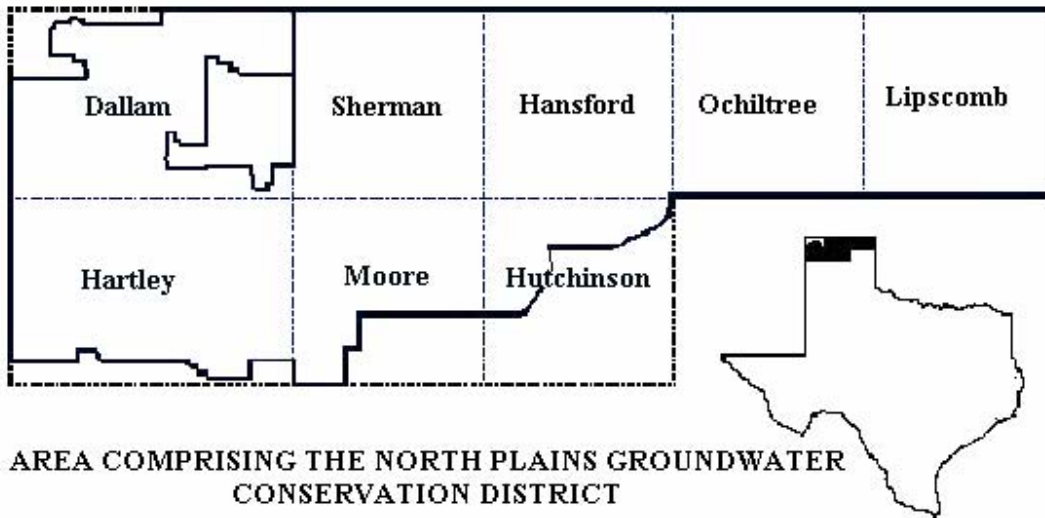


NORTH PLAINS GROUNDWATER CONSERVATION DISTRICT

METERING AND PRODUCTION REPORTING MANUAL



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NORTH PLAINS GROUNDWATER CONSERVATION DISTRICT METERING AND PRODUCTION REPORTING MANUAL

INTRODUCTION

This Manual is designed to provide Well Owners with a list and description of Approved Metering Devices, Approved Alternate Metering Systems and production reporting requirements necessary to comply with the Rules of the North Plains Groundwater Conservation District.

This Manual has been developed by the District and approved by the Board of Directors. This Manual lists approved metering devices and describes approved water measuring methods suitable for use within the District to comply with the metering Rules of the District. This Manual also prescribes approved annual production reporting and certification of reports necessary to comply with the Annual Production Report Rules of the District. The Manual may be amended by action of the Board of Directors at a properly posted Board Meeting and shall be an item on the agenda of that meeting.

Throughout the manual the term “Well Owner” is used. Complying with the Rules of the District is the responsibility of the Well Owner. The District has provided a method whereby the Well Owner may designate another person to act on the Well Owner’s behalf through the designation of an “Agent”. This Manual includes information and a copy of a form for Agent Authorization. When the term Well Owner is used it should be understood that if the Well Owner has designated an Authorized Agent and filed the form with the District, the process and/or procedure would apply to or may be performed by the Authorized Agent.

The District’s staff on a random basis throughout each year will perform on-site inspections for compliance with District Rules and verification of information provided to the District by Well Owners. The section “STAFF VERIFICATION AND INSPECTION” of this Manual describes this process.

APPROVED METERING METHODS

A. APPROVED METERING DEVICES

An approved metering device is a mechanical or electronic meter which accounts for the total volume of water passing through the meter. The District will maintain a list of approved mechanical and electronic flow meters by manufacturer including brand, model and/or size. The list will be updated as additional meters are approved. An individual, manufacturer or dealer may contact the District in regard to the requirements and procedures necessary for their meter(s) to be considered for inclusion in the list of approved meters.

The district considers accuracy, durability, installation requirements, maintenance requirements, cost, availability of meters and repair parts, and additional features when approving meters for inclusion on the list.

B. APPROVED ALTERNATIVE WATER METERING SYSTEMS

The District has deemed certain alternative water metering systems acceptable in lieu of flow meters. Each owner selecting an alternative metering system shall agree in writing to accept and be bound by the calculations from the alternative metering system selected and to waive any and all defenses as to the accuracy and/or reliability of the alternative metering system selected.

