

**WCID<sup>★</sup> No. 17**

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**Travis County**



**Travis County Water Control & Improvement  
District No. 17**

**Drought Contingency Plan**

**6/20/2024**

**Table of Contents**

- 1.0 Declaration of Policy, Purpose, and Intent .....3
- 2.0 Authorization .....3
- 3.0 Public Education .....3
- 4.0 Coordination with Regional Planning Groups .....3
- 5.0 Notice Requirements.....4
- 6.0 Permanent Water Use Restrictions .....4
- 7.0 Initiation and Termination of Response Stages .....4
  - 7.1 Triggering Criteria for Initiation and Termination of Drought Response Stages.....5
- 8.0 Drought Response Measures.....7
  - 8.1 Targets for Water-Use Reductions.....7
  - 8.2 Retail Customers Measures.....8
- 9.0 Enforcement.....16
  - 9.1 Enforcement Provisions .....16
  - 9.2 Variances.....16
  - 9.3 Plan Updates .....17
- 10 Appendices:.....18
  - Appendix A - District watering schedules .....18
  - Appendix B – Enforcement Provisions for the District .....20
  - Appendix C – Drought Response Enforcement Process for Water Districts and Investor-Owned Utilities .....22
  - Appendix D – Authorization to Implement and Approve Drought Contingency Plans .....23

# **DROUGHT CONTINGENCY PLAN**

## **1.0 Declaration of Policy, Purpose, and Intent**

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation and fire protection, and to protect and preserve public health, welfare and safety, and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, Travis County Water Control & Improvement District No. 17 hereby adopts the following regulations and restrictions on the delivery and consumption of water.

The Lower Colorado River Authority (LCRA) provides contracts to customers for water supply. In cases of extreme drought, periods of abnormally high usage, system contamination, or extended reduction in ability to supply water due to equipment failure, LCRA may require water customers to institute temporary restrictions to limit non-essential water usage. This Drought Contingency Plan (Plan) is designed to protect the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation and fire protection during such periods or other water supply emergencies.

Water uses regulated or prohibited under this Plan are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in this Plan.

## **2.0 Authorization**

The designated manager or official of Travis County Water Control & Improvement District No. 17 (District) is hereby authorized and directed to implement the applicable provisions of this plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The General Manager of the District shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan. This authorization was designated as part of the plan's approval by the District's Board of Directors (*See Appendix G*).

## **3.0 Public Education**

The General Manager of the District will periodically provide District employees, customers, and the general public with information about this Plan, including the importance of the Plan, information about the conditions under which each stage of the Plan is to be initiated, processes used to reduce water use, and impending or current drought conditions.

## **4.0 Coordination with Regional Planning Groups**

The District has provided a copy of this Plan to the Lower Colorado Regional Planning Group (Region K).

## 5.0 Notice Requirements

The District shall notify the executive director of the Texas Commission on Environmental Quality and LCRA General Manager in writing within five (5) business days of the implementation of any mandatory provisions of the Drought Contingency Plan.

The District will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of direct customer communications, utility bill inserts, public notices, newsletters, and on the website at [www.wcid17.org](http://www.wcid17.org).

## 6.0 Permanent Water Use Restrictions

The following restrictions apply to all of the District's water utility system(s) on a year-round basis, regardless of water supply or water treatment plant production conditions. According to the restrictions, a water user must not:

- 1) Fail to repair a controllable leak, including a broken sprinkler head, a leaking valve, leaking or broken pipes, or a leaking faucet;
- 2) Operate an irrigation system:
  - with a broken head;
  - with a head that is out of adjustment and the arc of the spray head is over a street or parking area; or
  - with a head that is fogging or misting because of excessive water pressure.
  - Between the hours of 10 a.m. and 7 p.m.
- 3) During irrigation, allow water:
  - to run off a property and form a stream of water in a street for a distance of 50 feet or greater; or
  - to pool in a street or parking lot to a depth greater than one-quarter of an inch.
- 4) Irrigate outdoors using an in-ground irrigation system or hose-end sprinkler more than twice per week or outside scheduled days and times as indicated in Appendix A.

## 7.0 Initiation and Termination of Response Stages

The District's General Manager shall monitor water supply and demand conditions on a regular basis and shall determine when conditions warrant initiation and termination of each stage of this Plan in accordance with LCRA's Water Management Plan. Water supply conditions will be determined by the source of supply, system capacity, and weather conditions. Water demand will be measured by the peak daily demands on the system.

Public notification of the initiation or termination of drought response stages shall be by a variety of ways, examples include: bill inserts, e-mail and automated telephone calls, signs posted at entry points to the service area, on the website at [www.wcid17.org](http://www.wcid17.org), or a combination of these methods.

The following triggering criteria shall apply to the District' water utility system(s) and customer service area:

## **7.1 Triggering Criteria for Initiation and Termination of Drought Response Stages**

- **STAGE 1 - Mild Water Shortage Conditions**
  - A. **Requirements for initiation** – This stage shall be considered the baseline water conservation stage for the District and shall be implemented at all times when stages 2-4 are not in effect. This stage is designed to promote water use efficiency throughout the District.
  - B. **Requirements for termination** - Stage 1 of the plan may be rescinded by the General Manager at any time when combined storage of lakes Buchanan and Travis are greater than 1,200,000 AF. The General Manager shall brief the Conservation Committee and Board of Directors within 30 days of rescinding this stage.
  
- (2) **STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)**
  - A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 2 Drought Response Measures when one or a combination of such triggering criteria occurs:
    - 1. Treatment Capacity:
      - For surface water systems, when total daily water demand equals or exceeds 93 percent of the total operating system treatment capacity for three consecutive days, or 95 percent on a single day; or
    - 2. Water Supply:
      - Combined storage of Lakes Travis and Buchanan reaches 900,000 acre-feet in accordance with the LCRA DCP.
      - On March 1 or July 1, the combined storage in lakes Buchanan and Travis is below 1.1 million acre-feet and the cumulative prior three months of inflows total to those lakes is less than the 25th percentile of historic inflows for the three-month periods as determined by the LCRA.
  - B. **Requirements for termination** - Stage 2 of the Plan may be rescinded when:
    - 1. Treatment Capacity:
      - The water treatment plant capacity condition listed above as a triggering event for Stage 2 has ceased to exist for five consecutive days; or
    - 2. Water Supply:
      - Combined storage of Lakes Travis and Buchanan is greater than 1,100,000 acre-feet in accordance with the LCRA DCP.

