimming pools must have a minimum of 25% of the surface area covered with evaporation screens when not in use. Inflatable pool toys or floating decorations may be used.
 - (d) 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 20% reduction in daily water demand relative to water demand without the water use restrictions below.

Best Management Practices for Supply Management:

In addition to the best management practices for supply management listed under Stage 1, the Comal Trace Utility will also do the following:

- Reduce flushing of water mains to the minimum required;
- Use more repair crews if necessary to allow for a quicker response time for water line leak repair; and
- Begin monitoring customer's water use for compliance with water use restrictions by way of drive-bys.

Water Use Restrictions for Demand Reduction

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

- (a) Landscape watering is permitted once per week between the hours of 12:00 midnight to 10:00 am and 8:00 pm to 12:00 midnight according to the following schedule:¹
 - a. If the last digit of the address ends in 0 or 9 the irrigation day is Monday.
 - b. If the last digit of the address ends in 1 or 8 the irrigation day is Tuesday.

¹ Customers who install new landscapes during drought periods may apply for a variance to request additional watering days. Newly planted grass can survive once-per-week watering after only three weeks. Variances to allow additional watering days are only given during the three-week time period immediately following installation of new turfgrass.

- c. If the last digit of the address ends in 2 or 7 the irrigation day is Wednesday.
 - d. If the last digit of the address ends in 3 or 6 the irrigation day is Thursday.
 - e. If the last digit of the address ends in 4 or 5 the irrigation day is Friday.
- (b) The watering of non-established trees, shrubs and bushes will be accomplished on the same days as above.
- (c) If there is no street address associated with the property, such as a parkway, or if there is more than one street address associated with a single contiguous property, the irrigation day is Wednesday.
- (d) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated landscape watering days between the hours of 12:00 midnight and 10:00 am and between 8:00 pm 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 rinses. 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.
- (e) 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 am and between 8:00 pm and 12:00 midnight.
- (f) 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.
- (g) 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 Comal Trace Utility.
- (h) Golf course watering of greens and tee boxes in conjunction with reuse will be limited to the reductions planned in the water budget. Use of potable water for landscape irrigation in and around golf course clubhouses is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 am and between 8:00 pm and 12:00 midnight.
- (i) All restaurants are prohibited from serving water to patrons except upon request of the patron.
- (j) The following uses of water are defined as non-essential and are prohibited:
- a. Wash down of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;

- b. Use of water to wash down buildings or structures for purposes other than immediate fire protection;
- c. Use of water for dust control;
- d. Flushing gutters or permitting water to run or accumulate in any gutter or street; and
- e. 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 25% reduction in total daily water demand relative to water demand without the water use restrictions below.

Best Management Practices for Supply Management:

In addition to the best management practices for supply management listed under Stage 2, the Comal Trace Utility will also do the following:

- Eliminate the flushing of water mains unless required for decontamination; and
- Monitor customers for compliance and notify violators verbally or in writing as the situation dictates.

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 am and between 8:00 pm and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, drip irrigation, or permanently installed automatic sprinkler systems only. The use of hose-end sprinklers is prohibited at all times. Landscape watering is permitted once every other week between the hours of 12:00 midnight to 10:00 am and 8:00 pm to 12:00 midnight.
- b) Golf course watering of greens and tee boxes in conjunction with reuse will be limited to the reductions planned in the water budget. The watering of landscape irrigation in and around the clubhouse shall adhere to the same restrictions as (a) above.
- c) The use of water for construction purposes from designated fire hydrants under special permit is to be granted only under the consideration on a case by case basis.
- d) No variances will be issued on newly planted landscapes.

Stage 4 Response – CRITICAL Water Shortage Conditions

Target: Achieve a 30% or greater reduction in daily water demand relative to water demand without the water use restrictions below.

Best Management Practices for Supply Management:

In addition to the best management practices for supply management listed under Stage 3, the Comal Trace Utility will also do the following:

- Upon written notice, disconnect the water meters of willful violators if absolutely necessary to prevent the deliberate wasting of water.

Water Use Restrictions for Demand Reduction:

All requirements of Stage 3 (landscape watering is permitted once every other week) 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 am and 10:00 am and between 8:00 pm and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, or drip irrigation. 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 am and 10:00 am and between 6:00 pm and 10:00 pm.
- (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) Applications 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 on a case by case basis. 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 50% or greater reduction in daily water demand relative to water demand without the below water use restrictions.

