



Panhandle Water Planning Area

Initially Prepared Plan

Draft

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## **Model Water Conservation Plan for Municipal Users**

# Water Conservation Plan for [Entity]

Date

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## **Water Conservation Plan for [Entity]**

### **1. Introduction and Objectives**

Recognizing the need for efficient use of existing water supplies, the Texas Commission on Environmental Quality (TCEQ) has developed guidelines and requirements governing the development of water conservation plans for public water suppliers.

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 document the level of recycling and reuse in the water supply.
- To extend the life of current water supplies by reducing the rate of growth in demand.

The water conservation plan presented in this document is a model water conservation plan intended for adoption by wholesale or retail public water suppliers in the Panhandle Water Planning Area (PWPA). This model plan includes all of the elements required by TCEQ. In order to adopt this plan, each water supplier will need to do the following:

- Complete the water utility profile.
- Set five- and ten-year goals for total and residential per capita water use.
- Set five- and ten-year goals for water loss and per capita water loss.
- Adopt ordinance(s) or regulation(s) approving the model plan.

### **2. Texas Commission on Environmental Quality Rules**

#### **2.1 Conservation Plans**

The TCEQ rules governing development of water conservation plans for public water suppliers are contained in Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2 of the Texas Administrative Code, which is included in Appendix B. For the purpose of these rules, a water conservation plan is defined as “A strategy or combination of strategies for reducing the volume of water withdrawn from a water supply source, for reducing the loss or waste of water, for maintaining or improving the efficiency in the use of water, for increasing the recycling and reuse of water, and for preventing the pollution of

water<sup>1</sup>.” The elements in the TCEQ water conservation rules covered in this conservation plan are listed below.

### Minimum Conservation Plan Requirements

The minimum requirements in the Texas Administrative Code for Water Conservation Plans for Public Water Suppliers are covered in this report as follows:

- 288.2(a)(1)(A) – Utility Profile – Section 3 and Appendix C
- 288.2(a)(1)(B) – Record Management System – Section 5.2
- 288.2(a)(1)(C) – Specific, Quantified Five-Year and Ten-Year Targets – Section 4
- 288.2(a)(1)(D) – Accurate Metering – Section 5.1
- 288.2(a)(1)(E) – Universal Metering – Section 5.1
- 288.2(a)(1)(F) – Determination and Control of Non-Revenue Water – Section 5.3
- 288.2(a)(1)(G) – Public Education and Information Program – Section 6
- 288.2(a)(1)(H) – Non-Promotional Water Rate Structure – Section 7
- 288.2(a)(1)(I) – Reservoir System Operation Plan – Section 8.2
- 288.2(a)(1)(J) – Means of Implementation and Enforcement – Section 9
- 288.2(a)(1)(K) – Coordination with Regional Water Planning Group – Section 8.5

### Conservation Additional Requirements (Population over 5,000)

The Texas Administrative Code includes additional requirements for water conservation plans for cities with a population over 5,000:

- 288.2(a)(2)(A) – Leak Detection, Repair, and Water Loss Accounting – Sections 5.3, 5.4, and 5.5
- 288.2(a)(2)(B) – Requirement for Water Conservation Plans by Wholesale Customers – Section 8.4

### Additional Conservation Strategies

TCEQ rules also list additional optional but not required conservation strategies, which may be adopted by suppliers. The following optional strategies are included in this plan:

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<sup>1</sup> Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter A, Rules 288.1 and 288.2, and Subchapter B, Rule 288.20, downloaded from [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=30&pt=1&ch=288&sch=A&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=30&pt=1&ch=288&sch=A&rl=Y), October 2019.

- 288.2(a)(3)(A) – Conservation Oriented Water Rates – Section 7
- 288.2(a)(3)(B) – Ordinances, Plumbing Codes or Rules on Water-Conserving Fixtures – Section 8.1
- 288.2(a)(3)(F) – Program for Landscape Water Management Regulations – Section 8.3
- 288.2(a)(3)(G) – Monitoring Method – Section 5.5

[Other strategies included in TAC Chapter 288.2(a)(3) include (C) replacement or retrofitting plumbing fixtures in existing structures, (D) wastewater reuse, and (E) pressure control or reduction in distribution systems. The applicability of each of these strategies is entity specific. The PWPG supports the implementation of these additional conservation strategies but does not specifically include them in the model plan.]

## 2.1 Water Conservation Coordinator

The TCEQ rule governing designation of a Water Conservation Coordinator are contained in Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.30(10)(b) of the Texas Administrative Code. According to this rule, 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.

The Water Conservation Coordinator for the [*water supplier*] is:

\_\_\_\_\_ [*Name*]

\_\_\_\_\_ [*Title*]

\_\_\_\_\_ [*Contact Information*]

Should the supplier change its Water Conservation Coordinator, it will notify the executive administrator of the Texas Water Development Board within 90 days of the effective date of the change.

## 3. Water Utility Profile

Appendix C to this water conservation plan is a sample water utility profile provided by the TCEQ.

