

A How-to Guide for submitting a

# **WATER CONSERVATION ANNUAL REPORT FOR RETAIL WATER SUPPLIERS**

# ANNUAL REPORT FOR RETAIL WATER SUPPLIERS

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- × The Water Conservation Annual Report for Retail Water Suppliers should be submitted by entities who receive(d) financial assistance from TWDB, have 3,300 or more retail connections, and/or have a surface water right with TCEQ.
- × For this Report, a retail water supplier is any entity that supplies water to the public for human consumption.

# ANNUAL REPORT FOR RETAIL WATER SUPPLIERS

Once you open the annual report form, be sure to save it to your computer. You may then work on it as needed.

Fill in the blanks as completely and objectively as possible.

Provide complete utility information so that we may contact you if we have questions regarding your report.

Water Conservation Plan Annual Report - Retail Water Supplier  
TWDB Form No. 1966  
Revised 1/11/2016 11:58 AM

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**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

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# ANNUAL REPORT FOR RETAIL WATER SUPPLIERS

- × Starting in 2013, SB 181 requires entities to report on their water use in the following categories (if the entity has the capability to do so with their current billing software):
  - + Residential
    - × single-family
    - × multi-family
  - + Industrial
  - + Commercial
  - + Institutional
  - + Agricultural
  
- × The new customer categories are required for the following documents:
  - + Water Conservation Plan
  - + Water Conservation Plan Annual Report
  - + Water Use Survey
  
- × If you change your billing software, that software should be updated to meet the new requirements.
  
- × Review the bill at:  
<http://www.capitol.state.tx.us/tlodocs/82R/billtext/pdf/SB00181F.pdf#navpanes=0>

# ANNUAL REPORT FOR RETAIL WATER SUPPLIERS

Select the category(ies) you use to classify customer water use and provide data on those customers. If you are unable to separate your customers into these categories, select the categories you currently use for classification.

**The total number of gallons metered per customer category should be the same for each category as that reported on the Water Use Survey.**

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### 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 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 Metered <sup>1</sup>	0	0

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

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# ANNUAL REPORT FOR RETAIL WATER SUPPLIERS

Many of the cells in this section are auto-calculated. All data should be reported in gallons. This page uses the same numbers as your current water loss audit. Numbers are taken from the following lines on your water loss audit:

Corrected Input Volume - line 13b

Corrected Treated Purchased Water - line 14b

Corrected Treated Wholesale Water Sales - line 15b

Other Authorized Consumption- the total of lines 18, 19, and 20

Total Apparent Losses- line 27

Total Real Losses- line 30

To provide accurate data on water losses, it is recommended that you perform a water loss audit every year. For more information on water loss auditing, refer to the [Water Loss Audit Manual for Texas Utilities](#).

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### Water Use Accounting

	Total Gallons During the Reporting Period
<b>Corrected Input Volume:</b> 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>	
<b>Corrected Treated Purchased Water Volume:</b> 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>	
<b>Corrected Treated Wholesale Water Sales Volume:</b> 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>	
<b>Total System Input Volume:</b> 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>	0
<b>Billed Metered:</b> All retail water sold and metered. <i>Same as Line 17 of the Water Loss Audit.</i>	0
<b>Other Authorized Consumption:</b> 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>	
<b>Total Authorized Consumption:</b> All water that has been authorized for use. <i>Same as Line 21 of Water Loss Audit</i>	0
<b>Total Apparent Losses:</b> 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>	
<b>Total Real Losses:</b> 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>	
<b>Total Water Loss</b>	0
<small>Apparent + Real = Total Water Loss</small>	

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# ANNUAL REPORT FOR RETAIL WATER SUPPLIERS

Provide targets and goals as listed in your most recent Water Conservation Plan. These numbers should be identical to those in your Plan.

Use the data in this section to reflect on the targets and goals of your Plan to see if you are on track with those goals. If you find you are not on track, take the opportunity to find ways to meet your goals or decide to change your goals in the next revision of your Plan.

