

## WATER CONSERVATION PLAN GUIDANCE CHECKLIST

This guidance checklist applies to all Texas Water Development Board (TWDB) Financial Assistance Programs specified in its rules under Texas Administrative Code 31, Chapters 355, 363, 371, 375, 382, and 384 and to PWS's that provide potable water service to 3,300 or more connections. The Water Conservation Plan must meet the minimum requirements as stated below and **should be no older than 5 years**. The Water Conservation Plan should also include a Utility Profile, which is an evaluation of the applicant's water and wastewater system and customer water use characteristics, to identify water conservation opportunities and should be used to set goals through water conservation measures. Completing the Utility Profile is the first step in developing a Water Conservation Plan. The Water Conservation Plan shall provide information in response to the following minimum requirements. If the plan does not provide information for each minimum requirement, the applicant **shall include in the plan an explanation as to why the requirement is not applicable**.

The *Water Conservation Plan* is a strategy or combination of strategies for reducing the consumption of water, reducing the loss or waste of water, improving or maintaining the efficiency in the use of water, or increasing recycling and reuse of water. The *Drought Contingency (Emergency Demand Management) Plan* is a strategy or combination of strategies for responding to temporary and potentially recurring water supply shortages and other water supply **emergencies**.

FAQs: <http://www.twdb.texas.gov/conservation/municipal/plans/faqs.asp>

### THE WATER CONSERVATION PLAN REQUIREMENTS:

Requirements for Water Conservation Plans: [Title 30 TAC Chapter 288, Rule §288.2](#)  
[Title 31 TAC Chapter 363, Rule §363.15](#)

**A. \_\_\_\_\_ Water Conservation Utility Profile, TWDB-1965:** An evaluation of the Applicant's water and wastewater system and customer use characteristics to identify water conservation opportunities and potential targets and goals. Completion of the *Utility Profile* as part of the evaluation is required and should be submitted with the plan, it should be considered the data portion of the plan. The Utility Profile should include the water sales and use for the following classifications: residential (both for single-family and multi-family), commercial, institutional, industrial, agricultural, and wholesale; as appropriate.

**B. \_\_\_\_\_ Conservation Coordinator:** Include a designated person as the **water conservation coordinator** responsible for implementing the water conservation plan; and identify, in writing, the water conservation coordinator to the executive administrator of the board (*TWC Sec. 13.146*) (*Conditional Requirement*).

**C. \_\_\_\_\_ 5- and 10-year goals in GPCD:** Inclusion of five-year and ten-year targets that are specific and quantified for water savings and include goals for water loss programs, and goals for municipal use and residential use, in gallons per capita per day or GPCD (**i.e. Total GPCD, Residential GPCD, and Water Loss GPCD**). A base use figure, or baseline, should be included to calculate your estimated savings. Consider state and regional targets and goals,

local climate, and demographics (*i.e. wet year versus dry year, high usage versus low usage*). Consider the anticipated savings that can be achieved by utilizing appropriate best management practices and other conservation techniques.

**D. \_\_\_Achieving Targets:** schedule for implementing the plan to achieve the applicant's or utilities targets and goals.

**E. \_\_\_Tracking Targets and Goals:** Describe the method for tracking the implementation and effectiveness of the plan. The method should track annual water use and provide information to evaluate the implementation of conservation measures. The plan should measure progress annually and evaluate the progress towards meeting the goals.

**F. \_\_\_Production Meter(s):** A meter to measure and account for water diverted from the source of supply to the system.

**G. \_\_\_Universal Metering Program:** A program of universal metering of both customer and public uses of water, for meter testing, repair and for periodic replacement (*i.e. maintaining meter accuracy by ongoing testing, repairing and an aged meter replacement program*).

**H. \_\_\_Water Loss Control Program:** Measures to determine and control water loss. A program that helps to identify real or physical losses of water from the water system and apparent losses, or the water that is consumed but not accounted for (*some examples are, periodic visual inspections along distribution lines; annual or monthly auditing of the water system to determine illegal connections, or abandoned services, and repairing or replacing meters regularly to ensure efficiency and meter accuracy*).

**I. \_\_\_Leak Detection Program:** A continuous program of leak detection, repair, and water loss accounting for the transmission, delivery, and distribution system in order to control water loss. Estimate how much the utility can save by repairing the leaks in the system.

**J. \_\_\_Public Education and Information:** A program of continuing education and information regarding water conservation. This should include providing water conservation information directly to each residential, industrial and commercial customer at least annually, and providing water conservation literature to new customers when they apply for service. The goal is education of customers about the overall picture of water resources in the community and how conservation is important for meeting the goals and sustaining existing water supplies. An equally important part of the program is to provide data and information on specific actions and measures the customers should take to implement these community goals.

