

# **MODEL WATER CONSERVATION PLAN**

Prepared by Upper Trinity Regional Water District  
for its Members and Customers

May 2009

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# Water Conservation Plan for [Name of Entity]

## SECTION 1

### Introduction and Objectives

Water supply has always been a key issue in the development of Texas. In recent years, the growing population and economic development of North Central Texas has led to increasing demands for water. Additional supplies to meet higher demands will be expensive and difficult to develop. Therefore, it is important that we make efficient use of our existing supplies to minimize the amount of new resources needed.

Effective water conservation can postpone or reduce the need for development of new water supplies, minimize the associated environmental impacts, and reduce the high cost of water supply development. Nonetheless, to respond to the growing population of our area, the planning for new water resources must continue. [Name of Entity] considers water conservation an integral part of this planning process.

Recognizing the need for efficient use of existing water supplies, the Texas Commission on Environmental Quality (“TCEQ”) has announced guidelines and requirements governing the development of water conservation plans for Public Water Suppliers. Based on a model developed by Upper Trinity Regional Water District (“UTRWD”), [Name of Entity] has prepared this Water Conservation Plan (the “Plan”) following the TCEQ guidelines, recommendations from UTRWD and certain best management practices.

The objectives of this Plan include:

- To reduce water consumption from levels that would prevail without conservation efforts;
- To reduce the loss and waste of water, as evidenced by per capita use;
- To improve efficiency in the use of water;
- To extend the adequacy of current water supplies by reducing the pace of growth in the annual demand for water.

### 1.1 Texas Commission On Environmental Quality Rules

TCEQ rules governing the development of water conservation plans for Public Water Suppliers are contained in Title 30, Part 1, Chapter 288, Subchapter A, and Rule 288.2 of the Texas Administrative Code. Copies of these rules are included in Appendix A. The rules define a water conservation plan 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“A strategy or combination of strategies for reducing the volume of water withdrawn from a water supply source, for reducing the loss or waste of water, for maintaining or improving the efficiency in the use of water, for increasing the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.”

#### A. Minimum Water Conservation Plan Requirements

The minimum requirements for water conservation plans for municipal uses by Public Water Suppliers required by TCEQ are summarized below:

- *Utility Profile:* Includes information regarding population and customer data, water use data, water supply system data, and wastewater system data. (Section 2.0)
- *Goals:* Specific quantified five-year and ten-year targets for water savings to include goals for water loss programs and goals for municipal use, in gallons per capita per day (GPCD). The goals established by a Public Water Supplier are not enforceable under this subparagraph. (Section 3.0)
- *Accurate Metering Devices:* TCEQ requires that metering devices have an accuracy of plus or minus five percent (5%) for measuring water diverted from the source of supply. (Section 4.1)
- *Universal Metering, Testing, Repair and Replacement:* TCEQ requires that there be a program for universal metering of both customer and public uses of water, for meter testing and repair, and for periodic meter replacement. (Section 4.2)
- *Determination and Control of Unaccounted-for Water:* Regulations require specific measures to determine and control unaccounted-for water. The measures may include periodic visual inspections along distribution pipelines, periodic audits of the water system for illegal connections or abandoned services. (Section 4.3)
- *Continuing Public Education Program:* A continuing public education and information program regarding water conservation is required as part of the Plan. (Section 4.4)
- *Non-Promotional Water Rate Structure:* Chapter 288 requires a water rate structure that is not “promotional”; that is, rates that discourage waste and excessive use of water such as increasing block rate instead of volume discounts. (Section 4.5)
- *Reservoir Systems Operational Plan:* If applicable, this requirement is to provide a coordinated operational structure for operation of reservoirs owned by the water supply entity within a common watershed or river basin in order to optimize available water supplies.
- *Coordination with Regional Water Planning Group:* [Name of Entity] is required to document that the Plan has been coordinated with the Regional Water Planning Group to insure consistency with the appropriate approved regional water plan. (Section 7.0)
- *Means of Implementation and Enforcement:* The regulations require a strategy for implementing and enforcing the provisions of this Plan, as evidenced by an ordinance, resolution, or tariff, and a description of the authority by which the Plan is enforced. (Section 8.0)

**B. Additional Requirements for Larger Public Water Suppliers**

Water conservation plans covering municipal uses by Public Water Suppliers that: (1) currently serve a population of 5,000 or more; or (2) a projected population of 5,000 or more within ten (10) years from the effective date of this Plan; or, (3) provide potable water service to 3,300 or more connections, are required to include the following additional strategies.

- *Program for Leak Detection & Repair, and Water Loss Accounting:* The Plan must include a description of a program of leak detection and repair, and water loss accounting for the water transmission, delivery, and distribution system. (Section 5.1)
- *Record Management System:* The Plan must include a record management system to record water pumped, water delivered, water sold and water lost, which allows for the desegregation of water sold and used into user classes (residential, commercial, public and institutional, and industrial). (Section 5.2)
- *Wholesale Customer Requirements:* If applicable, the Plan must include a requirement that every water supply contract entered into or renewed after official adoption of the water conservation plan, and including any contract extension, that each successive wholesale customer develop and implement a water conservation plan or water conservation measures using the applicable elements of Title 30 TAC Chapter 288. (Section 5.3)

C. Additional Water Conservation Program Strategies

Landscape Water Management Measures are a strategy that can be used to reduce discretionary water use during summer months. It is an optional strategy within the TCEQ regulations. However, it is recommended that [Name of Entity] implement a landscape water management ordinance as part of the Plan.