*Upon termination of Stage 2, Stage 1 becomes operative.*

**(3) STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)**

- A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 3 Drought Response Measures when one or a combination of such triggering criteria occurs:
1. Treatment Capacity:
    - For surface water systems, when total daily water demand equals or exceeds 95 percent of the total operating system treatment capacity for three consecutive days, or 97 percent on a single day; or
  2. Water Supply:
    - Combined storage of Lakes Travis and Buchanan reaches 750,000 acre-feet, in accordance with the LCRA DCP.
- B. **Requirements for termination** - Stage 3 of the Plan may be rescinded when:
1. Treatment Capacity:
    - The water treatment plant capacity condition listed above as a triggering event for Stage 3 has ceased to exist for five consecutive days; or as deemed appropriate by the District's General Manager or Board of Directors.
  2. Water Supply:
    - Combined storage of Lakes Travis and Buchanan is greater than 825,000 acre-feet in accordance with the LCRA DCP.

*Upon termination of Stage 3, Stage 2 becomes operative.*

**(4) STAGE 4- Critical Water Conditions**

- A. **Requirements for initiation** - Customers shall be required to adhere to the Stage 4 Drought Response Measures when one or a combination of such triggering criteria occurs:
1. Treatment Capacity:
    - Major water line breaks, loss of distribution pressure, or pump system failures that cause substantial loss in its ability to provide water service.
  2. Water Supply:
    - Combined storage of Lakes Travis and Buchanan reaches 600,000 acre-feet, in accordance with the LCRA DCP and/or The LCRA Board declares a prolonged drought worse than the Drought of Record or other water supply emergency and orders the mandatory pro-rata curtailment of firm water supplies.
- B. **Requirements for termination** - Stage 4 of the Plan may be rescinded when:
1. Treatment Capacity:

- The water treatment plant capacity condition listed above as a triggering event for Stage 4 has ceased to exist; or as deemed appropriate by the District's General Manager or Board of Directors.

2. Water Supply:

Combined storage of Lakes Travis and Buchanan is above 600,000 acre-feet and any additional criteria set by the LCRA Board for ending or easing pro rata curtailment, such as combined storage increasing to a given level, are met. If such criteria are subsequently met, the Board may increase or decrease the pro rata curtailment percentage. A declaration of a Drought Worse than Drought of Record will be canceled if combined storage in lakes Buchanan and Travis increases to 1.4 million acre-feet. In

*Upon termination of Stage 4, Stage 3 becomes operative.*

## 8.0 Drought Response Measures

### 8.1 Targets for Water-Use Reductions

**(1) STAGE 1 - Mild Water Shortage Conditions (District Baseline Measure)**

System Capacity Reduction Target: Limit daily water demand to no more than 80% capacity for three days or 85% for one day.

Water Supply Reduction Target: Achieve a 5%-10% reduction in water use. This reduction shall be calculated compared against the District's highest water production year out of the last 10 years, allowing for remaining District growth.

**(2) STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)**

System Capacity Reduction Target: Limit daily water demand to no more than 80% capacity for three days or 85% for one day.

Water Supply Reduction Target: Achieve a 10-20% reduction in water use. This reduction shall be calculated compared against the District's highest water production year out of the last 10 years, allowing for remaining District growth.

**(3) STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)**

System Capacity Reduction Target: Limit daily water demand to no more than 85% capacity for three days or 90% for one day.

Water Supply Reduction Target: Achieve a greater than 20% reduction in water use. This reduction shall be calculated compared against the District's highest water production year out of the last 10 years, allowing for remaining District growth.

**(4) STAGE 4 - Critical Water Shortage Conditions (Mandatory Measures)**

System Capacity Reduction Target: Limit daily water demand to no more than 90% capacity for three days or 95% for one day.

Water Supply Reduction Target: Achieve a greater than 25% reduction in water use. This reduction shall be calculated compared against the District's highest water production year out of the last 10 years, allowing for remaining District growth.

## **8.2 Retail Customers Measures**

### **(1) STAGE 1 - Mild Water Shortage Conditions**

#### **A. Supply Management Measures:**

1. The District will review system operations and identify ways to improve system efficiency and accountability
2. The District will review this document and associated enforcement mechanisms and prepare for an increased level of enforcement if Stage 2 is enacted.

#### **B. Demand Management Measures:**

1. **If the combined water storage of lakes Buchanan and Travis are greater than 900,000 AF** - Irrigation of landscaped areas with hose-end sprinklers or in-ground irrigation systems shall be limited to a no more than a **TWICE** weekly watering schedule where landscapes may only be irrigated between the hours of 12:01 a.m. and 10:00 a.m. and 7:00 p.m. to 11:59 p.m. on designated watering days for no more than 15 hours maximum. Irrigation of commercial landscapes and recreational areas (including public parks) may apply for a variance but must still develop a schedule where no part of the landscape is watered more than once per week. See Appendix A – The District's Mandatory Watering Schedule.

This prohibition does not apply to irrigation of landscaped areas if it is by means of:

- a. a hand-held hose with a positive shut off device; or
  - b. a faucet-filled bucket or watering can of five gallons or less
  - c. Drip irrigation
2. Actively promote drought related issues and the need to conserve;
  3. The District shall work to explore ways to raise awareness and prioritization of water efficiency at vehicle washing facilities, for pressure washing equipment, drought tolerant landscaping for all new landscapes, irrigation evaluations for large properties etc.

### **(2) STAGE 2 - Moderate Water Shortage Conditions (Mandatory Measures)**

#### **A. Supply Management Measures:**

1. Apply all water-use restrictions prescribed for Stage 2 of the Plan at the District's utility owned facilities and properties;
2. Explore ways to reduce system water loss by measures such as fixing leaks, replacing old meters, and recycling line flush water, as appropriate for the utility system.



3. Explore ways to increase use of recycled wastewater to reduce irrigation of public parks with potable water, as appropriate for the utility system.
4. The District will actively communicate drought-related issues, including the current and projected water supply conditions, water supply restrictions and the need to conserve to its retail customers, including publicly posting notice of entering or exiting Stage 2 on the District's website.
5. The District will work with its customers to raise awareness of mandatory watering restrictions and it will actively enforce watering restrictions.

