

Water Conservation Plan Annual Report

Retail Water Supplier

CONTACT INFORMATION

Name of Entity: _____

Public Water Supply Identification Number (PWS ID): _____

Certificate of Convenience and Necessity (CCN) Number: _____

Surface Water Rights ID Number: _____

Wastewater ID Number: _____

Check all that apply:

- Retail Water Supplier
- Wholesale Water Supplier
- Wastewater Treatment Utility

Address: _____ City: _____ Zip Code: _____

Email: _____ Telephone Number: _____

Regional Water Planning Group: _____ [Map](#)

Groundwater Conservation District: _____ [Map](#)

Form Completed By: _____ Title: _____

Date: _____

Reporting Period (**check only one**):

Fiscal Period Begin (mm/yyyy) _____ Period End (mm/yyyy) _____

Calendar Period Begin (mm/yyyy) _____ Period End (mm/yyyy) _____

Check all of the following that apply to your entity:

- Receive financial assistance of \$500,000 or more from TWDB
- Have 3,300 or more retail connections
- Have a water right with TCEQ

SYSTEM DATA

Retail Customer Categories*

- Residential Single Family
- Residential Multi-family
- Industrial
- Commercial
- Institutional
- Agricultural

**Recommended Customer Categories for classifying your customer water use. For definitions, refer to [Guidance and Methodology on Water Conservation and Water Use](#).*

1. For this reporting period, select the category(s) used to classify customer water use:

- | | |
|--|--|
| <input type="checkbox"/> Residential Single Family | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Residential Multi-family | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> Agricultural |

2. For this reporting period, enter the gallons of **metered retail water** used by each customer category. If the Customer Category does not apply, enter zero or leave blank.

Retail Customer Category	Number of Connections	Gallons Metered
Residential Single Family		
Residential Multi-family		
Industrial		
Commercial		
Institutional		
Agricultural		
Total Retail Water Metered¹		

1. Residential + Industrial + Commercial + Institutional + Agricultural = Total Retail Water Metered

Water Use Accounting

	Total Gallons During the Reporting Period
Water Produced: Water from permitted sources such as rivers, lakes, streams, and wells. <i>Same as line 14 of the water loss audit.</i>	
Wholesale Water Imported: Purchased wholesale water transferred into the system. <i>Same as line 15 of the water loss audit.</i>	
Wholesale Water Exported: Wholesale water sold or transferred out of the system. <i>Same as line 16 of the water loss audit.</i>	
System Input: Total water supplied to system and available for retail use.	Produced + Imported – Exported = System Input
Total Retail Water Metered	
Other Authorized Consumption: Water that is authorized for other uses such as the following: This water may be metered or unmetered. <i>Same as the total of lines 19, 20, and 21 of the water loss audit.</i> <ul style="list-style-type: none"> - back flushing - line flushing - storage tank cleaning - municipal golf courses/parks - fire department use - municipal government offices 	
Total Authorized Use: All water that has been authorized for use.	Total Retail Water + Other Authorized Consumption = Total Authorized Use
Apparent Losses: Water that has been consumed but not properly measured or billed. <i>Same as line 28 of the water loss audit.</i> <i>(Includes losses due to customer meter accuracy, systematic data discrepancy, unauthorized consumption such as theft)</i>	
Real Losses: Physical losses from the distribution system prior to reaching the customer destination. <i>Same as line 29 of the water loss audit.</i> <i>(Includes physical losses from system or mains, reported breaks and leaks, or storage overflow)</i>	
Unidentified Water Losses: Unreported losses not known or quantified.	System Input - Total Authorized Use - Apparent Losses - Real Losses = Unidentified Water Losses
Total Water Loss	Apparent + Real + Unidentified = Total Water Loss

Targets and Goals

Provide the **specific and quantified five and ten-year targets** as listed in your current Water Conservation Plan. Target dates and numbers should match your current Water Conservation Plan.

