

Conservation Planning and Reporting

Municipal Water Conservation
Texas Water Development Board (TWDB)



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Who is Required to Submit?

- Financial assistance with TWDB > \$500,000
- 3,300 or more retail service connections, and/or
- Texas Commission on Environmental Quality (TCEQ) non-irrigation (municipal) surface water right of 1,000 acre/ft or more and/or an irrigation surface water right of 10,000 acre/ft or more.
- These are submitted to and approved by TCEQ but must provide a copy to TWDB.
- Be sure to follow TCEQ's requirements for these as they may vary from TWDB's requirements.



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Reporting

Required Submittals

Report Name	Who is Required to Report	When is Report Due	Legislative Code
Water Conservation Plan	Entities with loans greater than \$500,000 (TWDB), 3,300 connections or greater (TWDB), a non-irrigation surface water right greater than 1,000 ac-ft/yr (TCEQ), or an irrigation surface water right greater than 10,000 ac-ft/yr (TCEQ).	Plans are revised every 5 years. The next revision for many entities is due to TWDB, May 1, 2024. Entities required to submit to TCEQ, shall provide a copy of submitted plans to TWDB.	<ul style="list-style-type: none"> 31 TAC Chapter 363, Subchapter A, Section 363.15 TWC 15.106(b)
Water Conservation Plan Annual Report	All entities with a Water Conservation Plan.	Reports are due to TWDB every year by May 1st.	31 TAC Chapter 363, Subchapter A, Rule 363.15(g)

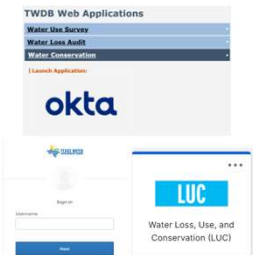
<https://www.twdb.texas.gov/conservation/submitting-reports.aspx>



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Loss, Use, and Conservation Reports

- Water Use Survey
- Water Loss Audit
- Water Conservation Annual Report
- Utility Profile
- Water Conservation Plan




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Water Conservation Plan Annual Report

Due May 1

- System Data
- Water Use Accounting
- Programs & Activities
- Leak Detection & Water Loss
- Water Loss Targets & Goals



What happened the past year?


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Water Conservation Plan Annual Report

Contact Information | System Data | Water Loss Audit

System Data

1. For this reporting period, select the category used to classify customer usage:

Retail Customer Water Usage Categories:

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

Retail Customer Categories:


- Residential - Single Family
- Residential - Multi-Family
- Commercial
- Industrial
- Agriculture

*Residential Customer Categories for reporting include water use for residential, who is **not** included in their conservation and rate plan.

2. The number of connections and gallons of retail water by category of usage. This information is auto-populated from the Water Use Survey.

Retail Customer Category	Number of Connections	Gallons Metered
Residential - Single Family		
Residential - Multi-Family		
Commercial		
Industrial		
Agricultural		
Total Retail Water Meters*		

*Residential + Industrial + Commercial + Industrial + Agriculture = Total Retail Water Meters


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Water Conservation Plan Annual Report

Programs and Activities

Programs and Activities

1. What year did your entity adopt or revise their most recent Water Conservation Plan? 2021

2. Using the table below select the Best Management Practices (BMPs) administered during this reporting year. If available, provide an estimate of the savings in gallons per day (GPD) or other unit of measurement. Please enter saved and reused volumes in their appropriate fields. Please note, the amount of water reused does not also count as a saved amount.

3. Please list your Water Conservation Plan. Describe the BMPs included in your plan to help achieve your targets and goals. Are these BMPs being implemented? Are they being adjusted to your targets and goals? What BMPs should your entity focus on in the next year? This is information you will want to refer to when updating your water conservation plan.

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	Dollar Value of Water Saved*

*Volume Gallons Saved + Estimated Gallons Recycled/Reused = Total Volume Saved
*Estimate the value by using an annual water billing, the cost of treatment or purchase of water, and informal market value for conservation.