1. Center Pivot Delivery Rate and Hours of Operation

This method of water metering uses the manufacturer's specification of the nozzle package installed on the center pivot system and the hours of operation to record the total annual production for a property where the center pivot is the only method used to irrigate and water from the well(s) is not used elsewhere.

- a.** The center pivot system shall be equipped with an hour meter installed at the control module of the center pivot system or is an integral part of the control module of the system.
- b.** The hour meter shall be installed in such a manner that the recorded hours of operation are continually recorded when the system is in operation.
- c.** The hour meter shall have a rated accuracy of plus or minus two percent of actual time for which the meter is recording hours of operation and shall be installed in accordance with the manufacturer's specifications.
- d.** The hour meter shall be capable of accurately registering up to 99,999 hours of continuous operations.
- e.** The owner shall provide the District with certification of the installation of the nozzle package for the center pivot system, including the gallons per minute GPM the system delivers at various pressure levels. This certification shall also include a diagram showing how the hour meter is integrated with the system.

2. Hour Meter and Certified Gallon Per Minute (GPM) Flow Tests

This method of water metering uses an hour meter to record hours of operation of the pump and a certification of gallons per minute (GPM) produced to record the total annual production for a property.

- a. The hour meter shall be of a type approved by the District. The District will maintain a list of hour meters which meet District approval.
- b. The hour meter shall be installed in accordance with the manufacturer's specifications and in such a manner that hours and minutes of operation will be recorded at all times while the pump is in operation.
- c. A Certified Gallon Per Minute test of GPM shall be performed in accordance with the requirements and procedures of this Manual.
- d. The owner shall provide the District with certification of the installation of the hour meter and the Certified Gallon Per Minute test on forms prescribed by the District.
- e. When hour meters are removed for servicing or replacement, records of the hour meter reading shall be kept and reported to the District on forms prescribed by the District. Meters may be removed for off season storage in which case recertification of installation is required.
- f. Any malfunctioning hour meter must be repaired or replaced within 72 hours after the malfunction is discovered.

3. Certification of Inability to Produce an Allowable Annual Production

This method of water metering may be used to record the total annual production for a property when the combined total production from the wells within the property is insufficient to produce the Allowable Annual Production assigned for the Property. Three-hundred sixty-five (365) days of operation shall be used to calculate the total annual production to determine if the property and combined production from the wells meet the requirements of this method.

- a. The owner shall provide certification that the total production from all the wells on the property can not produce the Allowable Annual Production amount for the Property under normal operating conditions for the year.
- b. The Owner is responsible for having a Certified Gallon Per Minute test performed within the first 60 days of operation at the time a pump is reworked and reinstalled or a new pump installed.
- c. The Owner shall provide the District with the Certified Gallon Per Minute test report.

- d. The Owner shall provide the District with the total number of days each well on the property was operated during the calendar year on the Annual Report.
- e. The Owner shall file an Annual Report of Production in accordance with the Rules of the District and as prescribed in this Manual.
- f. A Well Owner using this method who drills an additional well may be required to select another Approved Alternate Water Metering System to measure the production from the existing wells on the property if their combined total production is calculated to exceed eighty percent (80%) of the Allowable Annual Production for the Property.

4. **Energy Usage Coefficient**

This method of water metering uses total amount of energy consumed to calculate the total acre feet of water produced and thereby record the total annual production for a property. The energy source may be natural gas, electricity, diesel, Liquid Petroleum (LP gas), or gasoline. An energy coefficient has been calculated for each energy source.

- a. The Well Owner shall provide the total fuel usage for the year for each well or combined total fuel usage where only one meter from the power supplier is used for billing. The total fuel usage calculated to acre feet of production for each energy source is as follows:

The energy use coefficient for the various energy sources will be:

- i. Natural Gas = 1 MCF per acre inch or 12 MCF per acre foot
 - ii. Electric = 75 KWH per acre inch or 900 KWH per acre foot
 - iii. Diesel = 5.2 gallons per acre inch or 62.4 gallons per acre foot
 - iv. LP Gas = 10.9 gallons per acre inch or 130.9 gallons per acre foot
 - v. Gasoline = 6.8 gallons per acre inch or 81.6 gallons per acre foot.
- b. The Well Owner will supply copies of natural gas bills and/or electric bills if the engine or motor is operated with natural gas or electricity.
- c. If the well is operated with LP Gas, Diesel, or Gasoline:
 - i. An inline positive displacement meter shall be installed between the fuel supply tank and the engine.
 - ii. The positive displacement meter shall have a rated accuracy of plus or minus two percent.
 - iii. The meter registry shall have a visual, volume recording totalizer which shall record in gallons.

