

**Water Shortage Response Plan  
Town of Winterville, North Carolina  
April 2023**

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.

**I. Authorization**

The Winterville Town Manager shall enact the following water shortage response provisions whenever the trigger conditions outlined in Section IV are met. In his/her absence, the Public Works Director will assume this role.

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Winterville Town Manager  
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Cliff McGuffin  
Winterville Public Works Director  
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**II. Notification**

The following notification methods will be used to inform water system employees and customers of a water shortage declaration: employee e-mail announcements, notices at municipal buildings, notices in water bills. Required water shortage response measures will be communicated through PSA announcements on local radio and cable stations, and on the town website at [www.wintervillenc.com](http://www.wintervillenc.com). Declaration of emergency water reductions or water rationing will be communicated to all customers by telephone through use of reverse 911.

**III. Levels of Response**

Five levels of water shortage response are outlined in the table below. The five levels of water shortage response 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 follow below.

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.

In Stage 1, Voluntary Reductions, all water users will be asked to reduce their normal water use by 5%. Customer education and outreach programs will encourage water conservation and efficiency measures including; irrigating landscapes a maximum of one inch per week; preventing water waste, runoff and watering impervious surfaces; watering plants deeply to encourage root growth; washing only full loads in clothes and dishwashers; using spring-loaded nozzles on garden hoses; and identifying and repairing all water leaks.

In Stage 2, Mandatory Reductions I, all customers are expected to reduce their water use by 10% in comparison to their previous month’s water bill. In addition to continuing to encourage all voluntary reduction actions, the following restrictions apply: irrigation is limited to a half inch per week between 8 PM and 8 AM; outdoor use of drinking water for washing impervious surfaces is prohibited; and all testing and training purposes requiring drinking water (e.g. fire protection) will be limited.

In Stage 3, Mandatory Reductions II, customers must continue actions from all previous stages and further reduce water use by 20% compared to their previous month’s water bill. All non-essential uses of drinking water are banned, and garden and landscape irrigation must be reduced to the minimum amount necessary for survival. Additionally, in Stage 3, a drought surcharge of 1.5 times the normal water rate applies.

In Stage 4, Emergency Reductions, customers must continue all actions from previous stages and further reduce their water use by 25% compared to their previous month’s water bill. A ban on all use of drinking water except to protect public health and safety is implemented and drought surcharges increase to 2 times the normal water rate.

The goal of Stage 5, Water Rationing, is to provide drinking water to protect public health (e.g. residences, residential health care facilities and correctional facilities). In Stage 5, all customers are only permitted to use water at the minimum required for public health protection. Firefighting is the only allowable outdoor water use and pickup locations for distributing potable water will be announced according to Winterville’s Emergency Response Plan. Drought surcharges increase to 5 times the normal water rate.

IV. Triggers

Winterville is provided purchased surface water by the Greenville Utilities Commission. When Greenville Utilities Commission declares a water shortage Winterville is required to do so as well. During this time the Winterville Public Works Director will stay in close contact with Greenville Utilities Commission and follow their triggers.

The Town of Winterville’s other water source is groundwater. The following measurements of well pumping times and well levels in relationship to pump intake levels trigger entry into corresponding water restriction stages.

Stage	Well Operating Conditions
1	Pumping Time >10 hours for three (3) consecutive days 20% reduction in seasonal normal distance from static water level and pump intake 20% increase pumping time for same output
2	Pumping Time >12 hours for three (3) consecutive days 40% reduction in distance from static water level and pump intake 40% increase pumping time for same output
3	Pumping Time >14 hours for three (3) consecutive days 60% reduction in distance from static water level and pump intake 60% increase pumping time for same output
4	Pumping Time >20 hours for two (2) consecutive days 80% reduction in distance from static water level and pump intake
5	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.

V. Enforcement

The provisions of the water shortage response plan will be enforced by Town of Winterville Public Works department and police personnel. Violators may be reported to the Town’s police and/or public works departments. Citations are assessed according to the following schedule depending on the number of prior violations and current level of water shortage.

<b>Water Shortage Level</b>	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>
Voluntary Reductions	N/A	N/A	N/A
Mandatory Reductions (Stages 2 and 3)	Warning	\$250	Discontinuation of Service
Emergency Reductions	\$250	Discontinuation of Service	Discontinuation of Service
Water Rationing	\$500	Discontinuation of Service	Discontinuation of Service

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

VI. 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. A notice and copy of the draft plan will be posted on the town website [www.wintervillenc.com](http://www.wintervillenc.com) as well as in the lobby at Town Hall. Residents may also comment during the public comment section of our regularly scheduled Town Council meetings as well as a public hearing which will be scheduled prior to approval of the plan. All subsequent revisions to the plan will be published at least 30 days prior to an adoption vote by the Winterville Town Council.

VII. Variance Protocols

Applications for water use variance requests are available from the Town Public Works Office. All applications must be submitted to the Public Works Office for review by the Public Works Director or his designee. A decision to approve or deny individual variance requests will be determined 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.

### VIII. Effectiveness

The effectiveness of the Winterville water shortage response plan will be determined by comparing the stated water conservation goals with observed water use reduction data. 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.

### IX. 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 Winterville's Town Council. The Town of Winterville Public Works Director is responsible for initiating all subsequent revisions.

**TOWN OF WINTERVILLE RESOLUTION  
APPROVING WATER SHORTAGE RESPONSE PLAN**

**WHEREAS**, North Carolina General Statute 143 355 (l) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

**WHEREAS**, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for the Town of Winterville, has been developed and submitted to the Town Council for approval; and

**WHEREAS**, the Town Council finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143 355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Winterville, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Winterville that the Water Shortage Response Plan entitled, Town of Winterville WSRP, dated April 2023, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and: that

**BE IT FURTHER RESOLVED** that the Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.



Adopted this the 12<sup>th</sup> day of June 2023.

*Richard E. Hines*  
Richard E. Hines, Mayor

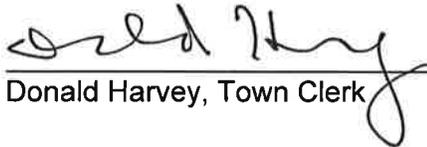
ATTEST:

*Donald Harvey*  
Donald Harvey, Town Clerk

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified Town Clerk of the Town of Winterville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution as documentation for the State of North Carolina, Department of Environment and Natural Resources, Division of Water Resources, as regularly adopted at a legally convened meeting of the Town Council duly held on the 12th day of June 2023; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF,

I have hereunto set my hand this 12th day of June 2023.

  
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Donald Harvey, Town Clerk