5. During this reporting period, did your rates or rate structure change? Yes No N/A

6. Select the type of rate structure used. Check all that apply.

- Uniform Rates
- Flat Rates
- Metering/Incentivized Block Rates
- Charging Stock Rates
- Seasonal Rates
- Water Budget Based Rates
- Excess Use Rates
- Charged Demand Rates
- Tiered Rates
- Suncharge - usage demand
- Suncharge - seasonal
- Suncharge - drought
- Other

Best Management Practice	Check if Implemented	Estimated Gallons Saved	Estimated Dollars Saved
Conservation Analysis and Planning			
Conservation Coordinator	<input type="checkbox"/>		
Cost Effective Analysis	<input type="checkbox"/>		
Water Savings for Single Family and Multi-Family Customers	<input type="checkbox"/>		
Customer Communication			
Financial			
Water Conservation Incentive Programs	<input type="checkbox"/>		
Water Conservation Pricing	<input type="checkbox"/>		
Water Reuse			
Reusing Wastewater and Rainwater/Existing Connections	<input type="checkbox"/>		
Using Water Reuse in Water Loss	<input type="checkbox"/>		
Landscaping			
Landscaping: Irrigation Conservation and Incentives	<input type="checkbox"/>		
Attractive Public Conservation	<input type="checkbox"/>		
Staff Incentive Conservation	<input type="checkbox"/>		

Cont....


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Water Conservation Plan Annual Report

Programs and Activities

NEW

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

Activity	Implemented This Year
Brochures Distributed	<input type="checkbox"/>
Messages Provided on Utility Site	<input type="checkbox"/>
Website	<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 campaign - Facebook	<input type="checkbox"/>
Social Media Campaign - X (formerly Twitter)	<input type="checkbox"/>
Social Media campaign - Instagram	<input type="checkbox"/>
Social Media campaign - YouTube	<input type="checkbox"/>
Public Tours	<input type="checkbox"/>
Other	<input type="checkbox"/>
Total	<input type="checkbox"/>


8. Program Effectiveness

In your opinion, how would you rank the overall effectiveness of your conservation programs and activities?

Customer Classification	Less Than Effective	Neutral	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"/>
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"/>

9. What were some of the successes and/or challenges of your utility's conservation efforts?

10. What might your utility do to improve the effectiveness of your water conservation program?


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Water Conservation Plan Annual Report

Water Loss and Drought | Targets and Goals

Water Loss and Drought

1. During this reporting period, how many leaks were reported in the system or at several connections?

2. Select the main category of water loss in your system.

Water Loss Causes

- Distribution line leaks and breaks
- Unflushed toilets and toilets
- Master meter problems
- Customer meter problems
- Residential and other problems
- Other

NEW

3. For the reporting period, provide the following information regarding your system.

Year	Total Leaks	Total Reported	Total Repaired	Total Replaced
2023				
2024				

4. Did you implement a temporary work?

5. Check the reasons for non-compliance with your reporting period.

- System Supply Shortage
- High Service Demand
- Limited Funds
- Equipment Issues
- Personnel Shortage
- Other

Targets and Goals

Check, Evaluate, and Share Loss & Drought on Credit on the GPCD.


Year	Water Loss (GPCD)	Water Loss (GPCD)	Water Loss (GPCD)
2023			
2024			

6. Did you implement a temporary work?


7. Check the reasons for non-compliance with your reporting period.

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Water Conservation Plan Requirements & Best Management Practices



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Revised in 5-year cycles.



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- Complete Utility Profile
- Conservation Coordinator
- Baseline GPCD
- 5- & 10-Year Goals
 - Total GPCD
 - Residential GPCD
 - Water Loss GPCD
- Schedule for implementation to achieve goals listed
- Method for tracking the effectiveness of the Plan
- Master meter
- Universal Metering Program
- Measures to determine water loss
- Leak detection program
- Education/information program
- Non-promotional water rate structure
- Means of implementation & enforcement of Plan
- Documentation of notification to Regional Water Planning group
- Official adoption of Plan
- Drought Contingency Plan
- Wholesaler Requiring WCP from customers

Water Conservation Plan (WCP) Checklist Targets & Goals




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Utility Profile

May 1

Information


- Population, System Input, Demands, Customers

Water System Data


- Connections, Accounting Data/Use


Wastewater System Data

- Connections, Accounting Data/Use, Reuse



What happened the past 5 years?