- iv. The registry shall be adequately protected from the elements.
- v. The totalizer shall have sufficient capacity to record the quantity of fuel used during the period of one year.
- vi. The totalizer shall be direct reading and the multiplier shall be clearly indicated.

5. Confined Animal Feeding Operations (CAFOs)

This alternative metering method is only available for use to account for the water used within the confines of CAFOs and only includes water consumed by the livestock, water used for mixing the feed and where applicable water used for animal effluent washout.

Livestock Water Use Based on Animal Inventory. This method of determining the volume of water produced from the aquifer may be used by confined livestock operations based on animal inventory in conjunction with accepted livestock water demand rates in gallons per head per day. This method will be available to animal feeding operations that keep accurate records on the inventory of livestock at each operation throughout the year.

- a. Using this alternative metering system, a livestock operation must calculate annual water withdrawals with the following equations:

$$\text{Monthly Water Use} = \text{Avg. Monthly Head Count} \times \text{Gals/Head/Day} \times \text{No. of Days/Month}$$

$$\text{Total Annual Water Use} = \text{Sum of all Monthly Water Use}$$

Where,

Total Annual Water Use will be reported on District forms in total gallons per year or total acre-feet per year (325,851 gallons per acre-foot).

Average Monthly Head Count will be determined by the livestock operation using production records. The Average Monthly Head Count should represent the average monthly livestock inventory maintained at the location throughout the calendar year.

Gals/Head/Day will be selected from the list of values from the table below, unless the livestock operation provides other site-specific data to the District for review and approval.

- b. The daily water use values for each species have been documented in the Panhandle Regional Water Plan as follows:

ALL VALUES IN GALLONS/HEAD/DAY

<u>Livestock Type</u>	<u>Water Use</u>
<u>Beef feedyard (without overflow water tanks)</u>	<u>13 (Jan.-Dec.)</u>
<u>Beef feedyard (with overflow water tanks)</u>	<u>13 (Apr.-Sep.)/15 (Oct.-Mar.)</u>
<u>Swine, whole farm (with effluent recycling)</u>	<u>5</u>
<u>Swine, whole farm (without effluent recycling)</u>	<u>8.5</u>
<u>Swine, finishing</u>	<u>3-5</u>
<u>Swine, nursery</u>	<u>1</u>
<u>Swine, sow & litter</u>	<u>8</u>
<u>Swine, gestating sow</u>	<u>6</u>
<u>Dairy cows, whole farm</u>	<u>65</u>

6. Municipal

The Texas Commission of Environmental Quality requires cities to maintain records of total water usage. The District will accept:

- a. The metering method and accounting used by a city only if the water produced from each specific property within the city well field is accounted for separately.
- b. An Approved Metering Device and/or an Approved Alternative Metering System may be used for production reporting requirements to comply with the Rules of the District.

7. Industrial

An industrial entity that is currently maintaining records in regard to total water use may submit their calculations for total annual production using data from those records. The District will accept the annual production report if:

- a. The metering method and accounting used by that entity only if the water produced from each specific property from which the entity produces groundwater is accounted for separately.
- c. An Approved Metering Device and/or an Approved Alternative Metering System may be used for production reporting requirements to comply with the Rules of the District.

PRESCRIBED FORMS, CERTIFICATION and REPORTING

This section provides owners within the District information, necessary for them to comply with the certification and reporting requirements of the District Rules. It also includes examples of forms to be used in submitting the required information to the District.

A. Requirements for Certification of Gallons Per Minute (GPM) Tests

Several of the Approved Alternative Metering Systems require wells to have a Certified Gallons Per Minute test performed. This section lists the requirements for those tests.