C. Demand Management Measures:

Under threat of penalty, the following water-use restrictions shall apply to all retail water customers:

1. Irrigation of Landscaped Areas:

- a. **If the combined water storage of lakes Buchanan and Travis are less than 900,000 AF but greater than 750,000 AF** - Irrigation of landscaped areas with hose-end sprinklers or in-ground irrigation systems shall be limited to a no more than a **ONCE** weekly watering schedule where landscapes may only be irrigated between the hours of 12:01 a.m. and 10:00 a.m. and 7:00 p.m. to 11:59 p.m. on designated watering days for no more than **15 hours** maximum. Irrigation of commercial landscapes and recreational areas (including public parks) may apply for a variance but must still develop a schedule where no part of the landscape is watered more than once per week. *See Appendix A – The District's Mandatory Watering Schedule.*

This prohibition does not apply to irrigation of landscaped areas if it is by means of:

- i. a hand-held hose with a positive shut off device; or
  - ii. a faucet-filled bucket or watering can of five gallons or less
  - iii. Drip irrigation
- b. New landscapes may be installed and re-vegetation seeding performed under these specific criteria:
    - i. A completed variance form for new landscapes has been submitted to the District and has been approved prior to the installation of the landscape, or re-vegetation seed application
    - ii. Irrigation of the new landscape follows the schedule identified in the new landscape variance. The schedule will be developed to minimize water waste.
    - iii. Areas being re-vegetated for soil stabilization must also comply with the (i) and (ii) specific criteria above. Alternative options to re-vegetation such as mulch may be available in times of low water supply. Specific information regarding options is available in the LCRA Highland Lakes Watershed Ordinance Technical Manual.
    - iv. Variances for new landscapes may be issued for a period of no more than 30 days from the day of issuance. A variance is not an exemption from

compliance with the permanent water use restrictions under Section 9.2 of this plan. Variances will not be granted for seasonal “color bed” or temporary grass installation (overseeding).

2. Vehicle Washing:

Use of water to wash any motor vehicle, such as a motorbike, boat, trailer, or airplane is prohibited except on designated watering days between the hours of midnight and 10 a.m. and between 7 p.m. and midnight. Such activity, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle.

A vehicle may be washed any time at a commercial car wash facility or commercial service station. Further, this activity is exempt from these regulations if the health, safety, and welfare of the public are served by washing the vehicle, such as a truck used to collect garbage or used to transport food and perishables.

3. Pools:

- a. Draining and re-filling is permitted only onto pervious surfaces or onto a surface where water will be transmitted directly to a pervious surface, and only if:
  - i. Draining excess water from pool due to rain in order to lower water to maintenance level;
  - ii. Repairing, maintaining or replacing pool components that have become hazardous; or
  - iii. Repair of a pool leak.
- b. Public/community swimming pools are allowed to fill or replenish water in order to maintain safe levels of water quality for human contact and for maintenance as outlined above.

4. Outside Water Features:

- a. Operation of outside water features except for, ornamental fountains with a 4 inch emission or fall of water<sup>1</sup> that are recirculating, is prohibited, except where such features are used for aeration necessary to sustain aquatic life or maintain water quality. (This provision includes recirculating fountains associated with aesthetic ponds and swimming pools unless required for filtration).
- b. Operation of outdoor misting systems at a commercial facility is prohibited, except between the hours of 4 p.m. and midnight,
- c. Splash pad type fountains must be recirculating and should have an automatic timer shut-off feature when not in use unless public health and safety is compromised by installing a shut-off feature.

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<sup>1</sup> Adopted from the City of Austin’s 2012 Drought Contingency Plan update, which went through an extensive public input process. This measure was proposed by the fountain industry through that process.

5. Ponds:

Ponds used for aesthetic, amenity, and/or storm water purposes may maintain water levels only necessary to preserve the integrity of the liner and operating system.

The District may request specific design documentation regarding a pond and the intended purpose.

6. Golf Courses:

Golf courses receiving any amount of treated water from the District must either develop a drought contingency plan that meets the minimum water reduction target set for Stage 2 or adopt the LCRA sample golf course drought contingency plan.

7. Events:

Events involving the use of water such as: car washes, festivals, parties, water slides, and other activities involving the use of water are permitted, if the water being used drains to a recirculating device, or onto a pervious surface to prevent water waste.

a. A charity car wash may not be conducted unless it occurs at a commercial vehicle washing facility.

8. Restaurants:

Restaurants, bars, and other commercial food or beverage establishments are encouraged not to provide drinking water to customers unless a specific request is made by the customer for drinking water.

9. Hotels/motels:

The owner or operator of a hotel, motel short term rental or other establishment that offers or provides lodging or rental accommodations for compensation are encouraged to offer a towel and linen reuse water conservation option to its lodgers, renters, or customers and maintain in each applicable guest room, suite, or property informational signage to communicate information relating to this requirement and to offer the opportunity for guest participation

10. Fire Hydrants:

Use of water from fire hydrants shall be prohibited for landscape irrigation, filling pools, operating fountains, car washing. Water should be transported only for the purposes of firefighting or providing minimal water needed for indoor use where auxiliary sources are inadequate and activities necessary to maintain public health, safety and welfare, or for construction use. Transport of water other than for firefighting requires a variance and a meter.

11. Athletic fields

Watering should follow a no more than once per week schedule per irrigated area unless the athletic fields are actively used for organized sports practice, competition, or exhibition events when irrigation outside of the standard weekly schedule is necessary to protect the health and safety of the players, staff, or officials present for the athletic event.

- a. All ornamental landscape areas around facilities with athletic fields shall follow general landscape irrigation restrictions.
- b. A variance application must be filed with the District for watering outside of the once per week irrigation schedule stated in Appendix A. The variance shall include a map of active play areas that must be irrigated with automatic in-ground sprinkler systems for sports practice and competition. The irrigation must be necessary to protect the health and safety of the players, staff, and officials present for athletic events.

