FINAL

2020 Urban Water Management Plan
for Los Angeles County Waterworks District No. 40
Antelope Valley

Los Angeles County Public Works
Waterworks Division
Los Angeles County Waterworks District No. 40, Antelope Valley
Alhambra, California

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List of Abbreviations

°F	degree(s) Fahrenheit
AB	Assembly Bill
ac-ft	acre-foot/feet
ac-ft/yr	acre-foot/feet per year
Act	California Urban Water Management Planning Act of 1983
AMI	Advanced Metering Infrastructure
AVEK	Antelope Valley East Kern Water Agency
AVSWCA	Antelope Valley State Water Contractors Association
AVRWMG	Antelope Valley Regional Water Management Group
AVWB	Antelope Valley Water Bank
AWWA	American Water Works Association
BLS	Bureau of Labor Statistics
Board	Los Angeles County Board of Supervisors
CASGEM	California Statewide Groundwater Elevation Monitoring
Census	U.S. Census Bureau
CIMIS	California Irrigation Management Information System
County	Los Angeles County
Court	Superior Court of California
CWC	California Water Code
DCR	Delivery Capability Report
District	Los Angeles County Waterworks District No. 40
DMM	demand management measure
DRA	Drought Risk Assessment
DWR	Department of Water Resources
ETo	evapotranspiration
gpcd	gallon(s) per capita per day
Guidebook	Final Guidebook for Urban Water Suppliers
GWMP	groundwater management plan
in.	inch(es)
IPR	indirect potable reuse
IRWMP	Integrated Regional Water Management Plan
LA	Los Angeles
LACSD	Los Angeles County Sanitation District
LCID	Littlerock Creek Water District
MCL	maximum contaminant level
mgd	million gallons per day
MHI	median household income
MOU	Memorandum of Understanding
N/A	not applicable
PWCP	Phased Water Conservation Plan
PWD	Palmdale Water District
QHWD	Quartz Hill Water District
RCSD	Rosamond Community Services District
RHNA	Regional Housing Needs Assessment
RWMG	Regional Water Management Group
SB	Senate Bill
SB X7-7	Water Conservation Act of 2009
SCAG	Southern California Association of Governments
SGMA	Sustainable Groundwater Management Act
SNMP	Salt and Nutrient Management Plan
State	State of California
SWP	State Water Project
USGS	U.S. Geological Survey
UWMP	urban water management plan
WDF	water use duty factor
WRP	water reclamation plant
WSCP	Water Shortage Contingency Plan
WWTP	Wastewater Treatment Plant

Section 1

Introduction

This 2020 Urban Water Management Plan (UWMP) was prepared for the Los Angeles County Waterworks District No. 40, Antelope Valley (District) in accordance with the California Urban Water Management Planning Act of 1983 (Act) and subsequent revisions. This UWMP includes a description of the water supply sources and projected water use, and a comparison of water supply and water demands during normal, single-dry, and multiple -dry years. The District's water conservation program is also described.

The District's UWMP has been prepared in accordance with the Act, as amended, California Water Code (CWC), Division 6, Part 2.6, Sections 10610 through 10656. The Act became part of the CWC with the passage of Assembly Bill (AB) 797 during the 1983–84 regular session of the State of California (State) legislature. The Act has been amended several times over the years. The Act requires every urban water supplier providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre-feet (ac-ft) of water annually to adopt and submit a UWMP every five years to the California Department of Water Resources (DWR). The Act describes the required contents of the UWMP as well as how urban water suppliers should adopt the UWMP.

The remainder of this section provides information on the water system, outlines the UWMP structure, and presents a lay description.

1.1 Plan Structure

The District's UWMP follows the organization outlined in the *Final Guidebook for Urban Water Suppliers* (Guidebook) developed by DWR (2021). The summary below presents the remaining sections in this UWMP. Additionally, table numbering throughout this plan matches the numbering of the tables required by DWR, except in instances where the table label contains a letter (i.e., Table 6-1A). In this case, the letter indicates that the table is not required by DWR but has been added to the UWMP to provide additional tabulated information.

- **Section 2** provides the basis for preparing the UWMP.
- **Section 3** provides a description of the service area, climate, and historical and projected population.
- **Section 4** presents historical and projected water demands.
- **Section 5** compares the District's per capita demand with their 2020 per capita demand target.
- **Section 6** presents the projected water supplies.
- **Section 7** describes water supply reliability.
- **Section 8** presents the Water Shortage Contingency Plan (WSCP).
- **Section 9** summarizes demand management measures (DMMs).
- **Section 10** summarizes the UWMP adoption process.
- **Section 11** provides a list of references.
- **Appendices** contain relevant supporting documents.

DWR has provided a checklist of the items that must be addressed in each UWMP based upon the Act. This checklist helps identify the plan section where each item has been addressed in the UWMP.

The checklist has been completed for this UWMP (Appendix A) and references the sections in this UWMP where specific items can be found.

1.2 Lay Description

Eight regions compose the District, which serves customers in the cities of Lancaster and Palmdale (Regions 4 and 34), and unincorporated communities of Pearblossom (Region 24), Littlerock (Region 27), Sun Village (Region 33), Rock Creek (Region 39), Northeast Los Angeles County (Region 35), and Lake Los Angeles (Region 38). The District's system consists of approximately 1,057 miles of water (potable and recycled) lines and 71 potable water tank reservoirs.

Historically, land uses within the Antelope Valley have focused primarily on agriculture; however, the Antelope Valley is in transition from mainly agricultural uses to residential and industrial uses. The region plans to maintain agricultural land use within Antelope Valley, meet the growing demand of recreational spaces, and improve blended land use planning to support water management by including flexible management strategies for climate change.

The District's projected water demand is based on the projected acreage in each land use category and water use duty factors (WDFs) by customer category.

The District purchases water from the Antelope Valley East Kern Water District (AVEK). AVEK receives the majority of its water supplies as imported water from the State Water Project (SWP). AVEK is able to purchase additional SWP supplies from DWR when available (AVEK 2016) and use them to recharge the local groundwater basin. This strategy called "water banking" involves storing water in the aquifer when it is available in wet years or low-demand periods and subsequently recovering it in periods of drought or high demand.

Groundwater from the Antelope Valley Groundwater Basin (6-44) is another source of supply for the District that has historically been the secondary source of potable water supplies. Groundwater quantity is generally unaffected by short-term drought conditions. It is assumed that the District's available groundwater supply during all year types will be the same and based on the annual sustainable yield determined by the adjudication process.

Additional water supplies will have to be acquired and imported into the Antelope Valley to meet the demands associated with the level of growth projected for the service area. To acquire these additional water supplies, the District has executed a Memorandum of Understanding (MOU) with AVEK to implement a new Water Supply Entitlement Acquisition program for new developments that will be used to acquire additional imported water supplies.

In the normal, single, and multiple dry year scenarios, no supply shortage is anticipated because AVEK can meet the District's demands by pumping groundwater from its banked supplies. The Drought Risk Assessment (DRA) shows that no single year during the five-year drought period is projected to experience a supply shortage.

Section 2

Plan Preparation

This section presents the basis for preparing the UWMP, units of measure, coordination efforts, and outreach.

2.1 Basis for Preparing the Plan

Table 2-1 presents the public water system name and number as well as the number of active connections and amount of water supplied in 2020 in acre-feet per year (ac-ft/yr).

Table 2-1. Retail: Public Water Systems

Public Water System Number	Public Water System Name	Number of Active Municipal Connections 2020	Volume of Water Supplied in 2020, ac-ft/yr
1910070	Los Angeles County Waterworks District No. 40, Region 4 and 34: Lancaster and Desert Highlands	51,543	41,304
1910203	Los Angeles County Waterworks District No. 40, Region 24, 27,33: Pearblossom (Pearblossom, Littlerock, and Sun Village)	2,863	2,280
1910027	Los Angeles County Waterworks District No. 40, Region 35: Northeast Los Angeles County	224	452
1910005	Los Angeles County Waterworks District No. 40, Region 38: Lake Los Angeles	3,626	1,647
1910025	Los Angeles County Waterworks District No. 40, Region 39: Rock Creek	351	135
	Total	58,607	45,818

The District has selected individual reporting for this UWMP, as identified in Table 2-2, below. This UWMP is reporting on a calendar-year basis using ac-ft as the unit of measure as noted in Table 2-3.

Table 2-2. Plan Identification

✓	Individual UWMP
	Regional UWMP
No	Does this Regional UWMP include a regional alliance?

Table 2-3. Supplier Identification	
Type of Agency (select one or both)	
	Agency is a wholesaler
✓	Agency is a retailer
Fiscal or Calendar Year (select one)	
✓	UWMP tables are in calendar years
	UWMP tables are in fiscal years
Units of Measure Used in UWMP	
Unit	ac-ft

2.2 Coordination and Outreach

The Act requires the District to coordinate the preparation of its UWMP with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable. The District has provided water supplier information with the wholesale water supplier listed in Table 2-4, below. The District coordinated this UWMP with other agencies and the community as summarized in Table 2-4A.

Table 2-4. Retail: Water Supplier Information Exchange	
The retail supplier has informed the following wholesale supplier(s) of projected water use in accordance with CWC 10631.	
Wholesaler water supplier name	Antelope Valley-East Kern Water Agency

Table 2-4A. Coordination with Appropriate Agencies			
Coordinating Entities	Participated in the Preparation of the UWMP	Commented on the Draft	Was Sent a Link to Final Copy
City/county name			
City of Lancaster	✓		✓
City of Palmdale	✓		✓
Los Angeles County Regional Planning	✓		✓
LACSD No. 14 and 20	✓		✓
Other			
AVEK	✓		✓
Palmdale Water District			✓
Quartz Hill Water District			✓

Section 3

System Description

This section contains a description of the service area, its climate, and historical and projected population.

3.1 Description of Service Area

The District was formed in accordance with Division 16, Sections 55000 through 55991 of the CWC to supply water for urban use throughout the Antelope Valley. It is governed by the Los Angeles County Board of Supervisors with the Waterworks Division of Los Angeles County Public Works providing administration, operation, and maintenance of the District's facilities. Eight regions compose the District, which serves customers in the cities of Lancaster and Palmdale (Regions 4 and 34), Pearblossom (Region 24), Littlerock (Region 27), Sun Village (Region 33), Rock Creek (Region 39), Northeast Los Angeles County (Region 35), and Lake Los Angeles (Region 38). Regions 4 and 34 are integrated and are operated as one system. Similarly, Regions 24, 27, and 33 are also integrated and operated as one system. The various regions were consolidated into a single district on November 2, 1993. The District encompasses approximately 232 square miles.

The service areas within the District are shown on Figure 3-1.

3.2 District Water Facilities

The District's system consists of approximately 1,057 miles of water (potable and recycled) lines and 71 potable water tank reservoirs.

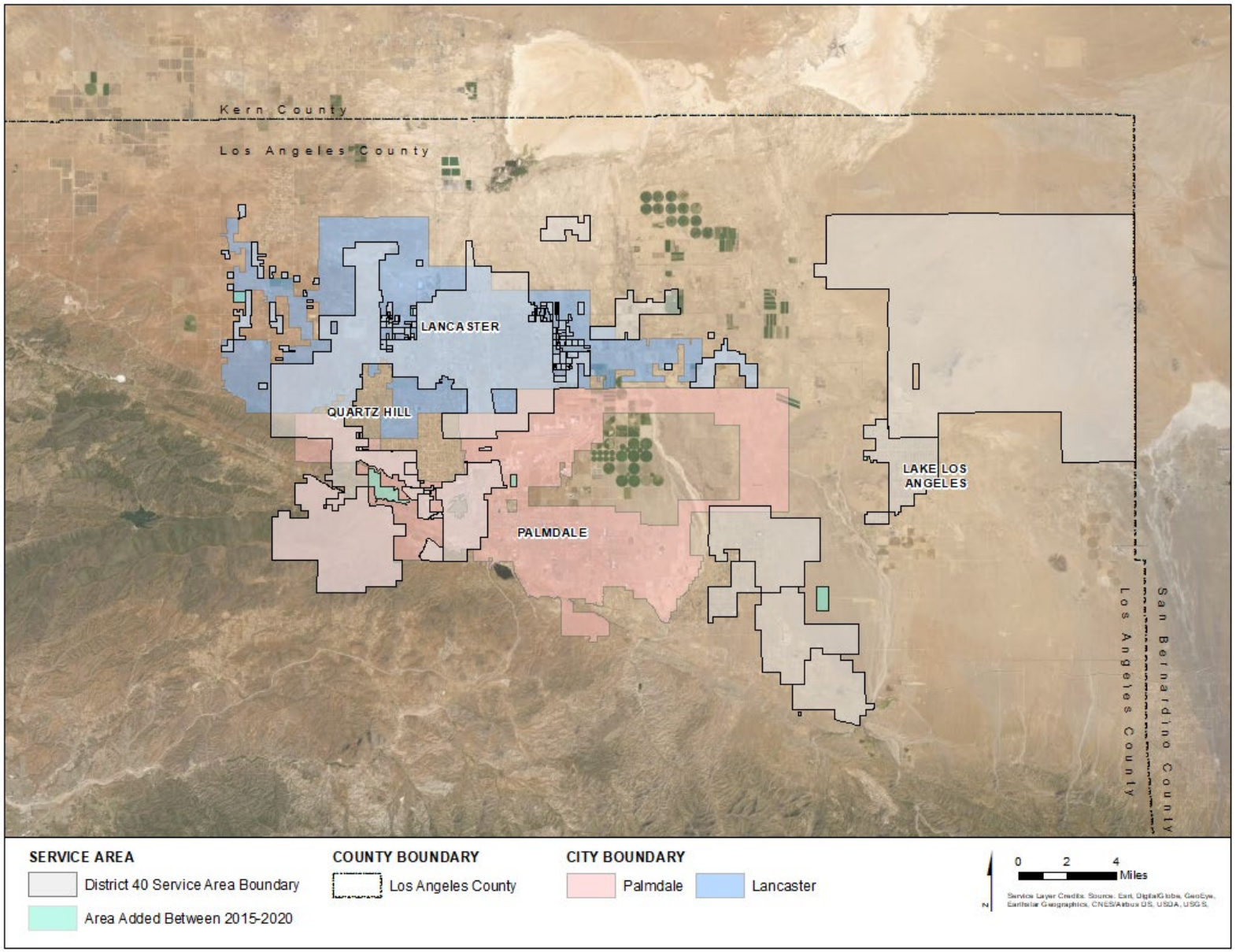

Figure 3-1. District Service Area

3.3 Service Area Population

This section presents the District's 2020 population and the projected population. The 2020 population in the District is estimated based on the U.S. Census Bureau (Census) 2010 census for the census blocks within the District's service area using the DWR population tool and the District's 2020 boundary. The tool calculates the population for 2020 based on a correlation of the number of single-family and multi-family connections in 2020 compared to the number of connections in the census year of 2010. The District used 2020 unit factors for single-family homes and 2010 unit factors for multi-family homes provided by DWR's population tool. This method ensured the largest possible population estimate.

An annual population growth rate of one percent is used for developing the projections. This growth rate is based on *Demographics & Growth Forecast Technical Report to the 2020 RTP/SCS* (Connect SoCal) (SCAG 2020); specifically, Table 14 for cities of Lancaster and Palmdale. This is consistent with the *Antelope Valley Integrated Regional Water Management Plan* (IRWMP), Table 2-3 (Woodard and Curran 2019).

A summary of current and projected population to 2040 is provided in Table 3-1.

Table 3-1. Retail: Population- Current and Projected

	2020	2025	2030	2035	2040	2045
Population served	205,000	216,000	227,000	238,000	250,000	263,000

3.4 Service Area Climate

Comprising the southwestern portion of the Mojave Desert, the Antelope Valley ranges in elevation from approximately 2,300 to 3,500 feet above sea level. Vegetation native to the Antelope Valley is typical of the high desert and includes Joshua trees, saltbush, mesquite, sagebrush, and creosote bush. The climate is characterized by hot summer days, cool summer nights, cool winter days, and cool winter nights. Typical of a semiarid region, mean daily summer temperatures range from 63 degrees Fahrenheit (°F) to 93°F, and mean daily winter temperatures range from 34°F to 57°F. The growing season is primarily from April to October. Precipitation ranges from five inches per year along the northern boundary to 10 inches per year along the southern boundary.

Table 3-1A summarizes the region's average climate conditions based on the California Irrigation Management Information System (CIMIS) database (DWR 2020a). The period of record is from 2006-2020.

Table 3-1A. Monthly Average Climate Data Summary												
Parameter	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
Standard average ETo, in.	2.3	3.07	4.85	6.59	8.21	9.23	9.63	8.87	6.5	4.59	2.94	2.02
Average rainfall, in.	1.02	0.91	1.07	0.22	0.13	0.01	0.08	0.26	0.15	0.16	0.39	0.92
Average maximum temperature, °F	59.9	63.1	67.1	72.7	79.6	89.4	94.6	94.2	89.9	78.6	68.2	57.6
Average minimum temperature, °F	29.2	31.8	35.4	40.2	47.3	54.4	61.1	59.4	52.8	41.9	33.4	28.3

Period of record is 2006–20 from CIMIS Station 197 Palmdale. Accessed from CIMIS: www.water.ca.gov.

°F = degrees Fahrenheit.

in. = inch(es).

3.5 Socioeconomic and Land Use Information

According to data from Data USA, which sources socioeconomic data from the Bureau of Labor Statistics (BLS), the service area has a median household income of approximately $51,000 to $60,000 and a median property value between $245,000 to $260,000. Forty three percent of the people in Palmdale and 23 percent of people in Lancaster speak a non-English language as their first language. The two most commonly spoken languages other than English are Spanish and Tagalog. Between 2016 and 2018, the largest demographic living in poverty was females between the ages of 25 and 44, and the overall poverty rate was 17.2 and 23.7 percent for Palmdale and Lancaster, respectively. Approximately eight percent of people in the area lacked health insurance, and between 33 and 40 percent were insured through Medicare or Medicaid.

Historically, land uses within the Antelope Valley have focused primarily on agriculture; however, the Antelope Valley is in transition from predominantly agricultural uses to predominantly residential and industrial uses. According to the Antelope Valley Integrated Regional Water Management Plan, the Antelope Valley region plans to maintain agricultural land use within Antelope Valley, meet the growing demand of recreational spaces, and improve integrated land use planning to support water management by incorporating adaptive management strategies for climate change. The cities of Lancaster and Palmdale are dominated by residential, public and semi-public, and rural land uses (AVRWMG 2019).

Section 4

System Water Use

This section presents the current and projected retail water demands by sector, distribution system water losses, future passive water savings, and low-income household water use.

4.1 Water Uses by Sector

The District's potable water demands can be projected by understanding the characteristics of the customer type creating the demand. The District currently provides water to 58,607 service connections. Water use by customer sector for 2020 is based on the District's water sales and production records and is shown in Table 4-1. The District is fully metered.

Table 4-1. Retail: Demands for Potable and Non-Potable Water – Actual

Use Type	2020 Actual		
	Additional Description	Level of Treatment when Delivered	Volume, ac-ft/yr
Single-family		Drinking water	29,191
Multi-family		Drinking water	3,866
Commercial		Drinking water	7,167
Industrial		Drinking water	82
Institutional/governmental	Includes large landscapes	Drinking water	2,544
Other Potable	Includes construction meters	Drinking water	266
Other	Includes other authorized consumption such as firefighting, flushing of water mains, and fire flow tests.	Drinking water	539
Losses[a]			2,163
		Total	45,818

a. 2020 water loss data is pending validation.

4.2 Climate Change Effects on Water Use

According to the Antelope Valley IRWMP, climate change in the region is expected to increase average temperature by at least five °F by 2100. Precipitation is expected to decrease by three to five inches in low elevations and decrease by eight to 10 inches at higher elevations which could reduce local supply availability. The decrease in rainfall will likely result in increased water needs during drought periods. It is also anticipated that imported water supplies for the region will decrease as a result of climate change. It is anticipated that there will be climate change related variability in rainfall patterns, which increases uncertainty in the water supply for the region (AVRWMG 2019).

Climate change is expected to increase average temperatures and cause droughts to become more frequent. This is likely to cause outdoor water use to increase through increases in evapotranspiration (ETo) and potential extension of growing seasons. These two factors could

increase water demand throughout California, if no mitigating actions are taken such as increased irrigation efficiency and conversion to more water efficient landscapes and crops.

4.3 Water Demand Projections

Table 4-2 summarizes the projected potable and raw water demands by use type for the District. As shown in Section 5, the level of water conservation implemented by the customers of the District has exceeded the targets for the District. However, fluctuations in climate over the past 5 years, the global pandemic, and education of the antelope valley ground water basin has significantly impacted the demand patterns in the District. As such, the projected water demands are based on the anticipated increase in population in the target per capita water use for the District.

Development is anticipated in the urban areas of Palmdale and Lancaster. Little growth is anticipated outside of those areas. The projected developed acreage is based on the amount of land that is vacant and area currently planned for redevelopment from 2020 to 2040. Parcels that are supplied by another water source were excluded so that they would not be counted as vacant or land to be potentially developed. Table 4-2A provides a summary of the future water demands that the District has committed to serve.

To ensure that projected water supplies, especially imported supplies, are adequate despite a changing climate, the water demand projections also consider impacts on water use when precipitation in the Northern Sierra Mountains differs greatly from the historical 10-year average rainfall.

Table 4-2. Retail: Use for Potable and Non-Potable Water – Projected

Use Type	Projected Water Use, ac-ft/yr				
	2025	2030	2035	2040	2045
Single-family	40,919	43,706	46,599	49,601	52,116
Multi-family	2,212	2,364	2,518	2,683	2,819
Commercial [a]	3,112	2,617	2,178	1,780	1,870
Industrial	3,315	3,546	3,777	4,022	4,226
Institutional/governmental [a]	1,035	870	726	595	625
Losses [b]	3,808	3,998	4,202	4,419	4,643
Total	**54,400**	**57,100**	**60,000**	**63,100**	**66,300**

a. The 2025 - 2040 projected water demand is based on GPCD times the projected population.

b. Losses are assumed to be seven percent of projected water demand.

Table 4-2A. Water Demand Commitment Summary	
Project Name	Demand (ac-ft/yr)
Anticipated developments that are accounted for in demand projections	
Avanti South-Tract 53229	1,295
Del Sur- Tracts 60610 & 60620	984
Tracts 62758 & 62759	887
Tract 62757	780
Other approved Tracts	5,100
Amargosa Specific Plan	270
Downtown Lancaster Specific Plan	1,990
Anaverde Phases 2-4	4,390
Antelope Valley Business Park	560
Ritter Ranch	1,108
2020 AVEK MOU	306
Joshua Rach Phases 1-3	353
Lancaster Health District	888
Total	19,911
Planned developments that have already paid for new water supply per the MOU with AVEK	
Avanti North	620
Joshua Ranch Phases 4 & F	567
2013 AVEK MOU	546
Total	1,733

Table 4-3 below summarizes the current and projected demands for potable, recycled, and raw water usage by the District.

Table 4-3. Retail: Total Water Use Potable and Non-Potable (ac-ft/yr)						
	2020	2025	2030	2035	2040	2045
Potable and raw water (from DWR Tables 4-1 and 4-2)	45,818	54,400	57,100	60,000	63,100	66,300
Recycled water demand (from DWR Table 6-4)	362	764	902	1,102	1,302	1,302
Total water demand	46,180	55,164	58,002	61,102	64,402	67,602

4.4 Distribution System Water Losses

Water losses in the District's water system for 2020 are presented in Table 4-4. Water loss accounted for approximately five percent of the amount of water supplied in 2020. Water loss audits for each year between 2015 and 2020 were conducted, and they follow the American Water Works Association (AWWA) method. The water audit is an accounting exercise that tracks all sources and uses of water within a water system during a specified period and is undergoing validation by an AWWA certified validator. The audits are provided in Appendix B.

Water losses include apparent losses and real losses, as described in the AWWA Water Loss Audit Worksheet. Apparent losses include unauthorized consumption, customer metering inaccuracies, and systematic data-handling errors. Real losses include leakage and overflows from water mains, storage tanks, and service connections.

A detailed water audit and leak detection program of 47 California water utilities found an average loss of 10 percent and a range of 30 percent to less than five percent of the total water supplied by the 47 utilities (DWR 2020b). The District's water loss is five percent, which falls at the lower end of this range.

Table 4-4. Retail: Last Five Years of Water Loss Audit Reporting

Reporting Period Start Date (Month/Year)	Loss, ac-ft/yr [a]
1/2020[b]	2,164
1/2019	3,062
1/2018	3,849
1/2017	3,277
1/2016	3,952

a. *Taken from the field "Water Losses," which is a combination of apparent losses and real losses from the AWWA worksheet provided in Appendix B.*

b. *The volume of water loss shown was calculated by the Los Angeles County Waterworks District 29 staff and has not yet been validated.*

4.5 Future Water Savings

Water savings resulting from implementation of codes, standards, ordinances, and transportation and land use plans, are known as "passive savings." These various factors generally decrease customer water use as older plumbing fixtures and water-using appliances are replaced by low-flow or water conserving fixtures and appliances. The water demand projections presented in Table 4-5 do not include passive savings.

Table 4-5. Retail Only: Inclusion in Water Use Projections

Future water savings included? (Y/N)	N
If "Yes" to above, state the section or page number where citations of the codes, ordinances, etc. utilized in demand projections are found	N/A
Are lower-income residential demands included in projections? (Y/N)	Y

4.6 Water Use for Lower-Income Households

Section 10631.1 of the CWC requires inclusion of projected water use for lower-income single-family and multi-family residential households as identified in the housing element of any city or county in the service area of the water purveyor. A lower income household is defined by State of California as a household earning below 80 percent of the area's median household income (MHI).

The projections of water use by lower-income households are meant to assist water purveyors in complying with the requirements of Government Code Section 65589.7, granting priority for the provision of water and sewer services to proposed developments that include housing units affordable to lower income households.

The Regional Housing Needs Assessment (RHNA) assists jurisdictions in updating their general plan's housing elements section. The fifth cycle of the RHNA covers the planning period of October 2013 to October 2021. The Southern California Association of Governments (SCAG) adopted the RHNA Allocation Plan for this cycle on October 4, 2012, which required housing elements updates by October 15, 2013. The California Department of Housing and Community Development reviewed the housing elements data submitted by jurisdictions in the SCAG region and concluded the data meets statutory requirements for the assessment of the current housing needs. The housing elements from the RHNA includes low-income housing broken down into three categories: extremely low (less than 30 percent MHI), very low (31 percent to 50 percent MHI), and lower income (51 percent to 80 percent MHI). Given the District service area's diversity, which covers portions of the Cities of Lancaster, Palmdale, and many others, the overall RHNA percentage of affordable households for Los Angeles County at 40.9 percent was used (SCAG 2013).

Table 4-5A below provides a breakdown of the projected water needs for low-income single-family and multi-family units. The projected water demands shown here represent 40.9 percent of projected water demand for the single-family and multi-family categories provided in Table 4-5 above.

Table 4-5A. Projected Potable Water Demands for Low-Income Housing (ac-ft/yr)

	2025	2030	2035	2040	2045
Total Residential Demand	43,131	46,069	49,117	52,284	54,935
SF Residential Low-Income Household Demand	16,736	17,876	19,059	20,287	21,315
MF Residential Low-Income Household Demand	905	967	1,030	1,097	1,153
Affordable Household Residential Demand	17,640	18,842	20,089	21,384	22,469

Section 5

SBX7-7 Baseline and Targets

This section describes the compliance with the established per capita demand target for 2020.

5.1 Compliance with Retail Supplier 2020 Per Capita Demand Target

The selected baseline periods, baseline per capita demand expressed as gallons per capita per day (gpcd), and the 2020 gpcd target are presented in Table 5-1. The descriptions of the selection of the baseline periods and the methodology to determine the 2020 per capita demand target are presented in the 2010 and 2015 UWMPs. The complete set of SB X7-7 calculation tables, also known as the Verification Form, are included in Appendix C. To calculate the 2020 gpcd, the District determined the 2020 service area population using the DWR Population Tool and completed the SB X7-7 Compliance Form, which is also included in Appendix C.

Table 5-1. Baselines and Targets Summary from SB X7-7 Verification Form - *Retail Agency*

Baseline Period	Start Year	End Year	Average gpcd	Confirmed 2020 Target, gpcd
10- to 15-year	1996	2005	281	225
5-year	2003	2007	273	

Allowable adjustments can be made to the District's gross water use for extraordinary events, economic adjustments, or weather normalization. The District did not adjust its gross water use, as shown in Table 5-2. 2020 Compliance Form from SB X7-7 2020 Compliance Form - *Retail Agency* below. Also shown in Table 5-2, the District achieved the targeted gpcd target value for 2020.

Table 5-2. 2020 Compliance Form from SB X7-7 2020 Compliance Form - *Retail Agency*

2020 GPCD			2020 Confirmed Target GPCD	Did supplier achieve targeted reduction for 2020? Y/N
Actual 2020 GCPD	Total Adjustments	Adjusted 2020 GPCD		
199	0	199	225	Yes

Note: All values are in gpcd.

Section 6

Water Supplies

The District uses both purchased (imported) water and groundwater as its supply sources. This section describes the District's existing and projected water supplies and how the impacts of climate change were incorporated into the water supply projections.

6.1 Purchased Water: Antelope Valley East Kern Water District

The District purchases water from AVEK. A copy of the most recent contract can be found in Appendix D. AVEK's largest municipal customer is the District. AVEK is a regional water agency formed in 1959 to supplement Antelope Valley groundwater supplies with surface water supplies. AVEK receives water from the SWP and Antelope Valley Groundwater Basin and allocates water to municipalities, ranchers, and agricultural water users. AVEK has a Table A, or maximum, amount of 144,844 ac-ft/yr of water from the SWP available from DWR each year. On average, studies have shown that contractors receive about 60 percent of their Table A amount each year (AVRWMG 2019). AVEK has determined in its Urban Water Management Plan that they receive 58 percent of their Table A amount in an average year.

AVEK receives the majority of its water supplies from the SWP, and AVEK is able to purchase additional SWP supplies from DWR when available (AVEK 2016). To prepare for scenarios when AVEK's supplies from the SWP and the District's groundwater do not meet demands during dry years, the District has purchased excess imported water from AVEK and "banked" it in the local groundwater basin to use for future dry years. Water banking involves storing imported water in the aquifer when excess supplies are available in wet years or low-demand periods and then subsequently recovering it in periods of drought or high demand. These opportunities are located inside and outside of the Antelope Valley. Generally, water banking within the Antelope Valley is preferred over those outside because risks of disruption and conveyance interruptions are minimized.

To maximize the use of its SWP supplies, AVEK has developed and is planning several groundwater banks including the Westside Water Bank, Antelope Valley Water Bank (AVWB), and the Water Supply Stabilization Project 2. AVEK is also a participant in the Semitropic water bank. AVEK's 2020 UWMP should be consulted for more detailed descriptions of these efforts.

Additional water supplies will have to be acquired and imported into the Antelope Valley to meet the demands associated with the level of growth projected for the service area. To acquire these additional water supplies, the District has executed a MOU with AVEK to implement a new Water Supply Entitlement Acquisition program for new developments that will be used to acquire additional imported water supplies. The MOU is provided with the AVEK agreement in Appendix D. Developers may secure entitlements by working with the District to determine the volume of new water supply needed to meet their project's annual demand, then paying AVEK to purchase the permanent new water supply. AVEK then designates this new water supply to the District for the developer, over and above the District's current allocation of supplies.

6.2 Groundwater

Groundwater is another source of supply for the District, and it has historically been the secondary source of potable water supply. Groundwater has been, and continues to be, an important resource within the Antelope Valley region, although not a major source of water supply for the District. This section describes the groundwater pumping, groundwater basin, groundwater quality, and groundwater management.