1. The certification of production shall be performed by an Approved Well Testing Entity or by District personnel.

Approved Well Testing Entity means an individual who has received training and certification from the District or District personnel experienced in conducting well tests. The training and certification will be provided by the District and will include:

- Identification of the approved equipment necessary to perform required tests,
- Instructions on how to use the equipment,
- Instructions on procedures to follow in conducting tests,
- Instructions on tabulation of data collected during the tests.

2. The certification shall be performed:

- a. During the first year of operation when an alternative method that requires Certified Gallon Per Minute test is selected,
- b. At the time a new or repaired pump is installed in an existing well that is using an alternative method that requires Certified Gallon Per Minute test is selected, or
- c. On all wells on the property that are using an alternative metering system that require a Certified Gallon Per Minute test when a new well is drilled on the property.

3. Each well production certification shall be performed as follows:

- a. After the well has been operated for a minimum of forty-eight (48) hours and when the well is operating under normal operating conditions,
- b. The well shall be tested at the well's normal operating revolutions per minute (rpm). Normal operating rpm is considered to be 1750rpm. If the well's "normal operating" rpm is more or less than 1750rpm, the well's "normal operating" rpm shall be certified and noted in the report.
- c. The production certification test shall be conducted for not less than one (1) hour with flow readings recorded on not less than fifteen (15) minute intervals.
- d. **Seasonally Operated Wells:** A seasonally operated well is a well that is normally operated no more than one hundred and eighty (180) consecutive days per year. Depending on the number of hours the well has been operated during the year prior to performing the Certified Gallon Per Minute Test the results will be adjusted to compensate for the change in production from the beginning of the pumping season to the end of the pumping season to reach an average GPM of the well for the year. The adjustments shall be as follows:
 - i. When the Certified Gallon Per Minute test is performed during the first 1,440 hours of operation reduce GPM by 10%.

- ii. When the Certified Gallon Per Minute test is performed between 1,441 hours of operation to 2,880 hours of operation no change in GPM.
 - iii. When the Certified Gallon Per Minute test is performed between 2,881 hours of operation to 4,320 hours of operation increase GPM by 10%.
- e. **Continually operated well:** A continually operated well is a well that is normally operated every month and is not normally idle for more than thirty (30) consecutive days. The Certified Gallon Per Minute test will be the results of the test.
- 4. To meet the requirements of a Certified Gallon Per Minute test, only one test conducted in accordance with section C above is required. The District will accept up to three (3) certified GPM flow tests provided the tests are conducted no more often than thirty (30) days between tests.
 - 5. A Certified Gallon Per Minute test is required every five (5) years and in accordance with section B above to comply with the requirements of an Approved Alternate Metering Method.
 - 6. The Certified Gallon Per Minute test report shall be filed with the District within three (3) business days after the Certified Gallon Per Minute test is complete.

B. Certification and Notification Requirements and Forms

1. Certification of Equipment Installed

The following form North Plains Groundwater Conservation District Notification of Metering Method will be sent to Well Owners. The form will include information about each individual property owned and each well on the property. The form will also include the annual allowable production for each property.

The Well Owner is required to return the form(s) to the District after they have identified the metering method selected and provided the specific information for each individual well on each property.

The same form will be used regardless of the metering method selected. Information specific to each well such as location of flow meter, hour meter and/or other components of the metering method or system should be identified on the form.

(The following form is for example purpose only)
NORTH PLAINS GROUNDWATER CONSERVATION DISTRICT
NOTIFICATION OF METERING METHOD

Instructions: Check well location, legal description, and acre information for accuracy. If changes are needed, mark them on this page. If there is an agent who will be reporting on this well, fill out the Agent Authorization Form and mail the entire packet back to the District. We will send the forms to the agent.

Return Address: North Plains Groundwater District, P.O. Box 795, Dumas, Texas 79029-0795

Owner name: _____ Phone Number: _____ E-Mail Address: _____
 Address: _____ City: _____, State: _____ Zip Code: _____

WELL AND PROPERTY INFORMATION

Well Location: _____ (GPS) District well number: _____ Acres in Property: _____
 County: _____ well located in the: _____ 1/4 Section; Block: _____; _____ Survey
 The Annual Allowable Production for this property is: _____ Acre Feet.