12. Water Waste

The following non-essential uses of water are prohibited at all times during periods in which restrictions have gone into effect:

- a. Washing sidewalks, walkways, driveways, parking lots, street, tennis courts, and other impervious surfaces is prohibited except for immediate health and safety;
- b. Use of water to wash buildings, houses or structures with a pressure washer is restricted to equipment that is fitted with a water recycling unit and a spray nozzle using no more than 3.5 gallons of water per minute and employing a working trigger shut-off with a protective weep mechanism. Use of water to wash buildings with a hand-held hose with a positive shut-off nozzle is allowed;
- c. Use of water to control dust is prohibited, unless there is a demonstrated need to do so for reasons of public health and safety, or as part of an approved construction plan.

**(3) STAGE 3 - Severe Water Shortage Conditions (Mandatory Measures)**

A. Supply Management Measures:

1. The District will aggressively reduce system water loss by measures such as fixing leaks, replacing old meters, and recycling line flush water, as appropriate for the utility system.
2. The District will actively communicate drought-related issues, including the current and projected water supply conditions, water supply restrictions and the need to conserve to its retail customers including publicly posting notice of entering or exiting Stage 3 on the District's website.
3. In addition to measures implemented in the preceding stages of the plan, the District will explore additional emergency water supply options.

- B. Demand Management Measures: Under threat of penalty, all customers are required to further reduce non-essential water uses as follows. All requirements of Stage 2 shall remain in effect during Stage 3, with the following modifications and additions.

1. Irrigation of Landscaped Areas:

Irrigation of ornamental landscaped areas is limited to the following restrictions:

- a. Irrigation of landscapes areas with automatic in-ground sprinkler irrigation systems is strictly **PROHIBITED**.
- b. Irrigation of landscaped areas with hose-end sprinklers or drip irrigation, shall be limited to a no more than a once weekly watering schedule as determined by the District. Outdoor watering hours for hose-end sprinkler irrigation will be limited to **six hours** a day, before 10 a.m and after 7 p.m. on designated days as determined by the District (see Appendix A).
- c. This prohibition does not apply to irrigation of landscaped areas if it is by means of:
  - i. a hand-held hose with a positive shut-off device; or
  - ii. a faucet-filled bucket or watering can of five gallons or less.
- d. New Landscapes may only be installed if
  - i. a 30-day watering schedule variance has been applied for and accepted
  - ii. no more than 75% of the new irrigated landscaped area is water conserving natural turf
  - iii. only drought tolerant or native plants are installed
  - iv. drip irrigation with an automatic timer is installed in all beds
- e. Revegetation of disturbed areas due to construction is allowed, if required by local, state or federal regulations. A temporary watering variance must be granted by the District.

2. Vehicle Washing:

Use of water to wash any motor vehicle, such as a motorbike, boat, trailer, or airplane is prohibited except on designated watering days between the hours of 7 a.m. and 10 a.m. and between 7 p.m. and 10 p.m. Such activity, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle. This activity is exempt from these regulations if the health, safety, and welfare of the public are served by washing the vehicle, such as a truck used to collect garbage or used to transport food and perishables.

3. Pools:

Installation of public/community swimming pools is prohibited except when equipped with an automatic pool cover.

4. Outside Water Features:

- a. Operation of outside water features except for ornamental fountains with a 4

inch emission or fall of water<sup>2</sup> that are recirculating, is prohibited, except where such features are used for aeration necessary to sustain aquatic life or maintain water quality.

(This provision includes fountains associated with aesthetic ponds and swimming pools).

- b. Operation of residential aesthetic or recreational devices, such as water slides, is prohibited.
- c. Operation of outdoor misting systems at a commercial facility is prohibited except between 4 p.m. and 8 p.m.

5. Ponds:

Ponds used for aesthetic, amenity, and/or storm water purposes may maintain water levels only necessary to preserve the integrity of the liner and operating system and meet the LCRA Highland Lakes Ordinance or other applicable non-point source pollution regulation. The District may request specific design documentation regarding a pond and the intended purpose.

6. Golf Course:

Golf courses receiving any amount of treated water from the District must either develop a drought contingency plan in accordance with the District's Drought Contingency Plan and will implement its Stage 3 mandatory restrictions in conjunction with the water provider or adopt the LCRA sample golf course drought contingency plan.

7. Events:

Events involving the use of water such as: car washes; festivals; parties; water slides; and other activities involving the use of water are prohibited.

8. Recreational areas (includes municipal parks and common areas):

Irrigation of recreational areas with potable water must follow the 6 hour weekly irrigation schedule outlined in section B1 and watering of recreational areas should be prioritized by frequency of use. Unnecessary foot traffic should be discouraged. Watering using an auxiliary source such as recycled water is exempt from these restrictions.

9. Athletic fields

A variance including a map of active play areas that must be irrigated with automatic in-ground sprinkler systems for sports practice and competition must be filed with the District if irrigation falls outside of the normal watering schedule listed in Appendix A. The irrigation must be necessary to protect the health and safety of the players, staff, and officials present for athletic events.

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<sup>2</sup> Adopted from the City of Austin's 2012 Drought Contingency Plan update, which went through an extensive public input process. This measure was proposed by the fountain industry through that process.

- a. All ornamental landscape areas around facilities with athletic fields shall follow general landscape irrigation restrictions.
- b. All athletic fields that are not actively used for sports practice and competition shall follow general landscape irrigation restrictions.

#### 10. Water Waste

The following additional non-essential uses of water are prohibited at all times during periods in which restrictions have gone into effect

- a. Pressure washing is prohibited but variances may be granted by the District on the designated watering day for health and safety purposes only. Pressure washing equipment must be fitted with a spray nozzle that does not use more than 3.5 gallons of water per minute and has a trigger shut-off.

