



2020 Water Conservation Plan Checklist

In general, a Water Conservation Plan (WCP) contains descriptions of the water system, water use history and projections, and new and ongoing practices promoting system and consumer efficiency. Water systems are unique and reviewed on an individual basis. In order to facilitate meeting the requirements of the Water Conservation Plan Act ([73-10-32, UCA](#)), we have created the following checklist and guidelines based on system size and resource capability.

System Size Categories

Population Served	Best Management Requirements
Serves 1,550 to 9,999 people	Basic Best Practices
Serves 10,000 to 39,999 people	Intermediate Best Practices
Serves 40,000+ people	Advanced Best Practices

System Profile

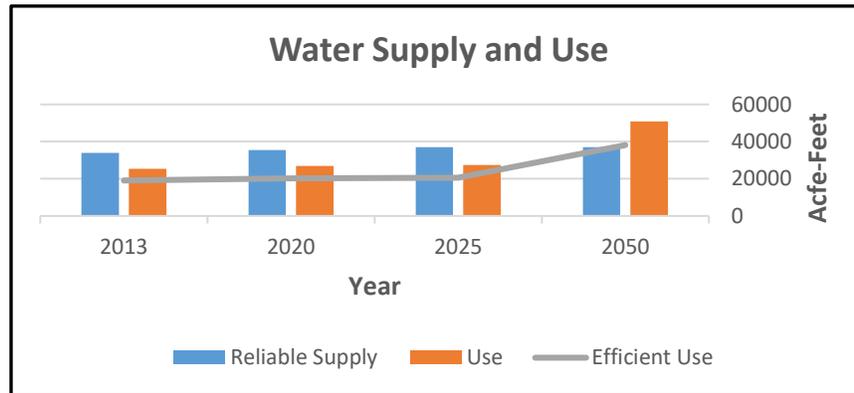
- Provide map of current service area. If needed, please email waterwise@utah.gov and the Division of Water Resources GIS Team will be happy to assist you.
- List number of M&I water connections, categorized by type: (Residential/Domestic, Commercial, Institutional, Industrial, Unmetered)

Supply

- Chart current water supply, categorized by source (Wells, Springs, Surface, Purchased, Exchanged) Example on following page:

Source	Volume	Total
Wells		0
Springs		0
Surface		0
Purchased		0
Exchanged		0
Total	0	0

- Describe when applicable, occurrences of groundwater depletion, aquifer recharge (artificial and natural) and storage and recovery practices.
- Provide comparison graph, which includes a) reliable supply through 2050, b) current water use projections and c) efficient use. Example below:



- If after reaching conservation targets, use exceeds supply, list future water sources and cost projections.

Water Measurement

Universal Metering & Measuring		
<u>Basic</u>	<u>Intermediate</u>	<u>Advanced</u>
Source Water-Meter	Fixed Interval Meter Reading	Test, Calibrate,
Meter all Sectors & Connections	Meter Accuracy Analysis	Repair & Replace
Read Meters		



- List current water measurement methods and practices. (percent of metered connections by type, reading frequency, calibration schedule, new development laws & replacement schedule)

<u>System Water Loss Control</u>		
<u>Basic</u>	<u>Intermediate</u>	<u>Advanced</u>
Repair Known Leaks	Water System Audit	Loss Prevention Program
Infrastructure Maintenance	Leak Detection & Repair	
	Automated Sensors/ Telemetry	

- List water (by volume: acre-feet or M gallons) and revenue losses and the control practices implemented to minimize both. If utilizing the AWWA Free Water Audit Software© please list water audit validity grade. For more info: <https://www.ims-awwa.org/members/group.aspx?code=WaterLossControl>

Billing

<u>Increasing Rate Structure</u>		
<u>Basic</u>	<u>Intermediate</u>	<u>Advanced</u>
Metered Rates	Water-Budget Based Billing	Advanced Pricing Methods
Cost of Service Billing & User Charges	Informative Water Bill	
Understandable Water Bill	Educational Inserts	

- List current tiered pricing structure(s). ([UT S.B. 28 2016](#))

Water Use

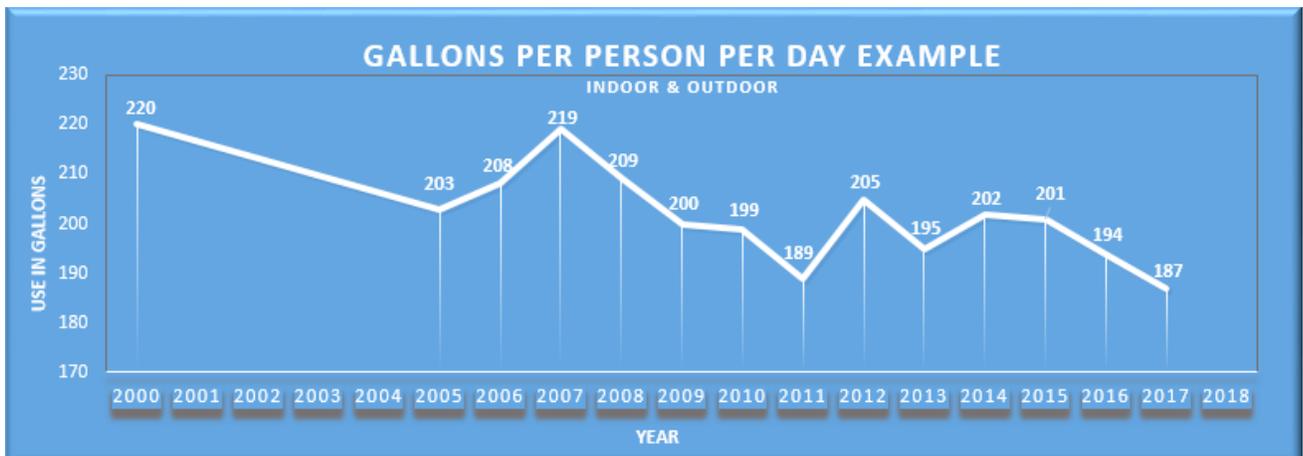
- Gather 2005–current records of potable and non-potable water use by sector and service area population. Please check for accuracy and consistency with what is submitted to Water Rights at: www.waterrights.utah.gov/wateruse/WaterUseList.asp
- List current total potable and non-potable water deliveries by volume (please specify volume: Acre-Feet or M Gallons) categorized by type: (Residential/Domestic, Commercial, Institutional, Industrial, Wholesale and Un-metered).

