

**CITY OF WOODCREEK, TEXAS**  
**RESOLUTION NO. 2023-08-23-02**

**A RESOLUTION OF THE CITY OF WOODCREEK, TEXAS CREATING THE DROUGHT RESPONSE PROTOCOL**

**WHEREAS**, the City Council recognizes a responsibility and duty to keep citizens informed of important public health and safety matters; and

**WHEREAS**, the City Council finds that a formal protocol is necessary in the event of certain public health and safety concerns, such as widespread drought and critical fire hazards; and

**WHEREAS**, the City Council understands that no such formal protocol exists for drought management and communications; and

**WHEREAS**, the City Council finds that the creation of such protocol and its immediate implementation to be both wise and prudent to ensure the health and safety of the residents of the City of Woodcreek.

**NOW, THEREFORE, BE IT RESOLVED by the City of Woodcreek City Council:**

1. The document entitled, "City of Woodcreek Drought Response Protocol" is hereby approved and adopted for purposes of conducting City business.
2. The City Council directs City Staff to implement the Drought Response Protocol to the extent reasonably possible.
3. The City Secretary is instructed to include a copy of this Resolution and the Drought Response Protocol enacted by this resolution in and among the records of the City.
4. The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings act, Texas Government Code, Chapter 551.

**PASSED AND APPROVED this, the \_\_\_\_ day of August, 2023, by a vote of \_\_ ayes to \_\_ nays to \_\_ abstentions of the City Council of Woodcreek, Texas.**

CITY OF WOODCREEK:

ATTEST:

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Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

**CITY OF WOODCREEK**  
**DROUGHT RESPONSE PROTOCOL**

**Propose:** The City of Woodcreek Drought Response Protocol sets out a plan of action for the Emergency Management designee in the event that the City of Woodcreek enters drought restrictions as determined by any organizations holding the local or state authority to instate and enforce water restrictions upon the residents and citizen of Woodcreek.

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**Authoritative Overview:** The State of Texas grants regulatory authority to local groundwater districts. The local ground water district works with water suppliers to set, monitor, and enforce drought restrictions and guidelines.

*The Hays Trinity Groundwater District is the City of Woodcreek’s representative district.*

*Aqua, Texas serves the City of Woodcreek for water and wastewater utilities.*

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**Action Plan:**

The City of Woodcreek does not hold the authority to set drought restrictions nor enforce them.

The City can take action to inform and educate the public.

The City of Woodcreek will utilize the official drought restriction guidelines as provided by the appropriate local regulatory and enforcement agencies in all communications.

The City of Woodcreek will follow all watering restrictions set forth at any stage on all City owned properties.

<b>RESTRICTION STAGE</b>	<b>CITY OR WOODCREEK RESPONSE</b>
Stage 1	<ul style="list-style-type: none"><li>• The City creates/posts a drought information page on the website*</li><li>• An email along with the notice of Stage 1 drought response guidelines. This may be attached to regular City communication.</li><li>• A social media post shall be made. This should be independent from other City communication.</li></ul>
Stage 2	<ul style="list-style-type: none"><li>• The City will send an email notifying the public of the change to Stage 2 in the drought condition guidelines. This may be attached to regular City communication.</li><li>• The website will be updated with this information.</li><li>• Signs will be placed at designated spots in the City to notify the public of the Stage 2 drought restrictions.</li><li>• A social media post shall be made. This should be independent from other City communication.</li></ul>

<p>Stage 3</p>	<ul style="list-style-type: none"> <li>• The City will send an email notifying the public of the change to Stage 3 in the drought condition guidelines. This will be a specially issued email separate from other city business. It will contain the “Immediate Action” section of the citizen recommendations section of the website.</li> <li>• The website will be updated with this information.</li> <li>• Signs will be placed at designated spots in the City to notify the public of the Stage 3 drought restrictions.</li> <li>• A colored postcard will be sent to all addresses on file in the City of Woodcreek providing notice of the Stage 3 drought restrictions. This will include any relevant burn ban information in effect at the time.</li> <li>• A banner on the website will be placed, but may be interchanged for timelier and/or temporary public notices as needed. This drought banner will include any relevant burn ban information in effect at the time.</li> <li>• A social media post shall be made. This should be independent from other City communication.</li> </ul>
<p>Stage 4</p>	<ul style="list-style-type: none"> <li>• The City will send an email notifying the public of the change to Stage 4 in the drought condition guidelines. This will be a specially issued email separate from other city business. It will contain the “Immediate Action” section of the citizen recommendations section of the website.</li> <li>• The website will be updated with this information.</li> <li>• Signs will be placed at designated spots in the City to notify the public of the Stage 4 drought restrictions.</li> <li>• Moratorium on new pool construction permits.</li> <li>• Meeting with Camp Young Judaea (fireworks) and Double J Golf Course (watering the greens) to discuss possible changes in procedures.</li> <li>• Call of attend a meeting of the local “Water Task Force”</li> <li>• A colored postcard will be sent to all addresses on file in the City of Woodcreek providing notice of the Stage 4 drought restrictions. This will include any relevant burn ban information in effect at the time.</li> <li>• A door hanger will be distributed by hand to every home in the City of Woodcreek providing notice of the Stage 4 drought conditions, sharing the City’s drought page link on the website, and listing the Citizen Recommendations “Immediate Action” section of the website. This will include any relevant burn ban information in effect at the time.</li> <li>• A permanent banner will remain on the City website. This drought banner will include any relevant burn ban information in effect at the time.</li> <li>• A social media post shall be made. This should be independent from other City communication.</li> </ul>

	<ul style="list-style-type: none"> <li>• Request a meeting with an Aqua representative and possible presentation at the following City Council meeting</li> </ul>
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*\*Website Guidelines: Prominently displayed. Remains in place for the duration of the drought. Restate the official communication issued by Aqua, Tx. Provides a list of recommendations for Citizens (see below) and any water conservation incentive programs the City of Woodcreek may have in effect at the time.*

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***Should a burn ban be in place during any of these stages that additional information will be included with all City communications pertaining to the drought response.***

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**Citizen Recommendations (to be posted on the website):**

*The City of Woodcreek is asking residents for assistance in reducing water consumption. Please help us by considering taking the following actions. These requests are made in addition to the required drought restriction guidelines issued by the regulatory and enforcing agencies.*

**Immediate Action**

- Check for running toilets and fix
- Download bills if not receiving paper and check the monthly water use to monitor consumption
- Move plants indoors that need more frequent watering or utilize shade cloth
- Turn off all water use in the house and check the outdoor meter to see if undetected water leaks are occurring
- Cover swimming pools when not in use.
- Reduce consumption in bathrooms by not letting the water run when not directly in use

*Tips/tricks for Stage 4 Drought Restrictions: use a dishwasher rather than handwashing dishes, if you hand wash utilize a water catchment tube to reduce water loss, catch shower run off to water plants (soap free), and catch A/C line runoff to water plants.*

**Long-term planning**

- Install drought tolerate landscaping and remove or minimize the “traditional grass lawn”
- Install low flow toilets and water efficient appliances

-Install rainwater collection to support water demands

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**City Initiatives and Goals:**

- Rainwater collection at all City properties and any new builds on public land
- Rainwater collection incentive program sponsored by the City
- Rebate program for low flow toilets and high efficiency appliances
- Rebate program for new construction (or retrofitting) with purple pipes\*
- Annual best “drought friendly yard” award

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