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Utility Profile

B. System Input

System Input data for the previous five years.
Total System Input = Self-supplied + Imported + Treatment


Year	Water Produced in Gallons	Purchased/Imported Water in Gallons	Exported Water in Gallons	Total System Input	Total GPCD
2025		0	0	0	0
2024	874,263,847	0	0	874,263,847	111
2023	872,262,268	0	0	872,262,268	111
2022	1,003,207,751	0	0	1,003,207,751	114
2021	948,132,693	0	1,009,812	949,142,505	107
Historic 5-year Average	779,631,271	0	206,122	779,837,393	89


B. Annual and Seasonal Use

1. Gallons of RETAIL water provided to each major water use category. These volumes come from the previous five years of water use survey data. If a field is open to edit, please enter the volumes.

Year	Residential - Single Family	Residential - Multi Family	Industrial	Commercial	Institutional	Agricultural	Total
2025							
2024	507,535,000	27,891,000	4,151,000	227,988,000	0	0	767,565,000
2023	540,033,000	25,187,000	0	284,388,000	0	0	749,588,000
2022	530,712,000	23,612,000	0	311,022,000	0	0	774,766,000
2021	522,790,000	19,232,000	0	215,643,000	0	0	747,665,000

Areas of UP that auto-populate from the water use survey and water loss audit.




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Utility Profile


2. The gallons of water billed and metered to RETAIL customers for the previous five years. The total for each year should match the total for each year in the accounting table.


2. Net number of retail water supplier connections, installed and removed, by water use category per year for the previous five years.

Year	Residential - Single Family	Residential - Multi Family	Industrial	Commercial	Institutional	Agricultural	Total
2025							
2024							
2023							
2022							
2021							

Month	Total Gallons of Treated Water				
	2025	2024	2023	2022	2021
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total					

Some of the areas within the UP that you must fill




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Utility Profile


D. Water Loss

Water loss data for the previous five years:

Year	Total Water Loss in Gallons	Water Loss in GPCD
2025		
2024	156,705,762	18
2023	135,247,327	15
2022	195,972,800	22
2021	197,540,811	23
Average	171,366,680	20

- Water loss data auto-populates from submitted water loss audits
- Water loss GPCD auto-calculates.
- Data in the Peak Water Use and Summary tables comes from the connection and Annual/Seasonal data provided in the earlier sections.
- Use this data for targeted programs.




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Utility Profile

A. Wastewater System Data

1. Design capacity of wastewater treatment plant(s) in gallons per day: _____

2. List of active wastewater connections by major water use category:

Water Use Category	Metered	Unmetered	Total Connections	Percent of Total Connections
Municipal	0	0	0	0.00 %
Industrial	0	0	0	0.00 %
Commercial	0	0	0	0.00 %
Institutional	0	0	0	0.00 %
Agricultural	0	0	0	0.00 %
Total	0	0	0	100.00 %


3. Percentage of water serviced by the wastewater system: _____ %

4. Number of gallons of wastewater that was treated by the utility for the previous five years:

Month	Total Gallons of Treated Water				
	2025	2024	2023	2022	2021
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total					

5. Could treated wastewater be substituted for potable water?
 Yes No

Area of UP for wastewater data.



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Utility Profile

B. Annual and Seasonal Use

1. Gallons of RETAIL water provided to each major water use category. These volumes come from the previous five years of water use survey data. If a field is open to edit, please enter the volumes.


Year	Residential - Single Family	Residential - Multi-Family	Industrial	Commercial	Institutional	Agricultural	Total
2025							
2024	507,515,000	27,970,000	4,153,000	227,988,000	0	0	767,626,000
2023	540,033,000	25,167,000	0	184,388,000	0	0	749,588,000
2022	530,712,000	23,012,000	0	181,022,000	0	0	734,746,000
2021	512,795,000	19,332,000	0	215,665,000	0	0	747,692,000

2. The gallons of water billed and metered to RETAIL customers for the previous five years. The total for each year should match the total for each year in the accounting table.

