**WATER SHORTAGE RESPONSE PLAN**

**TOWN OF LUCAMA**

**JULY 3, 2019 Original**

**JUNE 1, 2023 Updated**

The procedures herein are written to reduce potable water demand and supplement existing drinking water supplies whenever existing water supply sources are inadequate to meet current demands for potable water.

1. **Authorization**

The Lucama Town Administrator shall enact the following water shortage response provisions whenever the trigger conditions outlined in Section IV are met. In his or her absence, the Town Clerk will enact the plan.

Lucama Town Administrator

Phone: 252-239-0560

E-mail: manager@townoflucama.net

Lucama Town Clerk

Phone: 252-239-0560

E-mail: townclerk@townoflucama.net

1. **Notification**

The following notification methods will be used to inform water system employees and customers of a water shortage declaration: employee announcements, notices at municipal buildings, notices in water bills and on the Town of Lucama’s website homepage. Required water shortage response measures will be communicated through letters, door hangers, and on the Town of Lucama website. Declaration of emergency water restrictions or water rationing will be communicated to all customers by door hangers and website.

1. **Levels of Response**

Five levels of water shortage response are outlined in the table below. The five levels of water shortage responses are: voluntary reductions, mandatory reductions I and II, emergency reductions and water rationing. A detailed description of each response level and corresponding water reduction measures follows below.

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| --- | --- | --- |
| **Stage** | **Response** | **Description** |
| 1 | Voluntary Reductions | Water users are encouraged to reduce their water use and improve water use efficiency; however, no penalties apply for noncompliance. Water supply conditions indicate a potential for shortage. |
| 2 | Mandatory Reductions I | Water users must abide by required water use reduction and efficiency measures; penalties apply for noncompliance. Water supply conditions are  significantly lower than the seasonal norm and water shortage conditions are expected to persist. |
| 3 | Mandatory Reductions II | Same as in Stage 2 |
| 4 | Emergency Reductions | Water supply conditions are substantially diminished  and pose an imminent threat to human health or environmental integrity. |
| 5 | Water Rationing | Water supply conditions are substantially diminished and remaining supplies must be allocated to preserve human health and environmental integrity. |

**Stage 1 – Voluntary Reductions**

The goal for Stage I will be a 5% reduction in water demand. The following will be encouraged under Stage I response:

1. An educational campaign will be initiated to inform the public of the voluntary water restrictions.

2. Residential customers will be encouraged to practice the following conservation measures:

1. Use the shower for bathing rather than bathtub when possible
2. Do not leave water running while washing dishes, brushing teeth, or shaving
3. Water shrubbery to a minimum
4. Limit lawn watering to a minimum
5. Limit car washing to a minimum
6. Run dish washers and washing machines only when full
7. Limit washing down outside areas such as siding, patios, and walkways
8. Delay landscaping and seeding until later date
9. Use disposable dishes and utensils when possible
10. Install water saving devices on shower heads
11. Do not use sprinklers for play

**Stage 2 – Mandatory Reductions I**

The goal for Stage 2 will be a 10% reduction in water demand. When Stage 2 conditions are met, the following mandatory restrictions will be added to the voluntary water recommendations from Stage 1:

It shall be unlawful to:

1. Water lawns, grass, shrubbery, trees, and flowers and vegetable gardens except as follows:
   1. Such watering may only be done between the hours of 8PM and 8AM.
   2. Watering by sprinkler is limited to ½ inch per week, or customers may water by hand held hose, with a container, or with a drip irrigation system.

\*\*Any person engaged in the sale of plants may use a minimal amount of water anytime to keep plants living.

1. Introduce water into any ornamental pond or fountain or make similar use of water except to keep fish in an existing pond alive.
2. Fill newly constructed pools or pools that have been drained. A minimal amount of water may be added to existing pools to continue operation
3. Wash automobiles, trucks, trailers, boats, campers, or any other type of mobile equipment unless it cannot be safely operated unless cleaned.
4. Wash down outside areas such as streets, walkways, parking lots, patios, or other similar purposes unless done for public safety or done by Public Works Staff.
5. Use of water for dust control.
6. Use potable water for any other purpose than fire suppression or other public emergency.
7. Use water for fire department training or equipment testing unless required by State or Federal regulations.
8. Use water for any unnecessary purpose or intentionally waste water.

**Stage 3 – Mandatory Reductions II**

The goal for Stage 3 will be a 15% reduction in water demand. In addition to the restrictions in Stage 1 and Stage 2, the following additional water restrictions shall be imposed:

It shall be unlawful to:

1. Water grass, shrubbery, trees, flowers, and gardens except as follows:
   1. Watering may be done on Saturday only from 8PM to 8AM.
   2. Such watering is to be done only by a hand-held hose, by container, or by a drip irrigation system.

\*\*Any person engaged in the sale of plants may use a minimal amount of water anytime to keep plants living.