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- Chart current per capita water use in gallons per capita per day (GPCD) by type and use: (Total water **deliveries**/365/Total service area population=GPCD). Example below:

	Indoor (Winter Use)	Potable (Outdoor)	Non-Potable (Secondary)	Total
Residential	50	47	31	128
Commercial	26	8	6	40
Institutional	4	14	10	28
Industrial	6	0	0	6
Total	96	89	56	202

- Graph your water efficiency progress:
 - Take 2005–today, total potable and non-potable water use by sector and population records and go to www.conservewater.utah.gov/compliance.html for a Conservation Goal Calculator and Graph. Then input data and produce graph for WCP. Example below:



Conservation Practices

- Clearly state overall water use reduction goal and an implementation plan for each of the water conservation measures chosen to implement, including a timeline for action and an evaluation process to measure progress.
 - Utilities are encouraged to review and apply their region’s Regional Water Conservation Goal (these goals have replaced the Governor’s goal of 25% reduction by 2025). More information on Regional Goals can be found at <https://water.utah.gov/regional-conservation-goals/>

<u>Coordinator, Staff, Committee</u>		
<u>Basic</u>	<u>Intermediate</u>	<u>Advanced</u>
Staff assigned to Conservation Efforts	Conservation Coordinator sole responsibility	Conservation Coordinator with additional staff
Conservation Advisory Committee		

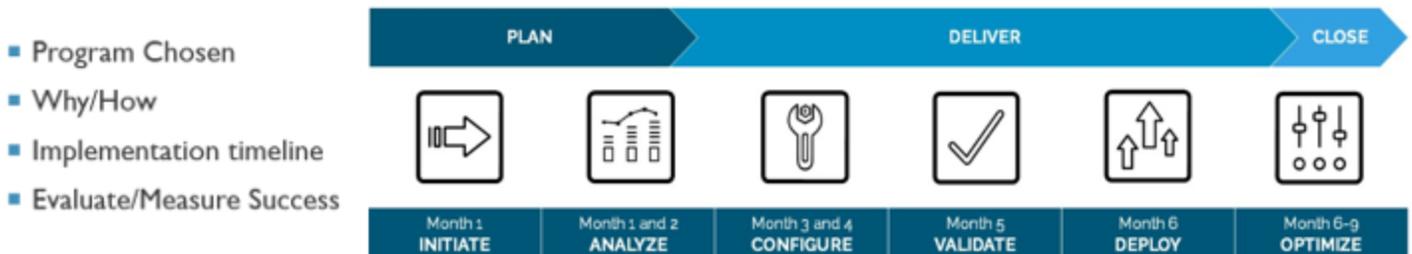
- Provide names and contact information for those responsible for meeting efficiency goals. (i.e. administrative staff, conservation coordinator(s), conservation committee members, Mayor, town council and/or board members).

<u>Public Information, Education & Programs</u>		
<u>Basic</u>	<u>Intermediate</u>	<u>Advanced</u>
Information Available	Public Education Program	Workshops, Classes, Events
School Program	Landscape Efficiency	Audits
	Booths	Incentives
		

- List current conservation best management practices (BMP) and evaluate effectiveness of programs, outreach, education, etc.
 - List and detail all Conservation Public Awareness practices implemented.

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- List and detail all Education/Training practices implemented.
- List and detail all Rebates/Incentives/Rewards currently implemented.
- List and detail conservation Ordinances & Standards currently implemented.
 - Water Waste Prohibition
 - Model Landscape Ordinance
 - Water Shortage Plan
 - Drought Plan
- List Reviews or Updates to City Codes/Requirements pertaining to
 - Graywater, Rainwater, Groundwater Recharge
 - Construction Standards/Building Codes
- New Development Requirements
- Provide new BMPs that will be implemented for the next five years. When implementing new practices provide costs, partnerships and implementation timeline. (BMP options at www.conservewater.utah.gov/compliance.html)



Next Steps

- After draft Water Conservation Plan is completed, submit it to waterwise@utah.gov
- The Division of Water Resources will review draft Plan and return feedback
- Make any changes following feedback
- After receiving approval from Division of Water Resources to move forward with Public/Board/Council Adoption, hold a public meeting to adopt the Water Conservation Plan.
- Following adoption, please email the following to waterwise@utah.gov:
 - Final approved Water Conservation Plan
 - Water Conservation Plan Resolution/Adoption signatures
 - Public meeting notice & meeting minutes
- **Water Conservation Plans must be adopted by December 31, 2020**

**If the Division of Water Resources can be of further assistance, please contact us at waterwise@utah.gov.