

3/28/08  
Time Start: 2:00 pm  
Time Stop: 2:48 pm

Teleconference Call:

*Work Group 3 ~ Monitor the implementation of water conservation strategies by water users in regional water plans.*

**Council Members, Alternates, & Interested Parties**

Karen Guz  
Donna Howe  
Ken Kramer  
Jim Parks  
C.E. Williams  
Comer Tuck  
Kelley Stripling  
Lara Zent  
Dana Nichols

**TWDB Staff**

Vanessa Escobar

The meeting was called to order at 2:00 pm with the first item on the agenda to discuss the naming of workgroup 3. It was suggested that the title 'RWPG Strategy Implementation' was a good start. It was then suggested that 'Strategy Implementation' would be easier however, it was agreed on that 'Regional Plan Implementation' would be the proposed title.

The next item of discussion was lead by Texas Water Development Board (TWDB) staff. A brief description and summary of WATER CONSERVATION PLANS AND ANNUAL reports that the TWDB current utilizes was given to the workgroup. For this discussion the following bulleted items were discussed and the links were provided:

- ❖ These are the guidelines for developing a water conservation plan for entities that are applying for financial assistance of \$500,000 or more from the TWDB: <http://www.twdb.state.tx.us/assistance/conservation/Municipal/Plans/WaterConsPlanGuide.pdf>

There are some guidelines provided from the TWDB on what should be included on a water conservation plan. Because of statute those guidelines can be divided into two tracks. One track is for loan applications submitted to TWDB, and the other is for new legislation requiring all utilities above 3300 connections to have a water conservation plan. The information and checklist provided for both tracks are in essence the same.

The checklist is really a combination of preferred and required strategies in the conservation plan that needs to be submitted. There are certain things that must be included, and option for other things to be included. Education, leak detection and repair programs, non promotional rate structures are some common elements.

The question was asked as to what information the TWDB collects on agricultural and industrial use since this is pretty much information collected on

the municipal side. In answer to that question, the TWDB requirements of water conservation plans are tied directly to loan applications. We can not loan money directly to industrial users, it has to go to the municipalities serving them. On the water use side, industrial users are surveyed for their water use, just as municipalities are. The TWDB does have an agricultural loan program where loan recipients are required to submit water conservation plans specific to them. The TWDB also has a separate process to try and estimate irrigation water use on an annual basis county by county. Additionally, there will be a TWDB staff person hired to deal directly with Institutional, Commercial, Industrial (ICI) water conservation activities.

A question was asked about how the TWDB currently coordinates with the Texas Commission on Environmental Quality (TCEQ) on water conservation plans. In answer to that, both the TCEQ and TWDB will accept a plan previously submitted to either agency. Both agencies adopted rules allowing the acceptance of other agency's water conservation plans.

- ❖ These are the guidelines for developing a water conservation plan for entities with 3,000 or more connections (due May 2009):  
[http://www.twdb.state.tx.us/assistance/conservation/Municipal/Plans/3300\\_Guidelines.pdf](http://www.twdb.state.tx.us/assistance/conservation/Municipal/Plans/3300_Guidelines.pdf)

- ❖ This is the utility profile form that needs to be submitted with each water conservation plan:  
<http://www.twdb.state.tx.us/assistance/conservation/Municipal/Plans/UtilityProfile.pdf>

With the utility profile form, this is a basic questionnaire on estimated population served by the utility, estimated annual water production, estimated miles of mains, current water rates, question about wastewater etc. It is a profile about one page that is basic and not very extensive. This is a profile that is in relation to the loan as part of our required loan packet.

A question was asked if this would be part of the basic information asked with the water conservation plan or annual reports. An answer to that was that there is some connection to submitting that with a water conservation plan, and as far as details TWDB staff could look further into that.

- ❖ This is the annual report form currently used for entities with conservation plans:  
<http://www.twdb.state.tx.us/assistance/conservation/Municipal/Plans/ConsProgAnnualRpt.pdf>

With the 3yr annual report, previously loan recipients were required to submit an annual satisfactory report for the first three years. After three years they no longer had to submit an annual report. Currently, with the new statute there is a new requirement that all entities with water conservation plans will have to submit an annual report to the TWDB for the life of the loan.