- *Landscape Water Management Measures:* These regulations are minimal measures to reduce waste in landscape irrigation and peak water demand within the water distribution system. (Section 6.1)

[Name of Entity] may also incorporate any or all of the following additional conservation strategies, which are optional, as needed to achieve the conservation goals stated in this Plan:

- Adoption of ordinance, plumbing codes or rules requiring water-conserving fixtures (Section 6.3);
- A program for replacement or retrofit of water-conserving plumbing fixtures in existing structures;
- Resuse and/or recycling of wastewater and/or gray water (Section 6.2);
- A program for pressure control and/or reduction in distribution system and/or customer connections;
- A program for landscape water management (Section 6.1); or,
- A method for monitoring the effectiveness and efficiency of the Plan.

This Plan sets forth a program of long-term measures under which the [Name of Entity] can improve the overall efficiency of water use and conserve its water resources. Short-term measures that respond to specific water management conditions (i.e., periods of drought, unusually high water demands, unforeseen equipment or system failure, or contamination of a water supply source) are provided in the [Name of Entity]'s Drought Contingency Plan.

## SECTION 2

### Water Utility Profile

Appendix B to this Plan provides the utility profile as recommended by TCEQ. The utility profile includes information regarding population and customer data, water use data, water supply system data, and wastewater system data. A copy of the utility profile for [Name of Entity] will be provided to TCEQ and UTRWD.

*(Additional information may be included in this section if desired)*

## SECTION 3

### Water Conservation Planning Goals

Current TCEQ rules require the adoption of specific water conservation goals as part of the Plan. [Name of Entity] has developed 5-year and 10-year target water saving goals (see Table 3.1 below) for per capita municipal use. Specific water conservation strategies are discussed in the subsequent sections of this Plan. The goals of this Plan include the following:

- Maintain per capita municipal water use within the specified range in gallons per capita per day in a dry year, as shown in Table 3.1;
- Maintain the level of unaccounted-for water in [Name of Entity]'s water system below 10% annually in 2010 and subsequent years (The goal for unaccounted-for water is recommended but not required. Systems with long distances between customers may adopt a higher unaccounted water goal);
- Implement and maintain a program of universal metering, and meter replacement and repair;
- Raise public awareness of water conservation and encourage responsible public behavior through a coordinated public education and information program;
- Decrease waste in lawn irrigation by implementing and enforcing landscape water management regulations; and,
- Develop a strategy to conserve water during peak demands, thereby reducing the peak use.

**Table 3.1  
Municipal Per Capita Target Water Saving Goals**

<b>Description</b>	<b>Current Average (GPCD)</b>	<b>5-Year Goal (GPCD)</b>	<b>10-Year Goal (GPCD)</b>
Average Per Capita Municipal Use			
Less Expected Reduction due to Low-Flow Plumbing Fixtures			
Less Projected Reduction Due to Elements in this Plan			
<b>Water Conservation Goals</b>			

## SECTION 4

### **[Name of Entity]'s Water Conservation Program**

This section outlines the [Name of Entity]'s water conservation program strategies that are planned to be implemented to achieve or exceed the stated water conservation goals above.

#### **4.1 Accurate Supply Source Metering**

[Name of Entity] uses two sources of water: groundwater pumped plus treated surface water supplied by UTRWD. [Name of Entity] plans to meter all water delivered into the distribution system from each water well site using meters having an accuracy of plus or minus five percent (5%). [Name of Entity] does / does not currently calibrate its meters at each water well site on a regular basis. However, [Name of Entity] will calibrate said meters within the next three (3) years, and will regularly check the calibration of each meter at one (1) to two (2) year intervals thereafter.

For surface water, UTRWD measures all water delivered to [Name of Entity] using meters with an accuracy of plus or minus two percent (2%) in accordance with AWWA standards. UTRWD calibrates its meters annually in accordance with AWWA standards. This is well within the TCEQ requirements of five percent (5%) accuracy.

#### **4.2 Universal Metering, Meter Testing and Repair, and Periodic Meter Replacement**

**Universal Metering** – Delivery of water to all customers, including public and governmental users, should be metered. If [Name of Entity] does not currently meter all governmental water uses (buildings, hydrant flushing, etc.) and all public uses (schools, etc.), [Name of Entity] should implement a program to meter said water uses within the next three (3) years.

**Meter Testing and Repair** – As part of this Plan, [Name of Entity] will, within three (3) years, develop and implement a meter testing and calibration program of its service connections to identify any unaccounted-for water, and to determine if the meter readings are outside the acceptable range according to AWWA standards. However, [Name of Entity] should continue to pull, test and repair any meter determined to be registering unusual or questionable meter reads.

**Periodic Meter Replacement** – Most residential meters should be replaced at 10-year to 15-year intervals depending on meter size. Repair or replacement of larger general service meters is generally provided at 5-year intervals. [Name of Entity] will replace any meter determined to be inaccurate, or cannot be reasonably repaired.

#### **4.3 Determination and Control of Unaccounted-for Water**

Unaccounted-for water is the difference between the amount of water produced or received and the amount delivered to retail, public and governmental users - - plus authorized but unmetered uses. Unaccounted-for water can include several categories:

- Inaccuracies in customer meters;
- 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;
- Unmetered uses such as firefighting, flushing water mains, and water for public buildings and water treatment plants.

Measures to control unaccounted-for water will become part of the routine operations of [Name of Entity]. Field crews and other personnel are expected to look for and report evidence of leaks in the water distribution system. A leak detection and repair program is described in Section 5.1 below. Personnel will be trained to watch for and report signs of illegal connections, so they can be quickly addressed.

Unaccounted-for water should be calculated in accordance with the water utility profile in Appendix B. With the measures described in this Plan, the goal for [Name of Entity] is to maintain its unaccounted-for water below 10% annually. If unaccounted-for water exceeds this goal, [Name of Entity] will complete an audit of its water distribution system to determine the source(s) of and reduce the unaccounted-for water. The annual conservation report described in Section 4.6 is the primary tool that should be used to monitor unaccounted-for water.