Month	Total Gallons of Treated Water				
	2025	2024	2023	2022	2021
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total					

Common problem area

- Accounting Data and Annual/Seasonal Water Use
- Same data, but broke out differently
- Annual totals should be the same




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- Complete Utility Profile
- Conservation Coordinator
- Baseline GPCD
- 5- & 10-Year Goals
 - Total GPCD
 - Residential GPCD
 - Water Loss GPCD
- Schedule for implementation to achieve goals listed
- Method for tracking the effectiveness of the Plan
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Water Conservation Plan (WCP) Checklist Targets & Goals





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Conservation Coordinator

WATER CONSERVATION PLAN GUIDANCE CHECKLIST

The guidance checklist applies to all Texas Water Development Board (TWDB) financial assistance programs identified in the Water Conservation Act (WCA), Chapter 105, Subchapter (C), Title 105, Section 105.001, and 105.002. The checklist provides a framework for the development of a water conservation plan. The plan must be adopted by the TWDB as part of the water conservation program. The plan must be adopted by the TWDB as part of the water conservation program. The plan must be adopted by the TWDB as part of the water conservation program.

THE WATER CONSERVATION PLAN REQUIREMENTS:

1. The plan must be adopted by the TWDB as part of the water conservation program.

2. The plan must be adopted by the TWDB as part of the water conservation program.

3. The plan must be adopted by the TWDB as part of the water conservation program.

4. The plan must be adopted by the TWDB as part of the water conservation program.

5. The plan must be adopted by the TWDB as part of the water conservation program.

6. The plan must be adopted by the TWDB as part of the water conservation program.

7. The plan must be adopted by the TWDB as part of the water conservation program.


8. The plan must be adopted by the TWDB as part of the water conservation program.

9. The plan must be adopted by the TWDB as part of the water conservation program.

10. The plan must be adopted by the TWDB as part of the water conservation program.

Designate a conservation coordinator.

- This person is the one responsible for implementing the WCP and water conservation programs.
- The utility can designate an existing employee.



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5- and 10-Year Goals

Include 5 and 10-year targets and goals.

- These must be set in Total gallons per capita per day (GPCD), Residential GPCD, and Water Loss GPCD.
- Set realistic goals specific to the entity's system and historic data.

WATER CONSERVATION PLAN GUIDANCE CHECKLIST

This guidance checklist applies to all Texas Water Development Board (TWDB) Financial Assistance Program applicants in the water utility Texas Administrative Code (Chapter 201, Subchapter 121, §21.101, §21.102, and §21.103) that provide public water service to 1,000 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 10-year profile which is an evaluation of the applicant's water and wastewater system and estimate water use characteristics in a clearly water conservation program and should be a part of the applicant's water conservation program. The Water Conservation Plan should provide information to respond to the following minimum requirements. If the plan does not provide information for each minimum requirement, the applicant should include in the plan an explanation as to why the requirement is not applicable.

The Water Conservation Plan is a strategic or combination of strategies for reducing the consumption of water, relating to the loss of water, responding or maintaining the efficiency to the use of water, or increasing recycling and reuse of water. The Strategic Emergency Management and Resiliency Plan is a strategic or combination of strategies for responding to temporary and permanent changing water supply shortages and other water supply emergencies.

THE WATER CONSERVATION PLAN REQUIREMENTS:

A. Water Conservation Utility Profile. TWDB (TWDB) An evaluation of the applicant's water and wastewater system and estimate of wastewater facility water conservation opportunities and potential targets and goals. Completion of the Utility Profile as part of the Water Conservation Plan is required and should be included with the plan. It should be completed for the entire system. The Utility Profile should include the water system and the following distribution: residential (with single-family and multi-family residential, institutional, industrial, agricultural, and commercial as appropriate).