Achieve Date	Target for Total GPCD	Target for Water Loss (expressed in GPCD)	Target for Water Loss Percentage (expressed in percentage)
Five-year target date: _____			
Ten-year target date: _____			

Gallons Per Capita per Day (GPCD) and Water Loss

Provide current GPCD and water loss totals. To see if you are making progress towards your stated goals, compare these totals to the above targets and goals. Provide the population and residential water use of your service area.

Total System Input in Gallons	Permanent Population ¹	Total GPCD
Water Produced + Wholesale Imported - Wholesale Exported		$(\text{System Input} \div \text{Permanent Population}) \div 365$

1. Permanent Population is the total permanent population of the service area, including single family, multi-family, and group quarter populations.

Residential Use in Gallons (Single Family + Multi-family)	Residential Population ¹	Residential GPCD
		$(\text{Residential Use} \div \text{Residential Population}) \div 365$

1. Residential Population is the total residential population of the service area, including only single family and multi-family populations.

Total Water Loss	Permanent Population	Water Loss	
		GPCD ¹	Percent ²
Apparent + Real + Unidentified = Total Water Loss			

1. $(\text{Total Water Loss} \div \text{Permanent Population}) \div 365 = \text{Water Loss GPCD}$
2. $(\text{Total Water Loss} \div \text{Total System Input}) \times 100 = \text{Water Loss Percentage}$

Water Conservation Programs and Activities

As you complete this section, review your utility's water conservation plan to see if you are making progress towards meeting your stated goals.

1. What year did your entity adopt or revise the most recent Water Conservation Plan? _____

2. Does The Plan incorporate [Best Management Practices](#)? Yes No

3. Using the table below select the types of Best Management Practices or water conservation strategies actively administered during this reporting period and estimate the savings incurred in implementing water conservation activities and programs. Leave fields blank if unknown.

Methods and techniques for determining gallons saved are unique to each utility as they conduct internal effective cost analyses and long-term financial planning. Texas Best Management Practices can be found at TWDB's Water Conservation Best Management Practices [webpage](#). The [Alliance for Water Efficiency Water Conservation Tracking Tool](#) may offer guidance on determining and calculating savings for individual BMPs.

Best Management Practice	Check if Implemented	Estimated Gallons Saved
Conservation Analysis and Planning		
Conservation Coordinator	<input type="checkbox"/>	
Cost Effective Analysis	<input type="checkbox"/>	
Water Survey for Single Family and Multi-family Customers	<input type="checkbox"/>	
Financial		
Wholesale Agency Assistance Programs	<input type="checkbox"/>	
Water Conservation Pricing	<input type="checkbox"/>	
System Operations		
Metering New Connections and Retrofitting Existing Connections	<input type="checkbox"/>	
System Water Audit and Loss Control	<input type="checkbox"/>	
Landscaping		
Landscape Irrigation Conservation and Incentives	<input type="checkbox"/>	
Athletic Fields Conservation	<input type="checkbox"/>	
Golf Course Conservation	<input type="checkbox"/>	
Park Conservation	<input type="checkbox"/>	
Education and Public Awareness		
School Education	<input type="checkbox"/>	
Public Information	<input type="checkbox"/>	
Rebate, Retrofit, and Incentive Programs		
Conservation Programs for ICI Accounts	<input type="checkbox"/>	
Residential Clothes Washer Incentive Program	<input type="checkbox"/>	
Water Wise Landscape Design and Conversion Programs	<input type="checkbox"/>	

Showerhead, Aerator, and Toilet Flapper Retrofit	<input type="checkbox"/>	
Residential Toilet Replacement Programs	<input type="checkbox"/>	
ICI Incentive Programs	<input type="checkbox"/>	
Conservation Technology		
Water Reuse	<input type="checkbox"/>	
New Construction Graywater	<input type="checkbox"/>	
Rainwater Harvesting and Condensate Reuse	<input type="checkbox"/>	
Regulatory and Enforcement		
Prohibition on Wasting Water	<input type="checkbox"/>	
Other, please describe:		
Total Gallons of Water Saved		

4. For this reporting period, provide the estimated gallons of direct or indirect reuse activities.

Reuse Activity	Estimated Volume (in gallons)
On-site irrigation	
Plant wash down	
Chlorination/de-chlorination	
Industrial	
Landscape irrigation (parks, golf courses)	
Agricultural	
Other, please describe:	
Total Volume of Reuse	

5. For this reporting period, estimate the savings from water conservation activities and programs.

Gallons Saved/Conserved	Gallons Recycled/Reused	Total Volume of Water Saved ¹	Dollar Value of Water Saved ²

1. Estimated Gallons Saved/Conserved + Estimated Gallons Recycled/Reused = Total Volume Saved
 2. Estimate this value by taking into account water savings, the cost of treatment or purchase of water, and deferred capital costs due to conservation.

6. During this reporting period, did your rates or rate structure change? Yes No

Select the type of rate pricing structures used. Check all that apply.

<input type="checkbox"/>	Uniform Rates	<input type="checkbox"/>	Water Budget Based Rates	<input type="checkbox"/>	Surcharge - seasonal
<input type="checkbox"/>	Flat Rates	<input type="checkbox"/>	Excess Use Rates	<input type="checkbox"/>	Surcharge - drought
<input type="checkbox"/>	Inclining/Inverted Block Rates	<input type="checkbox"/>	Drought Demand Rates	Other, please describe:	
<input type="checkbox"/>	Declining Block Rates	<input type="checkbox"/>	Tailored Rates		
<input type="checkbox"/>	Seasonal Rates	<input type="checkbox"/>	Surcharge - usage demand		

7. For this reporting period, select the public awareness or educational activities used.

	Implemented	Number/Unit
<i>Example: Brochures Distributed</i>	√	<i>10,000/year</i>
<i>Example: Educational School Programs</i>	√	<i>50 students/month</i>
Brochures Distributed	<input type="checkbox"/>	_____
Messages Provided on Utility Bills	<input type="checkbox"/>	_____
Press Releases	<input type="checkbox"/>	_____
TV Public Service Announcements	<input type="checkbox"/>	_____
Radio Public Service Announcements	<input type="checkbox"/>	_____
Educational School Programs	<input type="checkbox"/>	_____
Displays, Exhibits, and Presentations	<input type="checkbox"/>	_____
Community Events	<input type="checkbox"/>	_____
Social Media campaigns	<input type="checkbox"/>	_____
Facility Tours	<input type="checkbox"/>	_____
Other :	<input type="checkbox"/>	_____

Leak Detection and Water Loss

1. During this reporting period, how many leaks were repaired in the system or at service connections? _____

Select the main cause(s) of water loss in your system.

- Leaks and breaks
- Un-metered utility or city uses
- Master meter problems
- Customer meter problems
- Record and data problems
- Other: _____
- Other: _____

2. For this reporting period, provide the following information regarding meter repair:

Type of Meter	Total Number	Total Tested	Total Repaired	Total Replaced
Production Meters				
Meters larger than 1 ½"				
Meters 1 ½ or smaller				

3. Does your system have automated meter reading? Yes No

Program Effectiveness and Drought

1. In your opinion, how would you rank the effectiveness of your conservation activities?

Customer Classification	Less Than Effective	Somewhat Effective	Highly Effective	Does Not Apply
Residential Customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industrial Customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Institutional Customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commercial Customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agricultural Customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. During the reporting period, did you implement your Drought Contingency Plan?

Yes No

If yes, how many days were water use restrictions in effect? _____

If yes, check the reason(s) for implementing your Drought Contingency Plan.

- Water Supply Shortage
- High Seasonal Demand
- Capacity Issues

- Equipment Failure
- Impaired Infrastructure
- Other:

3. Select the areas for which you would like to receive more technical assistance:

- Best Management Practices
- Drought Contingency Plans
- Landscape Irrigation
- Leak Detection and Equipment
- Rainwater Harvesting
- Rate Structures

- Educational Resources
- Water Conservation Annual Reports
- Water Conservation Plans
- Water IQ: Know Your Water
- Water Loss Audits
- Recycling and Reuse