Best Management Practices for Supply Management:

In addition to the best management practices for supply management listed under Stage 4, the Comal Trace Utility will also do the following:

- Contact the County Judge and/or emergency management coordinator to initiate use of the Community Alert Network (CAN), an automated phone dial up;
- Call the 10 largest water customers, and if necessary, use runners in key areas to begin spreading the message of a major outage;
- Visit businesses that are local gathering places; and
- Inform the County Sheriff's office.

Water Use Restrictions for Demand Reduction:

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.
- (c) Business process water shall be reduced to a basic amount necessary only for the continuance of a business's workday or product production or protection. Associated uses such as equipment washing shall be deferred.

Stage 6 Response – WATER ALLOCATION

In accordance with each customer's Service Agreement, the Comal Trace Utility retains the right to allocate water supplies. At the Manager's discretion, allocation of water supplies may be adopted in the event that water shortage conditions threaten public health, safety, and welfare. The following threshold amounts will be utilized, beyond which a surcharge shall be assessed under a Water Allocation Condition.

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	4,000
3 or 4	5,000
5 or 6	6,000
7 or 8	7,000
9 or 10	8,000
11 or more	10,000

“Household” means the residential premises served by the customer’s meter. “Persons per household” includes 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 Comal Trace Utility of a greater number of persons per household on a form prescribed by the Manager. The Manager 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 Comal Trace Utility’s 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 Manager. When the number of persons per household increases so as to place the customer in a different allocation category, the customer must notify the Comal Trace Utility 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 Comal Trace Utility in writing within ten (10) days. In prescribing the method for claiming more than two (2) person per household, the Manager 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 Comal Trace Utility of a reduction in the number of persons in a household shall be subject to a fine up to \$200.

Residential customers shall pay the following surcharge: An additional 50% will be calculated for the existing block rate (the amount typically paid per 1,000 gallons for all water used above the monthly minimum) per thousand gallon increment, over and above the threshold amounts stated above. Up to the threshold amounts, the monthly bill will be calculated in the normal manner.

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 4,000 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 Comal Trace Utility of a greater number on a form prescribed by the Manager. The Manager 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 Comal Trace Utility 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 Manager. If the number of dwelling units served by a master meter is reduced, the customer shall notify the Comal Trace Utility in writing within two (2) days. In prescribing the method for claiming more than two (2) dwelling units, the Manager 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 Comal Trace Utility of a reduction in the numbers of dwelling units shall be subject to a fine up to \$500.

Master meter multi-family customers shall pay the following surcharge: An additional 50% will be calculated for the existing block rate (the amount typically paid per 1,000 gallons for all water used above the monthly minimum) per thousand gallon increment over and above the threshold amount stated above. Up to the threshold amount of 4,000 gallons per dwelling unit, the monthly bill will be calculated in the normal manner.

Commercial Customers

The allocation to a commercial customer, other than an industrial customer, who uses water for processing purposes shall be 75% of the customer's usage for the corresponding

month's billing period for the previous 12 months, but in any case, not less than 4,000 gallons per month. The Manager shall give his/her best effort to see that notice of each non-residential customer's allocated is mailed to such customer. If, however, a customer does not receive such notice, it shall be the customer's responsibility to contact the Comal Trace Utility to determine the allocation. Upon request of the customer or at the initiative of the Manager, the allocation may be reduced or increased if: (1) the designated period does not accurately reflect the customer's normal water usage; or (2) other objective evidence demonstrates that the designated allocation is inaccurate under present conditions. A customer may appeal an allocation established hereunder to the Operations Manager-Upper Basin.

An additional 50% will be calculated for the existing block rate (the amount typically paid per 1,000 gallons for all water used above the monthly minimum) per thousand gallon increment over and above the threshold amount calculated in accordance with the above procedure. Up to the threshold amounts, the monthly bill will be calculated in the normal manner.

Industrial Customers

The allocation to an industrial customer who uses water for processing purposes shall be 85% of the customer's usage for the corresponding month's billing period for the previous 12 months, but in any case not less than 6,000 gallons per month. The Manager 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 Comal Trace Utility 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 Manager, the allocation may be reduced or increased if: (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; or (5) if other objective evidence demonstrates that the designated allocation is inaccurate under present conditions. A customer may appeal an allocation established hereunder to the Operations Manager-Upper Basin.

