



CITY OF SEGUIN

**DROUGHT CONTINGENCY AND
WATER EMERGENCY
RESPONSE
PLAN**

2014

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OBJECTIVE: The objective of the emergency water response plan is to provide procedures for voluntary and mandatory actions to be placed into effect to temporarily reduce the demand placed upon the City of Seguin’s water supply system during a water shortage emergency. Emergency demand procedures not only include conservation but also includes prohibition of certain uses.

PURPOSE: The purpose of this plan is to provide a means in which to regulate the consumption of potable water in the event that the source water supply becomes inadequate to meet demand.

DEFINITIONS

The following definition shall apply to this article:

Aesthetic use: The use of water for fountains, waterfalls and landscape lakes and ponds where such use is entirely ornamental and serves no other functional purpose.

CFS: Cubic feet per second.

Domestic-type use: The use of water, other than uses in the outdoor category, for personal needs or for household purposes, such as drinking, bathing, cooling, heating, cooking, sanitation or cleaning, whether the use occurs in a residence or in a commercial or industrial facility.

Existing facility: A swimming pool, hot tub or any similar facility, including residential and private facilities, installed before stage 2. This term does not include pools specifically maintained to provide habitat for aquatic life.

Existing landscape plant: A landscape plant planted prior to stage 2.

G.C.U.W.C.D: Gonzales County Underground Water Control District.

Impervious surface: Any structure or any street, driveway, sidewalk, patio or other surface covered with brick, paving, tile or other impervious material.

Industrial-type use: The use of water integral to the production of primary goods and services provided by industrial or commercial facilities. Industrial facilities include facilities, which perform such process-specific activities as cooling, oiler feed, cleaning and washing, pollution control, extraction and separation of desirable material from products and waste materials and the

incorporation of water into final products. Commercial facilities include but are not limited to, food service facilities, hotel, retail facilities and nursery operations.

Landscape watering:	The application of water to grow landscaping plants.
Landscape plant:	Any plant including any tree, shrub, vine, herb, flower, succulent, ground cover or grass species that is used for landscaping purposes or for the support of recreational areas such as playgrounds and playing fields.
Makeup:	Partial refilling due to evaporative water loss and back washing
New Facility:	A swimming pool, hot tub or any similar facility, including residential and private facilities, installed during any current emergency water demand management plan stage, except stage 1. When the stage is rescinded, the new facility will be treated thereafter as an existing facility. This term does not include wading pools or pools specifically maintained to provide habitat for aquatic life.
New landscaping plant:	A landscaping plants planted after stage 1. When the stage 2 is rescinded, the new landscaping plant will be treated thereafter as an existing landscaping plant.
Other outside use:	The use of water outdoors for the maintenance, cleaning and washing of structures and mobile equipment, including automobiles and boats, and the washing of streets, driveways, sidewalks, patios and other similar areas.
Pervious surface:	Any area on the ground, which is not a structure or any street, driveway, sidewalk or surface cover with brick, paving tile or other material.
Reuse water:	Water that has been recycled or reclaimed after it has been used for any beneficial purpose.

SSLGC: Schertz Seguin Locale Government Corporation.

Waste: Waste includes, but is not limited to, allowing water to run off into Gutter, ditch drain or street, or failing to repair a controllable leak.

Trigger conditions.

The City of Seguin has established a set of trigger or threshold conditions that indicate when contingency measures need to be put into effect. The trigger levels indicated in stages have been set to include normal/awareness, mild/watch, alert, severe/risk and total system failure conditions. In addition to the requirements set forth below, the city manager may determine the levels or restrictions in each stage as required protect the health and safety of the citizens of Seguin.

(A) Year round, Both Ground Water and Surface Water System

- (a) Watering outdoor between the hours of 10:00 a.m. through 8:00 p.m. is prohibited year round, except for the use of a handheld hose or handheld watering device or a drip irrigation system, which can be used at any time

(B) STAGE 1 -The NORMAL/AWARENESS Stage

(1)Ground Water System

Occurs when one or more of the following conditions exist:

- a. The City of Seguin receives notification from SSLGC General Manager the water demand approach 100% of the allotted amount of the monthly limit of the GCUWCD permitted supply.
- b. The storage reservoirs are recovered daily to 100% capacity.
- c. The water system is able to keep up with demand.