#### **4.4 Continuing Public Education And Information Campaign**

The public education program is comprised of a wide array of measures and activities to promote water conservation, including those discussed below:

- Promote the [Name of Entity]'s water conservation strategies outlined in this Plan;
- Insert water conservation information with water bills at least twice per year. Inserts will include material developed by [Name of Entity]'s staff using material obtained from UTRWD, TWDB, TCEQ, and other sources that pertain to water conservation in general, and specific to landscape irrigation conservation, and including protection of pipes from freezing;
- Encourage local media coverage of water conservation issues and the importance of water conservation;
- Notify local organizations, schools, and civic groups that [Name of Entity]'s staff, and staff of the UTRWD, are available to make presentations on the importance of water conservation and the best ways to save water;
- Make water conservation brochures, and other water conservation materials available to the public at utility offices or other public places, and
- Make information on water conservation available on [Name of Entity]'s website (if any) and include links to the *Texas Smartscape* website and to other sites with good information about water conservation, including the TWDB and TCEQ web sites.

As a demonstration project, UTRWD maintains a Water Conservation Garden to showcase the beauty and practicality of water-conserving landscape. The Conservation Garden includes over 100 varieties of plants that are either native to Texas or well adapted to the area, and is

available for use by [Name of Entity], garden clubs, developers or other civic groups who desire to advance their knowledge and use of water conservation practices in home and business landscapes.

Other best management practices that may be included as part of the public education program:

- Public service announcements
- Water efficient landscape judging/competition
- Awards/certificates to recognize water efficient commercial users – recognize water saving landscape designs

#### **4.5 Non-Promotional Water Rate Structure**

[Name of Entity] has adopted, or will adopt, an increasing block water rate structure that is intended to encourage water conservation and discourage waste and excessive use of water. If such a rate structure is not yet adopted, [Name of Entity] will adopt an increasing block rate structure as part of its next rate study, or within three (3) years.

An example water rate structure is below:

##### 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. 2<sup>nd</sup> tier (from average to 2 times the approximate average) at 1.25 to 2.0 times the base charge.
  4. 3<sup>rd</sup> tier (above 2 times the approximate average) at 1.25 to 2.0 times the 2<sup>nd</sup> tier.
- \* The residential rate can also include a lower tier (a life-line rate) for basic household use up to 4,000 gallons per month or a determined basic use.

##### 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. Higher water rates for commercial irrigation use are encouraged, but not required.

#### **4.6 Annual Water Conservation Report**

[Name of Entity] is required to submit an annual water conservation implementation report as provided in Appendix C to TCEQ on an annual basis. Said report will be completed by March 31 of the following year and used to monitor the effectiveness and efficiency of [Name of Entity]'s water conservation program. The results of the annual report may also be used to plan conservation-related activities for the following year. A copy of the annual report should be sent to UTRWD, which will monitor regional water conservation trends.

## SECTION 5

### Requirements for Larger Public Water Suppliers

**Guidance.** *Water conservation plans covering municipal uses by Public Water Suppliers that: (1) currently serve a population of 5,000 or more; or (2) a projected population of 5,000 or more within ten (10) years from the effective date of this Plan; or (3) provide potable water service to 3,300 or more connections, are required to include the following additional strategies.*

#### 5.1 Leak Detection and Repair

Most water leaks, illegal connections, or abandoned water services are discovered through the visual observation of field crews and other personnel, or are reported by the public. [Name of Entity] will train its personnel to look for and report evidence of water leaks in the water distribution system to the appropriate department. All leaks should be repaired as soon as possible in order to maintain a sound water system. Areas of the water distribution system in which numerous leaks and line breaks occur should be programmed for replacement, as funds are available.

Specialized, state-of-the-art leak detection equipment is available free of charge from the Conservation Division of the Texas Water Development Board to reduce water loss by detecting water leaks within the water distribution system. [Name of Entity] will develop a leak detection and repair program to minimize unaccounted-for water losses in its water distribution system within the next three (3) years.

#### 5.2 Monitoring and Record Management of Water Deliveries, Sales and Losses

[Name of Entity] will regularly monitor all water deliveries and sales to its customers. All water sources and all service connection accounts will be individually metered and read on a regular basis. [Name of Entity] will maintain a billing system that recognizes the following user categories: residential, commercial (including public and governmental water uses) and industrial. The information to be collected and maintained as described herein will be used to complete the annual water conservation report, as described in Section 4.6 above.

#### 5.3 Water Conservation Plans by Wholesale Customers

Not applicable to [Name of Entity].

**Guidance.** *Every contract for the wholesale of water by [Name of Entity] that is entered into, renewed, or extended after the effective date of this Plan will include a requirement that the wholesale customer develop and implement a water conservation plan meeting the requirements of Title 30, Part 1, Chapter 288, Subchapter A, Rule 282.2 of the Texas Administration Code. However, prior to entering into a contract to provide wholesale service, [Name of Entity] is required to gain authorization from the UTRWD Board of Directors.*

## SECTION 6

### Additional Water Conservation Program Strategies

## 6.1 Landscape Water Management Measures

To provide good communication and understanding throughout the UTRWD service area about time-of-day water use in landscape, a common schedule is included herein as follows:

**Guidelines for Use of Water in Gardens and Landscape.** No outdoor watering with automatic irrigation systems or hose-end sprinklers from 10:00 am to 6:00 pm each day beginning June 1 and ending September 30 of each year. Watering with hand-held hoses, soaker hoses, or drip irrigation systems is allowed anytime.