METERING METHOD

Instructions: After the selection of a metering method is made, fill in the requested information included in the appropriate box.

METERING DEVICE	
Electronic Flow Meter _____	Propeller Flow Meter _____ Brand: _____
Location of Meter: _____ Well _____	Center Pivot _____ Serial No. _____
Totalizer registers in gallons, acre inches or acre feet: _____	
Multiplier (gallons X ???): _____ Current Meter Reading: _____	

ALTERNATIVE METERING SYSTEM	
Select the Alternative Metering System and complete the appropriate information for that system.	
_____ Center Pivot Delivery/ nozzle package and hour meter	_____ CAFO
_____ Center Pivot Delivery/ Certified GPM and hour meter	_____ Municipal
_____ Well/ Certified GPM and hour meter	_____ Industrial
_____ Certification of Inability to Produce an Annual Allowable Production	
Energy Usage:	
_____ Natural gas, _____ Electric, _____ Diesel, _____ LP Gas, _____ Gasoline,	
Except for "Inability to Produce an Annual Allowable Production", each system includes some type of meter (hour meter, gas meter, electric meter or fuel meter). Please provide the requested information in the spaces below.	
Meter No. _____ Meter size and/or type: _____	
Meter Location: _____ Current Meter Reading: _____	
Meter Units: _____	
By selecting an alternative metering system I accept and agree to be bound by the alternative metering system selected and to waive any and all defenses as to the accuracy and/or reliability of the alternative metering system selected.	
_____ Printed Owner Name	_____ Owner Signature
Date: _____	

I hereby certify that each and all of the items herein contained are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Use the back of this page for any additional information.

2. Certification of Gallons Per Minute (GPM) Certification Form

This form is used to certify GPM on wells with hour meters, center pivot systems with hour meters, and inability to produce an allowable annual production.

(The following form is for example purpose only)

**North Plains Groundwater Conservation District
Certification of Gallons per Minute (GPM)**

Date _____ County _____

Owner _____ Tester _____

Section _____ Block _____ Survey _____

Test Location Well _____ Pivot _____ Well # _____ (If Applicable)

Type of meter used/name of meter _____

Start Time _____ End Time _____

(Readings should be done no more than 15 minutes apart for a minimum of an hour.)

	<u>Time of reading</u>	<u>RPM</u>	<u>GPM</u>	<u>PSI</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____

I hereby certify that the above tests were performed in accordance to NPGW metering and production reporting manual.

_____ (Signature of Tester)

3. Certification of Center Pivot Specifications

This Alternative Metering System does not require the Well Owner to place any additional equipment on the water distribution system with the exception of an hour meter if one is not already a part of the system.

The required information for use of this method is a copy of the manufacturers description of the center pivot system which includes: length of the system, number of acres within the center pivot range, the gallons per minute (gpm) flow rate at a pounds per square inch (psi) value, and location of monitoring equipment such as psi pressure gage and hour meter to record hours of operation.

The Well Owner who uses a Certification of Center Pivot Specification should note that when the District checks this method the gpm and psi should be within the allowable variance of the District.

If the Well Owner is unsure of the gpm at the normal operating psi a Certified Gallon Per Minute test may be a more suitable method to choose to account for annual production.

C. AGENT AUTHORIZATION

If the Well Owner chooses to allow another individual to perform certain requirements on their behalf and/or access certain information about the Well Owner’s property they must complete the following Agent Authorization Form:

(The following form is for example purpose only)

AGENT AUTHORIZATION TO COMPLY WITH THE RULES OF THE NORTH PLAINS GROUNDWATER DISTRICT

I, _____, of _____,
(Owner) (Address)
_____ County, Texas, make, constitute, and appoint _____ of
(County) (Agent)
_____, _____ County, Texas, my true and lawful
(Address) (County)
agent (Agent) in my name, place and stead to comply with the Rules of the North Plains
Groundwater Conservation District (District) on the following described real property (Property):

I hereby verify that I am the sole owner of the Groundwater Rights under the Property.
My Agent is authorized to:

Yes__ No__ Apply for Test Hole Permits,
Yes__ No__ Apply for Water Well Permits,
Yes__ No__ File any and all reports on the Test Holes and/or Water Wells,
If such permits are approved by the District, the Agent is authorized to employ the services of a Texas licensed water well driller and other qualified service providers to drill test holes and to drill and equip Water Wells on the Property and operate Water Wells, as the term, Water Well, is defined in the Rules of the District.