[*Water supplier is to complete the utility profile and provide information on the public water supply system and customers if appropriate for this section.*] The following information is included in the utility profile, in accordance with the Texas Water Use Methodology:

- Population and Customer Data
- Water Use Data (including total gallons per capita per day (GPCD) and residential GPCD)
- Water Supply System Data; and
- Wastewater System Data

#### **4. Specification of Water Conservation Targets**

*[Current TCEQ rules require the adoption of specific water conservation goals for a water conservation plan. As part of plan adoption, each water supplier will develop 5-year and 10-year goals for municipal use in total GPCD and residential GPCD and goals for water loss programs, following TCEQ procedures described in the water utility profile (Appendix C).]*

The goals for this water conservation plan include the following:

- Strive to attain the total and residential per capita water use below the specified amount in gallons per capita per day using a 5-year rolling average calculation. (See 5-year and 10-year goals in Appendix C).
- Conduct water audits as required by the TCEQ and maintain water loss to *[insert amount]* percent of the total water used through existing and new maintenance programs.
- Raise public awareness of water conservation and encourage responsible public behavior by a public education and information program, as discussed in Section 6.

#### **5. Metering, Water Use Records, Control of Water Loss, and Leak Detection and Repair**

One of the key elements in water conservation is careful tracking of water use and control of losses through illegal diversions and leaks. Careful metering of water deliveries and water use, detection and repair of leaks in the distribution system and regular monitoring of unaccounted water are important in controlling losses. *[Water suppliers serving a population of 5,000 people or more or having a projected population of greater than 5,000 people or more within the next ten years must include the following elements in their water conservation plans:]*

##### **5.1 Metering of Customer and Public Uses and Meter Testing, Repair, and Replacement**

All customers of wholesale or retail public water suppliers, including public and governmental users, should be metered. In many cases, water suppliers already meter all of their water users. For those water suppliers who do not currently meter all of their water uses, these entities will implement a program to meter all water uses within the next five years.

Most water suppliers test and replace their customer meters on a regular basis. All customer meters should be replaced on a 15-year cycle. Those who do not currently have a meter testing and replacement program will implement such a program over the next five years.

## **5.2 Record Management System**

As required by TAC Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2(a)(1)(B), the record management system allows for the separation of water sales and uses into residential, commercial, public/institutional, and industrial categories. This information will be included in an annual water conservation report, as described in Section 5.5 below.

Any new billing system purchased by a public water supplier must be capable of reporting detailed water uses data.

## **5.3 Determination and Control of Nonrevenue Water**

Nonrevenue water is the difference between water delivered to customers and metered deliveries to customers plus authorized but unmetered uses. (Authorized but unmetered uses would include use for firefighting, releases for flushing of lines, and uses associated with new construction.) Nonrevenue water can include several categories:

- Inaccuracies in customer meters. (Customer meters tend to run more slowly as they age and under-report actual use.)
- Accounts which are being used but have not yet been added to the billing system.
- Losses due to water main breaks and leaks in the water distribution system.
- Losses due to illegal connections and theft.
- Other.

Measures to control nonrevenue water are part of the routine operations of water suppliers. Water audits are useful methods of accounting for water usage within a system. Water audits will be conducted by water suppliers in order to decrease water loss. Maintenance crews and personnel will look for and report evidence of leaks in the water distribution system. The leak detection and repair program is described in Section 5.5 below. Meter readers are asked to watch for and report signs of illegal connections, so they can be addressed quickly. Nonrevenue water is calculated as part of the utility profile and is included in Appendix C.

## **5.4 Leak Detection and Repair**

City 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.

## 5.5 Monitoring of Effectiveness and Efficiency - Annual Water Conservation Report

*[Appendix D is the TWDB form to be used in the development of an annual water conservation report for water suppliers.]*

An annual conservation report will be completed by *[insert date]* of the following year and will be used to monitor the effectiveness and efficiency of the water conservation program and to plan conservation-related activities for the next year. This report records the water use by category, per capita municipal use, and unaccounted water for the current year and compares them to historical values.

## 6. Continuing Public Education and Information Campaign

The continuing public education and information campaign on water conservation includes the following elements: *[Water provider is to select the appropriate measures for its system.]*

- Insert water conservation information with water bills. Inserts will include material developed by the *[water supplier]* staff and material obtained from the TWDB, the TCEQ, and other sources.
- Encourage local media coverage of water conservation issues and the importance of water conservation.
- Make the Texas Smartscape water conservation brochures, and other water conservation materials available to the public.
- Make information on water conservation available on its website (if any) and include links to the Texas Smartscape website and to information on water conservation on the TWDB and TCEQ web sites.
- Provide water conservation materials to schools and utilize existing age-appropriate education programs available through the TCEQ and TWDB.
- Support the State-initiated Water Conservation Awareness and Education Campaign.