These guidelines are intended to be actively promoted by [Name of Entity] through public information programs for voluntary compliance by its customers. During a drought period (Stages 2 through 4), these guidelines become mandatory and will be enforced.

**Guidance.** *For many utilities, water use rises 50% or more during summer months, taking a toll on water treatment and delivery infrastructure and available water resources. Managing peak season water demand is a component of water sustainability. As part of the development of this Plan, it is recommended that [Name of Entity] implement a landscape water management ordinance. The ordinance is intended to reduce waste in landscape irrigation and peak water demands; and, such an ordinance should be phased in over at least a three (3) year period. The implementation of the program in phases should allow time for staff to develop an ordinance ensuring sufficient public participation as well as provide an adequate amount of time necessary to educate its customers about the requirements and restrictions of the ordinance.*

*A typical ordinance would include most of the following elements:*

- *Prohibit outdoor watering with automatic irrigation systems or hose-end sprinklers from 10:00 am to 6:00 pm each day beginning June 1 and ending September 30 of each year. Watering with hand-held hoses, soaker hoses, or drip irrigation systems is allowed anytime.*
- *Require all new irrigation systems include rain sensors;*
- *Require all new irrigation systems be in compliance with state design and installation standards (TAC Title 30, Part 1, Chapter 344);*
- *Prohibit the design and installation of irrigation systems that spray directly onto impervious surfaces such as sidewalks and roads or onto other non-irrigated areas;*
- *Require well maintained automatic irrigation systems to avoid waste of water;*
- *Prohibit outdoor watering during any form of precipitation; and,*
- *Enforce ordinance by a system of warnings followed by fines for continued or repeat violations.*

## 6.2 Reuse and Recycling of Wastewater (Optional)

**Guidance.** *[Name of Entity] cooperates with UTRWD in the promotion of and achieving reuse of treated effluent on a regular basis.*

### **6.3 Ordinances, Plumbing Codes, or Rules on Water-Conserving Fixtures (Optional)**

**Guidance.** *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 2.5 gallons per minute (gpm) for faucets, 3.0 gpm for showerheads, and 1.6 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. It is recommended that [Name of Entity] has or will incorporate these plumbing code standards into its building regulations.*

*Over the next five (5) years, [Name of Entity] plans to evaluate the feasibility and merits of an optional rebate program to encourage replacement of older fixtures with water conserving fixtures. A rebate program may include one or more of the following concepts:*

- *Low-flow toilet replacement and rebate;*
- *Pressure reduction in the system or for individual customers;*
- *Rain/freeze sensors for irrigation systems,*
- *Low-flow showerhead and sink aerators replacement;*
- *Water efficient clothes washer rebates; or*
- *Other water conservation incentive programs.*

### **6.4 Water Conservation Coordinator (Optional)**

**Guidance.** *The Texas Water Development Board's Water Conservation Implementation Task Force has recommended, as part of its Best Management Practices, utilities such as [Name of Entity] designate a Water Conservation Coordinator. The Conservation Coordinator would be responsible for the preparation and implementation of the Plan and [Name of Entity]'s drought contingency plan, preparation and submittal of annual conservation status reports, and implementation of [Name of Entity]'s conservation program.*

## **SECTION 7**

### **Coordination with Regional Water Planning Group and UTRWD**

[Name of Entity] will send a copy of the draft ordinance(s) or resolution(s) implementing the Plan and their water utility profile to UTRWD for review and comment. After adoption, [Name of Entity] will forward the final ordinance(s) or resolution(s), the Plan and the adopted water profile, to UTRWD. In addition, copies of the adopted Plan will be sent to the Executive Director of TCEQ and the Executive Administrator of TWDB. Appendix D includes a copy of a letter to be sent to the Chair of the Region C Water Planning along with [Name of Entity]'s Plan.

## SECTION 8

### Enforcement

**Guidance.** *A copy of an ordinance or resolution, which may be tailored to meet the needs of [Name of Entity], and be adopted by the governing board regarding this Plan is provided in Appendix E. The ordinance or resolution designates responsible officials to implement and enforce the Plan. The responsible official should:*

- *Oversee the execution and administration of all Plan elements;*
- *Supervise the keeping of records for the program verification and to assess the program effectiveness; and,*
- *Make recommendations for changes in the Plan as needed.*

## SECTION 9

### Review and Update of Water Conservation Plan

As required by TCEQ rules, the [Name of Entity] will review this Plan every five years. The Plan will be updated as appropriate based on new or updated information. Should the Plan be revised during any five-year period, an amended plan must be submitted to TCEQ within 90 days of being adopted.

## **APPENDIX A**

TCEQ Minimum Requirements for a Water Conservation Plan  
(Title 30, Part 1, Chapter 288, Subchapter A, and Rule 228.2 of TAC)

[<<Prev Rule](#)**Texas Administrative Code**[Next Rule>>](#)**TITLE 30****ENVIRONMENTAL QUALITY****PART 1****TEXAS COMMISSION ON ENVIRONMENTAL QUALITY****CHAPTER 288****WATER CONSERVATION PLANS, DROUGHT CONTINGENCY PLANS,  
GUIDELINES AND REQUIREMENTS****SUBCHAPTER A****WATER CONSERVATION PLANS****RULE §288.2****Water Conservation Plans for Municipal Uses by Public Water Suppliers**

(a) A water conservation plan for municipal water use by public water suppliers must provide information in response to the following. If the plan does not provide information for each requirement, the public water supplier shall include in the plan an explanation of why the requirement is not applicable.