#### (4) **STAGE 4 – Critical Water Shortage Conditions**

Under threat of penalty for violation, all customers are required to reduce nonessential water uses during an emergency. All requirements of Stages 1 through 3 are also in effect during stage 4, with the following modifications and additions:

1. Irrigation of ornamental landscaped areas with hose end sprinklers and automatic irrigation, and drip irrigation, is **PROHIBITED**.
2. Irrigation is allowed with a hand-held hose or bucket, for a maximum of four hours only between the hours of 7 a.m. and 10 a.m. or 7 p.m. and 10 p.m. one day per week, on the designated outdoor water use day as determined by the District.
3. New landscapes irrigated with spray irrigation are prohibited. New irrigated turf grass is prohibited. The District may issue new landscape variances for planting beds installed with drought tolerant or native plants specified in the Grown Green Plant Guide as having low or very low water needs (<http://austintexas.gov/department/grow-green/plant-guide>) and irrigated with point source drip irrigation or hand-held hose.
4. Use of water to operate outside water features, including fountains, outdoor misting systems, and splash pads is prohibited.
5. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle is prohibited, except as required for public health and safety purposes. Commercial car washing facilities may operate for health and safety purposes only except for facilities which recycle 100% of their water.
6. Golf courses receiving any amount of treated water from the District must either develop a drought contingency plan in accordance with the District's Drought Contingency Plan and will implement its Stage 4 mandatory restrictions in conjunction with the water provider or adopt the LCRA sample golf course drought contingency plan.
7. The filling or replenishing of water to single-family residential swimming pools is only

allowed if the pool is covered with a pool cover when not in use.

8. Public/community swimming pools are allowed to fill or replenish water in order to maintain safe levels of water quality for human contact.

## **9.0 Enforcement**

### **9.1 Enforcement Provisions**

The following enforcement provisions shall apply to all the District's water customers:

See Appendix B – Enforcement Provisions for the District

### **9.2 Variances**

- (1) The District's staff may grant variances:
  - A. Temporary watering schedule variances are allowed for new landscapes that use drought resistant landscaping or water conserving natural turf. Temporary watering schedule variances are also allowed for revegetation of disturbed areas due to construction, or if required by local, state or federal regulations. Temporary watering schedule variances shall include the following limitations:
    - A 30 day temporary watering schedule must be applied for and issued before the irrigation may begin
    - Days 1 thru 10 automatic irrigation or hose end sprinklers are allowed every day except between the hours of 10 a.m. and 7 p.m.
    - Days 11-20 automatic irrigation or hose end sprinklers are allowed every other day except between the hours of 10 a.m. and 7 p.m.
    - Days 21-30 automatic irrigation or hose end sprinklers are allowed every third day except between the hours of 10 a.m. and 7 p.m.
    - Day 31 must return back to the watering schedule as defined in Appendix A
    - Hand watering is allowed anytime with a hose equipped with a positive shut off nozzle
  - B. From specific applications of the outdoor water schedule, providing that the variances do not increase the time allowed for watering but rather alter the schedule for watering; and
  - C. Allowing the use of alternative water sources (i.e., ground water, reclaimed wastewater) that do not increase demand on potable water sources for outdoor use. Variance requests may be submitted to staff and need not meet the requirements of subsection below.
- (2) The General Manager, or their designee, may grant in writing temporary variances for existing water uses otherwise prohibited under this plan if it is determined that failure to do so would cause an emergency adversely affecting the public health, sanitation, or fire protection, and if one or more of the following conditions are met:



- A. Compliance with this plan cannot be accomplished during the duration of the time the plan is in effect; or
  - B. Alternative methods can be implemented that will achieve the same level of reduction in water use.
- (3) Persons requesting a variance from the provisions of this plan shall file an application for variance with the District any time the plan or a particular drought response stage is in effect. The General Manager or their designee will review petitions for variances. The petitions shall include the following:
- Name and address of the petitioner
  - Purpose of water use
  - Specific provision of the plan from which the petitioner is requesting relief.
  - Detailed statement as to how the specific provision of the plan adversely affects the petitioner or what damage or harm the petitioner or others will sustain if petitioner complies with this plan
  - Description of the relief requested
  - Period of time for which the variance is sought
  - Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this plan and the compliance date
  - Other pertinent information
- (4) Variances granted by the District shall be subject to the following conditions, unless waived or modified by the General Manager, or their designee:
- A. Variances granted shall include a timetable for compliance.
  - B. Variances granted shall expire when the plan, or its requirements, is no longer in effect, unless the petitioner has failed to meet specified requirements.
- (5) No variance shall be retroactive or otherwise excuse any violation occurring before the variance was issued.

### **9.3 Plan Updates**

The plan will be reviewed annually by the General Manager. A report shall be made to the Board of Directors not less than annually that this review was completed along with any recommended changes to maintain compliance with TCEQ and LCRA drought contingency plan rules.

## 10 Appendices:

### Appendix A - District watering schedules

#### **Stage 1: (District Baseline Conservation Stage)**

Irrigate outdoors using an in-ground irrigation system or hose-end sprinkler no more than **TWICE per week** and only during scheduled days and times as indicated below:

Your watering days are based on your address ending number:

- Monday & Thursday: 0, 1, 2, 3 (Res)
- Tuesday & Friday: 4, 5, 6 (Res)
- Tuesday & Friday: Commercial/HOAs
- Wednesday & Saturday: 7, 8, 9 (Res)
- Sunday no automated systems are allowed

All watering should occur a maximum of two days a week on your designated day. Approved hours are either between 12 a.m. – 10 a.m. and 7 p.m. – 12 a.m. on your authorized day.

Above-ground (hose-end) sprinklers are allowed on designated days between the hours of 12 a.m. - 10 a.m. and 7 p.m. - 12 a.m. Hand-held hose watering is allowed any day but NOT between 10 a.m. - 7 p.m.

#### **STAGE 2: (≤ 900,000 AF combined storage)**

Irrigate outdoors using an in-ground irrigation system or hose-end sprinkler no more than **ONCE per week** and only on scheduled days and times as indicated below:

Your watering days are based on your address ending number:

- Monday: 0, 1 (Residential)
- Tuesday: 4, 5, 6 (Residential)
- Wednesday: 7, 8, 9 (Residential)
- Thursday: 2, 3 (Residential)
- Friday: Commercial/HOAs
- Saturday: No automated systems are allowed
- Sunday: No automated systems are allowed
- All watering should occur a maximum of one day a week on your designated day. Approved hours are either between 12 a.m. – 10 a.m. or 7 p.m. – 12 a.m. on your authorized day.

Above-ground (hose-end) sprinklers are allowed on designated day between hours of 12 a.m. - 10 a.m. and 7 p.m. - 12 a.m. Hand-held hose or Bucket watering is allowed any day but NOT between 10 a.m. - 7 p.m.

**Stage 3:**  
**(≤750,000 AF combined storage)**

Irrigation of landscape areas with automatic in-ground sprinkler irrigation systems is strictly **PROHIBITED**.