6.2.1 Historical Groundwater Pumping

Table 6-1 presents the amount of groundwater pumping by the District that has occurred over the last five years.

Table 6-1. Retail: Groundwater Volume Pumped (ac-ft/yr)

Groundwater Type	Location or Basin Name	2016	2017	2018	2019	2020
Alluvial basin	Antelope Valley Groundwater Basin	16,002	17,397	17,274	12,813	14,266
	Total	**16,002**	**17,397**	**17,274**	**12,813**	**14,266**

6.2.2 Basin Description and Adjudication

The groundwater basin underlying the District is the Antelope Valley Groundwater Basin (6-44). The basin does not have an associated groundwater sustainability plan and DWR Bulletin-118 does not identify the basin as being in overdraft but describes subsidence that has occurred (DWR 2019). The groundwater basin and Antelope Valley watershed are shown in Figure 6-1 (LACDPW 2014). The groundwater basin has been divided into 12 sub-basins by the U.S. Geological Survey (USGS). Boundaries are based on faults, groundwater divides, and, in some cases, arbitrary boundaries.

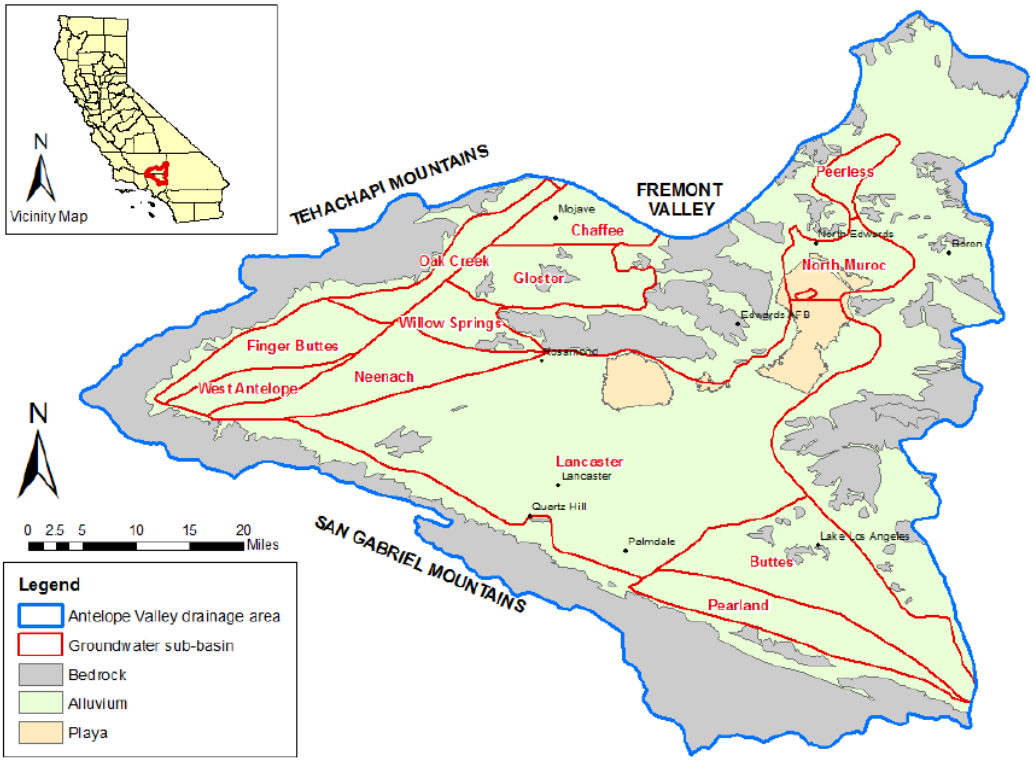

Figure 6-1. Groundwater Sub-basin of Antelope Valley (from the 2014 Salt and Nutrient Plan)

The Antelope Valley Groundwater Basin is composed of two primary aquifers: the upper (principal) aquifer and the lower (deep) aquifer. The Antelope Valley is a closed basin, and the only major groundwater outflow is groundwater pumping. The total storage capacity of the Antelope Valley Groundwater Basin has been reported at 68 million ac-ft (DWR 2004). The groundwater basin is recharged principally by deep percolation of precipitation and runoff from the surrounding mountains and hills.

In December 2015, the Superior Court of California (Court) entered a judgment in the *Antelope Valley Groundwater Cases* (Appendix E). The Court found that the Antelope Valley Groundwater Basin was in overdraft. As of 2020, the groundwater adjudication judgment provides non-overlying production rights of 6,789 ac-ft, approximately 3,500 ac-ft of unused federal reserve rights, and return flows equivalent to 39% of the District's 5-year average of purchased SWP water supply (39 percent of 26,657 ac-ft or 10,400 ac-ft). The District also has the right to lease 2,600 ac-ft of groundwater rights from AVEK, for a total of 23,289 ac-ft. A summary of the District's groundwater rights, and other groundwater sources are provided in Table 6-1A.

Table 6-1A. Groundwater Volumes Available	
Description of Right	District No. 40 Annual Groundwater Right (ac-ft)
Non-overlying production right	6,789
55% of the unused Federal Reserve Right	3,500
Imported water return flows (39% of previous 5-year average of imported supplies)	10,400
AVEK lease	2,600
Total	23,289

Note: Non-overlying production right as provided by the Adjudication. Approximate values for Unused Federal Reserve Right and AVEK lease. Imported Water return flows are actuals as of 2020.

Other known groundwater users in the Antelope Valley Groundwater Basin (6-44) are listed in Table 6-1B.

Table 6-1B. Other Known Groundwater Basin Users
AVEK
Littlerock Creek Irrigation District
Palmdale Water District
Quartz Hill Water District
Rosemond Community Services District
Edwards Air Force Base
Agricultural water users/farmers
Cal Water

Note: The adjudication document (Appendix E) includes a complete list of users of the groundwater basin.

6.2.3 Groundwater Management

This section describes the groundwater management efforts that have been occurring in the Antelope Valley Groundwater Basin (6-44) and activities to meet the Sustainable Groundwater Management Act (SGMA) requirements.

As part of the 2015 judgment, a "Watermaster" board was appointed by the Court to implement and enforce the judgment. The Watermaster board is empowered to impose a replacement fee on any party that pumps more than its allocated right. The Watermaster board is composed of one representative each from AVEK and the District, one other public water supplier representative, and two landowner representatives.

6.2.3.1 Groundwater Management Plan

The Antelope Valley Regional Water Management Group (AVRWMG) was formed in 2006 by 11 agencies. They signed an MOU and developed the Antelope Valley IRWMP in 2007, which was updated in 2013 and 2019. The AVRWMG includes the District, AVEK, Antelope Valley State Water Contractors Association (AVSWCA), City of Lancaster, City of Palmdale, Littlerock Creek Water District (LCID), Los Angeles County Sanitation Districts (LACSDs) 14 and 20, Palmdale Water District (PWD), Quartz Hill Water District (QHWD), and Rosamond Community Service District (RCSD).

The IRWMP developed by the AVRWMG meets the requirements of AB 3030 for the development of a groundwater management plan (GWMP). A copy of the original plan and update can be found at: http://www.avwaterplan.org/.

6.2.3.2 Sustainable Groundwater Management Act

SGMA was enacted by the legislature in 2014, with subsequent amendments in 2015 and 2019. The SGMA requires groundwater management in priority groundwater basins. The designation of the priority of groundwater basins was done as part of the California Statewide Groundwater Elevation Monitoring (CASGEM) Program. The CASGEM Program was developed in response to legislation enacted in California's 2009 Comprehensive Water package. The CASGEM Groundwater Basin Prioritization is a statewide ranking of groundwater basin importance that incorporates groundwater reliance and focuses on basins producing greater than 90 percent of California's annual groundwater. The CASGEM Program has ranked the Antelope Valley Groundwater Basin (6-44) as low priority.

The SGMA directs DWR to identify groundwater basins and sub-basins in conditions of critical overdraft. DWR identified such basins in Bulletin-118 (DWR 2004). DWR issued an updated draft list of critically overdrafted basins in February 2019 (DWR 2019). The Antelope Valley Groundwater Basin (6-44) is not on the list because it is an adjudicated basin.

6.3 Stormwater

Stormwater is not currently used as an urban water supply source. As part of the Antelope Valley IRWMP, the Upper Amargosa Creek Recharge project is a joint effort between the City of Palmdale, AVEK, PWD, and the District. Located on a 75-acre site near 25th Street West and Lake Elizabeth Road, this project will expand the Valley's water supply portfolio with a recharge capacity of 1,600-2,350 ac-ft/yr.

6.4 Wastewater and Recycled Water

The purpose of this section is to provide information on wastewater and recycled water within the District's service area. The elements of this section include: (1) recycled water coordination; (2) the quantity of wastewater generated in the service area; (3) description of the collection, treatment, and disposal/reuse of that wastewater; (4) current water recycling systems; and (5) the potential for water recycling in the service area.

6.4.1 Recycled Water Coordination

The District coordinated with LACSD to determine current and projected recycled water demands and supplies. LACSD is responsible for the treatment and disposal of wastewater in the District's service area, except where the cities of Lancaster and Palmdale own, operate, and maintain portions of the collection systems within their city boundaries. LACSD owns and operates the Lancaster Water Reclamation Plant (WRP) and Palmdale WRP as well as the trunk lines that convey wastewater to the treatment plants. Recycled water is retailed by the City of Lancaster and Palmdale Recycled Water Authority. Service area boundaries are shown in Figure 6-2.

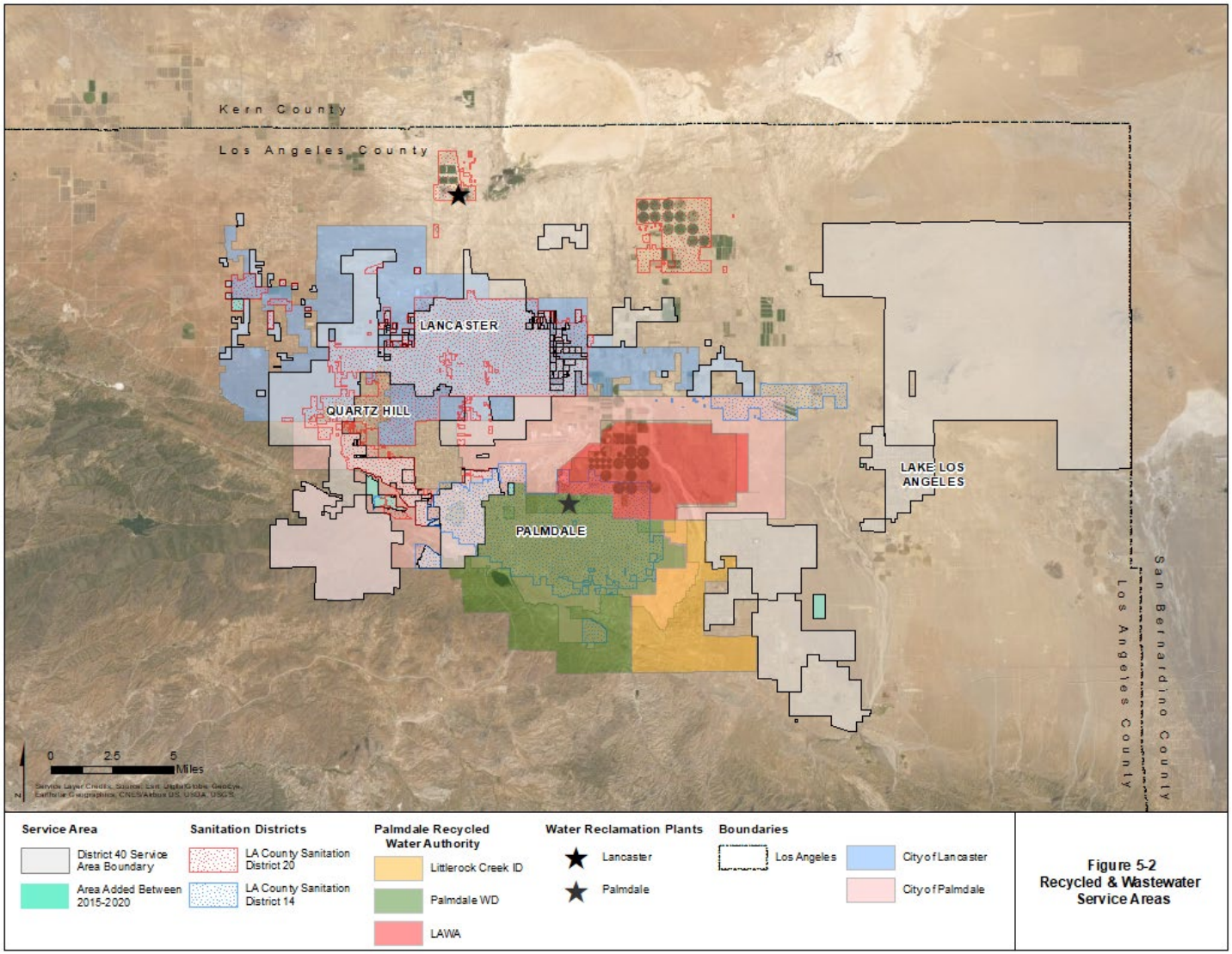

Figure 6-2. Recycled and Wastewater Service Areas

6.4.2 Wastewater Collection, Treatment, and Disposal

Municipal wastewater is generated from a combination of residential and commercial sources. The quantity of wastewater generated is proportional to the population and water use in the service area. Estimates of wastewater generated within the District's service area are presented in Table 6-2, below. A summary of wastewater volumes treated, discharged, and recycled in 2020 is provided in Table 6-3.

Wastewater is collected by gravity in a series of main, trunk, and interceptor sewers. As described in Section 6.4.1, District 14 of LACSD owns, operates, and maintains the Lancaster WRP and the wastewater trunk system in the City of Lancaster. The Lancaster WRP provides tertiary treated water that is used for irrigation, agriculture, urban reuse, wildlife habitat, maintenance, and recreational impoundments.

LACSD 20 owns, operates, and maintains the Palmdale WRP and a portion of the wastewater trunk system. The tertiary treated water is used for agriculture, irrigation, and maintenance.

Table 6-2. Wastewater Collected within Service Area in 2020 (ac-ft/yr)

☐	There is no wastewater collection system. The supplier will not complete the table below.
--%	Percentage of 2020 service area covered by wastewater collection system (optional).
--%	Percentage of 2020 service area population covered by wastewater collection system (optional).

Wastewater Collection			Recipient of Collected Wastewater			
Name of Wastewater Collection Agency	Wastewater Volume Metered or Estimated?	Volume of Wastewater Collected in 2020, ac-ft/yr	Name of Wastewater Treatment Agency Receiving Collected Wastewater	Treatment Plant Name	Is WWTP Located within UWMP Area?	Is WWTP Operation Contracted to a Third Party? (optional)
City of Lancaster, City of Palmdale, Los Angeles County Public Works	Metered	16,416	Los Angeles County Sanitation District 14	Lancaster WRP	No	No
City of Palmdale, Los Angeles County Public Works	Metered	10,402	Los Angeles County Sanitation District 20	Palmdale WRP	No	No
Total wastewater collected from service area		26,818				

WWTP = wastewater treatment plant.

NOTES: Data was provided by LACSD.

Table 6-3. Retail: Wastewater Treatment and Discharge within Service Area in 2020

Wastewater Treatment Plant Name	Discharge Location Name or ID	Discharge Location Description	Method of Disposal	Does This Plant Treat Wastewater Generated Outside the Service Area?	Treatment Level	2020 volumes (ac-ft)				
						Wastewater Treated	Discharged Treated Wastewater	Recycled Within Service Area	Recycled Outside of Service Area	Instream Flow Permit Requirement
Lancaster WRP					Tertiary	16,416	0	371	13,145	0
Palmdale WRP					Tertiary	10,402	0	0	8,613	0
					Total	26,818	0	371	21,758	0

NOTES: Data was provided by LACSD.

1. *"Wastewater Treated" represents plant influent.*
2. *While a portion of the produced recycled water from the Lancaster WRP is discharged to surface water, it is considered as "recycled outside of service area" due to contractual obligations for recycled water deliveries.*

3. Wastewater treated does not equal water recycled due to solids removal from the treatment process, evaporation losses due to storing water in open reservoirs, and metering differences.

6.4.3 Recycled Water System

The existing recycled water treatment system is located outside of the District's service area. It is located nearby within the City of Palmdale and outside of the City of Lancaster. The system is operated by the Palmdale Recycled Water Authority. The Palmdale Recycled Water Authority jointly studies, promotes, develops, distributes, constructs, installs, finances, uses, and manages recycled water resources created by LACSD District 14 and LACSD District 20. Palmdale Recycled Water Authority also finances the acquisition and construction or installation of recycled water facilities, recharge facilities, and irrigation systems.

The Antelope Valley Backbone provides the necessary distribution infrastructure to convey recycled water to users, and thereby offset potable water demands in the Antelope Valley. Currently, only a portion of the Antelope Valley Backbone is constructed during Phase 1. Phase 2 of this project includes construction of the distribution system which is currently in the design phase. As future funding sources are identified, the Antelope Valley Backbone will be connected to the Lancaster WRP. Once the northern and southern portions of the Antelope Valley Backbone are linked and the Lancaster WRP and the Palmdale WRP are both connected to the system, the Antelope Valley Backbone will have the redundancy necessary to ensure a reliable source of supply so that the recycled water service area can expand to serve additional recycled water demands.

Currently, there is a greater volume of recycled water available in the Antelope Valley than there are uses for it within the District's service area. Additional recycled water customers and recycled water distribution piping, such as that to be constructed under the Antelope Valley Backbone project, are needed in the future to make use of the excess recycled water supply.

6.4.4 Recycled Water Beneficial Uses

Current beneficial uses of recycled water are agricultural reuse, urban irrigation, construction, wetland water, and recreational impoundments. Potential uses of recycled water in the District service area may be planned by other entities and municipalities pending completion of construction of the Antelope Valley Backbone. Table 6-4 presents the 2020 and projected recycled water use within the service area as provided in the 2006 report, *Final Facilities Planning Report, Antelope Valley Recycled Water Project* prepared for the District (Kennedy Jenks, 2006).

Table 6-5 compares the 2020 use of recycled water projected in the 2015 UWMP to the actual 2020 recycled water use.

Table 6-4. Retail: Recycled Water Direct Beneficial Uses within Service Area (ac-ft)										
Name of agency producing (treating) the recycled water			LACSD							
Name of agency operating the recycled water distribution system			Los Angeles County Public Works and City of Lancaster							
Supplemental water added in 2020			0							
Source of 2020 supplemental water			N/A							
Beneficial Use Type	Potential Beneficial Uses of Recycled Water	General Description of 2020 Uses	Amount of Potential Uses of Recycled Water	Level of Treatment	2020	2025	2030	2035	2040	2045
Agricultural irrigation										
Landscape irrigation (excludes golf courses)	At Institutional Locations	At Institutional Locations	900	Tertiary	143	500	600	750	900	900
Golf course irrigation										
Commercial use		Grading, dust control, fire suppression	150	Tertiary	3	12	50	100	150	150
Industrial use										
Geothermal and other energy production										
Seawater intrusion barrier										
Recreational impoundment	Refill Lake at Apollo Park	Refill Lake at Apollo Park	250	Tertiary	215	250	250	250	250	250
Wetlands or wildlife habitat										
Groundwater recharge IPR										
Surface water augmentation IPR										
Direct potable reuse										
Other		Sewer flushing, street sweeping	2		1	2	2	2	2	2
Total					362	764	902	1,102	1,302	1,302

IPR = indirect potable reuse.

NOTES: Data was provided by LACSD.

Table 6-5. Retail: 2015 UWMP Recycled Water Use Projection Compared to 2020 Actual (ac-ft)		
Use type	2015 Projection for 2020	2020 Actual Use
Agricultural irrigation		
Landscape irrigation (excludes golf courses)	1,800	143
Golf course irrigation		
Commercial use	6,150	3
Industrial use		
Geothermal and other energy production		
Seawater intrusion barrier		
Recreational impoundment	250	215
Wetlands or wildlife habitat		
Groundwater recharge (IPR)		
Surface water augmentation (IPR)		
Direct potable reuse		
Other		
Total	8,200	358

Note:

1. *In 2015 beneficial uses outside the service area were included. This plan no longer includes those uses.*
2. *Data was provided by LACSD.*

6.4.5 Actions to Encourage and Optimize Future Recycled Water Use

As recycled water is a reliable water source for all weather types, it is part of the current water supply portfolio and is expected to become a larger portion of the supply. One of the goals of the Salt and Nutrient Management Plan (SNMP) is to assess impacts and prioritize projects maximizing recycled water use in the service area. Efforts are currently under way to develop a regional recycled water distribution system in the Antelope Valley via the Valley Backbone, as discussed in Section 6.4.3. Because of the size and scope of the project, it is a multi-agency, multi-jurisdictional project that will be implemented collectively. Financial incentives would be used to expand recycled water use, but they would be provided by the recycled water retailer. Thus, it is not included in Table 6-6.

Table 6-6. Retail: Methods to Expand Future Recycled Water Use	
✓	Supplier does not plan to expand recycled water use in the future. Supplier will not complete the table below but will provide narrative explanation.
Section 5.4.3	Provide page location of narrative in UWMP

6.5 Desalinated Water Opportunities

The District has no sources of ocean water or brackish groundwater that provide opportunities for development of desalinated water as a long-term supply.

6.6 Exchanges or Transfers

The District anticipates purchasing SWP water to be banked by AVEK and extracted during future dry years. This is dependent on if there are extra SWP allocations for purchase. Such water transfers will be facilitated by AVEK.

6.7 Future Water Projects

The District has water projects planned in the near future that will increase supplies and increase reliability of existing supplies. The District plans to conduct additional studies to analyze and quantify the impacts of arsenic and chromium on groundwater supplies that may lead to additional wellhead treatment projects. The District is also considering plans for a groundwater basin banking project depending on future SWP supplies.

Table 6-7 below provides a summary and schedule of the future water supply projects.

Table 6-7. Retail: Expected Future Water Supply Projects or Programs

Name of Future Projects or Programs	Joint Project with Other Agencies?	Description	Planned Implementation Year	Planned for Use in Year Type	Expected Increase in Water Supply to Agency (ac-ft)
Upper Amargosa Creek Recharge Project	Yes, AVEK, PWD, City of Palmdale, Los Angeles County Waterworks District	Groundwater basin banking project	Depends on extra SWP supplies	All	up to 1,378 AF
M5E Arsenic Treatment Project	No	Well Arsenic Treatment System	Starting 2022	All	No net increase in supply, ensures no depletion by water quality issues
Avenue J-12 & 50th Street West Site Improvements, Well 4-91	No	Well replacement	Starting 2023	All	No net increase in supply, ensures no depletion of supply

6.8 Summary of Existing and Planned Sources of Water

A summary of actual supply sources and quantities in 2020 is provided in Table 6-8. The water supplies projected to be available from each source from 2025 to 2040 are presented in Table 6-9. The reasonably available recycle water projection for the service area is presented in Table 6-9A. As described in Section 6.1, the District has executed an MOU with AVEK to implement a new Water Supply Entitlement Acquisition program for new developments. The MOU allows the District to acquire additional imported water supplies. This supply is referred to as New supply from AVEK in Table 6-9.

Table 6-8. Retail: Water Supplies – Actual (ac-ft/yr)

Water Supply	Additional Detail on Water Supply	2020	
		Actual Volume	Water Quality
Purchased water	AVEK	31,552	Drinking water
Groundwater	Antelope Valley Groundwater Basin	14,266	Drinking water
Recycled water	Refill lake at Apollo Park & City of Lancaster Reuse	361	Recycled water
	Total	46,179	

For groundwater projections, it is assumed that imported water return flow credits are 39 percent of all the SWP water used by the District over the previous five years. Although the District can potentially receive up to 58,800 ac-ft/yr of SWP water from AVEK in a normal year, supply projections for groundwater return flow credits can potentially increase to 22,932 ac-ft/yr, allowing for a total groundwater right of 35,820 ac-ft/yr. However, actual supply projections for groundwater return flow credits are based on the amount of imported water purchased from AVEK from the previous 5 years. For purposes of the water supply projections, it is assumed that this right will be applicable for all water year types. If not, groundwater banked in previous years will be used.

Table 6-9. Retail: Water Supplies – Projected (ac-ft/yr)

Water Supply	Additional Detail on Water Supply	2025 Reasonably Available Volume	2030 Reasonably Available Volume	2035 Reasonably Available Volume	2040 Reasonably Available Volume	2045 Reasonably Available Volume
Purchased or imported water		57,300	55,800	54,200	52,700	52,700
Groundwater		23,298	23,298	23,298	23,298	23,298
Purchased or imported water	New supply from AVEK	1,733	1,733	1,733	1,733	1,733
Recycled water		764	902	1,102	1,302	1,302
Total		83,095	80,831	80,333	79,033	79,033

NOTES:

1. *A normal year is assumed. Doesn't Include rights to carry over water. Imported water return flows are calculated based on 2020 imported water use. As of 2020, the groundwater adjudication judgment provides non-overlying production rights of 6,789 ac-ft and approximately 3,500 ac-ft of unused Federal Reserve Rights. 39% of return flows based on the District's use of SWP water supply (10,400 ac-ft). The District also leases approximately 2,600 ac-ft of groundwater rights from AVEK for a total of 23,298 ac-ft.*
2. *Groundwater does not include return flows from new supply. It is expected that new supply will generate return flows for the District but are not shown for simplicity.*
3. *Return flows from new supply are not included for clarity in interpreting Supply and Demand Assessment DWR tables 7-2, 7-3, and 7-4.*
4. *AVEK Table A SWP Allocation is 144,844 ac-ft, and AVEK indicated that the long-term average is 58% of their Table A allocation which is 84,010 ac-ft. District No. 40 typically purchases about 70% of that volume, which is 58,800 ac-ft.*
5. *Recycled water supplies are shown to equate to recycled water demands, but there is a greater reasonably available volume of recycled water. However, there are no additional uses for the recycled water.*

Table 6-9A. Retail: Reasonably Available Recycled Water Projection (ac-ft)

	2025	2030	2035	2040
Recycled Water	13,500	15,200	17,000	18,700

6.9 Climate Change Impacts to Supply

A Climate Change Vulnerability Assessment was completed as a part of the Antelope Valley IRWMP. Climate change considerations were incorporated into the various chapters of that plan. The high priority regional vulnerability issues from the IRWMP are as follows:

- Water Demand/Supply: Limited ability to meet summer demand and decrease in seasonal reliability
- Water Supply: Lack of groundwater storage to buffer drought
- Water Supply: Decrease in imported supply
- Water Supply: Invasive species can reduce supply availability

- Water quality: Increased constituent concentrations

AVEK's supply projections for future deliveries of SWP water are estimated based on DWR's State Water Project Delivery Capability Report (DCR). DWR prepares a biennial report to assist SWP contractors and local planners in assessing the availability of supplies from the SWP. DWR issued its most recent update, the *2019 DWR State Water Project DCR*, in August 2020. In this update, DWR provides SWP supply estimates for SWP contractors to use in their planning efforts, including for use in their 2020 UWMPs. The 2019 DCR includes DWR's estimates of SWP water supply availability under both existing (2020) and future conditions (2040).

DWR's estimates of SWP deliveries are based on a computer model that simulates monthly operations of the SWP and Central Valley Project systems. Key inputs to the model include the facilities included in the system, hydrologic inflows to the system, regulatory and operational constraints on system operations, and contractor demands for SWP water. In conducting its model studies, DWR must make assumptions regarding each of these key inputs.

In the 2019 DCR for its model study under existing conditions, DWR assumed: existing facilities, hydrologic inflows to the model based on 82 years of historical inflows (1922 through 2003), current regulatory and operational constraints including 2018 COA Amendment, 2019 biological opinions and 2020 Incidental Take Permit, and contractor demands at maximum Table A Amounts. The long-term average allocation reported in the 2019 DCR for the existing conditions study provide appropriate estimate of the SWP water supply availability under current conditions.

To evaluate SWP supply availability under future conditions, the 2019 DCR included a model study representing hydrologic and sea level rise conditions in 2040. The future condition study used all of the same model assumptions as the study under existing conditions, but reflected changes expected to occur from climate change, specifically, projected temperature and precipitation changes centered around 2035 (2020 to 2049) and a 45 centimeter sea level rise. For the long-term planning purposes of this UWMP, the long-term average allocations reported for the future conditions study from 2019 DCR is the most appropriate estimate of future SWP water supply availability.

6.10 Energy Intensity

Water energy intensity is the total amount of energy on a per ac-ft basis associated with water management processes occurring within the District's operational control. The District has selected to report its energy intensity using the total utility approach option as outlined in the DWR 2020 Guidebook. No energy use associated with the wholesaler deliveries is included in the energy intensity analysis. Table 6-10 presents the energy intensity of the District's water supplies for the fiscal year 2019. The energy use is for groundwater pumps and distribution pumps within the District, with the exception of the negligible use associated with lighting (0.5 percent or less of energy use).

Table 6-10. Energy Intensity - Total Utility Approach				
Urban water supplier:	Los Angeles County Waterworks Districts			
Water delivery product:	Retail potable water deliveries			
Table O-1B: Energy Intensity - Total Utility Approach				
Enter start date for reporting period	7/1/2018	Urban Water Supplier Operational Control		
End date	6/30/2019			
		Sum of All Water Management Processes	Non-Consequential Hydropower	Net utility
		Total utility	Hydropower	
Volume of water entering process (AF)		34,386.81	4787.5	34,386.81
Energy consumed (kWh)		14,694,422	-1,286,299	13,408,123
Energy intensity (kWh/AF)		427.3	-268.7	389.9
Quantity of self-generated renewable energy				
2,000,601	kWh			
Data quality				
Combination of Estimates and Metered Data				
Data quality narrative:				
Energy consumption data is primarily metered and is taken from electric utility bills. These bills provide the pump's electrical data which are the devices consuming the large majority of power in the water distribution system.				
Narrative:				
The primary function of the District's water supply system is to distribute potable water to residential and commercial customers. The water is transported by pumps which consume the significant majority of electrical energy in the water system.				

Section 7

Water Supply Reliability and Drought Risk Assessment

This section describes factors impacting the long-term reliability of water supplies for the District and provides a comparison of projected water supplies and demands in normal years, single-dry years, and multiple-dry years. Additionally, a five-year drought risk assessment is provided.

7.1 Constraints on Water Supplies

As discussed in Section 6, the District's water supply is composed of groundwater, non-potable recycled water, and water purchased from AVEK, an agency that relies upon imported SWP water. Water supply reliability is an important component of the water management planning process. Factors contributing to inconsistency in the District's water supplies include legal limitations relating to water contracts that limit the quantity of water available to the District, environmental constraints, and reductions in availability because of climatic factors.

Groundwater quantity is generally unaffected by short-term drought conditions. It is assumed that the District's available groundwater supply during all year types will remain constant. The supply is based on the annual sustainable yield determined by the adjudication process.

The availability of the SWP supply is known to be variable. It fluctuates from year to year depending on precipitation, regulatory restrictions, legislative restrictions, and operational conditions, and can be particularly unreliable during dry years. The Antelope Valley region likely cannot meet expected demands without imported water and the variable nature of the supply presents management challenges to ensure flexibility. AVEK has developed and continues to develop projects for storage and banking of SWP water during wet years for use in dry years to increase reliability of purchased water supplies. Water quality issues found in the groundwater supply are not anticipated to have a significant impact on water supply reliability. It is assumed that any chemical contamination from the known contaminant plumes and the lowering of maximum contaminant level (MCLs) of naturally occurring constituents such as arsenic and chromium can be mitigated by drilling replacement wells or modifying existing wells to block high contaminant zones prior to the water's delivery into the water distribution system.