(1) Minimum requirements. All water conservation plans for municipal uses by public drinking water suppliers must include the following elements:

(A) a utility profile including, but not limited to, information regarding population and customer data, water use data, water supply system data, and wastewater system data;

(B) until May 1, 2005, specification of conservation goals including, but not limited to, municipal per capita water use goals, the basis for the development of such goals, and a time frame for achieving the specified goals;

(C) beginning May 1, 2005, specific, quantified five-year and ten-year targets for water savings to include goals for water loss programs and goals for municipal use, in gallons per capita per day. The goals established by a public water supplier under this subparagraph are not enforceable;

(D) metering device(s), within an accuracy of plus or minus 5.0% in order to measure and account for the amount of water diverted from the source of supply;

(E) a program for universal metering of both customer and public uses of water, for meter testing and repair, and for periodic meter replacement;

(F) measures to determine and control unaccounted-for uses of water (for example, periodic visual inspections along distribution lines; annual or monthly audit of the water system to determine illegal connections; abandoned services; etc.);

(G) a program of continuing public education and information regarding water conservation;

(H) a water rate structure which is not "promotional," i.e., a rate structure which is cost-based and which does not encourage the excessive use of water;

(I) a reservoir systems operations plan, if applicable, providing for the coordinated operation of reservoirs owned by the applicant within a common watershed or river basin in order to optimize available water supplies; and

(J) a means of implementation and enforcement which shall be evidenced by:

(i) a copy of the ordinance, resolution, or tariff indicating official adoption of the water conservation plan by the water supplier; and

(ii) a description of the authority by which the water supplier will implement and enforce the conservation plan; and

(K) documentation of coordination with the regional water planning groups for the service area of the public water supplier in order to ensure consistency with the appropriate approved regional water plans.

(2) Additional content requirements. Water conservation plans for municipal uses by public drinking water suppliers serving a current population of 5,000 or more and/or a projected population of 5,000 or more within the next ten years subsequent to the effective date of the plan must include the following elements:

(A) a program of leak detection, repair, and water loss accounting for the water transmission, delivery, and distribution system in order to control unaccounted-for uses of water;

(B) a record management system to record water pumped, water deliveries, water sales, and water losses which allows for the desegregation of water sales and uses into the following user classes:

(i) residential;

(ii) commercial;

(iii) public and institutional; and

(iv) industrial;

(C) a requirement in every wholesale water supply contract entered into or renewed after official adoption of the plan (by either ordinance, resolution, or tariff), and including any contract extension, that each successive wholesale customer develop and implement a water conservation plan or water conservation measures using the applicable elements in this chapter. If the customer intends to resell the water, the contract between the initial supplier and customer must provide that the contract for the resale of the water must have water conservation requirements so that each successive customer in the resale of the water will be required to implement water conservation measures in accordance with the provisions of this chapter.

(3) Additional conservation strategies. Any combination of the following strategies shall be selected by the water supplier, in addition to the minimum requirements in paragraphs (1) and (2) of this subsection, if they are necessary to achieve the stated water conservation goals of the plan. The commission may require that any of the following strategies be implemented by the water supplier if the commission determines that the strategy is necessary to achieve the goals of the water conservation plan:

(A) conservation-oriented water rates and water rate structures such as uniform or increasing block rate schedules, and/or seasonal rates, but not flat rate or decreasing block rates;

(B) adoption of ordinances, plumbing codes, and/or rules requiring water-conserving plumbing fixtures to be installed in new structures and existing structures undergoing substantial modification or addition;

(C) a program for the replacement or retrofit of water-conserving plumbing fixtures in existing structures;

(D) reuse and/or recycling of wastewater and/or graywater;

(E) a program for pressure control and/or reduction in the distribution system and/or for customer connections;

(F) a program and/or ordinance(s) for landscape water management;

(G) a method for monitoring the effectiveness and efficiency of the water conservation plan; and

(H) any other water conservation practice, method, or technique which the water supplier shows to be appropriate for achieving the stated goal or goals of the water conservation plan.

(b) A water conservation plan prepared in accordance with 31 TAC §363.15 (relating to Required Water Conservation Plan) of the Texas Water Development Board and substantially meeting the requirements of this section and other

applicable commission rules may be submitted to meet application requirements in accordance with a memorandum of understanding between the commission and the Texas Water Development Board.

(c) Beginning May 1, 2005, a public water supplier for municipal use shall review and update its water conservation plan, as appropriate, based on an assessment of previous five-year and ten-year targets and any other new or updated information. The public water supplier for municipal use shall review and update the next revision of its water conservation plan not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group.

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**Source Note:** The provisions of this §288.2 adopted to be effective May 3, 1993, 18 TexReg 2558; amended to be effective February 21, 1999, 24 TexReg 949; amended to be effective April 27, 2000, 25 TexReg 3544; amended to be effective October 7, 2004, 29 TexReg 9384

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## **APPENDIX B**

### Water Utility Profile



**Texas Commission on Environmental Quality**

**UTILITY PROFILE & WATER CONSERVATION  
PLAN REQUIREMENTS  
FOR MUNICIPAL WATER USE BY PUBLIC WATER  
SUPPLIERS**

This form is provided to assist entities in water conservation plan development for municipal water use by a retail public water supplier. Information from this form should be included within a water conservation plan for municipal use. If you need assistance in completing this form or in developing your plan, please contact the conservation staff of the Resource Protection Team in the Water Supply Division at (512) 239-4691.