1. Add any water from the Town of Lucama water supply to an ornamental pond.
2. Wash automobiles, trucks, trailers, boats, campers, or any other type of mobile equipment unless it cannot be safely operated unless cleaned.
3. Refuse to repair water leaks on property or facilities of Town of Lucama customers within ten (10) days of discovery and notification by the Town of Lucama.

**Stage 4 – Emergency Reductions**

The goal for Stage 4 will be a 25% reduction in water demand. In addition to the restrictions imposed in Stage 1, Stage 2, and Stage 3, the following restrictions shall be imposed:

It shall be unlawful to:

1. Use water outside a structure for any use other than for an emergency, a fire, for public safety, or by Public Works staff to maintain the system.
2. Refuse to repair water leaks within ten (10) days of notification

\*\*Large leaks will be immediately shut off from service

1. Large industrial customers will be asked to delay projects that will require large quantities of water.

\*\*The Town shall implement a temporary drought surcharge of 1.25 times the normal water rate during Stage 4 reductions for all customers.

**Stage 5 – Water Rationing**

The goal of Stage 5 (Water Rationing) is to provide water to protect public health In addition to the restrictions in Stages 1 thru 4, the following restrictions shall be imposed:

1. In the event of water rationing, water will be supplied in the minimal quantities required for public health and welfare.
2. It shall be unlawful to use water in any manner or attempt to evade or avoid such water rationing restrictions.
3. Fire protection will be maintained, but where possible, tank trucks shall use raw water for fire protection.
4. **Triggers**

|  |  |  |
| --- | --- | --- |
| **Stage** | **Response** | **Well Operating Conditions** |
| 1 | Voluntary Reductions | Pumping time >10 hours  20% reduction in seasonal normal distance from static water level and pump intake  20% increase in pumping time for same output |
| 2 | Mandatory Reductions I | Pumping time >12 hours  40% reduction in distance from static water level and pump intake  40% increase in pumping time for same output |
| 3 | Mandatory Reductions II | Pumping time >14 hours  60% reduction in distance from static water level and pump intake  60% increase in pumping time for same output |
| 4 | Emergency Reductions | Pumping time >20 hours  80% reduction in distance from static water level and pump intake |
| 5 | Water Rationing | Water level at pump intake elevation |

**Return to Normal**

When water shortage conditions have abated and the situation is returning to normal, water conservation measures employed during each phase should be decreased in reverse order of implementation. Permanent measures directed toward long-term monitoring and conservation should be implemented or continued so that the community will be in a better position to prevent shortages and respond to recurring water shortage conditions.

1. **Enforcement**

The provisions of the water shortage response plan will be enforced by Town of Lucama Public Works Department and Police personnel. Violators may be reported to Town Hall. Citations are assessed according to the following schedule depending on the number of prior violations and current level of water shortage.

|  |  |  |  |
| --- | --- | --- | --- |
| **Water Shortage Level** | **First Violation** | **Second Violation** | **Third Violation** |
| Voluntary Reductions | N/A | N/A | N/A |
| Mandatory Reductions (Stages 2 and 3) | Warning | $250 | Discontinuation of Service |
| Emergency  Reductions (Stage 4) | $250 | Discontinuation of  Service | Discontinuation of  Service |
| Water Rationing  (Stage 5) | $500 | Discontinuation of Service | Discontinuation of Service |

\*\*Drought surcharge rates are effective in Stages 3, 4 and 5

1. **Public Comment**

Customers will have multiple opportunities to comment on the provisions of the Water Shortage Response Plan. First, a draft plan will be available at Town Hall for customers to view. There will be a notice on customers’ bills letting them know that a copy of the water shortage response plan is available at Town Hall if they are interested in picking one up. A public hearing will be scheduled at a regularly scheduled Board meeting so customers can comment on the plan. All subsequent revisions to the draft plan will be published at least 30 days prior to an adoption vote by Town Council.

1. **Variance Protocols**

Applications for water use variance requests are available from the Lucama Town Hall. All applications must be submitted to Town Hall for review by the Town Administrator or his or her designee. A decision to approve or deny individual variance requests will be determined by the Town Administrator within two weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, purpose (i.e. necessary use of drinking water) and the prevention of structural damage.

1. **Effectiveness**

The effectiveness of the Lucama Water Shortage Response Plan will be determined by comparing the stated water conservation goals with observed water use reduction data. This will be done by using daily readings at the Water Treatment Plant and maintaining a daily record thereof. Other factors to be considered include frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained and evaluation of demand reductions compared to the previous year’s seasonal data. All of this will be done to ensure the town is conserving water in times of drought.

1. **Revision**

The water shortage response plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years in conjunction with the updating of our Local Water Supply Plan. Further, a water shortage response planning work group will review procedures following each emergency or rationing stage to recommend any necessary improvements to the plan to Lucama’s Town Council. The Lucama Town Administrator is responsible for initiating all subsequent revisions.