File any and all reports on the Property as required by the District's Rules as follows:

Yes__ No__ All,

Yes__ No__ Location of Meters and or description of Metering Methods used,

Yes__ No__ Annual Water Use Reports,

Yes__ No__ Any other information required by the District or provided to the District by the owner or agent.

Request copies of information on file with the District on this Property as follows:

Yes__ No__ All

Yes__ No__ Test Hole Logs,

Yes__ No__ Well Logs and Pump information,

Yes__ No__ Pump and Well tests,

Yes__ No__ Static Water level measurements (if available for the Property),

Yes__ No__ Water Quality Reports (if available for the Property),

Yes__ No__ Annual Production Reports,

Request the services of the District on the Well(s) on this Property as follows:

Yes__ No__ All,

Yes__ No__ Certified Gallon Per Minute (GPM) Tests,

Yes__ No__ Gallon Per Minute Tests,

Yes__ No__ Water Pumping Level measurement,

Yes__ No__ Static Water Level measurement,

Yes__ No__ Pump Plant Efficiency Tests,

Yes__ No__ Other tests or services as they become related to the operation of the well(s) or water on this Property.

I hereby agree to indemnify and hold harmless the District or any person or other entity who relies on this Agent Authorization from any and all claims which may be asserted by me, my legal representatives, or any third party.

All rights, powers and authority of my Agent to exercise any powers granted hereunder shall be effective immediately upon the execution hereof. Such rights, powers, and authority of the Agent shall remain in full force and effect thereafter until such authority is terminated by me in writing.

In witness whereof, I have signed this Agent Authorization at _____ on
(Place)

(Date)

(Owner Signature)

SUBSCRIBED and SWORN to before me by _____ this _____
day of _____, _____.

Notary Public, State of Texas
My Commission expires:

D. REPORTING ANNUAL PRODUCTION

1. Approved Reporting Entity

- a. **Owner of the Property:** The owner of property is responsible for filing reports with the District. The Owner may delegate that responsibility to another person or entity through an Agent Authorization Form.
- b. **Third-Party Reporting:** An entity in the business of providing service to an owner or operator of a well or water distribution system may include in that service the collection, tabulation and reporting of production to the District. An example of this type entity would be a business providing monitoring of center pivot systems to the owner and/or operator. The third-party must be an Authorized Agent of the Owner.

2. Information Required

The following section describes the information each Well Owner is required to provide to the District for each metering method.

The District will make available forms for reporting annual production. The form will include information about each individual property owned and each well on the property. The form will also include the annual allowable production for each property. It will also request information about the use of the water as well as other specific information in regard to the well, meter and/or metering system.

The information provided by the Well Owner in the report of Annual Production shall be for each property as defined in the Rules of the District.

a. Mechanical or Electronic Flow Meter

The Well Owner shall provide the District with the totalizer reading from each meter. The reading shall be as of December 31 or at a date prior to December 31 if the Well Owner does not plan to run the well for the remainder of a calendar year.

b. Center Pivot Delivery Rate and Hours of Operation

The Well Owner shall provide the District with the total hours of operation for the center pivot for the calendar year. In addition the Well Owner may also provide the District with any information in regard to the number of hours the system ran dry which would be deducted from the total hours when annual production is calculated.

c. Certified Gallon Per Minute and Hours of Operation

The Well Owner shall provide the District with the total hours of operation of the well (or center pivot system if this method is used for a center pivot system) for the calendar year.

d. Certification of Inability to Produce

The Well Owner shall provide the District with the total number of days the well or wells on the property were operated during the calendar year.

e. Energy Usage

If the fuel is natural gas, or electric the Well Owner shall provide a summary of monthly energy consumption invoices (MCF or KWH) to the District They shall keep copies of the monthly invoices for the calendar year until December 31 of the following year.