A water conservation plan only has to be submitted initially one time to both the TCEQ and TWDB regardless of the reason for requirement of the plan. Every five years the plan has to be updated and resubmitted to the TCEQ & TWDB.

Annually after the initial submission the annual report is due; the first annual reports that come as a result of the recent legislation will be due May 2010. The annual report will probably be similar to the current 3yr annual reports.

- ❖ Attached you will find the following:
  - A map showing distribution of known required water conservation plans for utilities in Texas.
  - A TWDB Water Audit Worksheet.

A map was shared with the workgroup which depicts the location of entities needing a water conservation plan, and those that currently have a water conservation plan.

It was also pointed out that in order to receive a loan from the TWDB, a current water loss survey audit has to be completed and submitted. This past week the TWDB released their new Water Loss Audit Manual 2008. It was requested that TWDB provide all Council members with a hardcopy at the April 1<sup>st</sup> meeting, post the pdf on the website, and provide a link to the pdf via email. Within the manual there is a worksheet in the appendix that the TWDB recommends utilities use to analyze their water losses. In 2005, forms were sent out to 4600 utilities and approximately 2600 were completed and submitted. For those who did not return an audit, letters were sent out to them. Those entities are ineligible for a loan with the TWDB until they complete an audit. It was suggested that at some point it might be a good idea to try and get some characterization of entities who did not submit a water audit report and the reasons why. It was pointed out that on the TWDB website there is a consultants report about the 2005 Water Loss Audit survey that provides information on who did not send in a survey.

The workgroup moved on to the next item on the agenda which was to review the charge from the legislation:

*“Monitor the implementation of water conservation strategies by water users included in regional water plans.”*

The following discussion was on how implementation can be measured or monitored, and what types of data parameters are necessary to measure or monitor.

It was stated that this workgroup 3 may have overlapping efforts with workgroup 2 and that it might be good to clarify what the similarities and differences are. One thing to look at is how these reports would be analyzed in the future. In one way there is some overlap between workgroups in terms of the focus on how to measure. Workgroup 3 is intended to focus more specifically on applying any current or future measurements to the implementation of strategies. The focus is to assess how well the regional plans are addressing water conservation and how well are identified water use groups doing in terms of implementation. This would provide an overall a sense of whether or not water planning and water implementation are on track. Workgroup 2 needs to focus on the proper measurements that can be used.

It was stated that the overall focus of this workgroup would include an assessment of what has already been turned in and included in the regional water plans, identify where there has been success across the state, and identify areas of weakness where strategies are not being implemented. An observation was made that TWDB staff recently developed a report that indicated which regional plans really highlighted water conservation in their water management strategies, and that this would be a good place to begin. To some extent this workgroup will have to take a basic approach to what constitutes implementation.

A question was raised if it would be appropriate to request that the 16 regional water planning groups submit a report to the Water Conservation Advisory Council (Council) that lists the strategies included in their plans, the expected results they have anticipated from those strategies, the results that they believe they have accomplished to date, and any additional strategies that they have considered. Another question was raised if whether or not the TWDB would be able to fund that effort for the planning groups to provide that reporting resource to the Council. With some discussion it was agreed that this would be a good recommendation. It was suggested that Jim Parks provide a draft of something in the form of a motion to have at the April 1<sup>st</sup>.

The conference call adjourned at 2:48 pm.

<b>Immediate Actions</b>	<b>Long Term Actions</b>
<p>It was requested that TWDB provide all Council members with a hardcopy of the Water Loss Manual 2008 at the April 1<sup>st</sup> meeting, post the pdf on the website, and provide a link to the pdf via email.</p>	<p>Jim Parks provide a draft of something in the form of a motion to have at the April 1<sup>st</sup> regarding the following discussion: “A question was raised if it would be appropriate to request that the 16 regional water planning groups submit a report to the Water Conservation Advisory Council (Council) that lists the strategies included in their plans, the expected results they have anticipated from those strategies, the results that they believe they have accomplished to date, and any additional strategies that they have considered. Another question was raised if whether or not the TWDB would be able to fund that effort for the planning groups to provide that reporting resource to the Council.”</p>