An additional 50% will be calculated for the existing block rate (the amount typically paid per 1,000 gallons for all water used above the monthly minimum) per thousand gallon increment over and above the threshold amount calculated in accordance with the above procedure. Up to the threshold amounts, the monthly bill will be calculated in the normal manner.

10. Enforcement

- (a) No person shall knowingly or intentionally allow the use of water from the Comal Trace Utility's water distribution system 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 the Manager, or his/her designee, in accordance with provisions of this Plan.

- (b) Any person who violates this Drought Plan may be subject to a civil fine of not less than fifty dollars (\$50) and not more than five hundred dollars (\$500). Each day that one or more of the provisions in this Drought Plan is violated shall constitute a separate offense. Upon commission of the third violation, with the two previous violations having been brought to the attention of the customer with adequate time allowed for correction, the Manager shall 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 the Comal Trace Utility's existing re-connection charge and the fine(s) attendant to the violations. In addition, suitable assurance must be given to the Manager that the same action shall not be

repeated while the Drought Plan is in effect. Compliance with this Drought Plan may also be sought through injunctive relief in the district court or the county court-at-law.

- (c) Any person, including a person classified as a water customer of the Comal Trace Utility, 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 water as it was used in violation of this Drought Plan and that the parent could not have reasonably known of the violation.
- (d) The Manager, or at the Manager's discretion, an officer of the county sheriff's department may issue a citation to a customer the Manager believes to be in violation of this Drought Plan, in accordance with regulatory statute. The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and a directive to appear in court on the date shown on the citation for which the date shall not be less than three (3) days nor more than five (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.

11. Variances

The Manager may grant a temporary variance for existing water uses otherwise prohibited under this Drought 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 Drought Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Drought 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 Drought Plan shall file a petition for variance with the Comal Trace Utility within five (5) days after the Drought Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the Manager, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Drought Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Drought Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if the petitioner complies with this Drought Plan.
- (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 Drought Plan and the compliance date.
- (h) Other pertinent information.

Variances granted by the Comal Trace Utility shall be subject to the following conditions, unless waived or modified by the Manager:

- (a) Variances granted shall include a timetable for compliance.
- (b) Variances granted shall expire when the Drought Plan is no longer in effect, unless the petitioner failed to meet specified requirements.

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

**RESOLUTION ADOPTING THE GUADALUPE-BLANCO RIVER AUTHORITY
COMAL TRACE WATER SYSTEM WATER CONSERVATION PLAN
AND DROUGHT CONTINGENCY PLAN**

WHEREAS, the Guadalupe-Blanco River Authority (GBRA), recognizes that the amount of water available to its citizens and customers is limited; and

WHEREAS, the GBRA recognizes that drought, system failure and other acts of God may occur and that the GBRA cannot guarantee an uninterrupted water supply for all purposes at all times; and

WHEREAS, the GBRA desires to conserve water resources and prepare for drought; and

WHEREAS, the GBRA desires to comply with Section 11.1271 of the Texas Water Code and applicable rules of the Texas Commission on Environmental Quality which require these plans for all public water supply systems.

NOW THEREFORE BE IT RESOLVED by the Guadalupe-Blanco River Authority Board of Directors that:

Section 1. The Board of Directors does hereby find and declare that sufficient and timely written notice of place and subject matter of this meeting adopting this Resolution was posted. The Board of Directors further ratifies, approves and confirms such written notice and the posting thereof.

Section 2. The Board of Directors adopts the Water Conservation Plan and Drought Contingency Plan for the Comal Trace Water System attached to this Resolution. All Resolutions that are in conflict with the provisions of this Resolution are hereby repealed.

Section 3. Should any paragraph, sentence, clause, phrase or word of this Resolution be declared unconstitutional or invalid for any reason, the remainder of this Resolution shall not be affected.


Section 4. The General Manager or his/her designee is hereby directed to file and maintain a copy of the Water Conservation Plan and Drought Contingency Plan for the Comal Trace Water System and this Resolution in the GBRA files.

Dated this 16th day of April 2014.

Attest:



Oscar H. Fogle, Chair
Board of Directors
Guadalupe-Blanco River Authority



Rusty Brockman, Secretary-Treasurer
Board of Directors
Guadalupe-Blanco River Authority