7.2 Regional Supply Reliability

Water management tools are described and prioritized in the 2019 Update of the Antelope Valley IRWMP (AVRWMG 2019). The District's programs to increase regional supply reliability are closely related to AVEK's efforts. Descriptions of some of AVEKS's programs are presented below and are discussed in greater detail in AVEK's 2020 UWMP.

7.2.1 AVEK Westside Water Bank Interconnecting Pipeline and Pump Station

The project includes construction of a pump station and completion of the South North Intertie Pipeline Turnout that would allow AVEK to use stored water in the Westside Water Bank for customers in the majority of AVEK's service area. The South North Intertie Pipeline Turnout is capable of moving water to and from the District at the rate of about 86 ac-ft/day or 28 million

gallons per day (mgd). The pipeline also provides flexibility in the method of return of water banked in the Westside Water Bank via direct delivery or transfer.

7.2.2 AVEK Enterprise Bank

This project includes the development of a new groundwater recharge and recovery facility. Construction would include recharge basins and pipelines, groundwater recovery wells, a well collection system, and transmission and pumping facilities to deliver water from the bank to the aqueduct for delivery to AVEK's banking partners.

7.2.3 Upper Amargosa Creek Recharge Project

This project is a joint effort between the City of Palmdale, AVEK, Palmdale Water District and Los Angeles County Waterworks District No. 40. Located on a 75 acre site near 25th Street West and Lake Elizabeth Road, this project will expand the Antelope Valley's water supply portfolio with a recharge capacity of 1600-2350 acre feet per year. This project includes preservation and restoration of habitats for native animal species and eight spreading basins with a maximum capacity of 100 cubic feet per second during storms. Available State Water Project supplies will be used to recharge the local aquifer system. In the future, recovered water will be put to beneficial use in area homes and businesses. This project also offers flood protection in an area with a history of heavy flooding during storms.

7.2.4 AVEK Southern Antelope Valley Intertie

Construction is planned for an interconnecting pipeline and pump station between AVEK's East Feeder and South Feeder systems that will allow AVEK to transfer water supplies from one end of the service area to the other in both directions. This allows AVEK the ability to use stored water from its water banks for delivery to customers within any region of their service area.

7.3 Service Reliability – Year Type Characterization

It is important for the District to analyze water supply reliability in the context of AVEK's water supply availability because imported water from AVEK accounts for approximately 65 percent of the District's supply between 2020 and 2045. Table 7-1 presents the basis of water year data for the water supply reliability analysis. The base years were provided to the District by AVEK in April 2021, and the percent of average supply indicates the percent of water available to the District from AVEK's SWP Table A volumes in comparison to an average year. The percentage of Table A SWP Supply indicates the percent of Table A SWP water available to AVEK. Even in average years, AVEK receives only 58 percent of the maximum Table A volumes.

The District's water supply is also reliant upon groundwater. However, as noted in Section 7.1, groundwater availability is assumed to be generally unaffected by short-term drought conditions. Thus, it is assumed that the District's available groundwater supply during all year types will remain constant, and it is not factored into the basis of water year data presented in Table 7-1.

In analyzing its reliability, AVEK assumes that in multiple-dry years in the future, the percentage of supply available will be comparable to the percentage of supply available from 1988 to 1992, which are the years that represent the driest five-consecutive year historical sequence for AVEK's water supply. This five-year sequence is used to complete AVEK's water service reliability.

AVEK has a Table A, or maximum, amount of 144,844 ac-ft/yr of water from the SWP available from DWR each year. AVEK receives 58 percent of their Table A amount in an average year. Volume available to the District from AVEK's Table A allotment is typically 70 percent of AVEK's available supply from the SWP.

Table 7-1. Retail Basis of Water Year Data (Reliability Assessment)			
Year Type	Base Year	Volume Available, ac-ft/yr [a]	Percentage of Table A SWP Supply [b]
Average year	1922-2003 avg	58,800	58%
Single-dry year	1977	5,000	5%
Consecutive dry years 1st year	1988	12,500	12%
Consecutive dry years 2nd year	1989	32,700	32%
Consecutive dry years 3rd year	1990	13,500	13%
Consecutive dry years 4th year	1991	25,900	26%
Consecutive dry years 5th year	1992	18,200	18%

a. Volume available to the District from AVEK's supply, which is typically 70 percent of AVEK's available supply from SWP. This does not include AVEK's banked groundwater supply. Volumes are rounded to the nearest 100.

b. This is the percentage of Table A SWP supply for AVEK.

7.4 Service Reliability - Supply and Demand Comparison

This section provides a comparison of normal, single-dry year, and multiple-dry year supply and demand for the District. The water demands and water supplies that inform this section are addressed in Section 4 and Section 6, respectively.

In this supply and demand reliability analysis, groundwater supplies are assumed to remain constant in all year types, with an available volume of 23,298 ac-ft.

After subtracting the District's groundwater rights, AVEK is committed to meeting the District's projected demands for imported water in any water year scenario where AVEK's SWP Table A allocation is greater than or equal to five percent. To meet the demands in years where their Table A allocation is less than average (58 percent), AVEK will pump from its storage and groundwater banking projects to account for the deficit in SWP water.

7.4.1 Normal Year Water Supply and Demand

Table 7-2 presents the District's normal water year scenario, showing a comparison of current and projected water supplies to the current and projected demand. There is a larger quantity of reasonably available recycled water to the District than what is presented as supply in Table 7-2.

As described in Section 6.1, the District has executed a MOU with AVEK to implement a new Water Supply Entitlement Acquisition program for new developments. The MOU allows the District to acquire additional imported water supplies. This supply is referred to as "New supply from AVEK" in Table 7-2 through Table 7-5.

Table 7-2. Retail: Normal Year Water Supply and Demand Comparison (ac-ft/yr)					
	2025	2030	2035	2040	2045
Supply totals [a]	83,086	81,724	80,324	79,024	79,024
AVEK SWP [b]	57,300	55,800	54,200	52,700	52,700
District's Groundwater Production Rights [b]	6,789	6,789	6,789	6,789	6,789
District's Unused Federal Reserve Right	3,500	3,500	3,500	3,500	3,500
District's Imported Water Return Flows	10,400	10,400	10,400	10,400	10,400
District/AVEK Lease	2,600	2,600	2,600	2,600	2,600
New supply from AVEK [c]	1,733	1,733	1,733	1,733	1,733
Recycled water [b,d]	764	902	1,102	1,302	1,302
Demand totals [e]	55,164	58,002	61,102	64,402	67,602
Difference (supply minus demand)	27,922	23,722	19,222	14,622	11,422

a. Supply total from DWR Table 6-9.

b. Supply from DWR Tables 6-9.

c. New supply projections are based on anticipated new water supply that will be acquired by AVEK for developers. These projections are consistent with the developer demands (Projections provided by New Water Supply and Development Services for the District).

d. Recycled water supply volumes are set equal to projected water demand.

e. Demand from DWR Table 4-3.

7.4.2 Single Dry Year Water Supply and Demand

Table 7-3 presents the District's single dry year scenario, showing a comparison of projected single dry year water supplies to the projected demand. The single dry year scenario is based upon the driest year on record for AVEK, 1977, as shown in Table 7-1. AVEK and the District determined that water demand in the single dry year will remain the same as a normal year.

In the single dry year scenario, AVEK can meet the District's demands by pumping groundwater from its banked supplies. No supply deficit is anticipated.

Table 7-3. Single Dry Year Water Supply and Demand Comparison (ac-ft/yr)					
	2025	2030	2035	2040	2045
Supply totals	55,164	58,002	61,102	64,402	67,602
AVEK SWP	5,000	5,000	5,000	5,000	5,000
AVEK Groundwater from Banked Supplies	24,378	27,078	29,978	33,078	36,278
District's Groundwater Production Rights	6,789	6,789	6,789	6,789	6,789
District's Unused Federal Reserve Right	3,500	3,500	3,500	3,500	3,500
District's Imported Water Return Flows	10,400	10,400	10,400	10,400	10,400
District/AVEK Lease	2,600	2,600	2,600	2,600	2,600
New supply from AVEK [a]	1,733	1,733	1,733	1,733	1,733
Recycled water [b]	764	902	1,102	1,302	1,302
Demand totals	55,164	58,002	61,102	64,402	67,602
Difference (supply minus demand)	0	0	0	0	0

a. New supply projections are based on anticipated new water supply that will be acquired by AVEK for developers. These projections are consistent with the developer demands (Projections provided by New Water Supply and Development Services for the District). Return flows from new supply are not included for clarity in interpreting Supply and Demand Assessment tables 7-2, 7-3, and 7-4.

b. Recycled water supply volumes are projected water use and not reasonably available volumes.

7.5 Five Consecutive Dry Years

Table 7-4 presents the District's multiple dry year scenario, which shows a comparison of projected multiple dry year water supplies to the projected demand. The multiple dry year scenario is based upon five consecutive dry years, 1988-1992, as described in Section 7.4. AVEK and the District determined that water demand in the multiple dry year scenario would remain the same as a normal year.

In the multiple dry year scenario, AVEK can meet the District's demands by pumping groundwater from its banked supplies. No supply deficit is anticipated.

Table 7-4. Multiple Dry Years Supply and Demand Comparison (ac-ft/yr)

		2025	2030	2035	2040	2045
First year	Supply totals	55,164	58,002	61,102	64,402	67,602
	AVEK SWP	12,500	12,500	12,500	12,500	12,500
	AVEK Groundwater from Banked Supplies	16,878	19,578	22,487	25,578	28,778
	District's Groundwater Production Rights	6,789	6,789	6,789	6,789	6,789
	District's Unused Federal Reserve Right	3,500	3,500	3,500	3,500	3,500
	District's Imported Water Return Flows	10,400	10,400	10,400	10,400	10,400
	District/AVEK Lease	2,600	2,600	2,600	2,600	2,600
	New supply from AVEK [a]	1,733	1,733	1,733	1,733	1,733
	Recycled water [b]	764	902	1,102	1,302	1,302
	Demand totals	55,164	58,002	61,102	64,402	67,602
	Difference (supply minus demand)	0	0	0	0	0
Second year	Supply totals	59,776	59,914	61,102	64,402	67,602
	AVEK SWP	32,700	32,700	32,700	32,700	32,700
	AVEK Groundwater from Banked Supplies	0	0	2,278	5,378	8,578
	District's Groundwater Production Rights	6,789	6,789	6,789	6,789	6,789
	District's Unused Federal Reserve Right	3,500	3,500	3,500	3,500	3,500
	District's Imported Water Return Flows	10,400	10,400	10,400	10,400	10,400
	District/AVEK Lease	2,600	2,600	2,600	2,600	2,600
	New supply from AVEK [a]	1,733	1,733	1,733	1,733	1,733
	Recycled water [b]	764	902	1,102	1,302	1,302
	Demand totals	55,164	58,002	61,102	64,402	67,602
	Difference (supply minus demand)	4,612	1,912	0	0	0

Table 7-4. Multiple Dry Years Supply and Demand Comparison (ac-ft/yr)						
		2025	2030	2035	2040	2045
Third year	Supply totals	55,164	58,002	61,102	64,402	67,602
	AVEK SWP	13,500	13,500	13,500	13,500	13,500
	AVEK Groundwater from Banked Supplies	15,878	18,578	21,478	24,578	27,778
	District's Groundwater Production Rights	6,789	6,789	6,789	6,789	6,789
	District's Unused Federal Reserve Right	3,500	3,500	3,500	3,500	3,500
	District's Imported Water Return Flows	10,400	10,400	10,400	10,400	10,400
	District/AVEK Lease	2,600	2,600	2,600	2,600	2,600
	New supply from AVEK [a]	1,733	1,733	1,733	1,733	1,733
	Recycled water [b]	764	902	1,102	1,302	1,302
	Demand totals	55,164	58,002	61,102	64,402	67,602
	Difference (supply minus demand)	0	0	0	0	0
Fourth year	Supply totals	55,164	58,002	61,102	64,402	67,602
	AVEK SWP	25,900	25,900	25,900	25,900	25,900
	AVEK Groundwater from Banked Supplies	3,478	6,178	9,078	12,178	15,378
	District's Groundwater Production Rights	6,789	6,789	6,789	6,789	6,789
	District's Unused Federal Reserve Right	3,500	3,500	3,500	3,500	3,500
	District's Imported Water Return Flows	10,400	10,400	10,400	10,400	10,400
	District/AVEK Lease	2,600	2,600	2,600	2,600	2,600
	New supply from AVEK [a]	1,733	1,733	1,733	1,733	1,733
	Recycled water [b]	764	902	1,102	1,302	1,302
	Demand totals	55,164	58,002	61,102	64,402	67,602
	Difference (supply minus demand)	0	0	0	0	0
Fifth year	Supply totals	55,164	58,002	61,102	64,402	67,602
	AVEK SWP	18,200	18,200	18,200	18,200	18,200
	AVEK Groundwater from Banked Supplies	11,178	13,878	16,778	19,878	23,078
	District's Groundwater Production Rights	6,789	6,789	6,789	6,789	6,789
	District's Unused Federal Reserve Right	3,500	3,500	3,500	3,500	3,500
	District's Imported Water Return Flows	10,400	10,400	10,400	10,400	10,400
	District/AVEK Lease	2,600	2,600	2,600	2,600	2,600
	New supply from AVEK [a]	1,733	1,733	1,733	1,733	1,733
	Recycled water [b]	764	902	1,102	1,302	1,302
	Demand totals	55,164	58,002	61,102	64,402	67,602
	Difference (supply minus demand)	0	0	0	0	0

a. New supply projections are based on anticipated new water supply that will be acquired by AVEK for developers. These projections are consistent with the developer demands (Projections provided by New Water Supply and Development Services for the District). Return flows from new supply are not included for clarity in interpreting Supply and Demand Assessment tables 7-2, 7-3, and 7-4.

b. Recycled water supply volumes are set equal to projected water demand.

7.6 Five-Year Drought Risk Assessment

The DRA is a methodical assessment of water supplies and water uses under an assumed drought period that lasts five consecutive years from 2021 to 2025. Table 7-5 summarizes the results of the DRA for the District.

To determine the unconstrained gross water use for 2021 to 2025, linear interpolation of water demands from 2020 to 2025 was performed using the total water demand data in Table 4-3. To determine the worst-case drought scenario for total supplies for 2021 to 2025, it is assumed that AVEK's Table A volume fell to zero percent, which means that the District will not receive any AVEK SWP supply. Then, the other supplies from the single dry year were applied since the single dry year represents the worst-case scenario for AVEK's SWP supply. The supplies were applied to the DRA as follows:

- The District's groundwater was assumed to remain constant at 23,298 ac-ft/yr.
- Recycled water supply was linearly interpolated from 2020 (362 ac-ft/yr) to 2025 (764 ac-ft/yr).
- New supply was linearly interpolated from 2020 (0 ac-ft/yr) to 2025 (1,733 ac-ft/yr, which is the volume provided in the single dry year analysis).
- The 2025 volume of banked groundwater supply from the single dry year analysis was applied to each year, as it is assumed this volume would be available now.

The DRA analysis shows that no years during the five-year drought are projected to experience a deficit. The DRA summary is shown in Table 7-5.

Table 7-5. Five-Year Drought Risk Assessment Tables to Address Water Code Section 10635(b)

2021	Total
Total Water Use	47,977
Total Supplies	70,457
Surplus/(Shortfall w/o WSCP Action)	22,480
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	n/a
WSCP - use reduction savings benefit	n/a
Revised Surplus/(shortfall)	n/a
Resulting % Use Reduction from WSCP action	n/a
2022	**Total**
Total Water Use	49,774
Total Supplies	70,884
Surplus/(Shortfall w/o WSCP Action)	21,110
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	n/a
WSCP - use reduction savings benefit	n/a
Revised Surplus/(shortfall)	n/a
Resulting % Use Reduction from WSCP action	n/a

Table 7-5. Five-Year Drought Risk Assessment Tables to Address Water Code Section 10635(b)	
2023	Total
Total Water Use	51,570
Total Supplies	70,884
Surplus/(Shortfall w/o WSCP Action)	19,314
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	n/a
WSCP - use reduction savings benefit	n/a
Revised Surplus/(shortfall)	n/a
Resulting % Use Reduction from WSCP action	n/a
2024	Total
Total Water Use	53,367
Total Supplies	71,738
Surplus/(Shortfall w/o WSCP Action)	18,371
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	n/a
WSCP - use reduction savings benefit	n/a
Revised Surplus/(shortfall)	n/a
Resulting % Use Reduction from WSCP action	n/a
2025	Total
Total Water Use	55,164
Total Supplies	72,165
Surplus/(Shortfall w/o WSCP Action)	17,001
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	n/a
WSCP - use reduction savings benefit	n/a
Revised Surplus/(shortfall)	n/a
Resulting % Use Reduction from WSCP action	n/a

Section 8

Water Shortage Contingency Plan

The District's WSCP and the associated required DWR tables are presented as a separate document in Appendix F. The LA County Board of Supervisors (Board) adopted the WSCP in October 2021.

The Phased Water Conservation Plan (PWCP), which is Part 5 of the Rules and Regulations of the LA County Waterworks District , is the regulation that governs and establish penalties for the demand reduction actions outlined in the WSCP. The PWCP is available at the following link: https://dpw.lacounty.gov/wwd/web/About/RulesRegulations.aspx. It was originally adopted in May 1991 and most recently amended in June 2015.

Section 9

Demand Management Measures

The District manages an ongoing water conservation program and is committed to implementing water conservation measures for all customer sectors. This section provides narrative descriptions addressing the nature and extent of each DMM implemented during the past five years, from 2015 to 2020, as well as the District's planned implementation of each conservation measure.

9.1 Water Waste Prevention Ordinances

The PWCP and the Water Waste Preventions Ordinances that are part of the LA County Code, as discussed in the WSCP in Appendix F, describe water waste prohibitions. The PWCP goes into effect only when the District will suffer a shortage in water supply. The City of Lancaster also has a Water Waste Ordinance that is part of its Municipal Code, Title 8, Chapter 8.48. Under normal water supply conditions, a Water Waste Ordinance is in effect unless the Board modifies or adds to these restrictions.

The District has set up an online form and phone number to report water waste. Enforcement of water waste is conducted via two site visits to the documented location and then a referral to the Department of Public Health or the cities of jurisdiction for enforcement. A flow-restricting device may be installed for customers repeatedly receiving notices of violation.

The City of Palmdale also has a Water Efficient Landscape Ordinance (Ordinance 1262, adopted October 2008), which provides a list of approved plants and trees to use for landscaping and requirements for new developments to calculate a water use budget.

Planned Implementation. The implementation of this DMM is ongoing. The District will continue to enforce the regulations. Water waste complaints and violations are received and investigated by District staff and addressed via door hangers and/or a letter to the billing address. In some cases, fines may be issued by the local jurisdiction.

9.2 Metering

The District is fully metered, and there is a program in place to replace meters with Advanced Metering Infrastructure (AMI) smart meters. As of January 19, 2021, 6,385 meters have been replaced with AMI smart meters throughout the District. It is anticipated that approximately 1,700 more meters will be replaced by the end of FY 2022.

In addition to the AMI conversion program, the District has conducted a feasibility study to assess the merits of a program to provide incentives to switch mixed-use or commercial accounts to dedicated landscape meters. While most of the District's accounts are residential, this program would aid in more accurate metering for these accounts.

Planned Implementation. The District is fully metered, so this DMM is on Track. Progress on the program to convert to AMI smart meters has slowed, however, due to the COVID-19 pandemic and budget constraints.

9.3 Conservation Pricing

Los Angeles County Waterworks Districts has a tiered rate structure with three tiers and have a modest price increase from Tier 1 to Tier 3. Once Water Shortage Level II has been declared, the District may implement "conservation surcharges," upon approval by the Board of Supervisors, as documented in the WSCP.

Planned Implementation. Upon activation of the WSCP and Water Shortage Level II, this DMM will be initiated.

9.4 Water Conservation Public Education and Outreach

The District's public information program includes print and Web-based publications, monthly bill inserts, and public outreach events. Television, radio, and newspaper contacts are routinely made to encourage water conservation.

The District presents the water conservation program at various public events by providing water conservation tips in person, offering printed materials, and conducting promotional giveaways.

The District also hosts regional workshops such as greywater and rainwater recycling workshops, and landscape transformation classes through Antelope Valley Community College.

In addition to local public education and outreach programs, the District also participates in a regional public education and outreach program through AVEK.

Planned Implementation. The District's public information program is an ongoing, annual program. The District will continue to provide water conservation materials as part of its community outreach programs, as well as continue to work cooperatively with AVEK to develop and distribute water conservation information.

9.5 Water Conservation Program Coordination and Staffing Support

The District has the equivalent of one full-time water conservation coordinator who establishes an annual program budget based on available funding and resources. Program accomplishments are highlighted, and corresponding goals are established for the upcoming year. The District also hires part-time staff as needed to aid in water conservation program implementation activities.

The contact information for the water conservation coordinator is:

- Phone number: 626.300.4688
  Email: rebates@dpw.lacounty.gov

Planned Implementation. The implementation of this DMM is ongoing.

9.6 Programs to Assess and Manage Distribution System Real Loss

The District's program to assess and manage the system's real losses consists of ongoing leak detection and repair within the system, focusing on the high-probability leak areas. Additionally, as described in Section 9.2, the District is in the process of implementing an AMI system that will have the capability to quickly identify system losses via hourly "smart" meter readings.

The District conducts water audits, leak detection, and repair on an ongoing basis to address system losses. Water system losses are described in Section 4.3. The District conducted a water loss audit

(Appendix B) for each year since the last UWMP, from 2015 – 2019. The 2020 water loss audit has been conducted, but it has not yet been validated.

Additionally, the District maintains records on all leaks repaired on its treated water system. The information is reviewed each year to determine which pipelines should be considered for replacement as part of the annual budgeted project list. The District is currently is working on various projects using iWater's InfraMAP mobile application as a data maintenance program. The program helps track preventive maintenance information such as leaks, valve exercises, the flushing program, hollow bolts, inspection of pump stations, and 811 USA tickets that automatically respond back to the 811 center, which is known as positive response.

Planned Implementation. The District is in compliance with this DMM. This DMM is currently being implemented and will continue to be implemented as part of the District's ongoing operations and maintenance program.

9.7 Other Demand Management Measures

The District implements other residential and non-residential DMMs, as described in this section.

9.7.1 Water Audits for all Customers

The District provides water audits, or surveys, for customers who request it and for customers who have received a notice of violation. As part of the audits, indoor and outdoor water efficiency checks will be made for fixtures and an efficient, custom irrigation watering schedule will be created.

9.7.2 Rebates

The District has historically provided and plans to continue to provide a menu of rebate options based on available funding. Menu options include rebates for replacement of toilets, clothes washers, turf grass, irrigation controllers, weather-based irrigation controllers, and rain sensors.

Section 10

UWMP Adoption, Submittal, and Implementation

This section describes actions taken by the District to address the CWC requirements for public hearings, UWMP and WSCP adoption, submittal of the adopted UWMP and WSCP, UWMP and WSCP implementation, and the process for amending an adopted UWMP or WSCP

10.1 Notice of Public Hearing

On April 29, 2021, the District provided emailed notification letters to the county and cities within its service area as well as AVEK and other entities effected by the District's water planning efforts, as noted in Table 10-1. The notification letters inform the recipients that the UWMP is being updated and prepared, and the public hearing will be held for the UWMP in 60 days or more from the notification date.

In addition, the District provided legal public notice of the public hearings via advertisement in the *Antelope Valley Press* beginning two weeks prior to the hearings. The notice indicated the time and place of the hearings as well as the location where the plans are available for public inspection. A copy of the notice of preparation is included in Appendix G, and the newspaper notification of public hearing is included in Appendix G. This public review period and the public hearing provide an opportunity for the District's customers and social, cultural, and economic community groups to learn about the water supply situation and the plans for providing a reliable, safe, high-quality water supply for the future. The hearing is an opportunity for people to ask questions regarding the current and projected situation.

Notified entities are listed in Table 10-1.

Table 10-1. Notification to Cities and Counties

Entity	60 Day Notice of Preparation	Notice of Public Hearing
City of Lancaster	X	X
City of Palmdale	X	X
Los Angeles County Regional Planning	X	X
LACSD No. 14 and 20	X	X
AVEK	X	X
Palmdale Water District	X	X
Quartz Hill Water District	X	X

10.2 Public Hearing and Adoption

The District held public hearings to receive comments on the Draft 2020 UWMP and Draft 2020 WSCP. The hearings were held on October 19, 2021. Following the hearings on the same date, the LA County Board of Supervisors considered the 2020 UWMP and 2020 WSCP for adoption. A copy of the adoption resolutions are included in Appendix H.

10.3 Plan Submittal

The District 2020 UWMP and WSCP were submitted to DWR on November 8, 2021. The plan and associated data files were submitted using the DWR Water Use Efficiency data online plan submittal tool. Plan copies will also be submitted to the City of Malibu, County of Los Angeles Department of Regional Planning, and to the California State Library Government Publications Section within 30 days of plan adoption.

10.4 Public Availability

The adopted 2020 UWMP and WSCP are available for public review at https://www.dpw.lacounty.gov/wwd/web/Publications/WMP.aspx and via DWR's website.

Section 11

References

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Appendix A: DWR UWMP Checklist

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Section Location (Optional Column for Agency Review Use)
x	Chapter 1	10615	A plan shall describe and evaluate sources of supply, reasonable and practical efficient uses, reclamation and demand management activities.	Introduction and Overview	1.1
x	Chapter 1	10630.5	Each plan shall include a simple description of the supplier's plan including water availability, future requirements, a strategy for meeting needs, and other pertinent information. Additionally, a supplier may also choose to include a simple description at the beginning of each chapter.	Summary	1.2
x	Section 2.2	10620(b)	Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier.	Plan Preparation	1
x	Section 2.6	10620(d)(2)	Coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.	Plan Preparation	2.2 and Table 2-4A
x	Section 2.6.2	10642	Provide supporting documentation that the water supplier has encouraged active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan and contingency plan.	Plan Preparation	2.2
x	Section 2.6, Section 6.1	10631(h)	Retail suppliers will include documentation that they have provided their wholesale supplier(s) - if any - with water use projections from that source.	System Supplies	2.2 and Table 2-4
x	Section 3.1	10631(a)	Describe the water supplier service area.	System Description	3.1
x	Section 3.3	10631(a)	Describe the climate of the service area of the supplier.	System Description	3.4 and Table 3-1A
x	Section 3.4	10631(a)	Provide population projections for 2025, 2030, 2035, 2040 and optionally 2045.	System Description	3.3 Table 3-1
x	Section 3.4.2	10631(a)	Describe other social, economic, and demographic factors affecting the supplier's water management planning.	System Description	3.5
x	Sections 3.4 and 5.4	10631(a)	Indicate the current population of the service area.	System Description and Baselines and Targets	3.3
x	Section 3.5	10631(a)	Describe the land uses within the service area.	System Description	3.5
x	Section 4.2	10631(d)(1)	Quantify past, current, and projected water use, identifying the uses among water use sectors.	System Water Use	4.1, 4.3, Table 4-1, Table 4-2, Table 4-2A, Table 4-3
x	Section 4.2.4	10631(d)(3)(C)	Retail suppliers shall provide data to show the distribution loss standards were met.	System Water Use	4.4
x	Section 4.2.6	10631(d)(4)(A)	In projected water use, include estimates of water savings from adopted codes, plans and other policies or laws.	System Water Use	4.5 and Table 4-5
x	Section 4.2.6	10631(d)(4)(B)	Provide citations of codes, standards, ordinances, or plans used to make water use projections.	System Water Use	4.3
x	Section 4.3.2.4	10631(d)(3)(A)	Report the distribution system water loss for each of the 5 years preceding the plan update.	System Water Use	4.4 and Table 4-4
x	Section 4.4	10631.1(a)	Include projected water use needed for lower income housing projected in the service area of the supplier.	System Water Use	4.6 and Table 4-5A
x	Section 4.5	10635(b)	Demands under climate change considerations must be included as part of the drought risk assessment.	System Water Use	4.2 and 6.9
x	Chapter 5	10608.20(e)	Retail suppliers shall provide baseline daily per capita water use, urban water use target, interim urban water use target, and compliance daily per capita water use, along with the bases for determining those estimates, including references to supporting data.	Baselines and Targets	5
x	Chapter 5	10608.24(a)	Retail suppliers shall meet their water use target by December 31, 2020.	Baselines and Targets	5
x	Section 5.2	10608.24(d)(2)	If the retail supplier adjusts its compliance GPCD using weather normalization, economic adjustment, or extraordinary events, it shall provide the basis for, and data supporting the adjustment.	Baselines and Targets	N/A
x	Section 5.5	10608.22	Retail suppliers' per capita daily water use reduction shall be no less than 5 percent of base daily per capita water use of the 5 year baseline. This does not apply if the suppliers base GPCD is at or below 100.	Baselines and Targets	Table 5-1
x	Section 5.5 and Appendix E	10608.4	Retail suppliers shall report on their compliance in meeting their water use targets. The data shall be reported using a standardized form in the SBX7-7 2020 Compliance Form.	Baselines and Targets	5.1
x	Sections 6.1 and 6.2	10631(b)(1)	Provide a discussion of anticipated supply availability under a normal, single dry year, and a drought lasting five years, as well as more frequent and severe periods of drought.	System Supplies	7.2, 7.3, and 7.4
x	Sections 6.1	10631(b)(1)	Provide a discussion of anticipated supply availability under a normal, single dry year, and a drought lasting five years, as well as more frequent and severe periods of drought, *including changes in supply due to climate change.*	System Supplies	6.9, 7.2 and 7.4
x	Section 6.1	10631(b)(2)	When multiple sources of water supply are identified, describe the management of each supply in relationship to other identified supplies.	System Supplies	6.8
x	Section 6.1.1	10631(b)(3)	Describe measures taken to acquire and develop planned sources of water.	System Supplies	6.7
x	Section 6.2.8	10631(b)	Identify and quantify the existing and planned sources of water available for 2020, 2025, 2030, 2035, 2040 and optionally 2045.	System Supplies	6.7 and 6.8