## 7. Water Rate Structure

*[If a water supplier has a decreasing block rate structure, it is recommended that a flat rate or increasing rate structure be adopted.]*

An increasing block rate water structure that is intended to encourage water conservation and discourage excessive use and waste of water will be adopted upon completion of the next rate study or within five years. An example water rate structure is as follows:

### Residential Rates

1. Monthly minimum charge. This can (but does not have to) include up to 2,000 gallons water use with no additional charge.
2. Base charge per 1,000 gallons up to the approximate average residential use.
3. 2nd tier (from the average to 2 times the approximate average) at 1.25 to 2.0 times the base charge.
4. 3rd tier (above 2 times the approximate average) at 1.25 to 2.0 times the 2nd tier.
5. The residential rate can also include a lower tier for basic household use up to 4,000 gallons per month or so.

### Commercial/Industrial Rates

Commercial/industrial rates should include at least 2 tiers, with rates for the 2<sup>nd</sup> tier at 1.25 to 2.0 times the first tier.

*[If a water supplier has an increasing rate structure, state the current rate structure as follows.]*

The *[water supplier]* has adopted an increasing block rate water structure that is intended to encourage water conservation and discourage excessive use and waste of water. The water rate structure adopted on *[insert date]* is as follows:

## **8. Other Water Conservation Measures**

### **8.1 Ordinances, Plumbing Codes, or Rules on Water-Conserving Fixtures**

The State of Texas has required water-conserving fixtures in new construction and renovations since 1992. The state standards call for flows of no more than 2.2 gallons per minute (gpm) for faucets, 2.5 gpm for showerheads, and 1.28 gallons per flush for toilets. Similar standards are now required nationally under federal law. These state and federal standards assure that all new construction and renovations will use water-conserving fixtures. In addition, federal standards governing clothes washing machines require all washers to meet high energy efficiency standards, which typically include lower water use machines. The potential savings from these fixtures can be significant, but historically have been difficult to measure independently from other factors.

### **8.2 Reservoir System Operation Plan**

*[Insert description of reservoir system operation plan if public supplier has such a plan.] or*

The *[water supplier]* purchases water from *[name]* and/or does not have surface water supplies for which to implement a reservoir system operation plan.

### **8.3 Considerations for Landscape Water Management Regulations (Optional)**

*[The water supplier may choose to adopt landscape water management regulations as part of the development of this water conservation plan. These regulations are intended to minimize waste in landscape irrigation. The proposed regulations might include the following elements:*

- Require that all new irrigation systems be in compliance with state design and installation regulations (TAC Title 30, Part 1, Chapter 344).
- Prohibit irrigation systems that spray directly onto impervious surfaces or onto other non-irrigated areas. (Wind driven water drift will be taken into consideration.)
- Prohibit use of poorly maintained sprinkler systems that waste water.
- Prohibit outdoor watering during any form of precipitation.
- Enforce the regulations by a system of warnings followed by fines for continued or repeat violations.
- Implement other measures to encourage off-peak water use.]

### **8.4 Requirement for Water Conservation Plans by Wholesale Customers**

*[Required for cities with populations over 5,000.]*

Every contract for the wholesale sale of water by customers that is entered into, renewed, or extended after the adoption of this water conservation and drought contingency plan will include a requirement that the wholesale customer and any wholesale customers of that wholesale customer develop and implement a water conservation plan meeting the requirements of Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2 of the Texas Administrative Code. The requirement will also extend to each successive wholesale customer in the resale of the water.

### **8.5 Coordination with Regional Water Planning Group**

In accordance with TCEQ regulations, a copy of this adopted water conservation plan will be sent to the Panhandle Water Planning Group.

## **9. Implementation and Enforcement of the Water Conservation Plan**

A copy of *[an ordinance, order, or resolution]* adopted by the *[City Council or governing board]* regarding this water conservation plan is attached to and made part of this plan. The *[ordinance, order, or resolution]* designates responsible officials to implement and enforce the water conservation plan.



**Appendix A**  
**List of References**

## Appendix A

### List of References

- (1) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter A, Rules 288.1 and 288.2, downloaded from [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=30&pt=1&ch=288&rl=1](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=30&pt=1&ch=288&rl=1) , October 2019.
- (2) Texas Commission on Environmental Quality, Utility Profile and Water Conservation Plan Requirements for Municipal Water use by Public Water Suppliers, [https://www.tceq.texas.gov/permitting/water\\_rights/wr\\_technical-resources/conserve.html](https://www.tceq.texas.gov/permitting/water_rights/wr_technical-resources/conserve.html), October 2019.
- (3) Texas Water Development Board, Water Conservation Plan Annual Reports, <http://www.twdb.texas.gov/conservation/municipal/plans/ARs.asp>, October 2019.



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## **Appendix B**

### **Texas Commission on Environmental Quality Rules for Municipal Use by Public Water Suppliers**



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## **Appendix C**

### **TCEQ Form for Water Utility Profile**



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## Appendix D

### TWDB Annual Water Conservation Report