**Name of Entity:** \_\_\_\_\_

**Address & Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Form Completed By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Phone Number of Person/Department responsible for implementing a water conservation program:** \_\_\_\_\_

**UTILITY PROFILE**

**I. POPULATION AND CUSTOMER DATA**

**A. Population and Service Area Data**

1. Attach a copy of your service-area map and, if applicable, a copy of your Certificate of Convenience and Necessity (CCN).
2. Service area size (square miles): \_\_\_\_\_

3. Current population of service area: \_\_\_\_\_

4. Current population served:

a. water \_\_\_\_\_

b. wastewater \_\_\_\_\_

5. Population served by water utility for the previous five years:

6. Projected population for service area in the following decades:

Year	Population	Year	Population
_____	_____	<u>2010</u>	_____
_____	_____	<u>2020</u>	_____
_____	_____	<u>2030</u>	_____
_____	_____	<u>2040</u>	_____
_____	_____	<u>2050</u>	_____

7. List source/method for the calculation of current and projected population:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Active Connections**

1. Current number of active connections. Check whether multi-family service is counted as Residential \_\_\_\_\_ or Commercial \_\_\_\_\_

Treated water users:	Metered	Not-metered	Total
Residential	_____	_____	_____
Commercial	_____	_____	_____
Industrial	_____	_____	_____
Other	_____	_____	_____

2. List the net number of new connections per year for most recent three years:

Year	_____	_____	_____
Residential	_____	_____	_____
Commercial	_____	_____	_____
Industrial	_____	_____	_____
Other	_____	_____	_____

**C. High Volume Customers**

List annual water use for the five highest volume customers (indicate if treated or raw water delivery)

	Customer	Use (1,000gal./yr.)	Treated/Raw Water
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____

**II. WATER USE DATA FOR SERVICE AREA**

**A. Water Accounting Data**

1. Amount of water use for previous five years (in 1,000 gal.):

Please indicate :      Diverted Water \_\_\_\_\_  
                                          Treated Water \_\_\_\_\_

Year	_____	_____	_____	_____	_____
January	_____	_____	_____	_____	_____
February	_____	_____	_____	_____	_____
March	_____	_____	_____	_____	_____

April	_____	_____	_____	_____	_____
May	_____	_____	_____	_____	_____
June	_____	_____	_____	_____	_____
July	_____	_____	_____	_____	_____
August	_____	_____	_____	_____	_____
September	_____	_____	_____	_____	_____
October	_____	_____	_____	_____	_____
November	_____	_____	_____	_____	_____
December	_____	_____	_____	_____	_____
<b>Total</b>	_____	_____	_____	_____	_____

Indicate how the above figures were determined (e.g., from a master meter located at the point of a diversion from the source or located at a point where raw water enters the treatment plant, or from water sales).

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2. Amount of water (in 1,000 gallons) delivered (sold) as recorded by the following account types for the past five years.

Year	Residential	Commercial	Industrial	Wholesale	Other	Total Sold
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

3. List previous five years records for water loss (the difference between water diverted (or treated) and water delivered (or sold))

Year	Amount (gal.)	%
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Municipal water use for previous five years:

Year	Population	Total Water Diverted or Pumped for Treatment (1,000 gal.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**B. Projected Water Demands**

If applicable, attach projected water supply demands for the next ten years using information such as population trends, historical water use, and economic growth in the service area over the next ten years and any additional water supply requirement from such growth.

**III. WATER SUPPLY SYSTEM DATA**

**A. Water Supply Sources**

List all current water supply sources and the amounts authorized with each:

	Source	Amount Authorized
Surface Water:	_____	_____ acre-feet
Groundwater:	_____	_____ acre-feet
Contracts:	_____	_____ acre-feet
Other:	_____	_____ acre-feet

**B. Treatment and Distribution System**

- Design daily capacity of system: \_\_\_\_\_ MGD
- Storage Capacity: Elevated \_\_\_\_\_ MGD, Ground \_\_\_\_\_ MGD
- If surface water, do you recycle filter backwash to the head of the plant?  
Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, approximately \_\_\_\_\_ MGD.
- Please attach a description of the water system. Include the number of

treatment plants, wells, and storage tanks. If possible, include a sketch of the system layout.

**IV. WASTEWATER SYSTEM DATA**

**A. Wastewater System Data**

1. Design capacity of wastewater treatment plant(s): \_\_\_\_\_ MGD
2. Is treated effluent used for irrigation on-site \_\_\_\_\_, off-site \_\_\_\_\_, plant washdown \_\_\_\_\_, or chlorination/dechlorination \_\_\_\_\_? If yes, approximately \_\_\_\_\_ gallons per month.
3. Briefly describe the wastewater system(s) of the area serviced by the water utility. Describe how treated wastewater is disposed of. Where applicable, identify treatment plant(s) with the TCEQ name and number, the operator, owner, and, if wastewater is discharged, the receiving stream. If possible, attach a sketch or map which locates the plant(s) and discharge points or disposal sites.

**B. Wastewater Data for Service Area**

1. Percent of water service area served by wastewater system: \_\_\_\_\_%
2. Monthly volume treated for previous three years (in 1,000 gallons):

Year	_____	_____	_____
January	_____	_____	_____
February	_____	_____	_____
March	_____	_____	_____
April	_____	_____	_____
May	_____	_____	_____
June	_____	_____	_____
July	_____	_____	_____
August	_____	_____	_____
September	_____	_____	_____
October	_____	_____	_____
November	_____	_____	_____
December	_____	_____	_____
<b>Total</b>	_____	_____	_____

# **REQUIREMENTS FOR WATER CONSERVATION PLANS FOR MUNICIPAL WATER USE BY PUBLIC WATER SUPPLIERS**

**In addition to the utility profile, a water conservation plan for municipal use by a public water supplier must include, at a minimum, additional information as required by Title 30, Texas Administrative Code, §288.2. Note: If the water conservation plan does not provide information for each requirement, an explanation must be included as to why the requirement is not applicable.**

## **Specific, Quantified 5 & 10-Year Targets**

The water conservation plan must include specific, quantified five-year and ten-year targets for water savings to include goals for water loss programs and goals for *municipal use in gallons per capita per day* (see Appendix A). Note that the goals established by a public water supplier under this subparagraph are not enforceable.