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Section Location (Optional Column for Agency Review Use)
x	Section 6.2	10631(b)	Indicate whether groundwater is an existing or planned source of water available to the supplier.	System Supplies	6.2
x	Section 6.2.2	10631(b)(4)(A)	Indicate whether a groundwater sustainability plan or groundwater management plan has been adopted by the water supplier or if there is any other specific authorization for groundwater management. Include a copy of the plan or authorization.	System Supplies	6.2.2
x	Section 6.2.2	10631(b)(4)(B)	Describe the groundwater basin.	System Supplies	6.2.1
x	Section 6.2.2	10631(b)(4)(B)	Indicate if the basin has been adjudicated and include a copy of the court order or decree and a description of the amount of water the supplier has the legal right to pump.	System Supplies	6.2, Table 6-1A, and Table 6-1B
x	Section 6.2.2.1	10631(b)(4)(B)	For unadjudicated basins, indicate whether or not the department has identified the basin as a high or medium priority. Describe efforts by the supplier to coordinate with sustainability or groundwater agencies to achieve sustainable groundwater conditions.	System Supplies	N/A
x	Section 6.2.2.4	10631(b)(4)(C)	Provide a detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five years	System Supplies	6.2.3 and Table 6-1
x	Section 6.2.2	10631(b)(4)(D)	Provide a detailed description and analysis of the amount and location of groundwater that is projected to be pumped.	System Supplies	6.2 and Table 6-1
x	Section 6.2.7	10631(c)	Describe the opportunities for exchanges or transfers of water on a short-term or long- term basis.	System Supplies	6.6
x	Section 6.2.5	10633(b)	Describe the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.	System Supplies (Recycled Water)	6.4, Table 6-2, and Table 6-3
x	Section 6.2.5	10633(c)	Describe the recycled water currently being used in the supplier's service area.	System Supplies (Recycled Water)	6.4, 6.4.1, and Table 6-3
x	Section 6.2.5	10633(d)	Describe and quantify the potential uses of recycled water and provide a determination of the technical and economic feasibility of those uses.	System Supplies (Recycled Water)	6.4.4 and Table 6-4
x	Section 6.2.5	10633(e)	Describe the projected use of recycled water within the supplier's service area at the end of 5, 10, 15, and 20 years, and a description of the actual use of recycled water in comparison to uses previously projected.	System Supplies (Recycled Water)	Table 6-4 and Table 6-5
x	Section 6.2.5	10633(f)	Describe the actions which may be taken to encourage the use of recycled water and the projected results of these actions in terms of acre-feet of recycled water used per year.	System Supplies (Recycled Water)	6.4.5
x	Section 6.2.5	10633(g)	Provide a plan for optimizing the use of recycled water in the supplier's service area.	System Supplies (Recycled Water)	6.4.5 and Table 6-6
x	Section 6.2.6	10631(g)	Describe desalinated water project opportunities for long-term supply.	System Supplies	6.5
x	Section 6.2.5	10633(a)	Describe the wastewater collection and treatment systems in the supplier’s service area with quantified amount of collection and treatment and the disposal methods.	System Supplies (Recycled Water)	6.4.2
x	Section 6.2.8, Section 6.3.7	10631(f)	Describe the expected future water supply projects and programs that may be undertaken by the water supplier to address water supply reliability in average, single-dry, and for a period of drought lasting 5 consecutive water years.	System Supplies	6.7
x	Section 6.4 and Appendix O	10631.2(a)	The UWMP must include energy information, as stated in the code, that a supplier can readily obtain.	System Suppliers, Energy Intensity	6.10
x	Section 7.2	10634	Provide information on the quality of existing sources of water available to the supplier and the manner in which water quality affects water management strategies and supply reliability	Water Supply Reliability Assessment	7.1
x	Section 7.2.4	10620(f)	Describe water management tools and options to maximize resources and minimize the need to import water from other regions.	Water Supply Reliability Assessment	9
x	Section 7.3	10635(a)	Service Reliability Assessment: Assess the water supply reliability during normal, dry, and a drought lasting five consecutive water years by comparing the total water supply sources available to the water supplier with the total projected water use over the next 20 years.	Water Supply Reliability Assessment	7.2 and 7.4
x	Section 7.3	10635(b)	Provide a drought risk assessment as part of information considered in developing the demand management measures and water supply projects.	Water Supply Reliability Assessment	7.6
x	Section 7.3	10635(b)(1)	Include a description of the data, methodology, and basis for one or more supply shortage conditions that are necessary to conduct a drought risk assessment for a drought period that lasts 5 consecutive years.	Water Supply Reliability Assessment	7.5 and Table 7-5
x	Section 7.3	10635(b)(2)	Include a determination of the reliability of each source of supply under a variety of water shortage conditions.	Water Supply Reliability Assessment	7.3
x	Section 7.3	10635(b)(3)	Include a comparison of the total water supply sources available to the water supplier with the total projected water use for the drought period.	Water Supply Reliability Assessment	7.2
x	Section 7.3	10635(b)(4)	Include considerations of the historical drought hydrology, plausible changes on projected supplies and demands under climate change conditions, anticipated regulatory changes, and other locally applicable criteria.	Water Supply Reliability Assessment	7.4.1, 7.6, and Table 7-2
x	Chapter 8	10632(a)	Provide a water shortage contingency plan (WSCP) with specified elements below.	Water Shortage Contingency Planning	8, Appendix F

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Section Location (Optional Column for Agency Review Use)
x	Chapter 8	10632(a)(1)	Provide the analysis of water supply reliability (from Chapter 7 of Guidebook) in the WSCP	Water Shortage Contingency Planning	Appendix F
x	Section 8.10	10632(a)(10)	Describe reevaluation and improvement procedures for monitoring and evaluation the water shortage contingency plan to ensure risk tolerance is adequate and appropriate water shortage mitigation strategies are implemented.	Water Shortage Contingency Planning	Appendix F
x	Section 8.2	10632(a)(2)(A)	Provide the written decision-making process and other methods that the supplier will use each year to determine its water reliability.	Water Shortage Contingency Planning	Appendix F
x	Section 8.2	10632(a)(2)(B)	Provide data and methodology to evaluate the supplier's water reliability for the current year and one dry year pursuant to factors in the code.	Water Shortage Contingency Planning	Appendix F
x	Section 8.3	10632(a)(3)(A)	Define six standard water shortage levels of 10, 20, 30, 40, 50 percent shortage and greater than 50 percent shortage. These levels shall be based on supply conditions, including percent reductions in supply, changes in groundwater levels, changes in surface elevation, or other conditions. The shortage levels shall also apply to a catastrophic interruption of supply.	Water Shortage Contingency Planning	Appendix F
x	Section 8.3	10632(a)(3)(B)	Suppliers with an existing water shortage contingency plan that uses different water shortage levels must cross reference their categories with the six standard categories.	Water Shortage Contingency Planning	Appendix F
x	Section 8.4	10632(a)(4)(A)	Suppliers with water shortage contingency plans that align with the defined shortage levels must specify locally appropriate supply augmentation actions.	Water Shortage Contingency Planning	Appendix F
x	Section 8.4	10632(a)(4)(B)	Specify locally appropriate demand reduction actions to adequately respond to shortages.	Water Shortage Contingency Planning	Appendix F
x	Section 8.4	10632(a)(4)(C)	Specify locally appropriate operational changes.	Water Shortage Contingency Planning	Appendix F
x	Section 8.4	10632(a)(4)(D)	Specify additional mandatory prohibitions against specific water use practices that are in addition to state-mandated prohibitions are appropriate to local conditions.	Water Shortage Contingency Planning	Appendix F
x	Section 8.4	10632(a)(4)(E)	Estimate the extent to which the gap between supplies and demand will be reduced by implementation of the action.	Water Shortage Contingency Planning	Appendix F
x	Section 8.4.6	10632.5	The plan shall include a seismic risk assessment and mitigation plan.	Water Shortage Contingency Plan	Appendix F
x	Section 8.5	10632(a)(5)(A)	Suppliers must describe that they will inform customers, the public and others regarding any current or predicted water shortages.	Water Shortage Contingency Planning	Appendix F
x	Section 8.5 and 8.6	10632(a)(5)(B) 10632(a)(5)(C)	Suppliers must describe that they will inform customers, the public and others regarding any shortage response actions triggered or anticipated to be triggered and other relevant communications.	Water Shortage Contingency Planning	Appendix F
x	Section 8.6	10632(a)(6)	Retail supplier must describe how it will ensure compliance with and enforce provisions of the WSCP.	Water Shortage Contingency Planning	Appendix F
x	Section 8.7	10632(a)(7)(A)	Describe the legal authority that empowers the supplier to enforce shortage response actions.	Water Shortage Contingency Planning	Appendix F
x	Section 8.7	10632(a)(7)(B)	Provide a statement that the supplier will declare a water shortage emergency Water Code Chapter 3.	Water Shortage Contingency Planning	Appendix F
x	Section 8.7	10632(a)(7)(C)	Provide a statement that the supplier will coordinate with any city or county within which it provides water for the possible proclamation of a local emergency.	Water Shortage Contingency Planning	Appendix F
x	Section 8.8	10632(a)(8)(A)	Describe the potential revenue reductions and expense increases associated with activated shortage response actions.	Water Shortage Contingency Planning	Appendix F
x	Section 8.8	10632(a)(8)(B)	Provide a description of mitigation actions needed to address revenue reductions and expense increases associated with activated shortage response actions.	Water Shortage Contingency Planning	Appendix F
x	Section 8.8	10632(a)(8)(C)	Retail suppliers must describe the cost of compliance with Water Code Chapter 3.3: Excessive Residential Water Use During Drought	Water Shortage Contingency Planning	Appendix F
x	Section 8.9	10632(a)(9)	Retail suppliers must describe the monitoring and reporting requirements and procedures that ensure appropriate data is collected, tracked, and analyzed for purposes of monitoring customer compliance.	Water Shortage Contingency Planning	Appendix F
x	Section 8.11	10632(b)	Analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas.	Water Shortage Contingency Planning	Appendix F
x	Sections 8.12 and 10.4	10635(c)	Provide supporting documentation that Water Shortage Contingency Plan has been, or will be, provided to any city or county within which it provides water, no later than 30 days after the submission of the plan to DWR.	Plan Adoption, Submittal, and Implementation	Appendix F
x	Section 8.12	10632(c)	Make available the Water Shortage Contingency Plan to customers and any city or county where it provides water within 30 after adopted the plan.	Water Shortage Contingency Planning	Appendix F
x	Sections 9.2 and 9.3	10631(e)(1)	Retail suppliers shall provide a description of the nature and extent of each demand management measure implemented over the past five years. The description will address specific measures listed in code.	Demand Management Measures	9
x	Chapter 10	10608.26(a)	Retail suppliers shall conduct a public hearing to discuss adoption, implementation, and economic impact of water use targets (recommended to discuss compliance).	Plan Adoption, Submittal, and Implementation	10.2

Retail	2020 Guidebook Location	Water Code Section	Summary as Applies to UWMP	Subject	2020 UWMP Section Location (Optional Column for Agency Review Use)
x	Section 10.2.1	10621(b)	Notify, at least 60 days prior to the public hearing, any city or county within which the supplier provides water that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. Reported in Table 10-1.	Plan Adoption, Submittal, and Implementation	10.1 and Table 10-1
x	Section 10.4	10621(f)	Each urban water supplier shall update and submit its 2020 plan to the department by July 1, 2021.	Plan Adoption, Submittal, and Implementation	10.3
x	Sections 10.2.2, 10.3, and 10.5	10642	Provide supporting documentation that the urban water supplier made the plan and contingency plan available for public inspection, published notice of the public hearing, and held a public hearing about the plan and contingency plan.	Plan Adoption, Submittal, and Implementation	10.2 and 10.4
x	Section 10.2.2	10642	The water supplier is to provide the time and place of the hearing to any city or county within which the supplier provides water.	Plan Adoption, Submittal, and Implementation	10.2
x	Section 10.3.2	10642	Provide supporting documentation that the plan and contingency plan has been adopted as prepared or modified.	Plan Adoption, Submittal, and Implementation	10.2 and 10.3
x	Section 10.4	10644(a)	Provide supporting documentation that the urban water supplier has submitted this UWMP to the California State Library.	Plan Adoption, Submittal, and Implementation	10.3
x	Section 10.4	10644(a)(1)	Provide supporting documentation that the urban water supplier has submitted this UWMP to any city or county within which the supplier provides water no later than 30 days after adoption.	Plan Adoption, Submittal, and Implementation	10.3
x	Sections 10.4.1 and 10.4.2	10644(a)(2)	The plan, or amendments to the plan, submitted to the department shall be submitted electronically.	Plan Adoption, Submittal, and Implementation	10.3
x	Section 10.5	10645(a)	Provide supporting documentation that, not later than 30 days after filing a copy of its plan with the department, the supplier has or will make the plan available for public review during normal business hours.	Plan Adoption, Submittal, and Implementation	10.3
x	Section 10.5	10645(b)	Provide supporting documentation that, not later than 30 days after filing a copy of its water shortage contingency plan with the department, the supplier has or will make the plan available for public review during normal business hours.	Plan Adoption, Submittal, and Implementation	10.3
x	Section 10.6	10621(c)	If supplier is regulated by the Public Utilities Commission, include its plan and contingency plan as part of its general rate case filings.	Plan Adoption, Submittal, and Implementation	N/A
x	Section 10.7.2	10644(b)	If revised, submit a copy of the water shortage contingency plan to DWR within 30 days of adoption.	Plan Adoption, Submittal, and Implementation	N/A

Appendix B: Distribution System Water Loss Audits

AWWA Free Water Audit Software v5.0

This spreadsheet-based water audit tool is designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. It provides a "top-down" summary water audit format, and is not meant to take the place of a full-scale, comprehensive water audit format.

Auditors are strongly encouraged to refer to the most current edition of AWWA M36 Manual for Water Audits for detailed guidance on the water auditing process and targetting loss reduction levels

The spreadsheet contains several separate worksheets. Sheets can be accessed using the tabs towards the bottom of the screen, or by clicking the buttons below.

Please begin by providing the following information

Name of Contact Person:	Kirk Allen
Email Address:	kallen@dpw.lacounty.gov
Telephone | Ext.:	(626) 300-3389
Name of City / Utility:	Los Angeles County Waterworks District No. 40
City/Town/Municipality:	Lancaster/Palmdale
State / Province:	California (CA)
Country:	United States
Year:	2016 Calendar Year
Audit Preparation Date:	6/26/2017
Volume Reporting Units:	Acre-feet
PWSID / Other ID:	

The following guidance will help you complete the Audit

All audit data are entered on the ***Reporting Worksheet***

- Value can be entered by user
- Value calculated based on input data
- These cells contain recommended default values

Use of Option (Radio) Buttons: Pcnt: 0.25% Value:

Select the default percentage by choosing the option button on the left

To enter a value, choose this button and enter a value in the cell to the right

The following worksheets are available by clicking the buttons below or selecting the tabs along the bottom of the page

Instructions
The current sheet. Enter contact information and basic audit details (year, units etc)

Reporting Worksheet
Enter the required data on this worksheet to calculate the water balance and data grading

Comments
Enter comments to explain how values were calculated or to document data sources

Performance Indicators
Review the performance indicators to evaluate the results of the audit

Water Balance
The values entered in the Reporting Worksheet are used to populate the Water Balance

Dashboard
A graphical summary of the water balance and Non-Revenue Water components

Grading Matrix
Presents the possible grading options for each input component of the audit

Service Connection Diagram
Diagrams depicting possible customer service connection line configurations

Definitions
Use this sheet to understand the terms used in the audit process

Loss Control Planning
Use this sheet to interpret the results of the audit validity score and performance indicators

Example Audits
Reporting Worksheet and Performance Indicators examples are shown for two validated audits

Acknowledgements
Acknowledgements for the AWWA Free Water Audit Software v5.0

If you have questions or comments regarding the software please contact us via email at: wlc@awwa.org

AWWA Free Water Audit Software:
Reporting Worksheet

WAS v5.0

American Water Works Association.

? Click to access definition

\+ Click to add a comment

Water Audit Report for: Los Angeles County Waterworks District No. 40

Reporting Year: 2016 | 1/2016 - 12/2016

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: ACRE-FEET PER YEAR

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

Master Meter and Supply Error Adjustments

WATER SUPPLIED

<---------- Enter grading in column 'E' and 'J' ---------->

	Grading	Volume		Pcnt:	Value:	
Volume from own sources:	5	16,205.440	acre-ft/yr	1		acre-ft/yr
Water imported:	3	26,479.290	acre-ft/yr	1		acre-ft/yr
Water exported:	n/a	0.000	acre-ft/yr			acre-ft/yr

Enter negative % or value for under-registration

Enter positive % or value for over-registration

WATER SUPPLIED: 42,684.730 acre-ft/yr

AUTHORIZED CONSUMPTION

Click here: ? for help using option buttons below

	Grading	Volume		Pcnt:	Value:	
Billed metered:	7	38,684.530	acre-ft/yr			
Billed unmetered:	n/a	0.000	acre-ft/yr			
Unbilled metered:	n/a	0.000	acre-ft/yr			
Unbilled unmetered:	3	48.360	acre-ft/yr		48.360	acre-ft/yr

Use buttons to select percentage of water supplied **OR** value

AUTHORIZED CONSUMPTION: 38,732.890 acre-ft/yr

WATER LOSSES (Water Supplied - Authorized Consumption)

3,951.840 acre-ft/yr

Apparent Losses

	Grading	Volume		Pcnt:	Value:	
Unauthorized consumption:		106.712	acre-ft/yr	0.25%		acre-ft/yr

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies:	7	2,166.048	acre-ft/yr		2,166.048	acre-ft/yr
Systematic data handling errors:		96.711	acre-ft/yr	0.25%		acre-ft/yr

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses: 2,369.471 acre-ft/yr

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: 1,582.369 acre-ft/yr

WATER LOSSES: 3,951.840 acre-ft/yr

NON-REVENUE WATER

NON-REVENUE WATER: 4,000.200 acre-ft/yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

	Grading		
Length of mains:	9	842.0	miles
Number of active AND inactive service connections:	10	56,817	
Service connection density:		67	conn./mile main

Are customer meters typically located at the curbstop or property line? Yes

(length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line:

Average length of customer service line has been set to zero and a data grading score of 10 has been applied

	Grading		
Average operating pressure:	5	60.0	psi

COST DATA

	Grading		
Total annual cost of operating water system:	10	$44,762,457	$/Year
Customer retail unit cost (applied to Apparent Losses):	9	$1.70	$/100 cubic feet (ccf)
Variable production cost (applied to Real Losses):	7	$386.30	$/acre-ft

☐ Use Customer Retail Unit Cost to value real losses

WATER AUDIT DATA VALIDITY SCORE:

***** YOUR SCORE IS: 61 out of 100 *****

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Water imported

2: Volume from own sources

3: Billed metered

AWWA Free Water Audit Software:
System Attributes and Performance Indicators

WAS v5.0

American Water Works Association.

Water Audit Report for: Los Angeles County Waterworks District No. 40

Reporting Year: 2016 | 1/2016 - 12/2016

*** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 61 out of 100 ***

System Attributes:

	Apparent Losses:	2,369.471	acre-ft/yr
+	Real Losses:	1,582.369	acre-ft/yr
=	**Water Losses:**	**3,951.840**	acre-ft/yr
?	Unavoidable Annual Real Losses (UARL):	878.94	acre-ft/yr
	Annual cost of Apparent Losses:	$1,756,705	
	Annual cost of Real Losses:	$611,269	Valued at **Variable Production Cost**

Return to Reporting Worksheet to change this assumpiton

Performance Indicators:

Financial:	Non-revenue water as percent by volume of Water Supplied:	9.4%	
	Non-revenue water as percent by cost of operating system:	5.3%	Real Losses valued at Variable Production Cost
Operational Efficiency:	Apparent Losses per service connection per day:	37.23	gallons/connection/day
	Real Losses per service connection per day:	24.86	gallons/connection/day
	Real Losses per length of main per day*:	N/A	
	Real Losses per service connection per day per psi pressure:	0.41	gallons/connection/day/psi
	From Above, Real Losses = Current Annual Real Losses (CARL):	1,582.37	acre-feet/year
?	Infrastructure Leakage Index (ILI) [CARL/UARL]:	1.80	

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline

AWWA Free Water Audit Software: Water Balance

WAS v5.0

American Water Works Association.

Water Audit Report for:	Los Angeles County Waterworks District No. 40
Reporting Year:	2016 — 1/2016 - 12/2016
Data Validity Score:	61

Own Sources (Adjusted for known errors)
16,205.440

Water Imported
26,479.290

System Input
42,684.730

Water Exported
0.000

Water Supplied
42,684.730

Authorized Consumption
38,732.890

Water Losses
3,951.840

Billed Water Exported

Billed Authorized Consumption
38,684.530

Billed Metered Consumption (water exported is removed)
38,684.530

Billed Unmetered Consumption
0.000

Unbilled Authorized Consumption
48.360

Unbilled Metered Consumption
0.000

Unbilled Unmetered Consumption
48.360

Apparent Losses
2,369.471

Unauthorized Consumption
106.712

Customer Metering Inaccuracies
2,166.048

Systematic Data Handling Errors
96.711

Real Losses
1,582.369

Leakage on Transmission and/or Distribution Mains
Not broken down

Leakage and Overflows at Utility's Storage Tanks
Not broken down

Leakage on Service Connections
Not broken down

Revenue Water
0.000

Revenue Water
38,684.530

Non-Revenue Water (NRW)
4,000.200

AWWA Free Water Audit Software:
Dashboard

WAS v5.0

American Water Works Association.

The graphic below is a visual representation of the Water Balance with bar heights propotional to the volume of the audit components

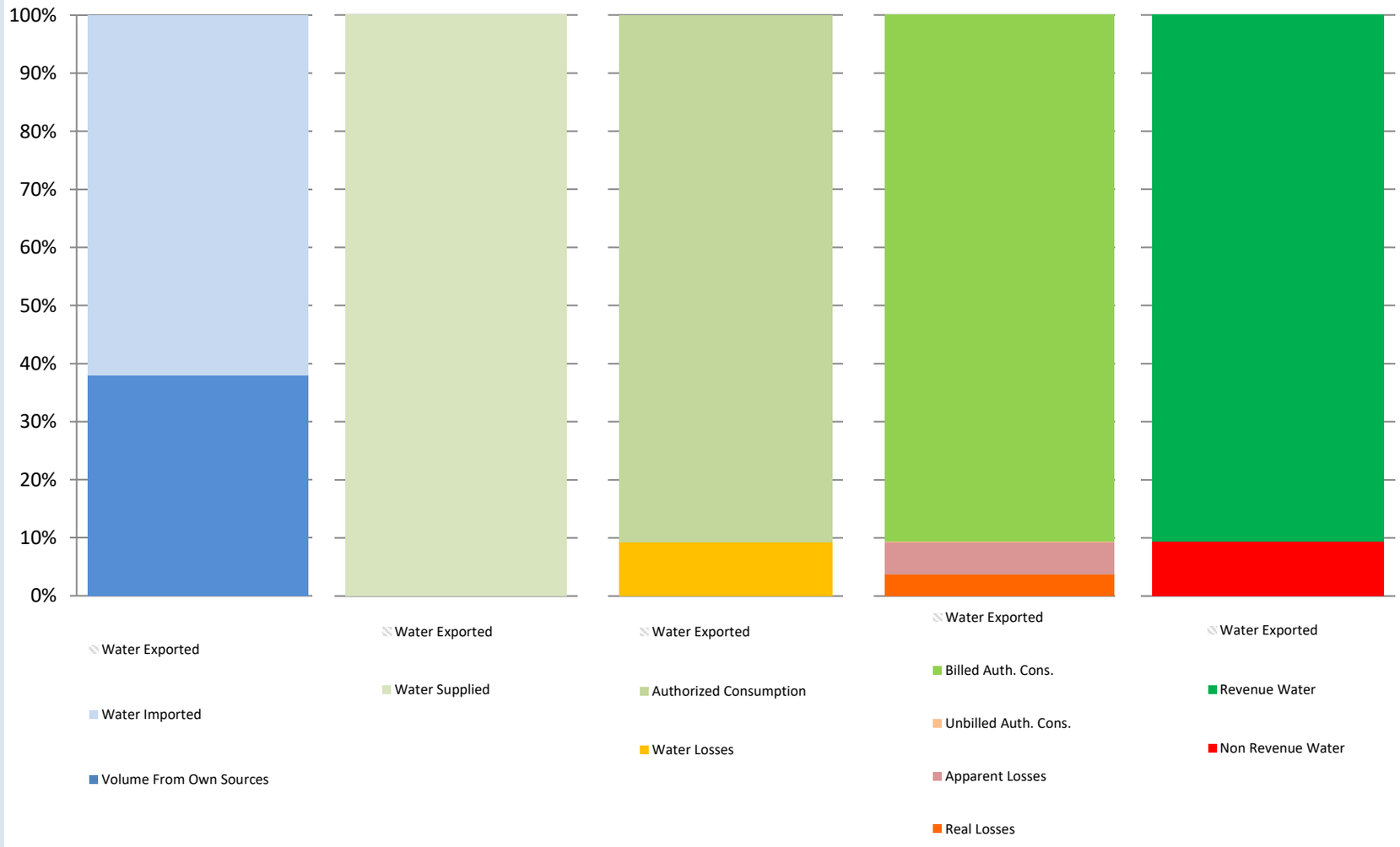
Water Audit Report for: Los Angeles County Waterworks District No. 40

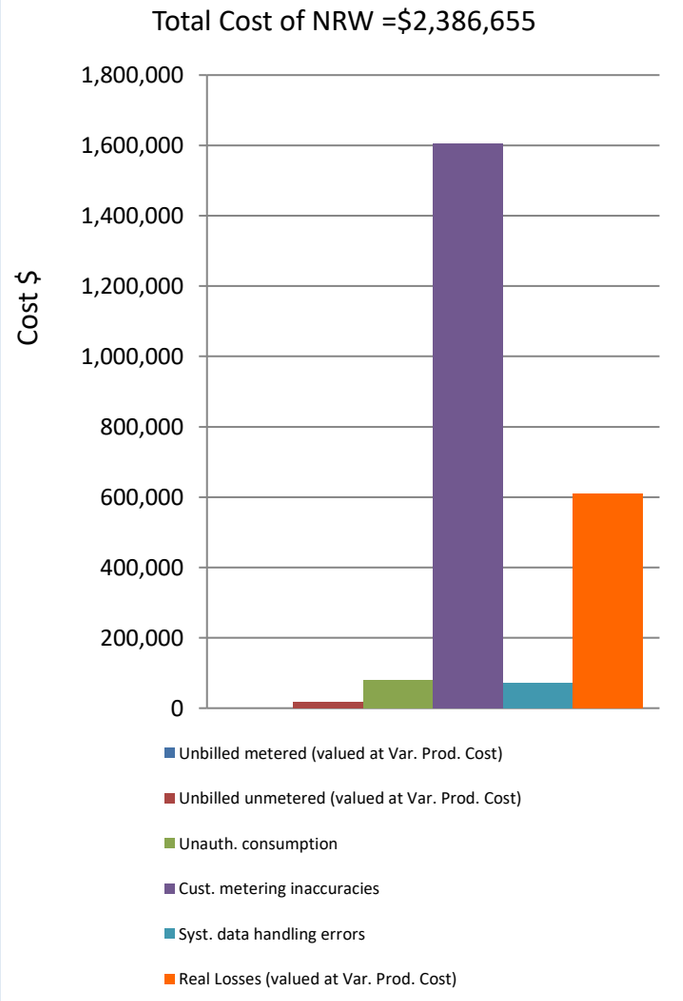
Reporting Year: 2016 | 1/2016 - 12/2016

Data Validity Score: 61

○ Show me the VOLUME of Non-Revenue Water

◉ Show me the COST of Non-Revenue Water





AWWA Free Water Audit Software: Grading Matrix

WAS 5.0

The grading assigned to each audit component and the corresponding recommended improvements and actions are highlighted in yellow. Audit accuracy is likely to be improved by prioritizing those items shown in red