Irrigation of landscaped areas with hose-end sprinklers or drip irrigation shall be limited to no more than a once-weekly watering schedule:

- Monday: 0, 1 (Residential)
- Tuesday: 4, 5, 6 (Residential)
- Wednesday: 7, 8, 9 (Residential)
- Thursday: 2, 3 (Residential)
- Friday: Commercial/HOAs

Outdoor watering hours for hose-end sprinkler irrigation will be limited to six hours a day, before 10 a.m. and after 7 p.m. on designated days. Hand-held hose or Bucket watering is allowed any day but NOT between 10 a.m. - 7 p.m.

**Stage 4:**  
**(≤600,000 AF combined storage - or - LCRA Declares a Drought Worse than the Drought of Record)**

Irrigation of ornamental landscaped areas with hose-end sprinklers and automatic irrigation, and drip irrigation, is **PROHIBITED**.

Irrigation is allowed with a hand-held hose or bucket for a maximum of four hours only, between the hours of 7 a.m. and 10 a.m. or 7 p.m. and 10 p.m. one day per week on the designated outdoor water use day as determined by the District.

## **Appendix B – Enforcement Provisions for the District**

### **Enforcement for Customers**

The following enforcement provisions shall apply to all of the District's water customers:

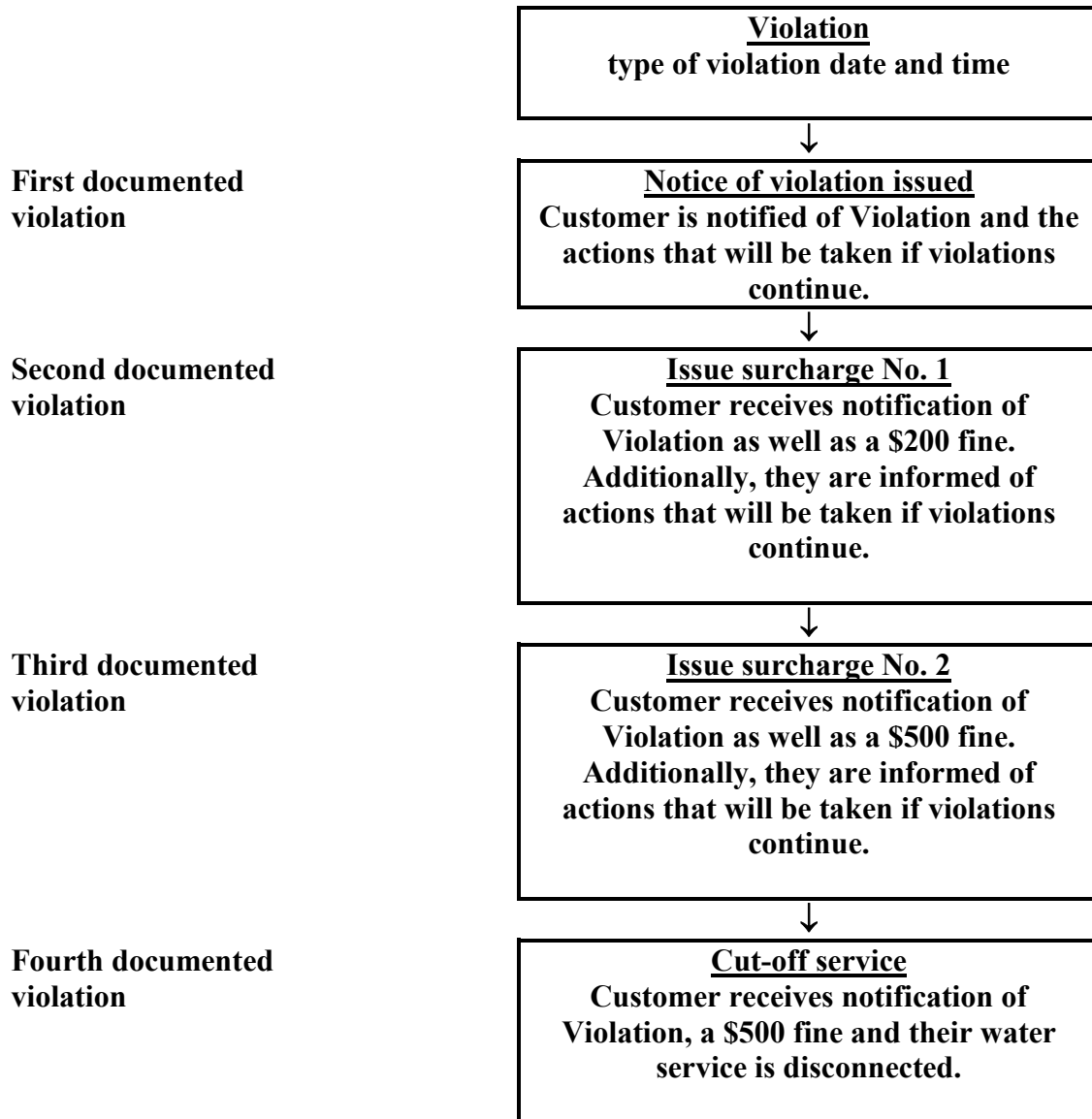
- (1) No person shall knowingly or intentionally allow the use of water from the District's water utility system for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time.
- (2) Any person who violates this Plan shall be subject to the following surcharges and conditions of service:
  - A. Following the first documented violation, the violator shall be given a notice specifying the type of violation and the date and timeframe it was observed, as well as any fines and restrictions on service that may result from additional violations;
  - B. Following the second documented violation, the violator shall be notified by electronic mail, (or in lieu of an on-file email address, by a printed notice delivered to the residence) of the violation and shall be assessed a fine of \$200; as well as any further fines and restrictions on service that may result from additional violations;
  - C. Following the third documented violation, the violator shall be notified by electronic mail, (or in lieu of an on-file email address, by a printed notice delivered to the residence) of violation and shall be assessed a fine of \$500; as well as any further fines and restrictions on service that may result from additional violations;
  - D. Following the fourth documented violation, the District shall assess a \$500 fine, and upon 10 business days' written notice by electronic mail AND printed notice delivered to the residence discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a reconnection charge, hereby established at \$35, and any outstanding charges including late payment fees or penalties. In addition, suitable assurance in the amount of a partial payment of \$200 must be given to the District so that the same action shall not be repeated while the plan is in effect.
  - E. The District reserves the right to seek injunctive relief against a violator in a court of competent jurisdiction to ensure compliance with this Plan.
- (3) Each day that one or more of the provisions in this plan is violated shall constitute a separate violation. Any person, including one classified as a water customer of the District, in apparent control of the property where a violation occurs or originates, shall be presumed to be the violator. Any such person, however, shall have the right to show that he did not commit the violation. *See the enforcement process diagram in Appendix F - Drought Response Retail Enforcement Process.*
- (4) For further reference, The District's Rules and Policies Section 1.21 outlines all instances that may necessitate the discontinuation of water service and should be referenced as appropriate.

