

North Plains Groundwater Conservation District **Meter Reimbursement Policies**

Correspondence and Delivery of Information

1. All correspondence concerning or affecting the meter reimbursement program, including applications, receipts, changes of ownership, changes in GPU numbers, changes in contact information and addresses, or reimbursement check information must be addressed or delivered to North Plains Groundwater Conservation District (District) personnel responsible for operating the meter reimbursement program.

Applicants must provide sufficient information to satisfy the requirements of the District meter reimbursement policies.

Program Duration and Continuance

The Meter Reimbursement Program's continuance is entirely at the sole discretion of the District Board of Directors. At the discretion of the Board of Directors, the Meter Reimbursement Program begins annually October 1st and ends annually September 30th, or when the Program is paused, or funds are exhausted.

Applicant and Program Eligibility

1. People or entities that are required by District rule to report irrigated agriculture groundwater production to the District are eligible to apply for reimbursements for eligible meter purchases.
2. Applicant shall not have over-produced any of Applicant's Groundwater Production Units the year prior to the application year unless the civil penalties for such overproduction have been paid-in-full to the District.
3. At the time of application, all of the Applicant's Groundwater Production Units must not have any outstanding compliance issues and be in compliance with all of the District's Rules.
4. Only meters that measure groundwater production are eligible for reimbursement. Meters must comply with District Rules 5.2 and 5.3.
5. Only meters that are installed at authorized well sites are eligible for reimbursement.
6. Meters that measure distribution (diversions or meters at pivots for example) of groundwater are not eligible for reimbursement.
7. Meters must be purchased and installed within the associated Texas Water Development Board (TWDB) contract (as assigned by the District) Initiation Date and Installation deadline.
8. Replacements for meter(s) that have been reimbursed through the District's Reimbursement Program are not eligible for reimbursement unless the replacement meter is purchased after the Applicant has filed with the District a

complete list of crops, crop acres, inches of groundwater applied within the GPU where the meter is located, and furnish to the District all meter volume totalizer readings annually for the duration of the District's Meter Reimbursement Program reporting period (TWDB Contract).

Meter Program Applications

1. The completion and filing of an application and acceptance by the District is required for each meter, but is not a guarantee of any reimbursement for any meter(s)
2. A District approved meter change form and complete and a legible receipt must accompany each application for each meter.
3. The District will not give preferential treatment to or discriminate against any Applicant, application, or product.
4. An application filed with the District does not grant any seniority or right to reimbursement greater than, or superior to, previous or subsequent applications.
5. Reimbursement is contingent upon program fund availability. Funds will be made available in an unbiased manner until funds are exhausted or the program is temporarily paused or is terminated.
6. The application must be made in the name and address of the person to receive the reimbursement check.
7. Due to budget and audit considerations, applications will not be accepted or processed, and reimbursements will not be made during the month of September without specific written approval of the General Manager of the District.

Invoices and Receipts

1. The meter invoice or receipt must be in the same name as the Applicant.
2. Invoices and receipts must include the number of meters, the meter brands, the meter prices, and the meter serial numbers. If more than one size of meter is on the invoice, they must be grouped by serial number and size.
3. The meter invoice or receipt must be complete (not have any missing pages or information) and be entirely legible.
4. The meter invoices or receipts should be clearly marked as paid invoices or receipts and must clearly show any tax and discounts. All documentation is subject to audit by District staff and any inconsistencies or questions must be addressed prior to payment.
5. Copies of applications and meter invoices or receipts shall be mailed, emailed, faxed, dropped off by courier or hand delivered in person to the appropriate District personnel.

Meter Reimbursements

1. Meter reimbursement amounts are limited to one-half (1/2) of the actual cost of the meter(s) up to \$1,800.00. Actual cost of the meter(s) is calculated before any taxes and after any discounts have been deducted.
2. The cost of labor, materials, tax, or other expenses incurred are not eligible for reimbursement.
3. All meter reimbursements with odd numbered cent amounts will be rounded down to the nearest even cent.

Applicant/Owner Requirements/Responsibilities

1. The applicant must furnish the District a completed Meter Reimbursement Program application and Meter Change Form for each meter.
2. The Applicant must install meters in accordance with manufacturer's recommended installation guidelines and the meters must comply with all requirements of District Rules 5.2 and 5.3.
3. The applicant must furnish the District copies of complete and legible paid invoices or receipts.
4. All of Applicant's meters and installations must undergo a field inspection by District personnel after meter installation.
5. The Applicant must maintain, repair, or replace reimbursed meters at their own expense for the duration of the TWDB contract reporting period
6. The Applicant must annually report meter totalizer readings to the District and at any time meters are replaced. Applicant must inform on a District approved Meter Change Form any meter that is repaired or replaced, as required by District Rule 5.1.(5)
7. The Applicant must report annual meter totalizer readings with their required annual groundwater production report for the duration of the TWDB contract reporting period.
8. Applicant must file with the District a complete list of crops, crop acres, inches of groundwater applied within the GPU where the meter is located and furnish to the District all meter volume totalizer readings annually for the duration of the District's meter reimbursement program reporting period (TWDB Contract).
9. Crop Report Contact must provide a valid email address for District to use to send the crop report.
10. If water right owner changes or property is leased to an new individual/company, the original Applicant must provide the District with a copy of the conveyance of water rights or completed lease documentation within 30 days as required by District rule 3.10.
11. Failure to comply with above listed Applicant/Owner Requirements/Responsibilities may result in ineligibility for future reimbursements.