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
WATER SUPPLIED											
Volume from own sources:	Select this grading only if the water utility purchases/imports all of its water resources (i.e. has no sources of its own)	Less than 25% of water production sources are metered, remaining sources are estimated. No regular meter accuracy testing or electronic calibration conducted.	25% - 50% of treated water production sources are metered; other sources estimated. No regular meter accuracy testing or electronic calibration conducted.	Conditions between 2 and 4	50% - 75% of treated water production sources are metered, other sources estimated. Occasional meter accuracy testing or electronic calibration conducted.	Conditions between 4 and 6	At least 75% of treated water production sources are metered, or at least 90% of the source flow is derived from metered sources. Meter accuracy testing and/or electronic calibration of related instrumentation is conducted annually. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of treated water production sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of treated water production sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually, with less than 10% found outside of +/- 3% accuracy. Procedures are reviewed by a third party knowledgeable in the M36 methodology.
Improvements to attain higher data grading for "Volume from own Sources" component:		to qualify for 2: Organize and launch efforts to collect data for determining volume from own sources	to qualify for 4: Locate all water production sources on maps and in the field, launch meter accuracy testing for existing meters, begin to install meters on unmetered water production sources and replace any obsolete/defective meters.		to qualify for 6: Formalize annual meter accuracy testing for all source meters; specify the frequency of testing. Complete installation of meters on unmetered water production sources and complete replacement of all obsolete/defective meters.		to qualify for 8: Conduct annual meter accuracy testing and calibration of related instrumentation on all meter installations on a regular basis. Complete project to install new, or replace defective existing, meters so that entire production meter population is metered. Repair or replace meters outside of +/- 6% accuracy.		to qualify for 10: Maintain annual meter accuracy testing and calibration of related instrumentation for all meter installations. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to further improve meter accuracy.		to maintain 10: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.
Volume from own sources master meter and supply error adjustment:	Select n/a only if the water utility fails to have meters on its sources of supply	Inventory information on meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined	No automatic datalogging of production volumes; daily readings are scribed on paper records without any accountability controls. Flows are not balanced across the water distribution system: tank/storage elevation changes are not employed in calculating the "Volume from own sources" component and archived flow data is adjusted only when grossly evident data error occurs.	Conditions between 2 and 4	Production meter data is logged automatically in electronic format and reviewed at least on a monthly basis with necessary corrections implemented. "Volume from own sources" tabulations include estimate of daily changes in tanks/storage facilities. Meter data is adjusted when gross data errors occur, or occasional meter testing deems this necessary.	Conditions between 4 and 6	Hourly production meter data logged automatically & reviewed on at least a weekly basis. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and/or error is confirmed by meter accuracy testing. Tank/storage facility elevation changes are automatically used in calculating a balanced "Volume from own sources" component, and data gaps in the archived data are corrected on at least a weekly basis.	Conditions between 6 and 8	Continuous production meter data is logged automatically & reviewed each business day. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and/or results of meter accuracy testing. Tank/storage facility elevation changes are automatically used in "Volume from own sources" tabulations and data gaps in the archived data are corrected on a daily basis.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically balances flows from all sources and storages; results are reviewed each business day. Tight accountability controls ensure that all data gaps that occur in the archived flow data are quickly detected and corrected. Regular calibrations between SCADA and sources meters ensures minimal data transfer error.
Improvements to attain higher data grading for "Master meter and supply error adjustment" component:		to qualify for 2: Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature.	to qualify for 4: Install automatic datalogging equipment on production meters. Complete installation of level instrumentation at all tanks/storage facilities and include tank level data in automatic calculation routine in a computerized system. Construct a computerized listing or spreadsheet to archive input volumes, tank/storage volume changes and import/export flows in order to determine the composite "Water Supplied" volume for the distribution system. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps.		to qualify for 6: Refine computerized data collection and archive to include hourly production meter data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Use daily net storage change to balance flows in calculating "Water Supplied" volume. Necessary corrections to data errors are implemented on a weekly basis.		to qualify for 8: Ensure that all flow data is collected and archived on at least an hourly basis. All data is reviewed and detected errors corrected each business day. Tank/storage levels variations are employed in calculating balanced "Water Supplied" component. Adjust production meter data for gross error and inaccuracy confirmed by testing.		to qualify for 10: Link all production and tank/storage facility elevation change data to a Supervisory Control & Data Acquisition (SCADA) System, or similar computerized monitoring/control system, and establish automatic flow balancing algorithm and regularly calibrate between SCADA and source meters. Data is reviewed and corrected each business day.		to maintain 10: Monitor meter innovations for development of more accurate and less expensive flowmeters. Continue to replace or repair meters as they perform outside of desired accuracy limits. Stay abreast of new and more accurate water level instruments to better record tank/storage levels and archive the variations in storage volume. Keep current with SCADA and data management systems to ensure that archived data is well-managed and error free.
Water Imported:	Select n/a if the water utility's supply is exclusively from its own water resources (no bulk purchased/ imported water)	Less than 25% of imported water sources are metered, remaining sources are estimated. No regular meter accuracy testing.	25% - 50% of imported water sources are metered; other sources estimated. No regular meter accuracy testing.	Conditions between 2 and 4	50% - 75% of imported water sources are metered, other sources estimated. Occasional meter accuracy testing conducted.	Conditions between 4 and 6	At least 75% of imported water sources are metered, meter accuracy testing and/or electronic calibration of related instrumentation is conducted annually for all meter installations. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of imported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of imported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually for all meter installations, with less than 10% of accuracy tests found outside of +/- 3% accuracy.
Improvements to attain higher data grading for "Water Imported Volume" component: (*Note: usually the water supplier selling the water - "the Exporter" - to the utility being audited is responsible to maintain the metering installation measuring the imported volume. The utility should coordinate carefully with the Exporter to ensure that adequate meter upkeep takes place and an accurate measure of the Water Imported volume is quantified.*)		to qualify for 2: Review bulk water purchase agreements with partner suppliers; confirm requirements for use and maintenance of accurate metering. Identify needs for new or replacement meters with goal to meter all imported water sources.	To qualify for 4: Locate all imported water sources on maps and in the field, launch meter accuracy testing for existing meters, begin to install meters on unmetered imported water interconnections and replace obsolete/defective meters.		to qualify for 6: Formalize annual meter accuracy testing for all imported water meters, planning for both regular meter accuracy testing and calibration of the related instrumentation. Continue installation of meters on unmetered imported water interconnections and replacement of obsolete/defective meters.		to qualify for 8: Complete project to install new, or replace defective, meters on all imported water interconnections. Maintain annual meter accuracy testing for all imported water meters and conduct calibration of related instrumentation at least annually. Repair or replace meters outside of +/- 6% accuracy.		to qualify for 10: Conduct meter accuracy testing for all meters on a semi-annual basis, along with calibration of all related instrumentation. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to improve meter accuracy.		to maintain 10: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Continue to conduct calibration of related instrumentation on a semi-annual basis. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Water imported master meter and supply error adjustment:	Select n/a if the Imported water supply is unmetered, with Imported water quantities estimated on the billing invoices sent by the Exporter to the purchasing Utility.	Inventory information on imported meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined Written agreement(s) with water Exporter(s) are missing or written in vague language concerning meter management and testing.	No automatic datalogging of imported supply volumes; daily readings are scribed on paper records without any accountability controls to confirm data accuracy and the absence of errors and data gaps in recorded volumes. Written agreement requires meter accuracy testing but is vague on the details of how and who conducts the testing.	Conditions between 2 and 4	Imported supply metered flow data is logged automatically in electronic format and reviewed at least on a monthly basis by the Exporter with necessary corrections implemented. Meter data is adjusted by the Exporter when gross data errors are detected. A coherent data trail exists for this process to protect both the selling and the purchasing Utility. Written agreement exists and clearly states requirements and roles for meter accuracy testing and data management.	Conditions between 4 and 6	Hourly Imported supply metered data is logged automatically & reviewed on at least a weekly basis by the Exporter. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and to correct for error confirmed by meter accuracy testing. Any data gaps in the archived data are detected and corrected during the weekly review. A coherent data trail exists for this process to protect both the selling and the purchasing Utility.	Conditions between 6 and 8	Continuous Imported supply metered flow data is logged automatically & reviewed each business day by the Exporter. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and/or results of meter accuracy testing. Any data errors/gaps are detected and corrected on a daily basis. A data trail exists for the process to protect both the selling and the purchasing Utility.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically records data which is reviewed each business day by the Exporter. Tight accountability controls ensure that all error/data gaps that occur in the archived flow data are quickly detected and corrected. A reliable data trail exists and contract provisions for meter testing and data management are reviewed by the selling and purchasing Utility at least once every five years.
Improvements to attain higher data grading for "Water imported master meter and supply error adjustment" component:		to qualify for 2: Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature. Review the written agreement between the selling and purchasing Utility.	to qualify for 4: Install automatic datalogging equipment on Imported supply meters. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps. Launch discussions with the Exporters to jointly review terms of the written agreements regarding meter accuracy testing and data management; revise the terms as necessary.		to qualify for 6: Refine computerized data collection and archive to include hourly Imported supply metered flow data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Make necessary corrections to errors/data errors on a weekly basis.		to qualify for 8: Ensure that all Imported supply metered flow data is collected and archived on at least an hourly basis. All data is reviewed and errors/data gaps are corrected each business day.		to qualify for 10: Conduct accountability checks to confirm that all Imported supply metered data is reviewed and corrected each business day by the Exporter. Results of all meter accuracy tests and data corrections should be available for sharing between the Exporter and the purchasing Utility. Establish a schedule for a regular review and updating of the contractual language in the written agreement between the selling and the purchasing Utility; at least every five years.		to maintain 10: Monitor meter innovations for development of more accurate and less expensive flowmeters; work with the Exporter to help identify meter replacement needs. Keep communication lines with Exporters open and maintain productive relations. Keep the written agreement current with clear and explicit language that meets the ongoing needs of all parties.
Water Exported:	Select n/a if the water utility sells no bulk water to neighboring water utilities (no exported water sales)	Less than 25% of exported water sources are metered, remaining sources are estimated. No regular meter accuracy testing.	25% - 50% of exported water sources are metered; other sources estimated. No regular meter accuracy testing.	Conditions between 2 and 4	50% - 75% of exported water sources are metered, other sources estimated. Occasional meter accuracy testing conducted.	Conditions between 4 and 6	At least 75% of exported water sources are metered, meter accuracy testing and/or electronic calibration conducted annually. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of exported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of exported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually for all meter installations, with less than 10% of accuracy tests found outside of +/- 3% accuracy.
Improvements to attain higher data grading for "Water Exported Volume" component: (*Note: usually, if the water utility being audited sells (Exports) water to a neighboring purchasing Utility, it is the responsibility of the utility exporting the water to maintain the metering installation measuring the Exported volume. The utility exporting the water should ensure that adequate meter upkeep takes place and an accurate measure of the Water Exported volume is quantified.*)		to qualify for 2: Review bulk water sales agreements with purchasing utilities; confirm requirements for use & upkeep of accurate metering. Identify needs to install new, or replace defective meters as needed.	To qualify for 4: Locate all exported water sources on maps and in field, launch meter accuracy testing for existing meters, begin to install meters on unmetered exported water interconnections and replace obsolete/defective meters		to qualify for 6: Formalize annual meter accuracy testing for all exported water meters. Continue installation of meters on unmetered exported water interconnections and replacement of obsolete/defective meters.		to qualify for 8: Complete project to install new, or replace defective, meters on all exported water interconnections. Maintain annual meter accuracy testing for all exported water meters. Repair or replace meters outside of +/- 6% accuracy.		to qualify for 10: Maintain annual meter accuracy testing for all meters. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to improve meter accuracy.		to maintain 10: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.
Water exported master meter and supply error adjustment:	Select n/a only if the water utility fails to have meters on its exported supply interconnections.	Inventory information on exported meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined Written agreement(s) with the utility purchasing the water are missing or written in vague language concerning meter management and testing.	No automatic datalogging of exported supply volumes; daily readings are scribed on paper records without any accountability controls to confirm data accuracy and the absence of errors and data gaps in recorded volumes. Written agreement requires meter accuracy testing but is vague on the details of how and who conducts the testing.	Conditions between 2 and 4	Exported metered flow data is logged automatically in electronic format and reviewed at least on a monthly basis, with necessary corrections implemented. Meter data is adjusted by the utility selling (exporting) the water when gross data errors are detected. A coherent data trail exists for this process to protect both the utility exporting the water and the purchasing Utility. Written agreement exists and clearly states requirements and roles for meter accuracy testing and data management.	Conditions between 4 and 6	Hourly exported supply metered data is logged automatically & reviewed on at least a weekly basis by the utility selling the water. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and to correct for error found by meter accuracy testing. Any data gaps in the archived data are detected and corrected during the weekly review. A coherent data trail exists for this process to protect both the selling (exporting) utility and the purchasing Utility.	Conditions between 6 and 8	Continuous exported supply metered flow data is logged automatically & reviewed each business day by the utility selling (exporting) the water. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and any error confirmed by meter accuracy testing. Any data errors/gaps are detected and corrected on a daily basis. A data trail exists for the process to protect both the selling (exporting) Utility and the purchasing Utility.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically records data which is reviewed each business day by the utility selling (exporting) the water. Tight accountability controls ensure that all error/data gaps that occur in the archived flow data are quickly detected and corrected. A reliable data trail exists and contract provisions for meter testing and data management are reviewed by the selling Utility and purchasing Utility at least once every five years.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Water exported master meter and supply error adjustment" component:		to qualify for 2: Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature. Review the written agreement between the utility selling (exporting) the water and the purchasing Utility.	to qualify for 4: Install automatic datalogging equipment on exported supply meters. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps. Launch discussions with the purchasing utilities to jointly review terms of the written agreements regarding meter accuracy testing and data management; revise the terms as necessary.		to qualify for 6: Refine computerized data collection and archive to include hourly exported supply metered flow data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Make necessary corrections to errors/data errors on a weekly basis.		to qualify for 8: Ensure that all exported metered flow data is collected and archived on at least an hourly basis. All data is reviewed and errors/data gaps are corrected each business day.		to qualify for 10: Conduct accountability checks to confirm that all exported metered flow data is reviewed and corrected each business day by the utility selling the water. Results of all meter accuracy tests and data corrections should be available for sharing between the utility and the purchasing Utility. Establish a schedule for a regular review and updating of the contractual language in the written agreements with the purchasing utilities; at least every five years.		to maintain 10: Monitor meter innovations for development of more accurate and less expensive flowmeters; work with the purchasing utilities to help identify meter replacement needs. Keep communication lines with the purchasing utilities open and maintain productive relations. Keep the written agreement current with clear and explicit language that meets the ongoing needs of all parties.
AUTHORIZED CONSUMPTION											
Billed metered:	n/a (not applicable). Select n/a only if the entire customer population is not metered and is billed for water service on a flat or fixed rate basis. In such a case the volume entered must be zero.	Less than 50% of customers with volume-based billings from meter readings; flat or fixed rate billing exists for the majority of the customer population	At least 50% of customers with volume-based billing from meter reads; flat rate billing for others. Manual meter reading is conducted, with less than 50% meter read success rate, remainding accounts' consumption is estimated. Limited meter records, no regular meter testing or replacement. Billing data maintained on paper records, with no auditing.	Conditions between 2 and 4	At least 75% of customers with volume-based, billing from meter reads; flat or fixed rate billing for remaining accounts. Manual meter reading is conducted with at least 50% meter read success rate; consumption for accounts with failed reads is estimated. Purchase records verify age of customer meters; only very limited meter accuracy testing is conducted. Customer meters are replaced only upon complete failure. Computerized billing records exist, but only sporadic internal auditing conducted.	Conditions between 4 and 6	At least 90% of customers with volume-based billing from meter reads; consumption for remaining accounts is estimated. Manual customer meter reading gives at least 80% customer meter reading success rate; consumption for accounts with failed reads is estimated. Good customer meter records eixst, but only limited meter accuracy testing is conducted. Regular replacement is conducted for the oldest meters. Computerized billing records exist with annual auditing of summary statistics conducting by utility personnel.	Conditions between 6 and 8	At least 97% of customers exist with volume-based billing from meter reads. At least 90% customer meter reading success rate; or at least 80% read success rate with planning and budgeting for trials of Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) in one or more pilot areas. Good customer meter records. Regular meter accuracy testing guides replacement of statistically significant number of meters each year. Routine auditing of computerized billing records for global and detailed statistics occurs annually by utility personnel, and is verified by third party at least once every five years.	Conditions between 8 and 10	At least 99% of customers exist with volume-based billing from meter reads. At least 95% customer meter reading success rate; or minimum 80% meter reading success rate, with Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) trials underway. Statistically significant customer meter testing and replacement program in place on a continuous basis. Computerized billing with routine, detailed auditing, including field investigation of representative sample of accounts undertaken annually by utility personnel. Audit is conducted by third party auditors at least once every three years.
Improvements to attain higher data grading for "Billed Metered Consumption" component:	If n/a is selected because the customer meter population is unmetered, consider establishing a new policy to meter the customer population and employ water rates based upon metered volumes.	to qualify for 2: Conduct investigations or trials of customer meters to select appropriate meter models. Budget funding for meter installations. Investigate volume based water rate structures.	to qualify for 4: Purchase and install meters on unmetered accounts. Implement policies to improve meter reading success. Catalog meter information during meter read visits to identify age/model of existing meters. Test a minimal number of meters for accuracy. Install computerized billing system.		to qualify for 6: Purchase and install meters on unmetered accounts. Eliminate flat fee billing and establish appropriate water rate structure based upon measured consumption. Continue to achieve verifiable success in removing manual meter reading barriers. Expand meter accuracy testing. Launch regular meter replacement program. Launch a program of annual auditing of global billing statistics by utility personnel.		to qualify for 8: Purchase and install meters on unmetered accounts. If customer meter reading success rate is less than 97%, assess cost-effectiveness of Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system for portion or entire system; or otherwise achieve ongoing improvements in manual meter reading success rate to 97% or higher. Refine meter accuracy testing program. Set meter replacement goals based upon accuracy test results. Implement annual auditing of detailed billing records by utility personnel and implement third party auditing at least once every five years.		to qualify for 10: Purchase and install meters on unmetered accounts. Launch Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system trials if manual meter reading success rate of at least 99% is not achieved within a five-year program. Continue meter accuracy testing program. Conduct planning and budgeting for large scale meter replacement based upon meter life cycle analysis using cumulative flow target. Continue annual detailed billing data auditing by utility personnel and conduct third party auditing at least once every three years.		to maintain 10: Continue annual internal billing data auditing, and third party auditing at least every three years. Continue customer meter accuracy testing to ensure that accurate customer meter readings are obtained and entered as the basis for volume based billing. Stay abreast of improvements in Automatic Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) and information management. Plan and budget for justified upgrades in metering, meter reading and billing data management to maintain very high accuracy in customer metering and billing.
Billed unmetered:	Select n/a if it is the policy of the water utility to meter all customer connections and it has been confirmed by detailed auditing that all customers do indeed have a water meter; i.e. no intentionally unmetered accounts exist	Water utility policy does not require customer metering; flat or fixed fee billing is employed. No data is collected on customer consumption. The only estimates of customer population consumption available are derived from data estimation methods using average fixture count multiplied by number of connections, or similar approach.	Water utility policy does not require customer metering; flat or fixed fee billing is employed. Some metered accounts exist in parts of the system (pilot areas or District Metered Areas) with consumption read periodically or recorded on portable dataloggers over one, three, or seven day periods. Data from these sample meters are used to infer consumption for the total customer population. Site specific estimation methods are used for unusual buildings/water uses.	Conditions between 2 and 4	Water utility policy does require metering and volume based billing in general. However, a liberal amount of exemptions and a lack of clearly written and communicated procedures result in up to 20% of billed accounts believed to be unmetered by exemption; or the water utility is in transition to becoming fully metered, and a large number of customers remain unmetered. A rough estimate of the annual consumption for all unmetered accounts is included in the annual water audit, with no inspection of individual unmetered accounts.	Conditions between 4 and 6	Water utility policy does require metering and volume based billing but established exemptions exist for a portion of accounts such as municipal buildings. As many as 15% of billed accounts are unmetered due to this exemption or meter installation difficulties. Only a group estimate of annual consumption for all unmetered accounts is included in the annual water audit, with no inspection of individual unmetered accounts.	Conditions between 6 and 8	Water utility policy does require metering and volume based billing for all customer accounts. However, less than 5% of billed accounts remain unmetered because meter installation is hindered by unusual circumstances. The goal is to minimize the number of unmetered accounts. Reliable estimates of consumption are obtained for these unmetered accounts via site specific estimation methods.	Conditions between 8 and 10	Water utility policy does require metering and volume based billing for all customer accounts. Less than 2% of billed accounts are unmetered and exist because meter installation is hindered by unusual circumstances. The goal exists to minimize the number of unmetered accounts to the extent that is economical. Reliable estimates of consumption are obtained at these accounts via site specific estimation methods.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Billed Unmetered Consumption" component:		to qualify for 2: Conduct research and evaluate cost/benefit of a new water utility policy to require metering of the customer population; thereby greatly reducing or eliminating unmetered accounts. Conduct pilot metering project by installing water meters in small sample of customer accounts and periodically reading the meters or datalogging the water consumption over one, three, or seven day periods.	to qualify for 4: Implement a new water utility policy requiring customer metering. Launch or expand pilot metering study to include several different meter types, which will provide data for economic assessment of full scale metering options. Assess sites with access difficulties to devise means to obtain water consumption volumes. Begin customer meter installation.		to qualify for 6: Refine policy and procedures to improve customer metering participation for all but solidly exempt accounts. Assign staff resources to review billing records to identify errant unmetered properties. Specify metering needs and funding requirements to install sufficient meters to significant reduce the number of unmetered accounts		to qualify for 8: Push to install customer meters on a full scale basis. Refine metering policy and procedures to ensure that all accounts, including municipal properties, are designated for meters. Plan special efforts to address "hard-to-access" accounts. Implement procedures to obtain a reliable consumption estimate for the remaining few unmetered accounts awaiting meter installation.		to qualify for 10: Continue customer meter installation throughout the service area, with a goal to minimize unmetered accounts. Sustain the effort to investigate accounts with access difficulties, and devise means to install water meters or otherwise measure water consumption.		to maintain 10: Continue to refine estimation methods for unmetered consumption and explore means to establish metering, for as many billed remaining unmetered accounts as is economically feasible.
Unbilled metered:	select n/a if all billing-exempt consumption is unmetered.	Billing practices exempt certain accounts, such as municipal buildings, but written policies do not exist; and a reliable count of unbilled metered accounts is unavailable. Meter upkeep and meter reading on these accounts is rare and not considered a priority. Due to poor recordkeeping and lack of auditing, water consumption for all such accounts is purely guesstimated.	Billing practices exempt certain accounts, such as municipal buildings, but only scattered, dated written directives exist to justify this practice. A reliable count of unbilled metered accounts is unavailable. Sporadic meter replacement and meter reading occurs on an as-needed basis. The total annual water consumption for all unbilled, metered accounts is estimated based upon approximating the number of accounts and assigning consumption from actively billed accounts of same meter size.	Conditions between 2 and 4	Dated written procedures permit billing exemption for specific accounts, such as municipal properties, but are unclear regarding certain other types of accounts. Meter reading is given low priority and is sporadic. Consumption is quantified from meter readings where available. The total number of unbilled, unmetered accounts must be estimated along with consumption volumes.	Conditions between 4 and 6	Written policies regarding billing exemptions exist but adherence in practice is questionable. Metering and meter reading for municipal buildings is reliable but sporadic for other unbilled metered accounts. Periodic auditing of such accounts is conducted. Water consumption is quantified directly from meter readings where available, but the majority of the consumption is estimated.	Conditions between 6 and 8	Written policy identifies the types of accounts granted a billing exemption. Customer meter management and meter reading are considered secondary priorities, but meter reading is conducted at least annually to obtain consumption volumes for the annual water audit. High level auditing of billing records ensures that a reliable census of such accounts exists.	Conditions between 8 and 10	Clearly written policy identifies the types of accounts given a billing exemption, with emphasis on keeping such accounts to a minimum. Customer meter management and meter reading for these accounts is given proper priority and is reliably conducted. Regular auditing confirms this. Total water consumption for these accounts is taken from reliable readings from accurate meters.
Improvements to attain higher data grading for "Unbilled Metered Consumption" component:		to qualify for 2: Reassess the water utility's policy allowing certain accounts to be granted a billing exemption. Draft an outline of a new written policy for billing exemptions, with clear justification as to why any accounts should be exempt from billing, and with the intention to keep the number of such accounts to a minimum.	to qualify for 4: Review historic written directives and policy documents allowing certain accounts to be billing-exempt. Draft an outline of a written policy for billing exemptions, identify criteria that grants an exemption, with a goal of keeping this number of accounts to a minimum. Consider increasing the priority of reading meters on unbilled accounts at least annually.		to qualify for 6: Draft a new written policy regarding billing exemptions based upon consensus criteria allowing this occurrence. Assign resources to audit meter records and billing records to obtain census of unbilled metered accounts. Gradually include a greater number of these metered accounts to the routes for regular meter reading.		to qualify for 8: Communicate billing exemption policy throughout the organization and implement procedures that ensure proper account management. Conduct inspections of accounts confirmed in unbilled metered status and verify that accurate meters exist and are scheduled for routine meter readings. Gradually increase the number of unbilled metered accounts that are included in regular meter reading routes.		to qualify for 10: Ensure that meter management (meter accuracy testing, meter replacement) and meter reading activities for unbilled accounts are accorded the same priority as billed accounts. Establish ongoing annual auditing process to ensure that water consumption is reliably collected and provided to the annual water audit process.		to maintain 10: Reassess the utility's philosophy in allowing any water uses to go "unbilled". It is possible to meter and bill all accounts, even if the fee charged for water consumption is discounted or waived. Metering and billing all accounts ensures that water consumption is tracked and water waste from plumbing leaks is detected and minimized.
Unbilled unmetered:		Extent of unbilled, unmetered consumption is unknown due to unclear policies and poor recordkeeping. Total consumption is quantified based upon a purely subjective estimate.	Clear extent of unbilled, unmetered consumption is unknown, but a number of events are randomly documented each year, confirming existence of such consumption, but without sufficient documentation to quantify an accurate estimate of the annual volume consumed.	Conditions between 2 and 4	Extent of unbilled, unmetered consumption is partially known, and procedures exist to document certain events such as miscellaneous fire hydrant uses. Formulae is used to quantify the consumption from such events (time running multiplied by typical flowrate, multiplied by number of events).	Default value of 1.25% of system input volume is employed	Coherent policies exist for some forms of unbilled, unmetered consumption but others await closer evaluation. Reasonable recordkeeping for the managed uses exists and allows for annual volumes to be quantified by inference, but unsupervised uses are guesstimated.	Conditions between 6 and 8	Clear policies and good recordkeeping exist for some uses (ex: water used in periodic testing of unmetered fire connections), but other uses (ex: miscellaneous uses of fire hydrants) have limited oversight. Total consumption is a mix of well quantified use such as from formulae (time running multiplied by typical flow, multiplied by number of events) or temporary meters, and relatively subjective estimates of less regulated use.	Conditions between 8 and 10	Clear policies exist to identify permitted use of water in unbilled, unmetered fashion, with the intention of minimizing this type of consumption. Good records document each occurrence and consumption is quantified via formulae (time running multiplied by typical flow, multiplied by number of events) or use of temporary meters.
Improvements to attain higher data grading for "Unbilled Unmetered Consumption" component:		to qualify for 5: Utilize the accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of this use. to qualify for 2: Establish a policy regarding what water uses should be allowed to remain as unbilled and unmetered. Consider tracking a small sample of one such use (ex: fire hydrant flushings).	to qualify for 5: Utilize accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of this use. to qualify for 4: Evaluate the documentation of events that have been observed. Meet with user groups (ex: for fire hydrants - fire departments, contractors to ascertain their need and/or volume requirements for water from fire hydrants).		to qualify for 5: Utilize accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of all such use. This is particularly appropriate for water utilities who are in the early stages of the water auditing process, and should focus on other components since the volume of unbilled, umetered consumption is usually a relatively small quatity component, and other larger-quantity components should take priority.	to qualify for 6 or greater: Finalize policy and begin to conduct field checks to better establish and quantify such usage. Proceed if top-down audit exists and/or a great volume of such use is suspected.	to qualify for 8: Assess water utility policy and procedures for various unmetered usages. For example, ensure that a policy exists and permits are issued for use of fire hydrants by persons outside of the utility. Create written procedures for use and documentation of fire hydrants by water utility personnel. Use same approach for other types of unbilled, unmetered water usage.		to qualify for 10: Refine written procedures to ensure that all uses of unbilled, unmetered water are overseen by a structured permitting process managed by water utility personnel. Reassess policy to determine if some of these uses have value in being converted to billed and/or metered status.		to maintain 10: Continue to refine policy and procedures with intention of reducing the number of allowable uses of water in unbilled and unmetered fashion. Any uses that can feasibly become billed and metered should be converted eventually.
APPARENT LOSSES											

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Unauthorized consumption:		Extent of unauthorized consumption is unknown due to unclear policies and poor recordkeeping. Total unauthorized consumption is guesstimated.	Unauthorized consumption is a known occurrence, but its extent is a mystery. There are no requirements to document observed events, but periodic field reports capture some of these occurrences. Total unauthorized consumption is approximated from this limited data.	conditions between 2 and 4	Procedures exist to document some unauthorized consumption such as observed unauthorized fire hydrant openings. Use formulae to quantify this consumption (time running multiplied typical flowrate, multiplied by number of events).	Default value of 0.25% of volume of water supplied is employed	Coherent policies exist for some forms of unauthorized consumption (more than simply fire hydrant misuse) but others await closer evaluation. Reasonable surveillance and recordkeeping exist for occurrences that fall under the policy. Volumes quantified by inference from these records.	Conditions between 6 and 8	Clear policies and good auditable recordkeeping exist for certain events (ex: tampering with water meters, illegal bypasses of customer meters); but other occurrences have limited oversight. Total consumption is a combination of volumes from formulae (time x typical flow) and subjective estimates of unconfirmed consumption.	Conditions between 8 and 10	Clear policies exist to identify all known unauthorized uses of water. Staff and procedures exist to provide enforcement of policies and detect violations. Each occurrence is recorded and quantified via formulae (estimated time running multiplied by typical flow) or similar methods. All records and calculations should exist in a form that can be audited by a third party.
Improvements to attain higher data grading for "Unauthorized Consumption" component:		to qualify for 5: Use accepted default of 0.25% of volume of water supplied. to qualify for 2: Review utility policy regarding what water uses are considered unauthorized, and consider tracking a small sample of one such occurrence (ex: unauthorized fire hydrant openings)	to qualify for 5: Use accepted default of 0.25% of system input volume to qualify for 4: Review utility policy regarding what water uses are considered unauthorized, and consider tracking a small sample of one such occurrence (ex: unauthorized fire hydrant openings)		to qualify for 5: Utilize accepted default value of 0.25% of volume of water supplied as an expedient means to gain a reasonable quantification of all such use. This is particularly appropriate for water utilities who are in the early stages of the water auditing process.	to qualify for 6 or greater: Finalize policy updates to clearly identify the types of water consumption that are authorized from those usages that fall outside of this policy and are, therefore, unauthorized. Begin to conduct regular field checks. Proceed if the top-down audit already exists and/or a great volume of such use is suspected.	to quality for 8: Assess water utility policies to ensure that all known occurrences of unauthorized consumption are outlawed, and that appropriate penalties are prescribed. Create written procedures for detection and documentation of various occurrences of unauthorized consumption as they are uncovered.		to qualify for 10: Refine written procedures and assign staff to seek out likely occurrences of unauthorized consumption. Explore new locking devices, monitors and other technologies designed to detect and thwart unauthorized consumption.		to maintain 10: Continue to refine policy and procedures to eliminate any loopholes that allow or tacitly encourage unauthorized consumption. Continue to be vigilant in detection, documentation and enforcement efforts.
Customer metering inaccuracies:	select n/a only if the entire customer population is unmetered. In such a case the volume entered must be zero.	Customer meters exist, but with unorganized paper records on meters; no meter accuracy testing or meter replacement program for any size of retail meter. Metering workflow is driven chaotically with no proactive management. Loss volume due to aggregate meter inaccuracy is guesstimated.	Poor recordkeeping and meter oversight is recognized by water utility management who has allotted staff and funding resources to organize improved recordkeeping and start meter accuracy testing. Existing paper records gathered and organized to provide cursory disposition of meter population. Customer meters are tested for accuracy only upon customer request.	Conditions between 2 and 4	Reliable recordkeeping exists; meter information is improving as meters are replaced. Meter accuracy testing is conducted annually for a small number of meters (more than just customer requests, but less than 1% of inventory). A limited number of the oldest meters are replaced each year. Inaccuracy volume is largely an estimate, but refined based upon limited testing data.	Conditions between 4 and 6	A reliable electronic recordkeeping system for meters exists. The meter population includes a mix of new high performing meters and dated meters with suspect accuracy. Routine, but limited, meter accuracy testing and meter replacement occur. Inaccuracy volume is quantified using a mix of reliable and less certain data.	Conditions between 6 and 8	Ongoing meter replacement and accuracy testing result in highly accurate customer meter population. Testing is conducted on samples of meters of varying age and accumulated volume of throughput to determine optimum replacement time for various types of meters.	Ongoing meter replacement and accuracy testing result in highly accurate customer meter population. Statistically significant number of meters are tested in audit year. This testing is conducted on samples of meters of varying age and accumulated volume of throughput to determine optimum replacement time for these meters.	Good records of all active customer meters exist and include as a minimum: meter number, account number/location, type, size and manufacturer. Ongoing meter replacement occurs according to a targeted and justified basis. Regular meter accuracy testing gives a reliable measure of composite inaccuracy volume for the customer meter population. New metering technology is embraced to keep overall accuracy improving. Procedures are reviewed by a third party knowledgeable in the M36 methodology.
Improvements to attain higher data grading for "Customer meter inaccuracy volume" component:	If n/a is selected because the customer meter population is unmetered, consider establishing a new policy to meter the customer population and employ water rates based upon metered volumes.	to qualify for 2: Gather available meter purchase records. Conduct testing on a small number of meters believed to be the most inaccurate. Review staffing needs of the metering group and budget for necessary resources to better organize meter management.	to qualify for 4: Implement a reliable record keeping system for customer meter histories, preferably using electronic methods typically linked to, or part of, the Customer Billing System or Customer Information System. Expand meter accuracy testing to a larger group of meters.		to qualify for 6: Standardize the procedures for meter recordkeeping within an electronic information system. Accelerate meter accuracy testing and meter replacements guided by testing results.		to qualify for 8: Expand annual meter accuracy testing to evaluate a statistically significant number of meter makes/models. Expand meter replacement program to replace statistically significant number of poor performing meters each year.		to qualify for 9: Continue efforts to manage meter population with reliable recordkeeping. Test a statistically significant number of meters each year and analyze test results in an ongoing manner to serve as a basis for a target meter replacement strategy based upon accumulated volume throughput.	to qualify for 10: Continue efforts to manage meter population with reliable recordkeeping, meter testing and replacement. Evaluate new meter types and install one or more types in 5-10 customer accounts each year in order to pilot improving metering technology.	to maintain 10: Increase the number of meters tested and replaced as justified by meter accuracy test data. Continually monitor development of new metering technology and Advanced Metering Infrastructure (AMI) to grasp opportunities for greater accuracy in metering of water flow and management of customer consumption data.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Systematic Data Handling Errors:	Note: all water utilities incur some amount of this error. Even in water utilities with unmetered customer populations and fixed rate billing, errors occur in annual billing tabulations. Enter a positive value for the volume and select a grading.	Policies and procedures for activation of new customer water billing accounts are vague and lack accountability. Billing data is maintained on paper records which are not well organized. No auditing is conducted to confirm billing data handling efficiency. An unknown number of customers escape routine billing due to lack of billing process oversight.	Policy and procedures for activation of new customer accounts and oversight of billing records exist but need refinement. Billing data is maintained on paper records or insufficiently capable electronic database. Only periodic unstructured auditing work is conducted to confirm billing data handling efficiency. The volume of unbilled water due to billing lapses is a guess.	Conditions between 2 and 4	Policy and procedures for new account activation and oversight of billing operations exist but needs refinement. Computerized billing system exists, but is dated or lacks needed functionality. Periodic, limited internal audits conducted and confirm with approximate accuracy the consumption volumes lost to billing lapses.	Conditions between 4 and 6	Policy and procedures for new account activation and oversight of billing operations is adequate and reviewed periodically. Computerized billing system is in use with basic reporting available. Any effect of billing adjustments on measured consumption volumes is well understood. Internal checks of billing data error conducted annually. Reasonably accurate quantification of consumption volume lost to billing lapses is obtained.	Conditions between 6 and 8	New account activation and billing operations policy and procedures are reviewed at least biannually. Computerized billing system includes an array of reports to confirm billing data and system functionality. Checks are conducted routinely to flag and explain zero consumption accounts. Annual internal checks conducted with third party audit conducted at least once every five years. Accountability checks flag billing lapses. Consumption lost to billing lapses is well quantified and reducing year-by-year.	Conditions between 8 and 10	Sound written policy and procedures exist for new account activation and oversight of customer billing operations. Robust computerized billing system gives high functionality and reporting capabilities which are utilized, analyzed and the results reported each billing cycle. Assessment of policy and data handling errors are conducted internally and audited by third party at least once every three years, ensuring consumption lost to billing lapses is minimized and detected as it occurs.
Improvements to attain higher data grading for "Systematic Data Handling Error volume" component:		<u>to qualify for 2</u>: Draft written policy and procedures for activating new water billing accounts and oversight of billing operations. Investigate and budget for computerized customer billing system. Conduct initial audit of billing records by flow-charting the basic business processes of the customer account/billing function.	<u>to qualify for 4</u>: Finalize written policy and procedures for activation of new billing acocunts and overall billing operations management. Implement a computerized customer billing system. Conduct initial audit of billing records as part of this process.		<u>to qualify for 6</u>: Refine new account activation and billing operations procedures and ensure consistency with the utility policy regarding billing, and minimize opportunity for missed billings. Upgrade or replace customer billing system for needed functionality - ensure that billing adjustments don't corrupt the value of consumption volumes. Procedurize internal annual audit process.		<u>to qualify for 8</u>: Formalize regular review of new account activation process and general billing practices. Enhance reporting capability of computerized billing system. Formalize regular auditing process to reveal scope of data handling error. Plan for periodic third party audit to occur at least once every five years.		<u>to qualify for 10</u>: Close policy/procedure loopholes that allow some customer accounts to go unbilled, or data handling errors to exist. Ensure that billing system reports are utilized, analyzed and reported every billing cycle. Ensure that internal and third party audits are conducted at least once every three years.		<u>to maintain 10</u>: Stay abreast of customer information management developments and innovations. Monitor developments of Advanced Metering Infrastructure (AMI) and integrate technology to ensure that customer endpoint information is well-monitored and errors/lapses are at an economic minimum.
SYSTEM DATA											
Length of mains:		Poorly assembled and maintained paper as-built records of existing water main installations makes accurate determination of system pipe length impossible. Length of mains is guesstimated.	Paper records in poor or uncertain condition (no annual tracking of installations & abandonments). Poor procedures to ensure that new water mains installed by developers are accurately documented.	Conditions between 2 and 4	Sound written policy and procedures exist for documenting new water main installations, but gaps in management result in a uncertain degree of error in tabulation of mains length.	Conditions between 4 and 6	Sound written policy and procedures exist for permitting and commissioning new water mains. Highly accurate paper records with regular field validation; or electronic records and asset management system in good condition. Includes system backup.	Conditions between 6 and 8	Sound written policy and procedures exist for permitting and commissioning new water mains. Electronic recordkeeping such as a Geographical Information System (GIS) and asset management system are used to store and manage data.	Conditions between 8 and 10	Sound written policy exists for managing water mains extensions and replacements. Geographic Information System (GIS) data and asset management database agree and random field validation proves truth of databases. Records of annual field validation should be available for review.
Improvements to attain higher data grading for "Length of Water Mains" component:		<u>to qualify for 2</u>: Assign personnel to inventory current as-built records and compare with customer billing system records and highway plans in order to verify poorly documented pipelines. Assemble policy documents regarding permitting and documentation of water main installations by the utility and building developers; identify gaps in procedures that result in poor documentation of new water main installations.	<u>to qualify for 4</u>: Complete inventory of paper records of water main installations for several years prior to audit year. Review policy and procedures for commissioning and documenting new water main installation.		<u>to qualify for 6</u>: Finalize updates/improvements to written policy and procedures for permitting/commissioning new main installations. Confirm inventory of records for five years prior to audit year; correct any errors or omissions.		<u>to qualify for 8</u>: Launch random field checks of limited number of locations. Convert to electronic database such as a Geographic Information System (GIS) with backup as justified. Develop written policy and procedures.		<u>to qualify for 10</u>: Link Geographic Information System (GIS) and asset management databases, conduct field verification of data. Record field verification information at least annually.		<u>to maintain 10</u>: Continue with standardization and random field validation to improve the completeness and accuracy of the system.
Number of active AND inactive service connections:		Vague permitting (of new service connections) policy and poor paper recordkeeping of customer connections/billings result in suspect determination of the number of service connections, which may be 10-15% in error from actual count.	General permitting policy exists but paper records, procedural gaps, and weak oversight result in questionable total for number of connections, which may vary 5-10% of actual count.	Conditions between 2 and 4	Written account activation policy and procedures exist, but with some gaps in performance and oversight. Computerized information management system is being brought online to replace dated paper recordkeeping system. Reasonably accurate tracking of service connection installations & abandonments; but count can be up to 5% in error from actual total.	Conditions between 4 and 6	Written new account activation and overall billing policies and procedures are adequate and reviewed periodically. Computerized information management system is in use with annual installations & abandonments totaled. Very limited field verifications and audits. Error in count of number of service connections is believed to be no more than 3%.	Conditions between 6 and 8	Policies and procedures for new account activation and overall billing operations are written, well-structured and reviewed at least biannually. Well-managed computerized information management system exists and routine, periodic field checks and internal system audits are conducted. Counts of connections are no more than 2% in error.	Conditions between 8 and 10	Sound written policy and well managed and audited procedures ensure reliable management of service connection population. Computerized information management system, Customer Billing System, and Geographic Information System (GIS) information agree; field validation proves truth of databases. Count of connections recorded as being in error is less than 1% of the entire population.
Improvements to attain higher data grading for "Number of Active and Inactive Service Connections" component:	**Note: The number of Service Connections does <u>not</u> include fire hydrant leads/lines connecting the hydrant to the water main**	<u>to qualify for 2</u>: Draft new policy and procedures for new account activation and overall billing operations. Research and collect paper records of installations & abandonments for several years prior to audit year.	<u>to qualify for 4</u>: Refine policy and procedures for new account activation and overall billing operations. Research computerized recordkeeping system (Customer Information System or Customer Billing System) to improve documentation format for service connections.		<u>to qualify for 6</u>: Refine procedures to ensure consistency with new account activation and overall billing policy to establish new service connections or decommission existing connections. Improve process to include all totals for at least five years prior to audit year.		<u>to qualify for 8</u>: Formalize regular review of new account activation and overall billing operations policies and procedures. Launch random field checks of limited number of locations. Develop reports and auditing mechanisms for computerized information management system.		<u>to qualify for 10</u>: Close any procedural loopholes that allow installations to go undocumented. Link computerized information management system with Geographic Information System (GIS) and formalize field inspection and information system auditing processes. Documentation of new or decommissioned service connections encounters several levels of checks and balances.		<u>to maintain 10</u>: Continue with standardization and random field validation to improve knowledge of system.
	Note: if customer water	Gradings 1-9 apply if customer properties are unmetered, if customer meters exist and are located inside the customer building premises, or if the water utility owns and is responsible for the entire service connection piping from the water main to the customer building. In any of these cases the average distance between the curb stop or boundary separating utility/customer responsibility for service connection piping, and the typical first point of use (ex: faucet) or the customer meter must be quantified. Gradings of 1-9 are used to grade the validity of the means to quantify this value. (See the "Service Connection Diagram" worksheet)									<u>Either of two conditions can be met for a grading of 10</u>:

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Average length of customer service line:	meters are located outside of the customer building next to the curb stop or boundary separating utility/customer responsibility, then the auditor should answer "Yes" to the question on the Reporting Worksheet asking about this. If the answer is Yes, the grading description listed under the Grading of 10(a) will be followed, with a value of zero automatically entered at a Grading of 10. See the Service Connection Diagram worksheet for a visual presentation of this distance.	Vague policy exists to define the delineation of water utility ownership and customer ownership of the service connection piping. Curb stops are perceived as the breakpoint but these have not been well-maintained or documented. Most are buried or obscured. Their location varies widely from site-to-site, and estimating this distance is arbitrary due to the unknown location of many curb stops.	Policy requires that the curb stop serves as the delineation point between water utility ownership and customer ownership of the service connection piping. The piping from the water main to the curb stop is the property of the water utility; and the piping from the curb stop to the customer building is owned by the customer. Curb stop locations are not well documented and the average distance is based upon a limited number of locations measured in the field.	Conditions between 2 and 4	Good policy requires that the curb stop serves as the delineation point between water utility ownership and customer ownership of the service connection piping. Curb stops are generally installed as needed and are reasonably documented. Their location varies widely from site-to-site, and an estimate of this distance is hindered by the availability of paper records of limited accuracy.	Conditions between 4 and 6	Clear written policy exists to define utility/customer responsibility for service connection piping. Accurate, well-maintained paper or basic electronic recordkeeping system exists. Periodic field checks confirm piping lengths for a sample of customer properties.	Conditions between 6 and 8	Clearly worded policy standardizes the location of curb stops and meters, which are inspected upon installation. Accurate and well maintained electronic records exist with periodic field checks to confirm locations of service lines, curb stops and customer meter pits. An accurate number of customer properties from the customer billing system allows for reliable averaging of this length.	Conditions between 8 and 10	a) Customer water meters exist outside of customer buildings next to the curb stop or boundary separating utility/customer responsibility for service connection piping. If so, answer "Yes" to the question on the Reporting Working asking about this condition. A value of zero and a Grading of 10 are automatically entered in the Reporting Worksheet . b). Meters exist inside customer buildings, or properties are unmetered. In either case, answer "No" to the Reporting Worksheet question on meter location, and enter a distance determined by the auditor. For a Grading of 10 this value must be a very reliable number from a Geographic Information System (GIS) and confirmed by a statistically valid number of field checks.
Improvements to attain higher data grading for "Average Length of Customer Service Line" component:		to qualify for 2: Research and collect paper records of service line installations. Inspect several sites in the field using pipe locators to locate curb stops. Obtain the length of this small sample of connections in this manner.	to qualify for 4: Formalize and communicate policy delineating utility/customer responsibilities for service connection piping. Assess accuracy of paper records by field inspection of a small sample of service connections using pipe locators as needed. Research the potential migration to a computerized information management system to store service connection data.		to qualify for 6: Establish coherent procedures to ensure that policy for curb stop, meter installation and documentation is followed. Gain consensus within the water utility for the establishment of a computerized information management system.		to qualify for 8: Implement an electronic means of recordkeeping, typically via a customer information system, customer billing system, or Geographic Information System (GIS). Standardize the process to conduct field checks of a limited number of locations.		to qualify for 10: Link customer information management system and Geographic Information System (GIS), standardize process for field verification of data.		to maintain 10: Continue with standardization and random field validation to improve knowledge of service connection configurations and customer meter locations.
Average operating pressure:		Available records are poorly assembled and maintained paper records of supply pump characteristics and water distribution system operating conditions. Average pressure is guesstimated based upon this information and ground elevations from crude topographical maps. Widely varying distribution system pressures due to undulating terrain, high system head loss and weak/erratic pressure controls further compromise the validity of the average pressure calculation.	Limited telemetry monitoring of scattered pumping station and water storage tank sites provides some static pressure data, which is recorded in handwritten logbooks. Pressure data is gathered at individual sites only when low pressure complaints arise. Average pressure is determined by averaging relatively crude data, and is affected by significant variation in ground elevations, system head loss and gaps in pressure controls in the distribution system.	Conditions between 2 and 4	Effective pressure controls separate different pressure zones; moderate pressure variation across the system, occasional open boundary valves are discovered that breech pressure zones. Basic telemetry monitoring of the distribution system logs pressure data electronically. Pressure data gathered by gauges or dataloggers at fire hydrants or buildings when low pressure complaints arise, and during fire flow tests and system flushing. Reliable topographical data exists. Average pressure is calculated using this mix of data.	Conditions between 4 and 6	Reliable pressure controls separate distinct pressure zones; only very occasional open boundary valves are encountered that breech pressure zones. Well-covered telemetry monitoring of the distribution system (not just pumping at source treatment plants or wells) logs extensive pressure data electronically. Pressure gathered by gauges/dataloggers at fire hydrants and buildings when low pressure complaints arise, and during fire flow tests and system flushing. Average pressure is determined by using this mix of reliable data.	Conditions between 6 and 8	Well-managed, discrete pressure zones exist with generally predictable pressure fluctuations. A current full-scale SCADA System or similar realtime monitoring system exists to monitor the water distribution system and collect data, including real time pressure readings at representative sites across the system. The average system pressure is determined from reliable monitoring system data.	Conditions between 8 and 10	Well-managed pressure districts/zones, SCADA System and hydraulic model exist to give very precise pressure data across the water distribution system. Average system pressure is reliably calculated from extensive, reliable, and cross-checked data. Calculations are reported on an annual basis as a minimum.
Improvements to attain higher data grading for "Average Operating Pressure" component:		to qualify for 2: Employ pressure gauging and/or datalogging equipment to obtain pressure measurements from fire hydrants. Locate accurate topographical maps of service area in order to confirm ground elevations. Research pump data sheets to find pump pressure/flow characteristics	to qualify for 4: Formalize a procedure to use pressure gauging/datalogging equipment to gather pressure data during various system events such as low pressure complaints, or operational testing. Gather pump pressure and flow data at different flow regimes. Identify faulty pressure controls (pressure reducing valves, altitude valves, partially open boundary valves) and plan to properly configure pressure zones. Make all pressure data from these efforts available to generate system-wide average pressure.		to qualify for 6: Expand the use of pressure gauging/datalogging equipment to gather scattered pressure data at a representative set of sites, based upon pressure zones or areas. Utilize pump pressure and flow data to determine supply head entering each pressure zone or district. Correct any faulty pressure controls (pressure reducing valves, altitude valves, partially open boundary valves) to ensure properly configured pressure zones. Use expanded pressure dataset from these activities to generate system-wide average pressure.		to qualify for 8: Install a Supervisory Control and Data Acquisition (SCADA) System, or similar realtime monitoring system, to monitor system parameters and control operations. Set regular calibration schedule for instrumentation to insure data accuracy. Obtain accurate topographical data and utilize pressure data gathered from field surveys to provide extensive, reliable data for pressure averaging.		to qualify for 10: Annually, obtain a system-wide average pressure value from the hydraulic model of the distribution system that has been calibrated via field measurements in the water distribution system and confirmed in comparisons with SCADA System data.		to maintain 10: Continue to refine the hydraulic model of the distribution system and consider linking it with SCADA System for real-time pressure data calibration, and averaging.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
COST DATA											
Total annual cost of operating water system:		Incomplete paper records and lack of financial accounting documentation on many operating functions makes calculation of water system operating costs a pure guesstimate	Reasonably maintained, but incomplete, paper or electronic accounting provides data to estimate the major portion of water system operating costs.	Conditions between 2 and 4	Electronic, industry-standard cost accounting system in place. However, gaps in data are known to exist, periodic internal reviews are conducted but not a structured financial audit.	Conditions between 4 and 6	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited periodically by utility personnel, but not a Certified Public Accountant (CPA).	Conditions between 6 and 8	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited at least annually by utility personnel, and at least once every three years by third-party CPA.	Conditions between 8 and 10	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited annually by utility personnel and annually also by third-party CPA.
Improvements to attain higher data grading for "Total Annual Cost of Operating the Water System" component:		to qualify for 2: Gather available records, institute new financial accounting procedures to regularly collect and audit basic cost data of most important operations functions.	to qualify for 4: Implement an electronic cost accounting system, structured according to accounting standards for water utilities		to qualify for 6: Establish process for periodic internal audit of water system operating costs; identify cost data gaps and institute procedures for tracking these outstanding costs.		to qualify for 8: Standardize the process to conduct routine financial audit on an annual basis. Arrange for CPA audit of financial records at least once every three years.		to qualify for 10: Standardize the process to conduct a third-party financial audit by a CPA on an annual basis.		to maintain 10: Maintain program, stay abreast of expenses subject to erratic cost changes and long-term cost trend, and budget/track costs proactively
Customer retail unit cost (applied to Apparent Losses):	Customer population unmetered, and/or only a fixed fee is charged for consumption.	Antiquated, cumbersome water rate structure is used, with periodic historic amendments that were poorly documented and implemented; resulting in classes of customers being billed inconsistent charges. The actual composite billing rate likely differs significantly from the published water rate structure, but a lack of auditing leaves the degree of error indeterminate.	Dated, cumbersome water rate structure, not always employed consistently in actual billing operations. The actual composite billing rate is known to differ from the published water rate structure, and a reasonably accurate estimate of the degree of error is determined, allowing a composite billing rate to be quantified.	Conditions between 2 and 4	Straight-forward water rate structure in use, but not updated in several years. Billing operations reliably employ the rate structure. The composite billing rate is derived from a single customer class such as residential customer accounts, neglecting the effect of different rates from varying customer classes.	Conditions between 4 and 6	Clearly written, up-to-date water rate structure is in force and is applied reliably in billing operations. Composite customer rate is determined using a weighted average residential rate using volumes of water in each rate block.	Conditions between 6 and 8	Effective water rate structure is in force and is applied reliably in billing operations. Composite customer rate is determined using a weighted average composite consumption rate, which includes residential, commercial, industrial, institutional (CII), and any other distinct customer classes within the water rate structure.	Conditions between 8 and 10	Current, effective water rate structure is in force and applied reliably in billing operations. The rate structure and calculations of composite rate - which includes residential, commercial, industrial, institutional (CII), and other distinct customer classes - are reviewed by a third party knowledgeable in the M36 methodology at least once every five years.
Improvements to attain higher data grading for "Customer Retail Unit Cost" component:		to qualify for 2: Formalize the process to implement water rates, including a secure documentation procedure. Create a current, formal water rate document and gain approval from all stakeholders.	to qualify for 4: Review the water rate structure and update/formalize as needed. Assess billing operations to ensure that actual billing operations incorporate the established water rate structure.		to qualify for 6: Evaluate volume of water used in each usage block by residential users. Multiply volumes by full rate structure.	Launch effort to fully meter the customer population and charge rates based upon water volumes	to qualify for 8: Evaluate volume of water used in each usage block by all classifications of users. Multiply volumes by full rate structure.		to qualify for 10: Conduct a periodic third-party audit of water used in each usage block by all classifications of users. Multiply volumes by full rate structure.		to maintain 10: Keep water rate structure current in addressing the water utility's revenue needs. Update the calculation of the customer unit rate as new rate components, customer classes, or other components are modified.
Variable production cost (applied to Real Losses):	Note: if the water utility purchases/imports its entire water supply, then enter the unit purchase cost of the bulk water supply in the Reporting Worksheet with a grading of 10	Incomplete paper records and lack of documentation on primary operating functions (electric power and treatment costs most importantly) makes calculation of variable production costs a pure guesstimate	Reasonably maintained, but incomplete, paper or electronic accounting provides data to roughly estimate the basic operations costs (pumping power costs and treatment costs) and calculate a unit variable production cost.	Conditions between 2 and 4	Electronic, industry-standard cost accounting system in place. Electric power and treatment costs are reliably tracked and allow accurate weighted calculation of unit variable production costs based on these two inputs and water imported purchase costs (if applicable). All costs are audited internally on a periodic basis.	Conditions between 4 and 6	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Pertinent additional costs beyond power, treatment and water imported purchase costs (if applicable) such as liability, residuals management, wear and tear on equipment, impending expansion of supply, are included in the unit variable production cost, as applicable. The data is audited at least annually by utility personnel.	Conditions between 6 and 8	Reliable electronic, industry-standard cost accounting system in place, with all pertinent primary and secondary variable production and water imported purchase (if applicable) costs tracked. The data is audited at least annually by utility personnel, and at least once every three years by a third-party knowledgeable in the M36 methodology.	Conditions between 8 and 10	Either of two conditions can be met to obtain a grading of 10: 1) Third party CPA audit of all pertinent primary and secondary variable production and water imported purchase (if applicable) costs on an annual basis. or: 2) Water supply is entirely purchased as bulk water imported, and the unit purchase cost - including all applicable marginal supply costs - serves as the variable production cost. If all applicable marginal supply costs are not included in this figure, a grade of 10 should not be selected.
Improvements to attain higher data grading for "Variable Production Cost" component:		to qualify for 2: Gather available records, institute new procedures to regularly collect and audit basic cost data and most important operations functions.	to qualify for 4: Implement an electronic cost accounting system, structured according to accounting standards for water utilities		to qualify for 6: Formalize process for regular internal audits of production costs. Assess whether additional costs (liability, residuals management, equipment wear, impending infrastructure expansion) should be included to calculate a more representative variable production cost.		to qualify for 8: Formalize the accounting process to include direct cost components (power, treatment) as well as indirect cost components (liability, residuals management, etc.) Arrange to conduct audits by a knowledgable third-party at least once every three years.		to qualify for 10: Standardize the process to conduct a third-party financial audit by a CPA on an annual basis.		to maintain 10: Maintain program, stay abreast of expenses subject to erratic cost changes and budget/track costs proactively

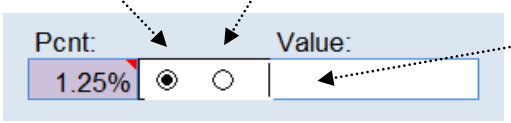
AWWA Free Water Audit Software: Definitions

WAS v5.0

Item Name	Description
Apparent Losses Find	= unauthorized consumption + customer metering inaccuracies + systematic data handling errors Apparent Losses include all types of inaccuracies associated with customer metering (worn meters as well as improperly sized meters or wrong type of meter for the water usage profile) as well as systematic data handling errors (meter reading, billing, archiving and reporting), plus unauthorized consumption (theft or illegal use). NOTE: Over-estimation of Apparent Losses results in under-estimation of Real Losses. Under-estimation of Apparent Losses results in over-estimation of Real Losses.
AUTHORIZED CONSUMPTION Find	= billed water exported + billed metered + billed unmetered + unbilled metered + unbilled unmetered consumption The volume of metered and/or unmetered water taken by registered customers, the water utility's own uses, and uses of others who are implicitly or explicitly authorized to do so by the water utility; for residential, commercial, industrial and public-minded purposes. Typical retail customers' consumption is tabulated usually from established customer accounts as billed metered consumption, or - for unmetered customers - billed unmetered consumption. These types of consumption, along with billed water exported, provide revenue potential for the water utility. **Be certain to tabulate the water exported volume as a separate component and do not "double-count" it by including in the billed metered consumption component as well as the water exported component.** Unbilled authorized consumption occurs typically in non-account uses, including water for fire fighting and training, flushing of water mains and sewers, street cleaning, watering of municipal gardens, public fountains, or similar public-minded uses. Occasionally these uses may be metered and billed (or charged a flat fee), but usually they are unmetered and unbilled. In the latter case, the water auditor may use a default value to estimate this quantity, or implement procedures for the reliable quantification of these uses. This starts with documenting usage events as they occur and estimating the amount of water used in each event. (See Unbilled unmetered consumption)
View Service Connection Diagram **Average length of customer service line** Find	This is the average length of customer service line, Lp, that is owned and maintained by the customer; from the point of ownership transfer to the customer water meter, or building line (if unmetered). The quantity is one of the data inputs for the calculation of Unavoidable Annual Real Losses (UARL), which serves as the denominator of the performance indicator: Infrastructure Leakage Index (ILI). The value of Lp is multiplied by the number of customer service connections to obtain a total length of customer owned piping in the system. The purpose of this parameter is to account for the unmetered service line infrastructure that is the responsibility of the customer for arranging repairs of leaks that occur on their lines. In many cases leak repairs arranged by customers take longer to be executed than leak repairs arranged by the water utility on utility-maintained piping. Leaks run longer - and lose more water - on customer-owned service piping, than utility owned piping. If the customer water meter exists near the ownership transfer point (usually the curb stop located between the water main and the customer premises) this distance is zero because the meter and transfer point are the same. This is the often encountered configuration of customer water meters located in an underground meter box or "pit" outside of the customer's building. The Free Water Audit Software asks a "Yes/No" question about the meter at this location. If the auditor selects "Yes" then this distance is set to zero and the data grading score for this component is set to 10. If water meters are typically located inside the customer premise/building, or properties are unmetered, it is up to the water auditor to estimate a system-wide average Lp length based upon the various customer land parcel sizes and building locations in the service area. Lp will be a shorter length in areas of high density housing, and a longer length in areas of low density housing and varied commercial and industrial buildings. General parcel demographics should be employed to obtain a composite average Lp length for the entire system. Refer to the "Service Connection Diagram" worksheet for a depiction of the service line/metering configurations that typically exist in water utilities. This worksheet gives guidance on the determination of the Average Length, Lp, for each configuration.
Average operating pressure Find	This is the average pressure in the distribution system that is the subject of the water audit. Many water utilities have a calibrated hydraulic model of their water distribution system. For these utilities, the hydraulic model can be utilized to obtain a very accurate quantity of average pressure. In the absence of a hydraulic model, the average pressure may be approximated by obtaining readings of static water pressure from a representative sample of fire hydrants or other system access points evenly located across the system. A weighted average of the pressure can be assembled; but be sure to take into account the elevation of the fire hydrants, which typically exist several feet higher than the level of buried water pipelines. If the water utility is compiling the water audit for the first time, the average pressure can be approximated, but with a low data grading. In subsequent years of auditing, effort should be made to improve the accuracy of the average pressure quantity. This will then qualify the value for a higher data grading.
Billed Authorized Consumption	All consumption that is billed and authorized by the utility. This may include both metered and unmetered consumption. See "Authorized Consumption" for more information.
Billed metered consumption Find	All metered consumption which is billed to retail customers, including all groups of customers such as domestic, commercial, industrial or institutional. **It does NOT include water supplied to neighboring utilities (water exported) which is metered and billed. Be sure to subtract any consumption for exported water sales that may be included in these billing roles. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.** The metered consumption data can be taken directly from billing records for the water audit period. The accuracy of yearly metered consumption data can be refined by including an adjustment to account for customer meter reading lag time since not all customer meters are read on the same day of the meter reading period. However additional analysis is necessary to determine the lag time adjustment value, which may or may not be significant.
Billed unmetered consumption Find	All billed consumption which is calculated based on estimates or norms from water usage sites that have been determined by utility policy to be left unmetered. This is typically a very small component in systems that maintain a policy to meter their customer population. However, this quantity can be the key consumption component in utilities that have not adopted a universal metering policy. **This component should NOT include any water that is supplied to neighboring utilities (water exported) which is unmetered but billed. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.**

Item Name	Description
Customer metering inaccuracies Find	Apparent water losses caused by the collective under-registration of customer water meters. Many customer water meters gradually wear as large cumulative volumes of water are passed through them over time. This causes the meters to under-register the flow of water. This occurrence is common with smaller residential meters of sizes 5/8-inch and 3/4 inch after they have registered very large cumulative volumes of water, which generally occurs only after periods of years. For meters sized 1-inch and larger - typical of multi-unit residential, commercial and industrial accounts - meter under-registration can occur from wear or from the improper application of the meter; i.e. installing the wrong type of meter or the wrong size of meter, for the flow pattern (profile) of the consumer. For instance, many larger meters have reduced accuracy at low flows. If an oversized meter is installed, most of the time the routine flow will occur in the low flow range of the meter, and a significant portion of it may not be registered. It is important to properly select and install all meters, but particularly large customer meters, size 1-inch and larger. The auditor has two options for entering data for this component of the audit. The auditor can enter a percentage under-registration (typically an estimated value), this will apply the selected percentage to the two categories of metered consumption to determine the volume of water not recorded due to customer meter inaccuracy. Note that this percentage is a composite average inaccuracy for all customer meters in the entire meter population. The percentage will be multiplied by the sum of the volumes in the Billed Metered and Unbilled Metered components. Alternatively, if the auditor has substantial data from meter testing activities, he or she can calculate their own loss volumes, and this volume may be entered directly. Note that a value of zero will be accepted but an alert will appear asking if the customer population is unmetered. Since all metered systems have some degree of inaccuracy, a positive value should be entered. A value of zero in this component is valid only if the water utility does not meter its customer population.
Customer retail unit cost Find	The Customer Retail Unit Cost represents the charge that customers pay for water service. This unit cost is applied routinely to the components of Apparent Loss, since these losses represent water reaching customers but not (fully) paid for. Since most water utilities have a rate structure that includes a variety of different costs based upon class of customer, a weighted average of individual costs and number of customer accounts in each class can be calculated to determine a single composite cost that should be entered into this cell. Finally, the weighted average cost should also include additional charges for sewer, storm water or biosolids processing, but only if these charges are based upon the volume of potable water consumed. For water utilities in regions with limited water resources and a questionable ability to meet the drinking water demands in the future, the Customer Retail Unit Cost might also be applied to value the Real Losses; instead of applying the Variable Production Cost to Real Losses. In this way, it is assumed that every unit volume of leakage reduced by leakage management activities will be sold to a customer. Note: the Free Water Audit Software allows the user to select the units that are charged to customers (either $/1,000 gallons, $/hundred cubic feet, or $/1,000 litres) and automatically converts these units to the units that appear in the "WATER SUPPLIED" box. The monetary units are United States dollars, $.
Infrastructure Leakage Index (ILI) Find	The ratio of the Current Annual Real Losses (Real Losses) to the Unavoidable Annual Real Losses (UARL). The ILI is a highly effective performance indicator for comparing (benchmarking) the performance of utilities in operational management of real losses.
Length of mains Find	Length of all pipelines (except service connections) in the system starting from the point of system input metering (for example at the outlet of the treatment plant). It is also recommended to include in this measure the total length of fire hydrant lead pipe. Hydrant lead pipe is the pipe branching from the water main to the fire hydrant. Fire hydrant leads are typically of a sufficiently large size that is more representative of a pipeline than a service connection. The average length of hydrant leads across the entire system can be assumed if not known, and multiplied by the number of fire hydrants in the system, which can also be assumed if not known. This value can then be added to the total pipeline length. Total length of mains can therefore be calculated as: Length of Mains, miles = (total pipeline length, miles) + [{(average fire hydrant lead length, ft) x (number of fire hydrants)} / 5,280 ft/mile] or Length of Mains, kilometres = (total pipeline length, kilometres) + [{(average fire hydrant lead length, metres) x (number of fire hydrants)} / 1,000 metres/kilometre]
NON-REVENUE WATER Find	= Apparent Losses + Real Losses + Unbilled Metered Consumption + Unbilled Unmetered Consumption. This is water which does not provide revenue potential to the utility.
Number of active AND inactive service connections Find	Number of customer service connections, extending from the water main to supply water to a customer. Please note that this includes the actual number of distinct piping connections, including fire connections, whether active or inactive. This may differ substantially from the number of customers (or number of accounts). **Note: this number does not include the pipeline leads to fire hydrants - the total length of piping supplying fire hyrants should be included in the "Length of mains" parameter.**
Real Losses Find	Physical water losses from the pressurized system (water mains and customer service connections) and the utility's storage tanks, up to the point of customer consumption. In metered systems this is the customer meter, in unmetered situations this is the first point of consumption (stop tap/tap) within the property. The annual volume lost through all types of leaks, breaks and overflows depends on frequencies, flow rates, and average duration of individual leaks, breaks and overflows.
Revenue Water	Those components of System Input Volume that are billed and have the potential to produce revenue.
Service Connection Density Find	=number of customer service connections / length of mains

Item Name	Description
Systematic data handling errors Find	Apparent losses caused by accounting omissions, errant computer programming, gaps in policy, procedure, and permitting/activation of new accounts; and any type of data lapse that results in under-stated customer water consumption in summary billing reports. **Systematic Data Handling Errors result in a direct loss of revenue potential. Water utilities can find "lost" revenue by keying on this component.** Utilities typically measure water consumption registered by water meters at customer premises. The meter should be read routinely (ex: monthly) and the data transferred to the Customer Billing System, which generates and sends a bill to the customer. Data Transfer Errors result in the consumption value being less than the actual consumption, creating an apparent loss. Such error might occur from illegible and mis-recorded hand-written readings compiled by meter readers, inputting an incorrect meter register unit conversion factor in the automatic meter reading equipment, or a variety of similar errors. Apparent losses also occur from Data Analysis Errors in the archival and data reporting processes of the Customer Billing System. Inaccurate estimates used for accounts that fail to produce a meter reading are a common source of error. Billing adjustments may award customers a rightful monetary credit, but do so by creating a negative value of consumption, thus under-stating the actual consumption. Account activation lapses may allow new buildings to use water for months without meter readings and billing. Poor permitting and construction inspection practices can result in a new building lacking a billing account, a water meter and meter reading; i.e., the customer is unknown to the utility's billing system. Close auditing of the permitting, metering, meter reading, billing and reporting processes of the water consumption data trail can uncover data management gaps that create volumes of systematic data handling error. Utilities should routinely analyze customer billing records to detect data anomalies and quantify these losses. For example, a billing account that registers zero consumption for two or more billing cycles should be checked to explain why usage has seemingly halted. Given the revenue loss impacts of these losses, water utilities are well-justified in providing continuous oversight and timely correction of data transfer errors & data handling errors. If the water auditor has not yet gathered detailed data or assessment of systematic data handling error, it is recommended that the auditor apply the default value of 0.25% of the the Billed Authorized Consumption volume. However, if the auditor has investigated the billing system and its controls, and has well validated data that indicates the volume from systematic data handling error is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations and select an appropriate grading. Note: negative values are not allowed for this audit component. If the auditor enters zero for this component then a grading of 1 will be automatically assigned.
Total annual cost of operating the water system Find	These costs include those for operations, maintenance and any annually incurred costs for long-term upkeep of the drinking water supply and distribution system. It should include the costs of day-to-day upkeep and long-term financing such as repayment of capital bonds for infrastructure expansion or improvement. Typical costs include employee salaries and benefits, materials, equipment, insurance, fees, administrative costs and all other costs that exist to sustain the drinking water supply. Depending upon water utility accounting procedures or regulatory agency requirements, it may be appropriate to include depreciation in the total of this cost. This cost should not include any costs to operate wastewater, biosolids or other systems outside of drinking water.
Unauthorized consumption Find	Includes water illegally withdrawn from fire hydrants, illegal connections, bypasses to customer consumption meters, or tampering with metering or meter reading equipment; as well as any other ways to receive water while thwarting the water utility's ability to collect revenue for the water. Unauthorized consumption results in uncaptured revenue and creates an error that understates customer consumption. In most water utilities this volume is low and, if the water auditor has not yet gathered detailed data for these loss occurrences, it is recommended that the auditor apply a default value of 0.25% of the volume of water supplied. However, if the auditor has investigated unauthorized occurrences, and has well validated data that indicates the volume from unauthorized consumption is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations. Note that a value of zero will not be accepted since all water utilities have some volume of unauthorized consumption occurring in their system. Note: if the auditor selects the default value for unauthorized consumption, a data grading of 5 is automatically assigned, but not displayed on the Reporting Worksheet.
Unavoidable Annual Real Losses (UARL) Find	UARL (gallons)=(5.41Lm + 0.15Nc + 7.5Lc) xP, or UARL (litres)=(18.0Lm + 0.8Nc + 25.0Lc) xP where: Lm = length of mains (miles or kilometres) Nc = number of customer service connections Lp = the average distance of customer service connection piping (feet or metres) (see the Worksheet "Service Connection Diagram" for guidance on deterring the value of Lp) Lc = total length of customer service connection piping (miles or km) Lc = Nc X Lp (miles or kilometres) P = Pressure (psi or metres) The UARL is a theoretical reference value representing the technical low limit of leakage that could be achieved if all of today's best technology could be successfully applied. It is a key variable in the calculation of the Infrastructure Leakage Index (ILI). Striving to reduce system leakage to a level close to the UARL is usually not needed unless the water supply is unusually expensive, scarce or both. NOTE: The UARL calculation has not yet been proven as fully valid for very small, or low pressure water distribution systems. If, in gallons: (Lm x 32) + Nc < 3000 or P <35psi in litres: (Lm x 20) + Nc < 3000 or P < 25m then the calculated UARL value may not be valid. The software does not display a value of UARL or ILI if either of these conditions is true.