**Legal Authority applicable to Water Districts in Regard to Drought Contingency Plan Enforcement**

This Plan is adopted by the District in accordance with the laws governing water control and improvement districts, including but not limited to the following statutory provisions:

- Texas Water Code sec. 49.004
- Texas Water Code sec. 49.212
- Texas Water Code sec.51.122; 51.127-.130

**Appendix C – Drought Response Enforcement Process for Water Districts and Investor-Owned Utilities**



**Appendix D – Authorization to Implement and Approve Drought Contingency Plans**



3812 Eck Lane • Austin, Texas 78734  
Phone (512) 266-1111 • Fax (512) 266-2790

*A Regular Meeting of the Board of Directors of Travis County Water Control & District No. 17 was held at the District office located at 3812 Eck Lane, Austin, TX 78734, Thursday, November 16, 2023 at 6:00pm. This meeting was scheduled and conducted in compliance with the Texas Open Meetings Act.*

**I. CALL TO ORDER**

President Roberts called the meeting to order at 6:01 p.m.

**II. ESTABLISH A QUORUM**

President Roberts announced a quorum of four Directors present: Director Roberts, Martinez, Michaud and Smith. Also present, were General Counsel Katherine Thiel; and WCID No. 17 employees: General Manager Jason Homan (GM Homan), Joe Kunz, Veronica Ellis, Paula Neeley and Michelle Segovia.

**III. MANAGER AND COMMITTEE REPORTS**

**A. MANAGER'S REPORT: STATUS OF DISTRICT OPERATIONS, FINANCES, DISTRICT CONSTRUCTION PROJECTS, DEVELOPER CONSTRUCTION PROJECTS, DISTRICT ADMINISTRATION, MANAGEMENT, AND DISTRICT PLANNING.**

Updates to the General Manager Report were as follows:

- GM Homan attended multiple meetings with the Lower Colorado River Authority (LCRA) concerning the Drought Contingency Plan. This will be discussed more in-depth during the public hearing portion of the meeting.
- The Customer Service Manager position has been filled and the candidate had a starting date of December 4, 2023.
- KXAN News contacted the District with a possible news story concerning the District plumbing plan approval and inspection process. In early September a customer contacted WCID No. 17 concerned that they had been waiting a long time to have their plumbing permit inspections conducted. Upon review it was discovered that the plumbing company never pulled a plumbing permit for the work conducted. WCID No. 17 required the plumber to cease work until all permits were approved. Concerned home owners contacted KXAN to complain of their treatment and that they were being forced to wait long periods of time until inspections could be conducted. After review it was noted that 7 of 8 properties received their permit approval within the normal 3 to 4-week review timeline. The 8th was issued one week later. Unfortunately, for this property there was a delay as the District was switching over to the My Government Online (MG) software suite. In each case the plumber failed to follow Texas law and WCID No. 17 policy. GM Homan will keep the Board updated on the situation if it progresses.
- IT Department Intrusion Testing test report was made available to the District today. It contained four items of note. One high risk rating based on the District's website storage of PDF documents. One medium risk rating based on unpatched third party software used in conjunction with the District's website. Two low risk ratings of which were related to configuration issues. The full report will be available at the December Board Meeting.
- The District had been awarded a Certificate of Distinction from the Government Treasurers' Organization of Texas. Mrs. Ellis read the accompanying letter of congratulations in full to the Board of Directors.

**B. COMMITTEE REPORTS**

1. COMMUNICATION/PARKS & CONSERVATION COMMITTEE - November 14, 2023
2. LEGAL COMMITTEE
3. PLANNING COMMITTEE
4. BUDGET AND FINANCE COMMITTEE
5. POLICY COMMITTEE - November 14, 2023
6. IMPACT FEE ADVISORY COMMITTEE
7. STORMWATER COMMITTEE
8. REUSE IRRIGATION WATER COMMITTEE (ADHOC)
9. EXECUTIVE COMPENSATION & RETENTION COMMITTEE (ADHOC) - November 7, 2023



**IV. 6:15 PM, PUBLIC COMMENT**

**Motion:** Director Smith to close public comment.

**Second:** Director Martinez

**Ayes:** 4                   **Abstain:** 0

**Noes:** 0                   **Carries:** 4/0

Public Comment was opened at 6:28 p.m.

Director Roberts closed Public Comment at 7:15 p.m.

**V. 6:30 PM, PUBLIC HEARING REGARDING WCID NO. 17 WATER CONSERVATION AND DROUGHT CONTINGENCY PLANS.**

No members of the public attended the public hearing regarding the WCID No. 17 Water Conservation and Drought Contingency Plans. GM Homan explained the District legal team made administrative edits and added language from the Texas Administrative Code. He discussed changes that had been made including triggering criteria for initiation and termination of drought response stages, drought response measures, retail customer measures, as well as enforcement provisions. Director Smith gave kudos to GM Homan for working so hard with the LCRA to make the great changes in both of the plans.