- If including a water conservation plan, an applicant's Utility Profile must be submitted with the plan. The Utility Profile must be updated and to include a 10-year profile of water use for the system or for individual Conservation Units.
- For plan applicants with existing Water Conservation Plans please refer to the utility's application to create their Water Conservation Plan and update the applicable data as needed.
- Other Applicants: <https://www.twdb.com/programs/water-conservation-plans>

B. Conservation Opportunity. Identify a strategic plan for water conservation, coordinator responsible for implementing the water conservation plan, and identify in writing the water conservation program. The water conservation program should include:

- For More Information: [Link to the Best Management Practice](#)
- **5- and 10-year goals in GPCD. Include 5-year and 10-year targets that are specific to the entity.**

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5- and 10-Year Goals

WATER CONSERVATION PLAN 5- AND 10-YR GOALS FOR WATER SAVINGS

Name: _____
Water Conservation Plan Year: _____

	Historic 5-yr Average	Baseline*	5-yr Goal for year _____	10-yr Goal for year _____
Total (GPCD) ¹				
Residential (GPCD) ²				
Water Loss (GPCD) ³				
Water Loss (Percentage) ⁴	%	%	%	%

1. Total GPCD = (Total Gallons in System ÷ Permanent Population) ÷ 365
 2. Residential GPCD = (Gallons Used for Residential Use ÷ Residential Population) ÷ 365
 3. Water Loss GPCD = (Total Water Loss ÷ Permanent Population) ÷ 365
 4. Water Loss Percentage = (Total Water Loss ÷ Total Gallons in System) x 100; or (Water Loss GPCD ÷ Total GPCD) x 100
- GPCD - Gallons Per Capita Per Day
*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)

5- and 10-Year Goals

Water Conservation Plan Goal Table
TWDB Form No. 1914
Use 51 TAC Chapter 201, Subchapter 121, §21.101

WATER CONSERVATION PLAN 5- AND 10-YR GOALS FOR WATER SAVINGS

Name: _____
Water Conservation Plan Year: _____

	Historic 5-yr Average	Baseline*	5-yr Goal for year _____	10-yr Goal for year _____
Total (GPCD) ¹				
Residential (GPCD) ²				
Water Loss (GPCD) ³				
Water Loss (Percentage) ⁴	%	%	%	%

1. Total GPCD = (Total Gallons in System ÷ Permanent Population) ÷ 365
2. Residential GPCD = (Gallons Used for Residential Use ÷ Residential Population) ÷ 365
3. Water Loss GPCD = (Total Water Loss ÷ Permanent Population) ÷ 365
4. Water Loss Percentage = (Total Water Loss ÷ Total Gallons in System) x 100; or (Water Loss GPCD ÷ Total GPCD) x 100

GPCD - Gallons Per Capita Per Day
*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)

Achieving Targets

Provide a schedule for achieving targets.

- This schedule can be in phases based on activities or BMPs currently being used or those being considered over the five-year planning period.

Achieving Targets

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Tracking Targets and Goals

Describe how the entity intends to track targets and goals.

- The method for tracking should relate to the conservation activities.
 - For example, to track information programs/activities, the utility can document how many pieces of literature were mailed out or provided and approximately how many customers were reached, or how many plant tours were provided over the year and how many people attended.

Tracking Targets and Goals

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- For plan applicants with existing Water Conservation Plans please refer to the utility's application to create their Water Conservation Plan and update the applicable data as needed.
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B. Conservation Opportunity. Identify a strategic plan for water conservation, coordinator responsible for implementing the water conservation plan, and identify in writing the water conservation program. The water conservation program should include:

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- **5- and 10-year goals in GPCD. Include 5-year and 10-year targets that are specific to the entity.**

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RWPG Notification

K. Water Rate Structure: A water rate structure which is not "prepaid" (i.e., a rate structure which is not based on and which does not manage the excessive use of water. **Include a copy of the rate structure in the RWPG Notification.**)

L. State Official Endorsement: A notice of implementation and endorsement, evidenced by adoption of the plan.

1. **State Official Endorsement:** resolution, or staff 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.