## **Metering Devices**

The water conservation plan must include a statement about the water supplier's metering device(s), within an accuracy of plus or minus 5.0% in order to measure and account for the amount of water diverted from the source of supply.

## **Universal Metering**

The water conservation plan must include and a program for universal metering of both customer and public uses of water, for meter testing and repair, and for periodic meter replacement.

## **Unaccounted-For Water Use**

The water conservation plan must include measures to determine and control unaccounted-for uses of water (for example, periodic visual inspections along distribution lines; annual or monthly audit of the water system to determine illegal connections; abandoned services; etc.).

## **Continuing Public Education & Information**

The water conservation plan must include a description of the program of continuing public education and information regarding water conservation by the water supplier.

## **Non-Promotional Water Rate Structure**

The water supplier must have a water rate structure which is not "promotional," i.e., a rate

structure which is cost-based and which does not encourage the excessive use of water. This rate structure must be listed in the water conservation plan.

### **Reservoir Systems Operations Plan**

The water conservation plan must include a reservoir systems operations plan, if applicable, providing for the coordinated operation of reservoirs owned by the applicant within a common watershed or river basin in order to optimize available water supplies.

### **Enforcement Procedure & Plan Adoption**

The water conservation plan must include a means of implementation and enforcement which shall be evidenced by 1) a copy of the ordinance, resolution, or tariff indicating **official adoption** of the water conservation plan by the water supplier; and 2) a description of the authority by which the water supplier will implement and enforce the conservation plan.

### **Coordination with the Regional Water Planning Group(s)**

The water conservation plan must include documentation of coordination with the regional water planning group(s) for the service area of the public water supplier in order to ensure consistency with the appropriate approved regional water plans.

Example statement to be included within the water conservation plan:

*The service area of the \_\_\_\_\_ (name of water supplier) is located within the \_\_\_\_\_ (name of regional water planning area or areas) and \_\_\_\_\_ (name of water supplier) has provided a copy of this water conservation plan to the \_\_\_\_\_ (name of regional water planning group or groups).*

### **Additional Requirements:**

**required of suppliers serving population of 5,000 or more or a projected population of 5,000 or more within ten years)**

#### **1. Program for Leak Detection, Repair, and Water Loss Accounting**

The plan must include a description of the program of leak detection, repair, and water loss accounting for the water transmission, delivery, and distribution system in order to control unaccounted-for uses of water.

#### **2. Record Management System**

The plan must include a record management system to record water pumped, water deliveries, water sales, and water losses which allows for the desegregation of water sales and uses into the following user classes (residential; commercial; public and

institutional; and industrial.

## **Plan Review and Update**

Beginning May 1, 2005, a public water supplier for municipal use shall review and update its water conservation plan, as appropriate, based on an assessment of previous five-year and ten-year targets and any other new or updated information. The public water supplier for municipal use shall review and update the next revision of its water conservation plan not later than May 1, 2009, and every five years after that date to coincide with the regional water planning group. The revised plan must also include an implementation report.

### ***Best Management Practices Guide***

*On November 2004, the Texas Water Development Board's (TWDB) Report 362 was completed by the Water Conservation Implementation Task Force. Report 362 is the Water Conservation Best Management Practices (BMP) Guide. The BMP Guide is a voluntary list of management practices that water users may implement in addition to the required components of Title 30, Texas Administrative Code, Chapter 288. The BMP Guide is available on the TWDB's website at the link below or by calling (512) 463-7847.*

<http://www.twdb.state.tx.us/assistance/conservation/TaskForceDocs/WCITFBMPGuide.pdf>

## Appendix A

### Definitions of Commonly Used Terms

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

**Industrial use** – The use of water in processes designed to convert materials of a lower order of value into forms having greater usability and commercial value, commercial fish production, and the development of power by means other than hydroelectric, but does not include agricultural use.

**Irrigation** – The agricultural use of water for the irrigation of crops, trees, and pastureland, including, but not limited to, golf courses and parks which do not receive water through a municipal distribution system.

**Municipal per capita water use** – The sum total of water diverted into a water supply system for residential, commercial, and public and institutional uses divided by actual population served.

**Municipal use** – The use of potable water within or outside a municipality and its environs whether supplied by a person, privately owned utility, political subdivision, or other entity as well as the use of sewage effluent for certain purposes, including the use of treated water for domestic purposes, fighting fires, sprinkling streets, flushing sewers and drains, watering parks and parkways, and recreational purposes, including public and private swimming pools, the use of potable water in industrial and commercial enterprises supplied by a municipal distribution system without special construction to meet its demands, and for the watering of lawns and family gardens.

**Municipal use in gallons per capita per day** – The total average daily amount of water diverted or pumped for treatment for potable use by a public water supply system. The calculation is made by dividing the water diverted or pumped for treatment for potable use by population served. Indirect reuse volumes shall be credited against total diversion volumes for the purpose of calculating gallons per capita per day for targets and goals.

**Pollution** – The alteration of the physical, thermal, chemical, or biological quality of, or the contamination of, any water in the state that renders the water harmful, detrimental, or injurious to humans, animal life, vegetation, or property, or to the public health, safety, or welfare, or impairs the usefulness or the public enjoyment of the water for any lawful or reasonable purpose.

**Public water supplier** – An individual or entity that supplies water to the public for human consumption.

**Regional water planning group** – A group established by the Texas Water Development Board to prepare a regional water plan under Texas Water Code, §16.053.