**K. \_\_\_Water Rate Structure:** A water rate structure which is not "promotional," *i.e.*, a rate structure which is cost-based, and which does not encourage the excessive use of water. **Include a copy of the rate structure (i.e. Rate Table or Rate Ordinance)**

**L. \_\_\_Signed Official Ordinance:** A means of implementation and enforcement, evidenced by adoption of the plan:

1. a **copy of the ordinance**, resolution, or tariff indicating official adoption of the

- Water Conservation Plan by the applicant and;
2. a description of the authority by which the applicant will implement and enforce the Water Conservation Plan.

**M. \_\_\_ Wholesale or Contract:** If the applicant will furnish water or wastewater services to another supplying entity that in turn will furnish the water or wastewater services to the ultimate consumer, the requirements for the Water Conservation Plan also pertain to these supplier entities. To comply with this requirement the applicant shall:

1. submit its own Water Conservation Plan;
2. submit the other entity's (or entities) Water Conservation Plan;
3. require, by contract, that the other entity (or entities), adopt a Water Conservation Plan that conforms to the board's requirement and submit it to the board. If the requirement is to be included in an existing water or wastewater service contract, it may be included, at the earliest of the renewal or substantial amendment of that contract, or by other appropriate measures. (*Conditional Requirement*)

**N. \_\_\_ Regional Water Planning Group Notification:** Documentation that the regional water planning group for the service area of the applicant or utility has been notified of the applicant's updated Water Conservation Plan (i.e. this can be a copy of the letter, email, or fax cover page) A **COPY must be sent** to the appropriate parties.

**NOTE:** The Water Conservation Plan may also include other conservation methods or techniques that the applicant deems appropriate.

**BMPs:** <https://www.twdb.texas.gov/conservation/BMPs/Mun/index.asp>

#### **THE DROUGHT CONTINGENCY PLAN REQUIREMENTS:**

**O. Drought Contingency Plan (for Financial Assistance Programs) The Drought Contingency Plan shall meet the requirements found in: [Title 30 TAC Chapter 288, Subchapter B](#)**

1. **\_\_\_ Trigger conditions:** Describe information to be monitored. For example, reservoir levels, daily water demand, water production or distribution system limitations. Supply source contamination and system outage or equipment failure should be considered too. Determine specific quantified targets of water use reduction.
2. **\_\_\_ Demand management measures:** Actions that will be implemented by the utility during each stage of the plan when predetermined triggering criteria are met. Drought plans must include quantified and specific targets for water use reductions to be achieved during periods of water shortage and drought. Supply management measures typically can be taken by the utility to better manage available water supply, as well as the use of backup or alternative water sources. The demand management measures should curtail nonessential water uses, for example, outdoor water use.
3. **\_\_\_ Initiation and termination procedures:** The drought plan must include specific procedures to be followed for the initiation or termination of each drought response stage, including procedures for notification of the public.

4. **\_\_\_\_ Variances and enforcement:** The plan should specify procedures for considering (approving and denying) variances to the plan. Equally as important is the inclusion of provisions for enforcement of any mandatory water use restrictions, including specification of penalties for violations of such restrictions.
5. **\_\_\_\_ Measures to inform and educate the public:** Involving the public in the preparation of the drought contingency plan provides an important means for educating the public about the need for the plan and its content.

**P. \_\_\_\_ Adoption:** No water conservation plan is complete without formal adoption by the governing body of the entity. For a municipal water system, adoption would be by the city council as an ordinance, or a resolution by an entity's board of directors.

**Q. \_\_\_\_ Reporting Requirement:** Identify who will be responsible for preparing the annual report on the utility profile form TWDB-1965. Loan/Grant Recipients must maintain an approved water conservation program in effect until all financial obligations to the state have been discharged and shall **report annually** to the executive administrator of the TWDB on the progress in implementing each of the minimum requirements in its water conservation plan and the status of any of its customers' water conservation plan required by contract. The content and format for the annual reporting is included in the forms:

1. ***Water Conservation Plan Annual Report,***
  - a. **TWDB-1966 for retail water suppliers,**
  - b. **TWDB-1967 for non- water suppliers and**
  - c. **TWDB-1969 for wholesale water suppliers.**

For information and assistance for utilities requesting TWDB financial assistance contact:

Water Conservation Plans  
Texas Water Development Board  
P.O. Box 13231  
Austin, Texas 78711-3231  
[wcpteam@twdb.texas.gov](mailto:wcpteam@twdb.texas.gov)  
512-463-7955

TWDB Application Program Management (APM) System:

<https://www.twdb.texas.gov/apps/overview.asp>

Municipal Water Conservation Planning Tool:

[https://www.twdb.texas.gov/conservation/municipal/plans/doc/TWDB\\_MWCPT\\_v1.xlsm](https://www.twdb.texas.gov/conservation/municipal/plans/doc/TWDB_MWCPT_v1.xlsm)

Water Conservation Plan Resources:

<http://www.twdb.texas.gov/conservation/municipal/plans/index.asp>

Best Management Practices Information:

<http://www.twdb.texas.gov/conservation/bmps/index.asp>

Statewide Water Conservation Quantification Project:

<https://www.twdb.texas.gov/conservation/doc/StatewideWaterConservationQuantificationProject.pdf>