For More Information: [Link to the RWPG Notification Practice](#)

M. Wholesale or Contract: If the applicant will furnish water or wastewater services to another existing entity that is not well served by water or wastewater services to the ultimate consumer, the applicant must file a Water Conservation Plan that pertains to these supplier entities. To comply with this requirement the applicant shall:

1. submit to each Water Conservation Plan

2. submit the other entity's (or entities) Water Conservation Plan

It is required to ensure that the other entity (or entities) adopt a Water Conservation Plan that satisfies the Board's requirement and attach to the board. The requirement to be included in an existing water or wastewater service contract. It may be included at the option of the owner or substantial amendment of that contract, or by other appropriate measures (Contractual Requirement)

For More Information: [Link to the RWPG Notification Practice](#)

N. Regional Water Planning Group Notification: Documentation that the regional water planning group for the service area of the applicant entity has been notified of the applicant's updated Water Conservation Plan (a file can be a copy of the letter, email, or the cover page) A COPY must be sent to the appropriate party.

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

RWPG: <https://www.twdb.com/regionalwaterplanning/rwpg> **Plan Update**

THE DROUGHT CONTINGENCY PLAN REQUIREMENTS:

D. Drought Contingency Plan: The Drought Contingency Plan (DCP) must be submitted to the RWPG for approval. [Link to the Drought Contingency Plan Requirements](#)

DCP Requirements-Residential Drought Contingency Plan:

1. **Trigger conditions:** Describe information to be monitored. For example, reservoir levels, daily water demand, water production or distribution system limitations, supply source availability, and system outage or equipment failure. There should be consistent, descriptive specific quantified triggers of water use reduction.

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Provide proof of notification to the Regional Water Planning Group.

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Complete Utility Profile
Conservation Coordinator
Baseline GPCD
5- & 10-Year Goals
• Total GPCD
• Residential GPCD
• Water Loss GPCD
Schedule for implementation to achieve goals listed
Method for tracking the effectiveness of the Plan
Master meter
Universal Metering Program
Measures to determine water loss
Leak detection program
Education/information program
Non-promotional water rate structure
Means of implementation & enforcement of Plan
Documentation of notification to Regional Water Planning group
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Drought Contingency Plan
Wholesaler Requiring WCP from customers

Water Conservation Plan (WCP) Checklist Targets & Goals

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Drought Contingency Plan

K. Water Rate Structure: A water rate structure which is not "prepaid" (i.e., a rate structure which is not based on and which does not manage the excessive use of water. **Include a copy of the rate structure in the RWPG Notification.**)

L. State Official Endorsement: A notice of implementation and endorsement, evidenced by adoption of the plan.

1. **State Official Endorsement:** resolution, or staff 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.

For More Information: [Link to the RWPG Notification Practice](#)

M. Wholesale or Contract: If the applicant will furnish water or wastewater services to another existing entity that is not well served by water or wastewater services to the ultimate consumer, the applicant must file a Water Conservation Plan that pertains to these supplier entities. To comply with this requirement the applicant shall:

1. submit to each Water Conservation Plan

2. submit the other entity's (or entities) Water Conservation Plan

It is required to ensure that the other entity (or entities) adopt a Water Conservation Plan that satisfies the Board's requirement and attach to the board. The requirement to be included in an existing water or wastewater service contract. It may be included at the option of the owner or substantial amendment of that contract, or by other appropriate measures (Contractual Requirement)

For More Information: [Link to the RWPG Notification Practice](#)

N. Regional Water Planning Group Notification: Documentation that the regional water planning group for the service area of the applicant entity has been notified of the applicant's updated Water Conservation Plan (a file can be a copy of the letter, email, or the cover page) A COPY must be sent to the appropriate party.

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

RWPG: <https://www.twdb.com/regionalwaterplanning/rwpg> **Plan Update**

THE DROUGHT CONTINGENCY PLAN REQUIREMENTS:

D. Drought Contingency Plan: The Drought Contingency Plan (DCP) must be submitted to the RWPG for approval. [Link to the Drought Contingency Plan Requirements](#)

DCP Requirements-Residential Drought Contingency Plan:

1. **Trigger conditions:** Describe information to be monitored. For example, reservoir levels, daily water demand, water production or distribution system limitations, supply source availability, and system outage or equipment failure. There should be consistent, descriptive specific quantified triggers of water use reduction.

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Include a copy of your Drought Contingency Plan.

- Remember: The DCP is a TCEQ requirement and should be submitted to and approved by them. TWDB simply gets a copy with the WCP.