Item Name	Description
Unbilled Authorized Consumption	All consumption that is unbilled, but still authorized by the utility. This includes Unbilled Metered Consumption + Unbilled Unmetered Consumption. See "Authorized Consumption" for more information. For Unbilled Unmetered Consumption, the Free Water Audit Software provides the auditor the option to select a default value if they have not audited unmetered activities in detail. The default calculates a volume that is 1.25% of the Water Supplied volume. If the auditor has carefully audited the various unbilled, unmetered, authorized uses of water, and has established reliable estimates of this collective volume, then he or she may enter the volume directly for this component, and not use the default value.
Unbilled metered consumption Find	Metered consumption which is authorized by the water utility, but, for any reason, is deemed by utility policy to be unbilled. This might for example include metered water consumed by the utility itself in treatment or distribution operations, or metered water provided to civic institutions free of charge. **It does not include water supplied to neighboring utilities (water exported) which may be metered but not billed.**
Unbilled unmetered consumption Find	Any kind of Authorized Consumption which is neither billed or metered. This component typically includes water used in activities such as fire fighting, flushing of water mains and sewers, street cleaning, fire flow tests conducted by the water utility, etc. In most water utilities it is a small component which is very often substantially overestimated. **It does NOT include water supplied to neighboring utilities (water exported) which is unmetered and unbilled – an unlikely case.** This component has many sub-components of water use which are often tedious to identify and quantify. Because of this, and the fact that it is usually a small portion of the water supplied, it is recommended that the auditor apply the default value, which is 1.25% of the Water Supplied volume. Select the default percentage to enter this value. If the water utility has carefully audited the unbilled, unmetered activities occurring in the system, and has well validated data that gives a value substantially higher or lower than the default volume, then the auditor should enter their own volume. However the default approach is recommended for most water utilities. Note that a value of zero is not permitted, since all water utilities have some volume of water in this component occurring in their system.
Units and Conversions	The user may develop an audit based on one of three unit selections: 1) Million Gallons (US) 2) Megalitres (Thousand Cubic Metres) 3) Acre-feet Once this selection has been made in the instructions sheet, all calculations are made on the basis of the chosen units. Should the user wish to make additional conversions, a unit converter is provided below (use drop down menus to select units from the yellow unit boxes): Enter Units: 1 | Convert From… Million Gallons (US) = **Converts to…..** 3.06888329 Acre-feet (conversion factor = 3.06888328973723)
Use of Option Buttons	To use the default percent value choose this button To enter a value choose this button and enter the value in the cell to the right  **NOTE:** For Unbilled Unmetered Consumption, Unauthorized Consumption and Systematic Data Handling Errors, a recommended default value can be applied by selecting the Percent option. The default values are based on fixed percentages of Water Supplied or Billed Authorized Consumption and are recommended for use in this audit unless the auditor has well validated data for their system. Default values are shown by purple cells, as shown in the example above. If a default value is selected, the user does not need to grade the item; a grading value of 5 is automatically applied (however, this grade will not be displayed).
Variable production cost (applied to Real Losses) Find	The cost to produce and supply the next unit of water (e.g., $/million gallons). This cost is determined by calculating the summed unit costs for ground and surface water treatment and all power used for pumping from the source to the customer. It may also include other miscellaneous unit costs that apply to the production of drinking water. It should also include the unit cost of bulk water purchased as an import if applicable. It is common to apply this unit cost to the volume of Real Losses. However, if water resources are strained and the ability to meet future drinking water demands is in question, then the water auditor can be justified in applying the Customer Retail Rate to the Real Loss volume, rather than applying the Variable Production Cost. The Free Water Audit Software applies the Variable Production costs to Real Losses by default. However, the auditor has the option on the Reporting Worksheet to select the Customer Retail Cost as the basis for the Real Loss cost evaluation if the auditor determines that this is warranted.
Volume from own sources Find	The volume of water withdrawn (abstracted) from water resources (rivers, lakes, streams, wells, etc) controlled by the water utility, and then treated for potable water distribution. Most water audits are compiled for utility retail water distribution systems, so this volume should reflect the amount of treated drinking water that entered the distribution system. Often the volume of water measured at the effluent of the treatment works is slightly less than the volume measured at the raw water source, since some of the water is used in the treatment process. Thus, it is useful if flows are metered at the effluent of the treatment works. If metering exists only at the raw water source, an adjustment for water used in the treatment process should be included to account for water consumed in treatment operations such as filter backwashing, basin flushing and cleaning, etc. If the audit is conducted for a wholesale water agency that sells untreated water, then this quantity reflects the measure of the raw water, typically metered at the source.

Item Name	Description
Volume from own sources: Master meter and supply error adjustment Find	An estimate or measure of the degree of inaccuracy that exists in the master (production) meters measuring the annual Volume from own Sources, and any error in the data trail that exists to collect, store and report the summary production data. This adjustment is a weighted average number that represents the collective error for all master meters for all days of the audit year and any errors identified in the data trail. Meter error can occur in different ways. A meter or meters may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Data error can occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of inaccuracy in master meters and data errors in archival systems are common; thus a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration.
Water exported Find	The Water Exported volume is the bulk water conveyed and sold by the water utility to neighboring water systems that exists outside of their service area. Typically this water is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water utility that is selling the water: i.e. the exporter. If the water utility who is compiling the annual water audit sells bulk water in this manner, they are an exporter of water. Note: The Water Exported volume is sold to wholesale customers who are typically charged a wholesale rate that is different than retail rates charged to the retail customers existing within the service area. Many state regulatory agencies require that the Water Exported volume be reported to them as a quantity separate and distinct from the retail customer billed consumption. For these reasons - and others - the Water Exported volume is always quantified separately from Billed Authorized Consumption in the standard water audit. **Be certain not to "double-count" this quantity by including it in both the Water Exported box and the Billed Metered Consumption box of the water audit Reporting Worksheet. This volume should be included only in the Water Exported box.**
Water exported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Exported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived exported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of error in their metered data, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment. Corrections to data gaps or other errors found in the archived data should also be included as a portion of this meter error adjustment.
Water imported Find	The Water Imported volume is the bulk water purchased to become part of the Water Supplied volume. Typically this is water purchased from a neighboring water utility or regional water authority, and is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water supplier selling the water to the utility conducting the water audit. The water supplier selling the bulk water usually charges the receiving utility based upon a wholesale water rate.
Water imported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Imported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived imported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some level of meter inaccuracy, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived metered data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment.
WATER LOSSES Find	= apparent losses + real losses Water Losses are the difference between Water Supplied and Authorized Consumption. Water losses can be considered as a total volume for the whole system, or for partial systems such as transmission systems, pressure zones or district metered areas (DMA); if one of these configurations are the basis of the water audit.

AWWA Free Water Audit Software:
Determining Water Loss Standing

Water Audit Report for: Los Angeles County Waterworks District No. 40
Reporting Year: 2016 (1/2016 - 12/2016)
Data Validity Score: 61

Water Loss Control Planning Guide

Functional Focus Area	Water Audit Data Validity Level / Score				
	Level I (0-25)	**Level II** (26-50)	**Level III** (51-70)	**Level IV** (71-90)	**Level V** (91-100)
Audit Data Collection	Launch auditing and loss control team; address production metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations. Identify data gaps.	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs. Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc.	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or Automatic Meter Reading (AMR) system.	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process.	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon the Infrastructure Leakage Index (ILI) for performance comparisons for real losses (see below table)	Performance Benchmarking - ILI is meaningful in comparing real loss standing	Identify Best Practices/ Best in class - the ILI is very reliable as a real loss performance indicator for best in class service

For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.

Once data have been entered into the Reporting Worksheet, the performance indicators are automatically calculated. How does a water utility operator know how well his or her system is performing? The AWWA Water Loss Control Committee provided the following table to assist water utilities is gauging an approximate Infrastructure Leakage Index (ILI) that is appropriate for their water system and local conditions. The lower the amount of leakage and real losses that exist in the system, then the lower the ILI value will be.

Note: this table offers an approximate guideline for leakage reduction target-setting. The best means of setting such targets include performing an economic assessment of various loss control methods. However, this table is useful if such an assessment is not possible.

General Guidelines for Setting a Target ILI (without doing a full economic analysis of leakage control options)

Target ILI Range	Financial Considerations	Operational Considerations	Water Resources Considerations
1.0 - 3.0	Water resources are costly to develop or purchase; ability to increase revenues via water rates is greatly limited because of regulation or low ratepayer affordability.	Operating with system leakage above this level would require expansion of existing infrastructure and/or additional water resources to meet the demand.	Available resources are greatly limited and are very difficult and/or environmentally unsound to develop.
>3.0 -5.0	Water resources can be developed or purchased at reasonable expense; periodic water rate increases can be feasibly imposed and are tolerated by the customer population.	Existing water supply infrastructure capability is sufficient to meet long-term demand as long as reasonable leakage management controls are in place.	Water resources are believed to be sufficient to meet long-term needs, but demand management interventions (leakage management, water conservation) are included in the long-term planning.
>5.0 - 8.0	Cost to purchase or obtain/treat water is low, as are rates charged to customers.	Superior reliability, capacity and integrity of the water supply infrastructure make it relatively immune to supply shortages.	Water resources are plentiful, reliable, and easily extracted.
Greater than 8.0	Although operational and financial considerations may allow a long-term ILI greater than 8.0, such a level of leakage is not an effective utilization of water as a resource. Setting a target level greater than 8.0 - other than as an incremental goal to a smaller long-term target - is discouraged.		
Less than 1.0	If the calculated Infrastructure Leakage Index (ILI) value for your system is 1.0 or less, two possibilities exist. a) you are maintaining your leakage at low levels in a class with the top worldwide performers in leakage control. b) A portion of your data may be flawed, causing your losses to be greatly understated. This is likely if you calculate a low ILI value but do not employ extensive leakage control practices in your operations. In such cases it is beneficial to validate the data by performing field measurements to confirm the accuracy of production and customer meters, or to identify any other potential sources of error in the data.		

AWWA Free Water Audit Software v5.0

This spreadsheet-based water audit tool is designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. It provides a "top-down" summary water audit format, and is not meant to take the place of a full-scale, comprehensive water audit format.

Auditors are strongly encouraged to refer to the most current edition of AWWA M36 Manual for Water Audits for detailed guidance on the water auditing process and targetting loss reduction levels

The spreadsheet contains several separate worksheets. Sheets can be accessed using the tabs towards the bottom of the screen, or by clicking the buttons below.

Please begin by providing the following information

Name of Contact Person:	Kirk Allen
Email Address:	kallen@dpw.lacounty.gov
Telephone | Ext.:	(626) 300-3389
Name of City / Utility:	Los Angeles County Waterworks District No. 40
City/Town/Municipality:	Lancaster/Palmdale
State / Province:	California (CA)
Country:	United States
Year:	2017 Calendar Year
Audit Preparation Date:	7/2/2018
Volume Reporting Units:	Acre-feet
PWSID / Other ID:	

The following guidance will help you complete the Audit

All audit data are entered on the ***Reporting Worksheet***

- Value can be entered by user
- Value calculated based on input data
- These cells contain recommended default values

Use of Option (Radio) Buttons: Pcnt: 0.25% Value:

Select the default percentage by choosing the option button on the left

To enter a value, choose this button and enter a value in the cell to the right

The following worksheets are available by clicking the buttons below or selecting the tabs along the bottom of the page

Instructions
The current sheet. Enter contact information and basic audit details (year, units etc)

Reporting Worksheet
Enter the required data on this worksheet to calculate the water balance and data grading

Comments
Enter comments to explain how values were calculated or to document data sources

Performance Indicators
Review the performance indicators to evaluate the results of the audit

Water Balance
The values entered in the Reporting Worksheet are used to populate the Water Balance

Dashboard
A graphical summary of the water balance and Non-Revenue Water components

Grading Matrix
Presents the possible grading options for each input component of the audit

Service Connection Diagram
Diagrams depicting possible customer service connection line configurations

Definitions
Use this sheet to understand the terms used in the audit process

Loss Control Planning
Use this sheet to interpret the results of the audit validity score and performance indicators

Example Audits
Reporting Worksheet and Performance Indicators examples are shown for two validated audits

Acknowledgements
Acknowledgements for the AWWA Free Water Audit Software v5.0

If you have questions or comments regarding the software please contact us via email at: wlc@awwa.org

AWWA Free Water Audit Software:
Reporting Worksheet

WAS v5.0

? Click to access definition
+ Click to add a comment

Water Audit Report for: Los Angeles County Waterworks District No. 40
Reporting Year: 2017 (1/2017 - 12/2017)

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: ACRE-FEET PER YEAR

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

<---------- Enter grading in column 'E' and 'J' ---------->

Master Meter and Supply Error Adjustments

WATER SUPPLIED

	Grading	Value		Grading	Pcnt:	Value:	
Volume from own sources:	5	17,396.850	acre-ft/yr	1			acre-ft/yr
Water imported:	3	26,946.460	acre-ft/yr	1			acre-ft/yr
Water exported:	n/a	0.000	acre-ft/yr				acre-ft/yr

Enter negative % or value for under-registration
Enter positive % or value for over-registration

WATER SUPPLIED: 44,343.310 acre-ft/yr

AUTHORIZED CONSUMPTION

Click here: ? for help using option buttons below

	Grading	Value		Pcnt:	Value:	
Billed metered:	7	41,014.630	acre-ft/yr			
Billed unmetered:	n/a	0.000	acre-ft/yr			
Unbilled metered:	n/a	0.000	acre-ft/yr			
Unbilled unmetered:	3	51.268	acre-ft/yr		51.268	acre-ft/yr

Use buttons to select percentage of water supplied **OR** value

AUTHORIZED CONSUMPTION: ? 41,065.898 acre-ft/yr

WATER LOSSES (Water Supplied - Authorized Consumption) 3,277.412 acre-ft/yr

Apparent Losses

				Pcnt:	Value:	
Unauthorized consumption:		110.858	acre-ft/yr	0.25%		acre-ft/yr

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies:	7	2,299.690	acre-ft/yr		2,299.690	acre-ft/yr
Systematic data handling errors:		102.537	acre-ft/yr	0.25%		acre-ft/yr

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses: ? 2,513.085 acre-ft/yr

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: ? 764.327 acre-ft/yr

WATER LOSSES: 3,277.412 acre-ft/yr

NON-REVENUE WATER

NON-REVENUE WATER: ? 3,328.680 acre-ft/yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

	Grading	Value	
Length of mains:	9	1,061.3	miles
Number of active AND inactive service connections:	10	57,311	
Service connection density:		54	conn./mile main

Are customer meters typically located at the curbstop or property line? Yes

Average length of customer service line: (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure: 5 60.0 psi

COST DATA

	Grading	Value	
Total annual cost of operating water system:	10	$47,384,430	$/Year
Customer retail unit cost (applied to Apparent Losses):	9	$1.86	$/100 cubic feet (ccf)
Variable production cost (applied to Real Losses):	7	$411.51	$/acre-ft

☐ Use Customer Retail Unit Cost to value real losses

WATER AUDIT DATA VALIDITY SCORE:

***** YOUR SCORE IS: 61 out of 100 *****

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Water imported
2: Volume from own sources
3: Billed metered

AWWA Free Water Audit Software:
System Attributes and Performance Indicators

Water Audit Report for: Los Angeles County Waterworks District No. 40
Reporting Year: 2017 | 1/2017 - 12/2017

*** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 61 out of 100 ***

System Attributes:

	Apparent Losses:	2,513.085	acre-ft/yr
+	Real Losses:	764.327	acre-ft/yr
=	**Water Losses:**	**3,277.412**	acre-ft/yr
?	Unavoidable Annual Real Losses (UARL):	963.64	acre-ft/yr
	Annual cost of Apparent Losses:	$2,036,142	
	Annual cost of Real Losses:	$314,528	Valued at **Variable Production Cost**

Return to Reporting Worksheet to change this assumpiton

Performance Indicators:

Financial:	Non-revenue water as percent by volume of Water Supplied:	7.5%	
	Non-revenue water as percent by cost of operating system:	5.0%	Real Losses valued at Variable Production Cost
Operational Efficiency:	Apparent Losses per service connection per day:	39.15	gallons/connection/day
	Real Losses per service connection per day:	11.91	gallons/connection/day
	Real Losses per length of main per day*:	N/A	
	Real Losses per service connection per day per psi pressure:	0.20	gallons/connection/day/psi
	From Above, Real Losses = Current Annual Real Losses (CARL):	764.33	acre-feet/year
?	Infrastructure Leakage Index (ILI) [CARL/UARL]:	0.79	

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline

AWWA Free Water Audit Software: Water Balance

WAS v5.0

American Water Works Association.

Water Audit Report for:	Los Angeles County Waterworks District No. 40	
Reporting Year:	2017	1/2017 - 12/2017
Data Validity Score:	61	

		Water Exported *0.000*			Billed Water Exported	Revenue Water 0.000
Own Sources (Adjusted for known errors) *17,396.850*	System Input *44,343.310*	Water Supplied *44,343.310*	Authorized Consumption *41,065.898*	Billed Authorized Consumption *41,014.630*	Billed Metered Consumption (water exported is removed) *41,014.630*	Revenue Water 41,014.630
					Billed Unmetered Consumption *0.000*	
				Unbilled Authorized Consumption *51.268*	Unbilled Metered Consumption *0.000*	Non-Revenue Water (NRW) 3,328.680
					Unbilled Unmetered Consumption *51.268*	
			Water Losses *3,277.412*	Apparent Losses *2,513.085*	Unauthorized Consumption *110.858*	
					Customer Metering Inaccuracies *2,299.690*	
					Systematic Data Handling Errors *102.537*	
Water Imported *26,946.460*				Real Losses *764.327*	Leakage on Transmission and/or Distribution Mains *Not broken down*	
					Leakage and Overflows at Utility's Storage Tanks *Not broken down*	
					Leakage on Service Connections *Not broken down*	

AWWA Free Water Audit Software:
Dashboard

WAS v5.0

The graphic below is a visual representation of the Water Balance with bar heights propotional to the volume of the audit components

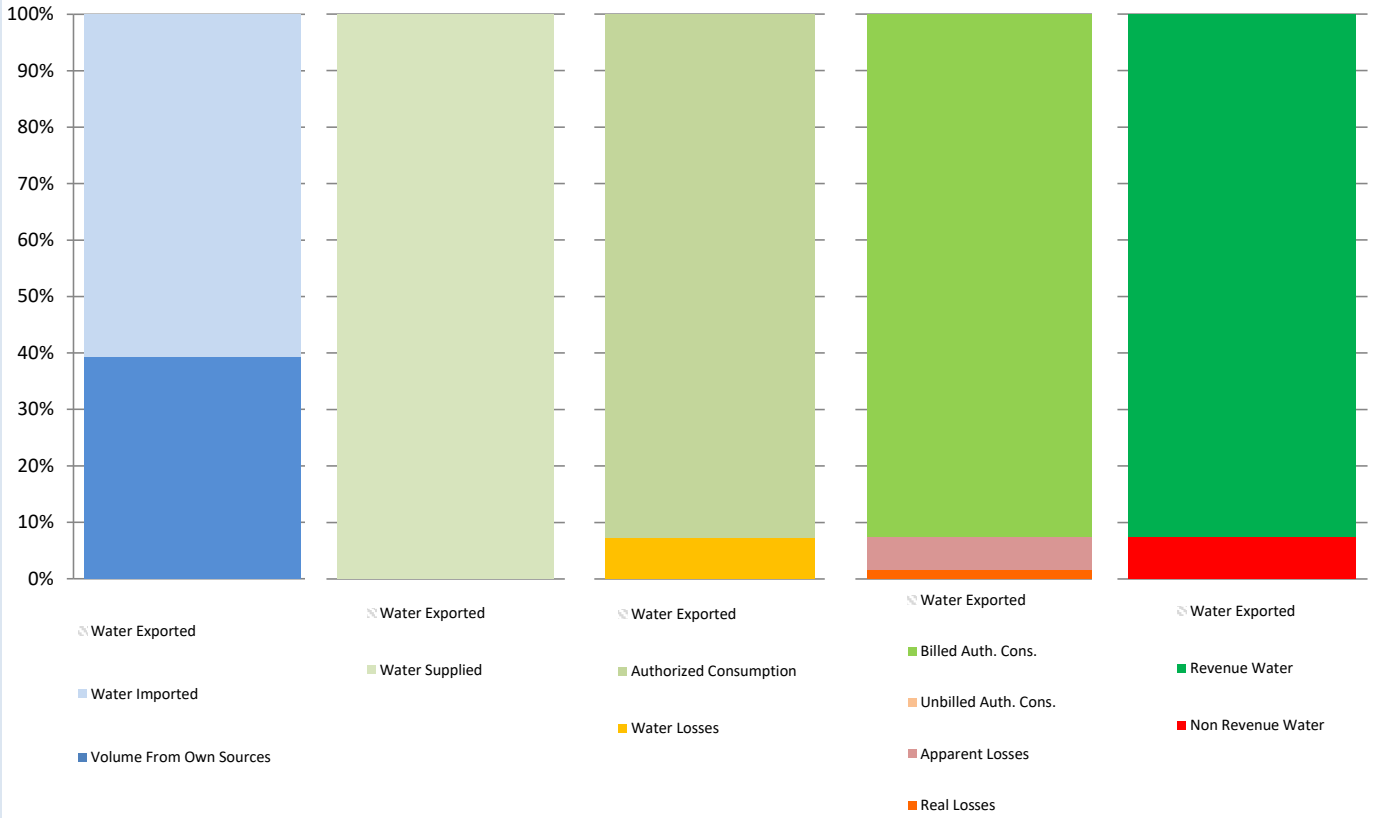
Water Audit Report for: Los Angeles County Waterworks District No. 40

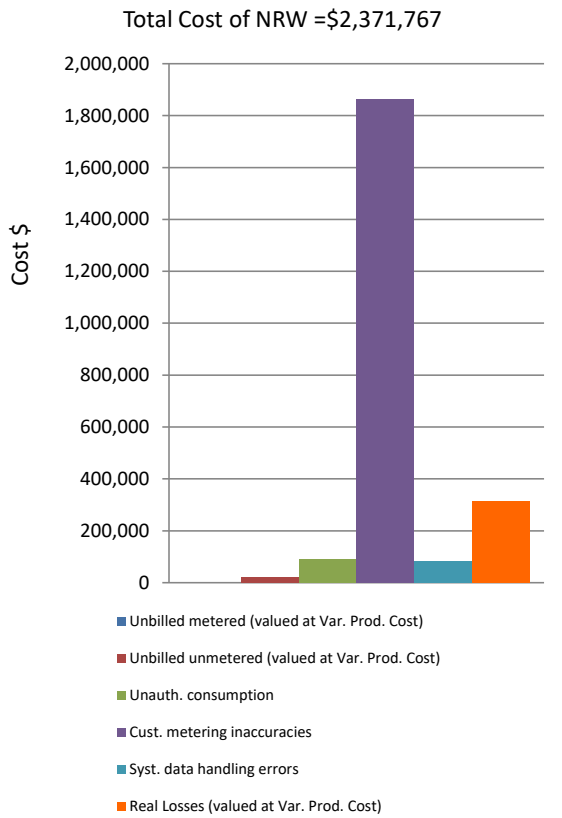
Reporting Year: 2017 | 1/2017 - 12/2017

Data Validity Score: 61

○ Show me the VOLUME of Non-Revenue Water

◉ Show me the COST of Non-Revenue Water





AWWA Free Water Audit Software: Grading Matrix

WAS 5.0

The grading assigned to each audit component and the corresponding recommended improvements and actions are highlighted in yellow. Audit accuracy is likely to be improved by prioritizing those items shown in red