**Retail public water supplier** – An individual or entity that for compensation supplies water to the public for human consumption. The term does not include an individual or entity that supplies water

to itself or its employees or tenants when that water is not resold to or used by others.

**Reuse** – The authorized use for one or more beneficial purposes of use of water that remains unconsumed after the water is used for the original purpose of use and before that water is either disposed of or discharged or otherwise allowed to flow into a watercourse, lake, or other body of state-owned water.

**Water conservation plan** – 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. A water conservation plan may be a separate document identified as such or may be contained within another water management document(s).

**Water loss** - The difference between water diverted or treated and water delivered (sold). Water loss can result from:

1. inaccurate or incomplete record keeping;
2. meter error;
3. unmetered uses such as firefighting, line flushing, and water for public buildings and water treatment plants;
4. leaks; and
5. water theft and unauthorized use.

**Wholesale public water supplier** – An individual or entity that for compensation supplies water to another for resale to the public for human consumption. The term does not include an individual or entity that supplies water to itself or its employees or tenants as an incident of that employee service or tenancy when that water is not resold to or used by others, or an individual or entity that conveys water to another individual or entity, but does not own the right to the water which is conveyed, whether or not for a delivery fee.

## **APPENDIX C**

### Water Conservation Implementation Report



## Texas Commission on Environmental Quality

### Water Conservation Implementation Report

This report must be completed by entities that are required to submit a water conservation plan to the TCEQ in accordance with Title 30 Texas Administrative Code, Chapter 288. Please complete this report and submit it to the TCEQ. If you need assistance in completing this form, please contact the Resource Protection Team in the Water Supply Division at (512) 239-4691.

**Entity Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Form Completed By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### I. WATER USES

Indicate the type(s) of water uses (example: municipal, industrial, or agricultural).

\_\_\_\_\_ Use

\_\_\_\_\_ Use

\_\_\_\_\_ Use

#### II. WATER CONSERVATION MEASURES IMPLEMENTED

Provide the water conservation measures and the dates the measures were implemented.

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

Description of Water Conservation Measure: \_\_\_\_\_

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Date Implemented: \_\_\_\_\_

### III. TARGETS

- A. Provide the **specific and quantified five and ten-year targets** as listed in water conservation plan for previous planning period.

5-Year Specific/Quantified Target: \_\_\_\_\_

Date to achieve target: \_\_\_\_\_

10-Year Specific/Quantified Target: \_\_\_\_\_

Date to achieve target: \_\_\_\_\_

- B. State if these targets in the water conservation plan are being met.

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- C. List the **actual amount of water saved**.

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D. If the targets are not being met, provide an explanation as to why, including any progress on the targets.

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## APPENDIX D

Letter to Chairman of Region C Water Planning Group

[Date]

Mr. Jim Parks  
Chairman, Region C Water Planning Group  
North Texas Municipal Water District  
P.O. Box 2408  
Wylie, TX 75098

**Subject: Water Conservation and Drought Contingency Plans**

Dear Mr. Parks:

Enclosed please find a copy of the [Name of Entity]'s Water Conservation and Drought Contingency Plans (the "Plans"). I am submitting a copy of these Plans to the Region C Water Planning Group in accordance with the Texas Water Development Board and the Texas Commission on Environmental Quality rules. The governing body of the [Name of Entity] adopted the attached Plans on [Date], 2009.

Sincerely,

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Attachments      1.      Water Conservation Plan  
                         2.      Drought Contingency Plan

C:      Jason L. Pierce, Manager of Contract Services, UTRWD

## **APPENDIX E**

Ordinance or Resolution from Governing Body Adopting the Water Conservation Plan

**ORDINANCE # 2009 - \_\_\_\_**

**AN ORDINANCE ADOPTING THE [NAME OF ENTITY]'S WATER  
CONSERVATION PLAN AND DROUGHT CONTINGENCY PLAN;  
PROVIDING A PENALTY CLAUSE AND PROVIDING A  
SERVERABILITY CLAUSE.**

**WHEREAS**, the [Name of Entity] recognizes that the amount of water available to its customers is limited and subject to depletion during periods of extended drought; and

**WHEREAS**, the Texas Water Code and applicable rules of the Texas Commission on Environmental Quality require a Water Conservation Plan and a Drought Contingency Plan (the "Plans"); and

**WHEREAS**, the drought contingency plan provides measures that may be needed during drought conditions, during an emergency and or when water uses approaches the system supply that help reduce water usage and temporarily reduce demand placed on the [Name of Entity]'s water system; and

**WHEREAS**, the water conservation plan establishes certain rules and policies for the orderly and efficient management of water supplies to reduce consumption, reduce waste and improve water use efficiency.

**NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF [NAME OF ENTITY]  
THAT:**

**SECTION 1.** The Water Conservation Plan and the Drought Contingency Plan of the [Name of Entity] attached hereto and made a part hereof are hereby adopted as the official policy of the [Name of Entity].

**SECTION 2.** Any person violating or failing to comply with any provision of this Ordinance shall be fined upon conviction, not less than One Dollar (\$1.00) nor more than Two Thousand Dollars (\$2,000). Each day in which one or more of the provisions of this ordinance is violated shall constitute a separate offense.

**SECTION 3.** The terms and provisions of this Ordinance shall be deemed to be severable and that if the validity of any section, subsection, sentence, clause or phrase of this ordinance should be declared to be invalid, the same shall not affect the validity of any other section, subsection, sentence, clause or phrase of this ordinance.

**PASSED AND APPROVED BY THE GOVERNING BODY OF [NAME OF ENTITY], THIS**  
**\_\_\_\_\_ DAY OF \_\_\_\_\_ 2009.**

\_\_\_\_\_  
Mayor / President

Attest: \_\_\_\_\_  
Secretary