If the energy is diesel, LP gas, or gasoline the owner shall provide the District with the totalizer reading as of December 31 or at a date prior to December 31 if the Well Owner does not plan to run the well for the remainder of a calendar year.

f. Confined Animal Feeding Operations (CAFO)

The CAFO shall provide the District with:

i. Copies of a summary of the Average Monthly Head Count based on the average monthly livestock inventory maintained at the location throughout the calendar year and maintain copies of the data used to develop the summary until December 31 of the following calendar year.

ii. Copies of the calculations using the Average Head Count multiplied by Gals/Head/Day multiplied by the number of days for each month and multiplied by the number of months divided by 325,851 to equal total acre feet of water for the year.

g. Municipal

The city shall provide the District with the total water produced by the city using the metering method used by the city and accounting for the total water produced from each specific property within the city well field for the calendar year.

h. Industrial

The industrial entity shall provide the District with the total water produced by the entity using the metering method and accounting used by that entity to meet the rules of the District and accounting for the water produced from each specific property from which the entity produces groundwater separately for the calendar year.

3. Methods of Reporting Annual Production

a. Personal Appearance

Well Owners may deliver their Annual Production Report to the District office located at 603 East First, Dumas, Texas.

b. United States Mail

Well Owners may deliver their Annual Production Report to the District through first class mail to:

North Plains Groundwater Conservation District
P.O. Box 795
Dumas, Texas 79029-0795

c. Electronic Delivery

The District is in the process of developing “on-line” and E-Mail reporting. In addition the District plans on developing electronic data access through the internet. This internet system will allow Well Owners to access information about their property and wells.

- i.** Information on file for all Well Owners will include well logs, well permits and Annual Production Reports.
- ii.** Other information available depending on District services requested by the Well Owner in the past may include: well tests for production and pumping level, Pump Plant Efficiency tests, water quality analysis static water level measurements IRS Depletion information and other information on file with the District specific to their property. The amount of this data will depend on the date the services were requested and if the data collected can be associated to a specific well and/or property.
- iii.** The Well Owner will also be able to allow any agent they may select to also gain access to part or all of their information.

STAFF VERIFICATION AND INSPECTION

The staff of the District is and will continually be in the process of performing field inspections and verifications of information provided to the District by Well Owners. The field inspections include location of equipment required on wells such as flow meters—and location of other components associated with Alternative Metering Systems. The staff will continue to perform field inspections as reports of Notification of Metering Devices and/or Alternative Metering Systems are filed with the District.

Beginning in 2007 the District staff will make field inspection of equipment in regard to the Annual Production Reports due in January 31, 2007 and each January 31 thereafter. This inspection will include verifying the totalizer on flow meters, the total hours on hour meters, the total gallons on fuel meters and checking GPM production on wells and center pivot systems. In addition to verifying reports based on a summary of records provided by the Well Owner, the staff may request copies of the records for verification of the report from the Well Owner and/or from other sources.

The District staff on a random basis throughout each year will periodically check flow meters, hour meters, other metering devices used in Alternative Metering Systems for proper installation and operation. In addition, the staff will also check the gallons per minute

(GPM) of a well or system and revolutions per minute (rpm) of the pump under operating conditions. All of these periodic checks will be compared to the information provided to the District by the Well Owner.

If discrepancies are found between the information provided to the District by the Well Owner and the information observed and recorded by the District staff at the time of the inspection, the staff will contact the Well Owner in an effort to reconcile the discrepancy. If the discrepancy can not be reconciled, the staff shall provide a report to the Board of Directors of the District at a scheduled Board Meeting for their consideration. The report to the Board will be an item on the Agenda of the Board Meeting. The Well Owner will be informed of the date, time and location of the Board Meeting that the report will be presented to the Board of Directors.

The District staff throughout each year inspects wells, well locations, and other components of water systems for compliance with the Rules of the District. If during these inspection the staff determines that a violation of the Rules of the District exists the staff will document the violation and notify the Well Owner of the observed violation in an effort to correct or resolve the violation.

- A.** If the violation is readily correctable and corrected the staff will report this to the Board.
- B.** If the violation is readily correctable but not corrected or the violation is not correctable the staff shall provide a report to the Board of Directors of the District at a scheduled Board Meeting for their consideration. The report to the Board will be an item on the Agenda of the Board Meeting. The Well Owner will be informed of the date, time and location of the Board Meeting that the report will be presented to the Board of Directors.