(2)Surface Water System

Occurs when one or more of the following conditions exist:

- a. The T.C.E.Q. average monthly authorizes diversion rate approach 100% or a reduction order is issued by T.C.E.Q. South Texas Water master
- b. The storage reservoirs are recovered daily to 100% capacity.
- c. The water system is able to keep up with demand.

- (3) Water Conservation practices should always be followed.
 - a. All landscaping watering will be allowed only during the hours of 8:00 P.M. to 10:00 A.M. Watering with reuse water is exempt from reduction measures
- (4) The civil penalty for wasting water, as determined by the City Manager or appointed designee, at any time other than those designated during specific Stages is \$25 - \$50 per day and/or water service disconnection. All applicable water service disconnection and reconnection service charges shall also apply.

(C) STAGE 2 -The MILD/WATCH Stage

(1)Ground Water System

Occurs when one or more of the following conditions exist:

- a. The City of Seguin receives notification from SSLGC General Manager the water demand approach 110% of the allotted amount of the monthly limit of the GCUWCD permitted supply.
- b. Water demand is approaching the safe capacity of the system.
- c. The system reservoirs are recovered daily to only 80% capacity for three (3) consecutive days.
- d. The water system has malfunctioned, but is still able to keep up with demand.
- e. The water levels are low enough that there is a real possibility that the supply situation may become jeopardized.

(2)Surface Water System

Occurs when one or more of the following conditions exist:

- a. The T.C.E.Q. average monthly authorizes diversion rate approach 110% for two consecutive months or a reduction order is issued by T.C.E.Q. South Texas Water master
- (3) When conditions reach this stage, the City of Seguin Staff will begin preparations for public awareness, education and enforcement for Stage 2 provisions. Specific steps to reduce water consumption will be provided through the news media and governmental access cable channel and shall include:

- a. City Staff will inform the public, commercial and residential users through the local paper, radio station that they should look for ways to voluntarily reduce water consumption.
 - b. City Staff will notify directly major commercial water users of the situation and request voluntary water use reductions.
 - c. All landscaping watering will be allowed only during the hours of 8:00 P.M. to 10:00 A.M. Watering with reuse water or rainwater is exempt from reduction measures.
 - d. The waste of water is prohibited.
- (4) The civil penalty for wasting water or any violation of Stage 2 conditions, as determined by the City Manager or his appointed designee, is \$50 - \$100 per day and/or water service disconnection. All applicable water service disconnection and reconnection service charges also apply.
- (5) The City Manager has authority to utilize any available alternate water source, when necessary.

(D) STAGE 3 - The ALERT Stage

(1) Ground Water System

Occurs when one or more of the following conditions exist:

- a. The City of Seguin receives notification from SSLGC General Manager the water demand approach 120% of the allotted amount of the monthly limit of the GCUWCD permitted supply.
- b. The system storage reservoirs are recovered daily to only 60% capacity for three (3) consecutive days.
- c. The water system has malfunctioned and cannot keep up with demand.

(2) Surface Water System

Occurs when one or more of the following conditions exist:

- a. The T.C.E.Q. average monthly authorizes diversion rate approach 120% for a period of two consecutive month or a reduction order more restrictive than an order issued to enter Stage 2 is issued by T.C.E.Q. South Texas Water Master..

- b. The river level drops to what has been determined to be the safe limit of the water operating system, beyond which the failure of pump or some other piece of equipment could cause a serious disruption of service to part or all of the system.
 - c. The water system has malfunctioned and cannot keep up with demand.
- (3) When the conditions reach this stage, the City of Seguin will begin preparations for public awareness, education and enforcement for Stage 3 provisions including:
 - a. Continue implementation of all relevant actions in the preceding phase.
 - b. Commercial and Residential landscape watering must water according to the following schedule between the hours of 8:00 P.M. to 10:00 A.M.
 - 1. Residences with their addresses having an even number shall be allowed to water Sunday and Thursday.
 - 2. Residences with their addresses having an odd number shall be allowed to water on Saturday and Wednesday
 - 3. Commercial and non-residential watering shall be allowed on Monday and Friday.
 - c. The following public water uses, not essential for public health or safety will be prohibited.
 - 1. Street Washing
 - 2. Filling Pools
 - d. The following restrictions shall apply for residential and commercial water users:
 - 1. No private washing of automobiles, trucks, recreational vehicles, boats or other vehicles except by commercial businesses.
 - 2. No new landscaping plants or projects are allowed which require watering.
 - 3. No filling of swimming pools. Only make up water is allowed.
 - 4. No washing of impervious surfaces such as buildings, driveways, sidewalks or streets, except for immediate human health, safety and welfare.
 - 5. Restaurants would cease serving water unless requested directly.