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Drought Contingency Plan


- TCEQ requires the following to be included in the DCP:
- Trigger conditions,
- Demand management measures,
- Initiation and termination procedures,
- Variances and enforcement, and
- Measures to inform and educate the public.

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Water Conservation Plan (WCP) Checklist Targets & Goals



- Complete Utility Profile
- Conservation Coordinator
- Baseline GPCD
- 5- & 10-Year Goals
 - Total GPCD
 - Residential GPCD
 - Water Loss GPCD
- Schedule for implementation to achieve goals listed
- Method for tracking the effectiveness of the Plan
- Master meter
- Universal Metering Program
- Measures to determine water loss
- Leak detection program
- Education/information program
- Non-promotional water rate structure
- Means of implementation & enforcement of Plan
- Documentation of notification to Regional Water Planning group
- Official adoption of Plan
- Drought Contingency Plan
- Wholesaler Requiring WCP from customers



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Official Adoption

2. _____ Internal 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 operational and specific targets for water use reduction to be achieved during periods of water shortage and drought. Supply management measures typically can be taken in the utility to better manage available water supply as well as the use of holding or alternative water sources. The drought management measure should include operational, administrative water sources. The drought management measure should include operational, administrative water sources.

3. _____ Notification and enforcement procedures: The drought plan must include specific procedures to be followed for the initiation or enforcement of each drought response stage, including provisions for notification of the public.

4. _____ Measures and enforcement: The plan should specify procedures for considering (expanding and strengthening) measures to the plan. Equally as important is the inclusion of provisions for enforcement of any mandatory water use restrictions, including specification of penalties for violation 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 execution.

6. _____ Adoption: No water conservation plan is complete without formal adoption by the governing body of the utility. Each municipal water utility should be by the city council or the equivalent, or a resolution by the county board of directors.

7. _____ Reporting Requirements: Identify who will be responsible for preparing the annual report on the utility profile form TWDB (2015) Local/County Report must contain an approved water conservation program to offset any of financial obligations to the state from fees collected, and shall report annually to the executive administrator of the TWDB on the progress in implementing each of the approved requirements in the water conservation plan and the status or any of the approved water conservation plan, required by contract. The content and format for the annual reporting is included in the form.


8. Water Conservation Plan Annual Report:

- a. TWDB shall be used for water suppliers.
- b. TWDB shall be used for water suppliers and
- c. TWDB shall be used for water suppliers.

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

Water Conservation Plans
 State Development Board
 P.O. Box 20221
 Austin, Texas 78761-0221
 twdb@twdb.texas.gov
 512-462-7925

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Provide proof of official adoption of your WCP.

- This is the last requirement to be included with your actual WCP, but not the final requirement.
- Remember: Your plan is not complete unless a signed copy of the official adoption is included.

Considerations





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BMPs

- Conservation Analysis & Planning
 - Conservation Coordinator
- Financial
 - Water Conservation Pricing
- System Operations
 - Metering of All New Connections & Retrofit of Existing Connections
- Landscaping
 - Athletic Field or Golf Course Conservation
- Education & Public Awareness
 - Public Information, School Education, Outreach
- Rebate, Retrofit, & Incentive Programs
 - Showerhead, aerator, and toilet flapper retrofit
- Conservation Technology
 - Water Reuse
- Regulatory & Enforcement
 - Conservation Ordinance Planning and Development



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WCP Do's and Don'ts

Don't let plans be a daunting task. Reports can pile up. Stay up to date and ask for help.
Don't file and forget about your plan. Use it as a resource.
Don't mail extra copies to us.
Don't fill pages with codes and rules. Simply follow the checklist of minimum requirements.

Do be proactive. Keep track of data.
Do think about **YOUR** entity. What BMPs are you already doing? What BMPs might be appropriate?
Do set goals. Make them realistic and obtainable.
Do work with us. Let us review your draft before it's adopted.
Do give us details. Let us know the awesome job you're doing conserving water.



A Secure Water Future Starts With You And Your Utility



Thank You!

Water Conservation Team

512-475-1639

wcpteam@twdb.texas.gov

Stay Connected:

