

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 (**calendar year**):

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:

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

2. For this reporting period, enter the number of connections for and the gallons of **metered retail water** used by each category. If the Customer Category does not apply, enter zero or leave blank. These numbers should be the same as those reported on the Water Use Survey.

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

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

Water Use Accounting

	Total Gallons During the Reporting Period
# Produced : The volume of treated water input to the distribution system from own production facilities. <i>Same as Line 13b of the Water Loss Audit.</i>	
# Treated Purchased Water : The amount of treated purchased wholesale water transferred into the utility’s distribution system from other water suppliers system. <i>Same as Line 14b of the Water Loss Audit.</i>	
# Wholesale Water : The amount of treated wholesale water transferred out of the utility’s distribution system, although it may be in the system for a brief time for conveyance reasons. <i>Same as Line 15b of the Water Loss Audit.</i>	
Total System Input Volume: This is the sum of the corrected input volume plus corrected treated purchased water volume minus corrected treated wholesale water sales volume. <i>Same as Line 16 of the Water Loss Audit.</i>	Produced + Imported – Exported = System Input
Billed Metered: All retail water sold and metered. <i>Same as Line 17 of the Water Loss Audit (Calculated from values entered on Page 2).</i>	
Other Authorized Consumption: Water that is authorized for other uses such as back flushing, line flushing, storage tank cleaning, fire department use, municipal government offices or municipal golf courses/parks. This water may be metered or unmetered. <i>Same as the total of Lines 18, 19, and 20 of the water loss audit.</i>	
Total Authorized : All water that has been authorized for use. <i>Same as Line 21 of Water Loss Audit</i>	Total Billed and Metered Retail Water + Other Authorized Consumption = Total Authorized Use
Apparent Losses: Water that has been consumed but not properly measured or billed (losses due to customer meter inaccuracy, systematic data handling discrepancy and/or unauthorized consumption such as theft). <i>Same as Line 27 of the Water Loss Audit.</i>	
Real Losses: Physical losses from the distribution system prior to reaching the customer destination (losses due to reported breaks and leaks, physical losses from system or mains and/or storage overflow). <i>Same as line 30 of the water loss audit.</i>	

Total Water Loss	Apparent + Real = Total Water Loss
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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 Residential 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 ²	Residential GPCD
		$(\text{Residential Use} \div \text{Residential Population}) \div 365$

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

Total Water Loss in Gallons	Permanent Population	Water Loss	
		GPCD ³	Percent ⁴
Apparent + Real = Total Water Loss			

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

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 and reuse strategies actively administered during this reporting period and estimate the savings incurred in implementing water conservation and reuse activities and programs. Leave fields blank if unknown. **Please separate reuse volumes from gallons saved.**

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	Estimated Gallons Reused
Conservation Analysis and Planning			
Conservation Coordinator			
Cost Effective Analysis			
Water Survey for Single Family and Multi-family Customers			
Financial			
Wholesale Agency Assistance Programs			
Water Conservation Pricing			
System Operations			
Metering New Connections and Retrofitting Existing Connections			
System Water Audit and Loss Control			
Landscaping			
Landscape Irrigation Conservation and Incentives			
Athletic Fields Conservation			
Golf Course Conservation			
Park Conservation			
Residential Landscape Irrigation Evaluation			
Education and Public Awareness			
School Education			
Public Information			
Small Utility Outreach and Education			
Partnerships with Nonprofit Organizations			
Rebate, Retrofit, and Incentive Programs			
Conservation Programs for ICI Accounts			

Residential Clothes Washer Incentive Program			
Water Wise Landscape Design and Conversion Programs			
Showerhead, Aerator, and Toilet Flapper Retrofit			
Residential Toilet Replacement Programs			
ICI Incentive Programs			
Conservation Technology & Reuse			
New Construction Graywater			
Rainwater Harvesting and Condensate Reuse			
Reuse for On-site Irrigation			
Reuse for Plant Washdown			
Reuse for Chlorination/Dechlorination			
Reuse for Industry			
Reuse for Agriculture			
Regulatory and Enforcement			
Prohibition on Wasting Water			
Other, please describe:			
Total Volumes			

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

Gallons Saved/Conserved	Gallons Recycled/Reused	Total Volume of Water Saved ⁵	Dollar Value of Water Saved ⁶

5. Estimated Gallons Saved/Conserved + Estimated Gallons Recycled/Reused = Total Volume Saved

6. Estimate this value by taking into account water savings, the cost of treatment or purchase of water, and deferred capital costs due to conservation.

Comments or Explanations Regarding Data Entered in Sections Above

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.

Uniform Rates	Water Budget Based Rates	Surcharge - seasonal
Flat Rates	Excess Use Rates	Surcharge - drought
Inclining/Inverted Block Rates	Drought Demand Rates	Other, please describe:
Declining Block Rates	Tailored Rates	
Seasonal Rates	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		_____
Messages Provided on Utility Bills		_____
Press Releases		_____
TV Public Service Announcements		_____
Radio Public Service Announcements		_____
Educational School Programs		_____
Displays, Exhibits, and Presentations		_____
Community Events		_____
Social Media campaigns		_____
Facility Tours		_____
Other :		_____

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 1/2"				
Meters 1 1/2 or smaller				

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