Refer to the [SB181 Guidance](#) document for details on determining population estimates.

### 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 <sup>1</sup>	Total GPCD
0		(System Input ÷ Permanent Population) = 365
Water Produced + Wholesale Imported - Wholesale Exported		

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 <sup>2</sup>	Residential GPCD
0		(Residential Use ÷ Residential Population) = 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 <sup>3</sup>	Percent <sup>4</sup>
20,535,744			
Apparent + Real + Unidentified = Total Water Loss			

3. (Total Water Loss ÷ Permanent Population) = 365 = Water Loss GPCD

4. (Total Water Loss ÷ Total System Input) x 100 = Water Loss Percentage

# ANNUAL REPORT FOR RETAIL WATER SUPPLIERS

Check all water conservation programs and Best Management Practices (BMPs) implemented for the reporting period. Separate reuse volumes from estimated gallons saved and report each in the correct columns.

Review Best Management Practices online at: [Water Conservation Best Management Practices](#)

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## 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
<b>Conservation Analysis and Planning</b>			
Conservation Coordinator	<input type="checkbox"/>		
Cost Effective Analysis	<input type="checkbox"/>		
Water Survey for Single Family and Multi-family Customers	<input type="checkbox"/>		
<b>Financial</b>			
Wholesale Agency Assistance Programs	<input type="checkbox"/>		
Water Conservation Pricing	<input type="checkbox"/>		
<b>System Operations</b>			
Metering New Connections and Retrofitting Existing Connections	<input type="checkbox"/>		
System Water Audit and Loss Control	<input type="checkbox"/>		
<b>Landscaping</b>			
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"/>		
Residential Landscape Irrigation Evaluation	<input type="checkbox"/>		
<b>Education and Public Awareness</b>			
School Education	<input type="checkbox"/>		
Public Information	<input type="checkbox"/>		
Small Utility Outreach and Education	<input type="checkbox"/>		
Partnerships with Nonprofit Organizations	<input type="checkbox"/>		
<b>Rebate, Retrofit, and Incentive Programs</b>			
Conservation Programs for ICI Accounts	<input type="checkbox"/>		



# ANNUAL REPORT FOR RETAIL WATER SUPPLIERS

Be sure to save your annual report on your own computer for your records.

Submit your Annual Report form by selecting this button.

TWDB prefers to receive all forms electronically to ensure a timely review. TWDB will, however, accept forms through regular mail or fax. Call 512-463-7955 for TWDB's address or fax number.

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### 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 checked="" type="radio"/>
Industrial Customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Institutional Customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Commercial Customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Agricultural Customers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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.

<input type="checkbox"/> Water Supply Shortage	<input type="checkbox"/> Equipment Failure
<input type="checkbox"/> High Seasonal Demand	<input type="checkbox"/> Impaired Infrastructure
<input type="checkbox"/> Capacity Issues	<input type="checkbox"/> Other:

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

<input type="checkbox"/> Best Management Practices	<input type="checkbox"/> Educational Resources
<input type="checkbox"/> Drought Contingency Plans	<input type="checkbox"/> Water Conservation Annual Reports
<input type="checkbox"/> Landscape Irrigation	<input type="checkbox"/> Water Conservation Plans
<input type="checkbox"/> Leak Detection and Equipment	<input type="checkbox"/> Water IQ: Know Your Water
<input type="checkbox"/> Rainwater Harvesting	<input type="checkbox"/> Water Loss Audits
<input type="checkbox"/> Rate Structures	<input type="checkbox"/> Recycling and Reuse

**SUBMIT**

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For additional help, contact:

**TWDB MUNICIPAL CONSERVATION:**

512-463-7955

[WCPTEAM@TWDB.TEXAS.GOV](mailto:WCPTEAM@TWDB.TEXAS.GOV)