**VI. CONSENT AGENDA**

**A. REVIEW THE PAY ESTIMATES FOR VARIOUS CONSTRUCTION PROJECTS IN THE DISTRICT**

1. Graveyard Point Waterline Replacement, Austin Engineering Co. Inc., Pay Estimate No. 2
2. Quinlan Park Waterline Improvements, JKB Construction, LLC, Pay Estimate No. 9
3. Flintrock Effluent Improvement Phase I, Austin Engineering Co. Inc., Pay Estimate No. 9
4. FR & SH Effluent Improvement Phase 2, DN Tanks, Pay Estimate No. 9
5. Central District Maintenance Facility, Century Construction, Change Order No. 3
6. Mansfield WTP Expansion – Construction, Payton Construction, Inc., Change Order No. 6

**B. REVIEW PAYMENT OF NOVEMBER 2023 INVOICES**

**C. APPROVE MINUTES – Regular Meeting held October 19, 2023**

**Motion:** Director Michaud to approve the consent agenda.

**Second:** Director Smith

**Ayes:** 4                   **Abstain:** 0

**Noes:** 0                   **Carries:** 4/0

**VII. NEW BUSINESS**

**A. DISCUSS/CONSIDER/TAKE ACTION REGARDING THE DISTRICT DISTRIBUTION DEPARTMENT TO INCLUDE RESPONSIBILITIES AND GOALS.**

GM Homan introduced Miguel Arellano, Distribution Supervisor. Mr. Arellano greeted the Board and stated he had been with the District for 13 years and 9 months. He introduced member of the Distribution Department and how long each of them had been with the District. He explained they repair leaks, complete fire hydrant maintenance, do meter reading and complete work orders as they come in. His team works with Travis County Transportation and Natural Resources Department when boring work is required under roadways. GM Homan explained that Miguel's team has saved the District thousands of dollars by completing construction projects, doing repairs and paint work in-house. The Board of Directors thanked Mr. Arellano for the hard work he and his team do. **No action.**

**B. DISCUSS/CONSIDER/TAKE ACTION REGARDING CONTRACT AWARD FOR THE TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17'S STORAGE TANK REHABILITATION PROJECT TO CTEX CONSTRUCTION SERVICES LLC. AND QUALITY ASSURANCE INSPECTION BY HOT INSPECTIONS, A PUBLIC BID PROCUREMENT IN THE AMOUNT OF \$399,080.00 AS RECOMMENDED BY THE DISTRICT STAFF.**

Mr. Joseph Kunz, Operations Manager, stated two proposals were received for the project. This project was bid utilizing the Competitive Sealed Proposal method which allows each proposal to be evaluated and ranked in relation to the selection criteria specified. An evaluation was performed on the experience and reputation, and other factors for each Contractor. CTEX submitted the lowest Base Bid and therefore received the most points for the Base Proposal Price Category. CTEX was also given the most Experience & Reputation points because they have significantly more local and applicable experience and the District had worked with them in the past, several times. BRZ was given the most Other Factors points due to their Experience Modification Rate (EMR) and their number of OSHA injuries compared to the no data from CTEX. He stated he had reviewed the qualifications and references of the CTEX and found them to be in order. Mr. Kunz recommend that the project be awarded to CTEX Construction

Services LLC, for the base bid items, for a total of \$362,800.00. Additionally, he recommends the District contract with HOT Inspections to perform the quality assurance and inspection services for this project, for a total of \$36,280.00. This will bring the total cost of the project to \$399,080.00.

**Motion:** Director Michaud to approve the contract award for the Travis County Water Control and Improvement District No. 17 storage tank rehabilitation project to CTEX Construction Services LLC. in the amount of \$362, 800.00 as recommended by the District staff.

**Second:** Director Smith  
**Ayes:** 4      **Abstain:** 0  
**Noes:** 0      **Carries:** 4/0

C. DISCUSS/CONSIDER/TAKE ACTION REGARDING THE ADOPTION OF THE TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17 WATER CONSERVATION PLAN.

**Motion:** Director Michaud to adopt the Travis County Water Control and Improvement District No. 17 Water Conservation Plan as presented.

**Second:** Director Smith  
**Ayes:** 4      **Abstain:** 0  
**Noes:** 0      **Carries:** 4/0

D. DISCUSS/CONSIDER/TAKE ACTION REGARDING THE ADOPTION OF THE TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 17 DROUGHT CONTINGENCY PLAN.

**Motion:** Director Michaud to adopt the Travis County Water Control and Improvement District No. 17 Drought Contingency Plan as presented.

**Second:** Director Martinez  
**Ayes:** 4      **Abstain:** 0  
**Noes:** 0      **Carries:** 4/0

E. DISCUSS/CONSIDER/TAKE ACTION TO APPROVE THE ORDER CANVASSING ELECTION RETURNS FOR THE LOHMANS DEFINED AREA.

GM Homan reviewed the votes received from the Travis County Clerk Election Entity. The Directors had no questions regarding this information.

**Motion:** Director Michaud to adopt the Order Canvassing Election Returns for the Lohmans Defined Area.

**Second:** Director Smith  
**Ayes:** 4      **Abstain:** 0  
**Noes:** 0      **Carries:** 4/0

F. DISCUSS/CONSIDER/TAKE ACTION REGARDING THE GENERAL MANAGERS PERFORMANCE UNDER THE PERSONNEL POLICY.

**Motion:** Director Michaud to approve General Manager Homan a \$5500 bonus for calendar year 2023.

**Second:** Director Smith  
**Ayes:** 4      **Abstain:** 0  
**Noes:** 0      **Carries:** 4/0

VIII. THE BOARD WILL MEET IN EXECUTIVE SESSION TO RECEIVE ADVICE FROM ITS ATTORNEY IN ACCORDANCE WITH TEXAS GOVERNMENT CODE SECTION 551.071 CONSULTATION WITH ATTORNEY AND SECTION 551.047 PERSONNEL, REGARDING NEW BUSINESS AGENDA ITEM F.

The Board of Directors entered Executive Session at 7:17 p.m. and it ended at 7:23 p.m. No action was taken during Executive Session.

IX. ADJOURNMENT

**Motion:** Director Martinez to adjourn.

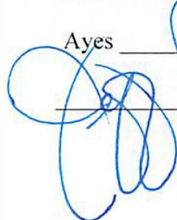
**Second:** Director Michaud  
**Ayes:** 4      **Abstain:** 0  
**Noes:** 0      **Carries:** 4/0

Director Roberts adjourned the meeting at 7:26 p.m.

Approved this 21<sup>st</sup> day of December 2023, with a motion

by Director Michaud and a Second by Director Smith

Ayes 5 Noes 0 Abstained 0

  
\_\_\_\_\_  
Presiding Officer

  
\_\_\_\_\_  
Secretary