- e. All Commercial, Industrial and Residential customers will be asked to reduce water consumption. Voluntary reduction for indoor domestic use by any means available is recommended.
- f. The waste of water is prohibited.

The penalty for wasting water or any violation of Stage 3 conditions, as determined by the City Manager or appointed designee, is \$100 - \$200 per day and/or water service disconnection. All applicable water service disconnection and reconnection service charges also apply.

The City Manager has the authority to utilize any available alternate water source, when necessary.

(E) STAGE 4 - The SEVERE/RISK Stage

(1) Ground Water System

Occurs when one or more of the following conditions exist:

- a. The City of Seguin receives notification from SSLGC General Manager the water demand approach 125% of the allotted amount of the monthly limit of the GCUWCD permitted supply.
- b. The imminent or actual failure of a major component of the system which would cause an immediate health or safety hazard
- c. The system storage reservoirs are recovered daily to only 50% capacity for three (3) consecutive days.
- d. Water quality is less than normal or is polluted. Health and safety Standards may be jeopardized.
- e. Water levels are low enough in the distribution system storage reservoirs to hinder adequate fire protection.
- f. The water demand is exceeding the system's capacity on a regular basis, thus presenting the real danger of a major system failure.

(2) Surface Water System

Occurs one or more of the following conditions exist:

- a. The T.C.E.Q. average monthly authorizes diversion rate approach 125% for a period of two consecutive months or a reduction order is more restrictive than an order issued to enter Stage 3 is issued by T.C.E.Q. South Texas Water master.

- j. The filling or makeup water for new or existing swimming pools, hot tubs and similar facilities is prohibited. Related drainage is prohibited except onto pervious surfaces only.
- k. The City will determine essential services such as medical, Guadalupe Regional Medical Center, fire protection, etc., and coordinate directly with said users to assure adequate water supply is available.
- l. The following public uses, not essential for public health or safety will be prohibited.
 - 1. Hydrant Flushing
 - 2. Athletic Field Watering
 - 3. Watering Grassed Areas or Public Property
- m. The waste of water is prohibited.

- (3) The penalty for wasting water or any violation of Stage 4 conditions as determined by the City Manager or his appointed designee, is \$100 - \$500 per day and/or water service disconnection. All applicable water service disconnection and reconnection service charges also apply. Disconnect procedures will be in full force for violation of any provisions of Stage 4.
- (4) The City Manager could declare that possible emergency could exist. The City Manager has the authority to take whatever actions are necessary to protect the health and safety of the citizens of Seguin and its water source.
- (5) The City Manager has the authority to utilize any available alternate water source, when necessary.

(F) STAGE 5 - SYSTEM or WATER QUALITY FAILURE FOR GROUNDWATER and SURFACE WATER SYSTEMS

- (1) Conditions exist with water treatment plant equipment or distribution system failure, untreatable water quality, or no water is available.
 - a. The City Manager will declare a State of Emergency and has the authority to take all necessary actions as required to preserve the health and safety of the citizens of Seguin.

- b. All uses of the public water supply will be banned except in cases of emergency. In these cases, water use will be limited and water should be boiled prior to use as the purity may be questionable. Additionally, the City will request assistance from the Governor and National Guard for transportable water; and, will request assistance from area cities for transportable water and fire protection.
2. The penalty for violation of Stage 5 conditions, as determined by the City Manager or his appointed designee, is \$100 - \$1,000 per day and/or water service disconnection. All applicable water service disconnection and reconnection service charges also apply.

REDUCTION GOALS

During specific trigger conditions the initiation of water conservation practice should realize water reduction to stabilize the water system. The Conservation practices should be translated in gallon saved per day.

GROUND WATER SYSTEM

Stage	Water Reduction Goal Gallons
1	150,000
2	300,000
3	900,000
4	1,200,000

Gallons per Day

SURFACE WATER SYSTEM

Stage	Water Reduction Goal Gallons
1	150,000
2	300,000
3	900,000
4	1,200,000

Gallons per Day

INFORMATION AND EDUCATION

1. When trigger conditions and potential emergency measures appear to be approaching, the public will be notified through the local newspaper and the local radio station, the City’s website and City social media sites, and may be distributed to local state and county offices and local stores.
2. Water conservation information will be distributed to the public through the City Staff at City Hall. This information will also be announced over the radio, local newspaper and governmental access cable channel.

INITIATION OF NOTIFICATION PROCEDURES

1. When a trigger condition has been reached and the City has been informed that an emergency water demand measure is necessary, the City Manager of Seguin will order the initiation of a public notification process. The public notification process will include the following items:
 - a. The City Manager will declare the City of Seguin to be officially in each stage depending on river, system equipment or water quality conditions.
 - b. The City Manager or designated agent will publish notice in the daily newspaper, local radio station a minimum of one day regarding the current stage conditions.
 - c. Upon reaching Stage 4 or Stage 5, a **NOTICE OF EMERGENCY WATER DEMAND CONDITION** will be posted at City Hall, the Courthouse, the Post Office and major super markets and shopping center in addition to local radio station, the newspaper, the City's Website and city social media sites.

TERMINATION PROCEDURES

1. Termination of the emergency water demand conditions will take place when the trigger conditions have subsided and the City Manager has determined that conditions have improved for the appropriate period of time in which there is no apparent risk of returning to that state in the immediate future.
2. The public will be informed of the termination of water conditions through the news media only as approved and authorized by the City or duly appointed representative.

MEANS OF IMPLEMENTATION

1. The City Manager or other representative is authorized by the City Council to order the initiation of the Drought Contingency and Water Emergency Response Plan when a trigger condition occurs necessitate such measures.

PUBLIC PARTICIPATION

The Drought Contingency and Water Emergency Response Plan shall be discussed at public meeting at a time and location convenient to the public, and properly posted. The public will have the opportunity for

input at these public meeting before the plan is approved by the governmental agency in the form of an ordinance. There shall be two public meetings before final approval.

COORDINATION WITH REGIONAL WATER PLANNING GROUP

The City of Seguin will participate in the Regional Water Planning Group and shall model the city's drought contingency and water emergency response plan to conform with the guidelines set by the Regional Water Planning Group in its regional plan. The City shall provide information to the Regional Water Planning Group that is necessary to document conversation efforts and reduction in use during any declared stage.

GRANTING OF VARIANCES – Authority.

The City Manager, or authorized designee, may in writing, grant a temporary variance for existing water uses otherwise prohibited under this Article, 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 if the person requesting the variance can meet at least one of the following conditions:

- (1) Compliance with this Article cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Article is in effect.
- (2) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Procedure for Variance request

Persons requesting an exemption from provisions of the Ordinance shall fill a petition for variance with the City of Seguin within 5 days after the Plan or particular drought response stage has been invoked. All petitions for variances shall be reviewed by the City Manager, or his/her designee, and shall include the following:

- (1) Name and address of the petitioner(s).
- (2) Purpose of water use.
- (3) Specific provision(s) of this Article from which the petitioner is requesting relief, and to include the degree of relief requested;
- (4) Detailed statement as to how the specific provision of the plan adversely affects the requestor or what damage or harm will occur to the requestor, or others, if the Variance is not granted;
- (5) Description of the relief requested;

- (6) Period of time for which the variance is sought;
- (7) Alternative water use restrictions or other measures the requestor is taking or proposes to take to meet the intent of this Article and the compliance date:
and,
- (8) Other information that may be pertinent to the application.

Limitation and Expiration of Variances

Variances granted by the City of Seguin shall be subject to the following conditions, unless waived or modified, in writing, by the City Manager.

- (1) Variances shall include a timetable for compliance of additional terms set forth therein;
- (2) Variances shall expire when the Stage or Emergency is no longer in effect;
- (3) Variances are subject to revocation for failure to meet the timetable or other requirement set forth in the variance; and,
- (4) All variances expire one year after the date the variance is granted.