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
WATER SUPPLIED											
Volume from own sources:	Select this grading only if the water utility purchases/imports all of its water resources (i.e. has no sources of its own)	Less than 25% of water production sources are metered, remaining sources are estimated. No regular meter accuracy testing or electronic calibration conducted.	25% - 50% of treated water production sources are metered; other sources estimated. No regular meter accuracy testing or electronic calibration conducted.	Conditions between 2 and 4	50% - 75% of treated water production sources are metered, other sources estimated. Occasional meter accuracy testing or electronic calibration conducted.	Conditions between 4 and 6	At least 75% of treated water production sources are metered, or at least 90% of the source flow is derived from metered sources. Meter accuracy testing and/or electronic calibration of related instrumentation is conducted annually. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of treated water production sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of treated water production sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually, with less than 10% found outside of +/- 3% accuracy. Procedures are reviewed by a third party knowledgeable in the M36 methodology.
Improvements to attain higher data grading for "Volume from own Sources" component:		to qualify for 2: Organize and launch efforts to collect data for determining volume from own sources	to qualify for 4: Locate all water production sources on maps and in the field, launch meter accuracy testing for existing meters, begin to install meters on unmetered water production sources and replace any obsolete/defective meters.		to qualify for 6: Formalize annual meter accuracy testing for all source meters; specify the frequency of testing. Complete installation of meters on unmetered water production sources and complete replacement of all obsolete/defective meters.		to qualify for 8: Conduct annual meter accuracy testing and calibration of related instrumentation on all meter installations on a regular basis. Complete project to install new, or replace defective existing, meters so that entire production meter population is metered. Repair or replace meters outside of +/- 6% accuracy.		to qualify for 10: Maintain annual meter accuracy testing and calibration of related instrumentation for all meter installations. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to further improve meter accuracy.		to maintain 10: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.
Volume from own sources master meter and supply error adjustment:	Select n/a only if the water utility fails to have meters on its sources of supply	Inventory information on meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined	No automatic datalogging of production volumes; daily readings are scribed on paper records without any accountability controls. Flows are not balanced across the water distribution system: tank/storage elevation changes are not employed in calculating the "Volume from own sources" component and archived flow data is adjusted only when grossly evident data error occurs.	Conditions between 2 and 4	Production meter data is logged automatically in electronic format and reviewed at least on a monthly basis with necessary corrections implemented. "Volume from own sources" tabulations include estimate of daily changes in tanks/storage facilities. Meter data is adjusted when gross data errors occur, or occasional meter testing deems this necessary.	Conditions between 4 and 6	Hourly production meter data logged automatically & reviewed on at least a weekly basis. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and/or error is confirmed by meter accuracy testing. Tank/storage facility elevation changes are automatically used in calculating a balanced "Volume from own sources" component, and data gaps in the archived data are corrected on at least a weekly basis.	Conditions between 6 and 8	Continuous production meter data is logged automatically & reviewed each business day. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and/or results of meter accuracy testing. Tank/storage facility elevation changes are automatically used in "Volume from own sources" tabulations and data gaps in the archived data are corrected on a daily basis.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically balances flows from all sources and storages; results are reviewed each business day. Tight accountability controls ensure that all data gaps that occur in the archived flow data are quickly detected and corrected. Regular calibrations between SCADA and sources meters ensures minimal data transfer error.
Improvements to attain higher data grading for "Master meter and supply error adjustment" component:		to qualify for 2: Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature.	to qualify for 4: Install automatic datalogging equipment on production meters. Complete installation of level instrumentation at all tanks/storage facilities and include tank level data in automatic calculation routine in a computerized system. Construct a computerized listing or spreadsheet to archive input volumes, tank/storage volume changes and import/export flows in order to determine the composite "Water Supplied" volume for the distribution system. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps.		to qualify for 6: Refine computerized data collection and archive to include hourly production meter data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Use daily net storage change to balance flows in calculating "Water Supplied" volume. Necessary corrections to data errors are implemented on a weekly basis.		to qualify for 8: Ensure that all flow data is collected and archived on at least an hourly basis. All data is reviewed and detected errors corrected each business day. Tank/storage levels variations are employed in calculating balanced "Water Supplied" component. Adjust production meter data for gross error and inaccuracy confirmed by testing.		to qualify for 10: Link all production and tank/storage facility elevation change data to a Supervisory Control & Data Acquisition (SCADA) System, or similar computerized monitoring/control system, and establish automatic flow balancing algorithm and regularly calibrate between SCADA and source meters. Data is reviewed and corrected each business day.		to maintain 10: Monitor meter innovations for development of more accurate and less expensive flowmeters. Continue to replace or repair meters as they perform outside of desired accuracy limits. Stay abreast of new and more accurate water level instruments to better record tank/storage levels and archive the variations in storage volume. Keep current with SCADA and data management systems to ensure that archived data is well-managed and error free.
Water Imported:	Select n/a if the water utility's supply is exclusively from its own water resources (no bulk purchased/ imported water)	Less than 25% of imported water sources are metered, remaining sources are estimated. No regular meter accuracy testing.	25% - 50% of imported water sources are metered; other sources estimated. No regular meter accuracy testing.	Conditions between 2 and 4	50% - 75% of imported water sources are metered, other sources estimated. Occasional meter accuracy testing conducted.	Conditions between 4 and 6	At least 75% of imported water sources are metered, meter accuracy testing and/or electronic calibration of related instrumentation is conducted annually for all meter installations. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of imported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of imported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually for all meter installations, with less than 10% of accuracy tests found outside of +/- 3% accuracy.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Water Imported Volume" component: (*Note: usually the water supplier selling the water - "the Exporter" - to the utility being audited is responsible to maintain the metering installation measuring the imported volume. The utility should coordinate carefully with the Exporter to ensure that adequate meter upkeep takes place and an accurate measure of the Water Imported volume is quantified.*)		<u>to qualify for 2:</u> Review bulk water purchase agreements with partner suppliers; confirm requirements for use and maintenance of accurate metering. Identify needs for new or replacement meters with goal to meter all imported water sources.	<u>To qualify for 4:</u> Locate all imported water sources on maps and in the field, launch meter accuracy testing for existing meters, begin to install meters on unmetered imported water interconnections and replace obsolete/defective meters.		<u>to qualify for 6:</u> Formalize annual meter accuracy testing for all imported water meters, planning for both regular meter accuracy testing and calibration of the related instrumentation. Continue installation of meters on unmetered imported water interconnections and replacement of obsolete/defective meters.		<u>to qualify for 8:</u> Complete project to install new, or replace defective, meters on all imported water interconnections. Maintain annual meter accuracy testing for all imported water meters and conduct calibration of related instrumentation at least annually. Repair or replace meters outside of +/- 6% accuracy.		<u>to qualify for 10:</u> Conduct meter accuracy testing for all meters on a semi-annual basis, along with calibration of all related instrumentation. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to improve meter accuracy.		<u>to maintain 10:</u> Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Continue to conduct calibration of related instrumentation on a semi-annual basis. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.
Water imported master meter and supply error adjustment:	Select n/a if the Imported water supply is unmetered, with Imported water quantities estimated on the billing invoices sent by the Exporter to the purchasing Utility.	Inventory information on imported meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined Written agreement(s) with water Exporter(s) are missing or written in vague language concerning meter management and testing.	No automatic datalogging of imported supply volumes; daily readings are scribed on paper records without any accountability controls to confirm data accuracy and the absence of errors and data gaps in recorded volumes. Written agreement requires meter accuracy testing but is vague on the details of how and who conducts the testing.	Conditions between 2 and 4	Imported supply metered flow data is logged automatically in electronic format and reviewed at least on a monthly basis by the Exporter with necessary corrections implemented. Meter data is adjusted by the Exporter when gross data errors are detected. A coherent data trail exists for this process to protect both the selling and the purchasing Utility. Written agreement exists and clearly states requirements and roles for meter accuracy testing and data management.	Conditions between 4 and 6	Hourly Imported supply metered data is logged automatically & reviewed on at least a weekly basis by the Exporter. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and to correct for error confirmed by meter accuracy testing. Any data gaps in the archived data are detected and corrected during the weekly review. A coherent data trail exists for this process to protect both the selling and the purchasing Utility.	Conditions between 6 and 8	Continuous Imported supply metered flow data is logged automatically & reviewed each business day by the Exporter. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and/or results of meter accuracy testing. Any data errors/gaps are detected and corrected on a daily basis. A data trail exists for the process to protect both the selling and the purchasing Utility.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically records data which is reviewed each business day by the Exporter. Tight accountability controls ensure that all error/data gaps that occur in the archived flow data are quickly detected and corrected. A reliable data trail exists and contract provisions for meter testing and data management are reviewed by the selling and purchasing Utility at least once every five years.
Improvements to attain higher data grading for "Water imported master meter and supply error adjustment" component:		<u>to qualify for 2:</u> Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature. Review the written agreement between the selling and purchasing Utility.	<u>to qualify for 4:</u> Install automatic datalogging equipment on Imported supply meters. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps. Launch discussions with the Exporters to jointly review terms of the written agreements regarding meter accuracy testing and data management; revise the terms as necessary.		<u>to qualify for 6:</u> Refine computerized data collection and archive to include hourly Imported supply metered flow data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Make necessary corrections to errors/data errors on a weekly basis.		<u>to qualify for 8:</u> Ensure that all Imported supply metered flow data is collected and archived on at least an hourly basis. All data is reviewed and errors/data gaps are corrected each business day.		<u>to qualify for 10:</u> Conduct accountability checks to confirm that all Imported supply metered data is reviewed and corrected each business day by the Exporter. Results of all meter accuracy tests and data corrections should be available for sharing between the Exporter and the purchasing Utility. Establish a schedule for a regular review and updating of the contractual language in the written agreement between the selling and the purchasing Utility; at least every five years.		<u>to maintain 10:</u> Monitor meter innovations for development of more accurate and less expensive flowmeters; work with the Exporter to help identify meter replacement needs. Keep communication lines with Exporters open and maintain productive relations. Keep the written agreement current with clear and explicit language that meets the ongoing needs of all parties.
Water Exported:	Select n/a if the water utility sells no bulk water to neighboring water utilities (no exported water sales)	Less than 25% of exported water sources are metered, remaining sources are estimated. No regular meter accuracy testing.	25% - 50% of exported water sources are metered; other sources estimated. No regular meter accuracy testing.	Conditions between 2 and 4	50% - 75% of exported water sources are metered, other sources estimated. Occasional meter accuracy testing conducted.	Conditions between 4 and 6	At least 75% of exported water sources are metered, meter accuracy testing and/or electronic calibration conducted annually. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of exported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of exported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually for all meter installations, with less than 10% of accuracy tests found outside of +/- 3% accuracy.
Improvements to attain higher data grading for "Water Exported Volume" component: (*Note: usually, if the water utility being audited sells (Exports) water to a neighboring purchasing Utility, it is the responsibility of the utility exporting the water to maintain the metering installation measuring the Exported volume. The utility exporting the water should ensure that adequate meter upkeep takes place and an accurate measure of the Water Exported volume is quantified.*)		<u>to qualify for 2:</u> Review bulk water sales agreements with purchasing utilities; confirm requirements for use & upkeep of accurate metering. Identify needs to install new, or replace defective meters as needed.	<u>To qualify for 4:</u> Locate all exported water sources on maps and in field, launch meter accuracy testing for existing meters, begin to install meters on unmetered exported water interconnections and replace obsolete/defective meters		<u>to qualify for 6:</u> Formalize annual meter accuracy testing for all exported water meters. Continue installation of meters on unmetered exported water interconnections and replacement of obsolete/defective meters.		<u>to qualify for 8:</u> Complete project to install new, or replace defective, meters on all exported water interconnections. Maintain annual meter accuracy testing for all exported water meters. Repair or replace meters outside of +/- 6% accuracy.		<u>to qualify for 10:</u> Maintain annual meter accuracy testing for all meters. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to improve meter accuracy.		<u>to maintain 10:</u> Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Water exported master meter and supply error adjustment:	Select n/a only if the water utility fails to have meters on its exported supply interconnections.	Inventory information on exported meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined Written agreement(s) with the utility purchasing the water are missing or written in vague language concerning meter management and testing.	No automatic datalogging of exported supply volumes; daily readings are scribed on paper records without any accountability controls to confirm data accuracy and the absence of errors and data gaps in recorded volumes. Written agreement requires meter accuracy testing but is vague on the details of how and who conducts the testing.	Conditions between 2 and 4	Exported metered flow data is logged automatically in electronic format and reviewed at least on a monthly basis, with necessary corrections implemented. Meter data is adjusted by the utility selling (exporting) the water when gross data errors are detected. A coherent data trail exists for this process to protect both the utility exporting the water and the purchasing Utility. Written agreement exists and clearly states requirements and roles for meter accuracy testing and data management.	Conditions between 4 and 6	Hourly exported supply metered data is logged automatically & reviewed on at least a weekly basis by the utility selling the water. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and to correct for error found by meter accuracy testing. Any data gaps in the archived data are detected and corrected during the weekly review. A coherent data trail exists for this process to protect both the selling (exporting) utility and the purchasing Utility.	Conditions between 6 and 8	Continuous exported supply metered flow data is logged automatically & reviewed each business day by the utility selling (exporting) the water. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and any error confirmed by meter accuracy testing. Any data errors/gaps are detected and corrected on a daily basis. A data trail exists for the process to protect both the selling (exporting) Utility and the purchasing Utility.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically records data which is reviewed each business day by the utility selling (exporting) the water. Tight accountability controls ensure that all error/data gaps that occur in the archived flow data are quickly detected and corrected. A reliable data trail exists and contract provisions for meter testing and data management are reviewed by the selling Utility and purchasing Utility at least once every five years.
Improvements to attain higher data grading for "Water exported master meter and supply error adjustment" component:		to qualify for 2: Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature. Review the written agreement between the utility selling (exporting) the water and the purchasing Utility.	to qualify for 4: Install automatic datalogging equipment on exported supply meters. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps. Launch discussions with the purchasing utilities to jointly review terms of the written agreements regarding meter accuracy testing and data management; revise the terms as necessary.		to qualify for 6: Refine computerized data collection and archive to include hourly exported supply metered flow data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Make necessary corrections to errors/data errors on a weekly basis.		to qualify for 8: Ensure that all exported metered flow data is collected and archived on at least an hourly basis. All data is reviewed and errors/data gaps are corrected each business day.		to qualify for 10: Conduct accountability checks to confirm that all exported metered flow data is reviewed and corrected each business day by the utility selling the water. Results of all meter accuracy tests and data corrections should be available for sharing between the utility and the purchasing Utility. Establish a schedule for a regular review and updating of the contractual language in the written agreements with the purchasing utilities; at least every five years.		to maintain 10: Monitor meter innovations for development of more accurate and less expensive flowmeters; work with the purchasing utilities to help identify meter replacement needs. Keep communication lines with the purchasing utilities open and maintain productive relations. Keep the written agreement current with clear and explicit language that meets the ongoing needs of all parties.
AUTHORIZED CONSUMPTION											
Billed metered:	n/a (not applicable). Select n/a only if the entire customer population is not metered and is billed for water service on a flat or fixed rate basis. In such a case the volume entered must be zero.	Less than 50% of customers with volume-based billings from meter readings; flat or fixed rate billing exists for the majority of the customer population	At least 50% of customers with volume-based billing from meter reads; flat rate billing for others. Manual meter reading is conducted, with less than 50% meter read success rate, remainding accounts' consumption is estimated. Limited meter records, no regular meter testing or replacement. Billing data maintained on paper records, with no auditing.	Conditions between 2 and 4	At least 75% of customers with volume-based, billing from meter reads; flat or fixed rate billing for remaining accounts. Manual meter reading is conducted with at least 50% meter read success rate; consumption for accounts with failed reads is estimated. Purchase records verify age of customer meters; only very limited meter accuracy testing is conducted. Customer meters are replaced only upon complete failure. Computerized billing records exist, but only sporadic internal auditing conducted.	Conditions between 4 and 6	At least 90% of customers with volume-based billing from meter reads; consumption for remaining accounts is estimated. Manual customer meter reading gives at least 80% customer meter reading success rate; consumption for accounts with failed reads is estimated. Good customer meter records eixst, but only limited meter accuracy testing is conducted. Regular replacement is conducted for the oldest meters. Computerized billing records exist with annual auditing of summary statistics conducting by utility personnel.	Conditions between 6 and 8	At least 97% of customers exist with volume-based billing from meter reads. At least 90% customer meter reading success rate; or at least 80% read success rate with planning and budgeting for trials of Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) in one or more pilot areas. Good customer meter records. Regular meter accuracy testing guides replacement of statistically significant number of meters each year. Routine auditing of computerized billing records for global and detailed statistics occurs annually by utility personnel, and is verified by third party at least once every five years.	Conditions between 8 and 10	At least 99% of customers exist with volume-based billing from meter reads. At least 95% customer meter reading success rate; or minimum 80% meter reading success rate, with Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) trials underway. Statistically significant customer meter testing and replacement program in place on a continuous basis. Computerized billing with routine, detailed auditing, including field investigation of representative sample of accounts undertaken annually by utility personnel. Audit is conducted by third party auditors at least once every three years.
Improvements to attain higher data grading for "Billed Metered Consumption" component:	If n/a is selected because the customer meter population is unmetered, consider establishing a new policy to meter the customer population and employ water rates based upon metered volumes.	to qualify for 2: Conduct investigations or trials of customer meters to select appropriate meter models. Budget funding for meter installations. Investigate volume based water rate structures.	to qualify for 4: Purchase and install meters on unmetered accounts. Implement policies to improve meter reading success. Catalog meter information during meter read visits to identify age/model of existing meters. Test a minimal number of meters for accuracy. Install computerized billing system.		to qualify for 6: Purchase and install meters on unmetered accounts. Eliminate flat fee billing and establish appropriate water rate structure based upon measured consumption. Continue to achieve verifiable success in removing manual meter reading barriers. Expand meter accuracy testing. Launch regular meter replacement program. Launch a program of annual auditing of global billing statistics by utility personnel.		to qualify for 8: Purchase and install meters on unmetered accounts. If customer meter reading success rate is less than 97%, assess cost-effectiveness of Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system for portion or entire system; or otherwise achieve ongoing improvements in manual meter reading success rate to 97% or higher. Refine meter accuracy testing program. Set meter replacement goals based upon accuracy test results. Implement annual auditing of detailed billing records by utility personnel and implement third party auditing at least once every five years.		to qualify for 10: Purchase and install meters on unmetered accounts. Launch Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system trials if manual meter reading success rate of at least 99% is not achieved within a five-year program. Continue meter accuracy testing program. Conduct planning and budgeting for large scale meter replacement based upon meter life cycle analysis using cumulative flow target. Continue annual detailed billing data auditing by utility personnel and conduct third party auditing at least once every three years.		to maintain 10: Continue annual internal billing data auditing, and third party auditing at least every three years. Continue customer meter accuracy testing to ensure that accurate customer meter readings are obtained and entered as the basis for volume based billing. Stay abreast of improvements in Automatic Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) and information management. Plan and budget for justified upgrades in metering, meter reading and billing data management to maintain very high accuracy in customer metering and billing.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Billed unmetered:	Select n/a if it is the policy of the water utility to meter all customer connections and it has been confirmed by detailed auditing that all customers do indeed have a water meter; i.e. no intentionally unmetered accounts exist	Water utility policy does <u>not</u> require customer metering; flat or fixed fee billing is employed. No data is collected on customer consumption. The only estimates of customer population consumption available are derived from data estimation methods using average fixture count multiplied by number of connections, or similar approach.	Water utility policy does <u>not</u> require customer metering; flat or fixed fee billing is employed. Some metered accounts exist in parts of the system (pilot areas or District Metered Areas) with consumption read periodically or recorded on portable dataloggers over one, three, or seven day periods. Data from these sample meters are used to infer consumption for the total customer population. Site specific estimation methods are used for unusual buildings/water uses.	Conditions between 2 and 4	Water utility policy <u>does</u> require metering and volume based billing in general. However, a liberal amount of exemptions and a lack of clearly written and communicated procedures result in up to 20% of billed accounts believed to be unmetered by exemption; or the water utility is in transition to becoming fully metered, and a large number of customers remain unmetered. A rough estimate of the annual consumption for all unmetered accounts is included in the annual water audit, with no inspection of individual unmetered accounts.	Conditions between 4 and 6	Water utility policy <u>does</u> require metering and volume based billing but established exemptions exist for a portion of accounts such as municipal buildings. As many as 15% of billed accounts are unmetered due to this exemption or meter installation difficulties. Only a group estimate of annual consumption for all unmetered accounts is included in the annual water audit, with no inspection of individual unmetered accounts.	Conditions between 6 and 8	Water utility policy <u>does</u> require metering and volume based billing for all customer accounts. However, less than 5% of billed accounts remain unmetered because meter installation is hindered by unusual circumstances. The goal is to minimize the number of unmetered accounts. Reliable estimates of consumption are obtained for these unmetered accounts via site specific estimation methods.	Conditions between 8 and 10	Water utility policy <u>does</u> require metering and volume based billing for all customer accounts. Less than 2% of billed accounts are unmetered and exist because meter installation is hindered by unusual circumstances. The goal exists to minimize the number of unmetered accounts to the extent that is economical. Reliable estimates of consumption are obtained at these accounts via site specific estimation methods.
Improvements to attain higher data grading for "Billed Unmetered Consumption" component:		<u>to qualify for 2</u>: Conduct research and evaluate cost/benefit of a new water utility policy to require metering of the customer population; thereby greatly reducing or eliminating unmetered accounts. Conduct pilot metering project by installing water meters in small sample of customer accounts and periodically reading the meters or datalogging the water consumption over one, three, or seven day periods.	<u>to qualify for 4</u>: Implement a new water utility policy requiring customer metering. Launch or expand pilot metering study to include several different meter types, which will provide data for economic assessment of full scale metering options. Assess sites with access difficulties to devise means to obtain water consumption volumes. Begin customer meter installation.		<u>to qualify for 6</u>: Refine policy and procedures to improve customer metering participation for all but solidly exempt accounts. Assign staff resources to review billing records to identify errant unmetered properties. Specify metering needs and funding requirements to install sufficient meters to significant reduce the number of unmetered accounts		<u>to qualify for 8</u>: Push to install customer meters on a full scale basis. Refine metering policy and procedures to ensure that all accounts, including municipal properties, are designated for meters. Plan special efforts to address "hard-to-access" accounts. Implement procedures to obtain a reliable consumption estimate for the remaining few unmetered accounts awaiting meter installation.		<u>to qualify for 10</u>: Continue customer meter installation throughout the service area, with a goal to minimize unmetered accounts. Sustain the effort to investigate accounts with access difficulties, and devise means to install water meters or otherwise measure water consumption.		<u>to maintain 10</u>: Continue to refine estimation methods for unmetered consumption and explore means to establish metering, for as many billed remaining unmetered accounts as is economically feasible.
Unbilled metered:	select n/a if all billing-exempt consumption is unmetered.	Billing practices exempt certain accounts, such as municipal buildings, but written policies do not exist; and a reliable count of unbilled metered accounts is unavailable. Meter upkeep and meter reading on these accounts is rare and not considered a priority. Due to poor recordkeeping and lack of auditing, water consumption for all such accounts is purely guesstimated.	Billing practices exempt certain accounts, such as municipal buildings, but only scattered, dated written directives exist to justify this practice. A reliable count of unbilled metered accounts is unavailable. Sporadic meter replacement and meter reading occurs on an as-needed basis. The total annual water consumption for all unbilled, metered accounts is estimated based upon approximating the number of accounts and assigning consumption from actively billed accounts of same meter size.	Conditions between 2 and 4	Dated written procedures permit billing exemption for specific accounts, such as municipal properties, but are unclear regarding certain other types of accounts. Meter reading is given low priority and is sporadic. Consumption is quantified from meter readings where available. The total number of unbilled, unmetered accounts must be estimated along with consumption volumes.	Conditions between 4 and 6	Written policies regarding billing exemptions exist but adherence in practice is questionable. Metering and meter reading for municipal buildings is reliable but sporadic for other unbilled metered accounts. Periodic auditing of such accounts is conducted. Water consumption is quantified directly from meter readings where available, but the majority of the consumption is estimated.	Conditions between 6 and 8	Written policy identifies the types of accounts granted a billing exemption. Customer meter management and meter reading are considered secondary priorities, but meter reading is conducted at least annually to obtain consumption volumes for the annual water audit. High level auditing of billing records ensures that a reliable census of such accounts exists.	Conditions between 8 and 10	Clearly written policy identifies the types of accounts given a billing exemption, with emphasis on keeping such accounts to a minimum. Customer meter management and meter reading for these accounts is given proper priority and is reliably conducted. Regular auditing confirms this. Total water consumption for these accounts is taken from reliable readings from accurate meters.
Improvements to attain higher data grading for "Unbilled Metered Consumption" component:		<u>to qualify for 2</u>: Reassess the water utility's policy allowing certain accounts to be granted a billing exemption. Draft an outline of a new written policy for billing exemptions, with clear justification as to why any accounts should be exempt from billing, and with the intention to keep the number of such accounts to a minimum.	<u>to qualify for 4</u>: Review historic written directives and policy documents allowing certain accounts to be billing-exempt. Draft an outline of a written policy for billing exemptions, identify criteria that grants an exemption, with a goal of keeping this number of accounts to a minimum. Consider increasing the priority of reading meters on unbilled accounts at least annually.		<u>to qualify for 6</u>: Draft a new written policy regarding billing exemptions based upon consensus criteria allowing this occurrence. Assign resources to audit meter records and billing records to obtain census of unbilled metered accounts. Gradually include a greater number of these metered accounts to the routes for regular meter reading.		<u>to qualify for 8</u>: Communicate billing exemption policy throughout the organization and implement procedures that ensure proper account management. Conduct inspections of accounts confirmed in unbilled metered status and verify that accurate meters exist and are scheduled for routine meter readings. Gradually increase the number of unbilled metered accounts that are included in regular meter reading routes.		<u>to qualify for 10</u>: Ensure that meter management (meter accuracy testing, meter replacement) and meter reading activities for unbilled accounts are accorded the same priority as billed accounts. Establish ongoing annual auditing process to ensure that water consumption is reliably collected and provided to the annual water audit process.		<u>to maintain 10</u>: Reassess the utility's philosophy in allowing any water uses to go "unbilled". It is possible to meter and bill all accounts, even if the fee charged for water consumption is discounted or waived. Metering and billing all accounts ensures that water consumption is tracked and water waste from plumbing leaks is detected and minimized.
Unbilled unmetered:		Extent of unbilled, unmetered consumption is unknown due to unclear policies and poor recordkeeping. Total consumption is quantified based upon a purely subjective estimate.	Clear extent of unbilled, unmetered consumption is unknown, but a number of events are randomly documented each year, confirming existence of such consumption, but without sufficient documentation to quantify an accurate estimate of the annual volume consumed.	Conditions between 2 and 4	Extent of unbilled, unmetered consumption is partially known, and procedures exist to document certain events such as miscellaneous fire hydrant uses. Formulae is used to quantify the consumption from such events (time running multiplied by typical flowrate, multiplied by number of events).	Default value of 1.25% of system input volume is employed	Coherent policies exist for some forms of unbilled, unmetered consumption but others await closer evaluation. Reasonable recordkeeping for the managed uses exists and allows for annual volumes to be quantified by inference, but unsupervised uses are guesstimated.	Conditions between 6 and 8	Clear policies and good recordkeeping exist for some uses (ex: water used in periodic testing of unmetered fire connections), but other uses (ex: miscellaneous uses of fire hydrants) have limited oversight. Total consumption is a mix of well quantified use such as from formulae (time running multiplied by typical flow, multiplied by number of events) or temporary meters, and relatively subjective estimates of less regulated use.	Conditions between 8 and 10	Clear policies exist to identify permitted use of water in unbilled, unmetered fashion, with the intention of minimizing this type of consumption. Good records document each occurrence and consumption is quantified via formulae (time running multiplied by typical flow, multiplied by number of events) or use of temporary meters.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Unbilled Unmetered Consumption" component:		to qualify for 5: Utilize the accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of this use. to qualify for 2: Establish a policy regarding what water uses should be allowed to remain as unbilled and unmetered. Consider tracking a small sample of one such use (ex: fire hydrant flushings).	to qualify for 5: Utilize accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of this use. to qualify for 4: Evaluate the documentation of events that have been observed. Meet with user groups (ex: for fire hydrants - fire departments, contractors to ascertain their need and/or volume requirements for water from fire hydrants).		to qualify for 5: Utilize accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of all such use. This is particularly appropriate for water utilities who are in the early stages of the water auditing process, and should focus on other components since the volume of unbilled, umetered consumption is usually a relatively small quatity component, and other larger-quantity components should take priority.	to qualify for 6 or greater: Finalize policy and begin to conduct field checks to better establish and quantify such usage. Proceed if top-down audit exists and/or a great volume of such use is suspected.	to qualify for 8: Assess water utility policy and procedures for various unmetered usages. For example, ensure that a policy exists and permits are issued for use of fire hydrants by persons outside of the utility. Create written procedures for use and documentation of fire hydrants by water utility personnel. Use same approach for other types of unbilled, unmetered water usage.		to qualify for 10: Refine written procedures to ensure that all uses of unbilled, unmetered water are overseen by a structured permitting process managed by water utility personnel. Reassess policy to determine if some of these uses have value in being converted to billed and/or metered status.		to maintain 10: Continue to refine policy and procedures with intention of reducing the number of allowable uses of water in unbilled and unmetered fashion. Any uses that can feasibly become billed and metered should be converted eventually.
APPARENT LOSSES											
Unauthorized consumption:		Extent of unauthorized consumption is unknown due to unclear policies and poor recordkeeping. Total unauthorized consumption is guesstimated.	Unauthorized consumption is a known occurrence, but its extent is a mystery. There are no requirements to document observed events, but periodic field reports capture some of these occurrences. Total unauthorized consumption is approximated from this limited data.	conditions between 2 and 4	Procedures exist to document some unauthorized consumption such as observed unauthorized fire hydrant openings. Use formulae to quantify this consumption (time running multiplied typical flowrate, multiplied by number of events).	Default value of 0.25% of volume of water supplied is employed	Coherent policies exist for some forms of unauthorized consumption (more than simply fire hydrant misuse) but others await closer evaluation. Reasonable surveillance and recordkeeping exist for occurrences that fall under the policy. Volumes quantified by inference from these records.	Conditions between 6 and 8	Clear policies and good auditable recordkeeping exist for certain events (ex: tampering with water meters, illegal bypasses of customer meters); but other occurrences have limited oversight. Total consumption is a combination of volumes from formulae (time x typical flow) and subjective estimates of unconfirmed consumption.	Conditions between 8 and 10	Clear policies exist to identify all known unauthorized uses of water. Staff and procedures exist to provide enforcement of policies and detect violations. Each occurrence is recorded and quantified via formulae (estimated time running multiplied by typical flow) or similar methods. All records and calculations should exist in a form that can be audited by a third party.
Improvements to attain higher data grading for "Unauthorized Consumption" component:		to qualify for 5: Use accepted default of 0.25% of volume of water supplied. to qualify for 2: Review utility policy regarding what water uses are considered unauthorized, and consider tracking a small sample of one such occurrence (ex: unauthorized fire hydrant openings)	to qualify for 5: Use accepted default of 0.25% of system input volume to qualify for 4: Review utility policy regarding what water uses are considered unauthorized, and consider tracking a small sample of one such occurrence (ex: unauthorized fire hydrant openings)		to qualify for 5: Utilize accepted default value of 0.25% of volume of water supplied as an expedient means to gain a reasonable quantification of all such use. This is particularly appropriate for water utilities who are in the early stages of the water auditing process.	to qualify for 6 or greater: Finalize policy updates to clearly identify the types of water consumption that are authorized from those usages that fall outside of this policy and are, therefore, unauthorized. Begin to conduct regular field checks. Proceed if the top-down audit already exists and/or a great volume of such use is suspected.	to quality for 8: Assess water utility policies to ensure that all known occurrences of unauthorized consumption are outlawed, and that appropriate penalties are prescribed. Create written procedures for detection and documentation of various occurrences of unauthorized consumption as they are uncovered.		to qualify for 10: Refine written procedures and assign staff to seek out likely occurrences of unauthorized consumption. Explore new locking devices, monitors and other technologies designed to detect and thwart unauthorized consumption.		to maintain 10: Continue to refine policy and procedures to eliminate any loopholes that allow or tacitly encourage unauthorized consumption. Continue to be vigilant in detection, documentation and enforcement efforts.
Customer metering inaccuracies:	select n/a only if the entire customer population is unmetered. In such a case the volume entered must be zero.	Customer meters exist, but with unorganized paper records on meters; no meter accuracy testing or meter replacement program for any size of retail meter. Metering workflow is driven chaotically with no proactive management. Loss volume due to aggregate meter inaccuracy is guesstimated.	Poor recordkeeping and meter oversight is recognized by water utility management who has allotted staff and funding resources to organize improved recordkeeping and start meter accuracy testing. Existing paper records gathered and organized to provide cursory disposition of meter population. Customer meters are tested for accuracy only upon customer request.	Conditions between 2 and 4	Reliable recordkeeping exists; meter information is improving as meters are replaced. Meter accuracy testing is conducted annually for a small number of meters (more than just customer requests, but less than 1% of inventory). A limited number of the oldest meters are replaced each year. Inaccuracy volume is largely an estimate, but refined based upon limited testing data.	Conditions between 4 and 6	A reliable electronic recordkeeping system for meters exists. The meter population includes a mix of new high performing meters and dated meters with suspect accuracy. Routine, but limited, meter accuracy testing and meter replacement occur. Inaccuracy volume is quantified using a mix of reliable and less certain data.	Conditions between 6 and 8	Ongoing meter replacement and accuracy testing result in highly accurate customer meter population. Testing is conducted on samples of meters of varying age and accumulated volume of throughput to determine optimum replacement time for various types of meters.	Ongoing meter replacement and accuracy testing result in highly accurate customer meter population. Statistically significant number of meters are tested in audit year. This testing is conducted on samples of meters of varying age and accumulated volume of throughput to determine optimum replacement time for these meters.	Good records of all active customer meters exist and include as a minimum: meter number, account number/location, type, size and manufacturer. Ongoing meter replacement occurs according to a targeted and justified basis. Regular meter accuracy testing gives a reliable measure of composite inaccuracy volume for the customer meter population. New metering technology is embraced to keep overall accuracy improving. Procedures are reviewed by a third party knowledgeable in the M36 methodology.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Customer meter inaccuracy volume" component:	If n/a is selected because the customer meter population is unmetered, consider establishing a new policy to meter the customer population and employ water rates based upon metered volumes.	to qualify for 2: Gather available meter purchase records. Conduct testing on a small number of meters believed to be the most inaccurate. Review staffing needs of the metering group and budget for necessary resources to better organize meter management.	to qualify for 4: Implement a reliable record keeping system for customer meter histories, preferably using electronic methods typically linked to, or part of, the Customer Billing System or Customer Information System. Expand meter accuracy testing to a larger group of meters.		to qualify for 6: Standardize the procedures for meter recordkeeping within an electronic information system. Accelerate meter accuracy testing and meter replacements guided by testing results.		to qualify for 8: Expand annual meter accuracy testing to evaluate a statistically significant number of meter makes/models. Expand meter replacement program to replace statistically significant number of poor performing meters each year.		to qualify for 9: Continue efforts to manage meter population with reliable recordkeeping. Test a statistically significant number of meters each year and analyze test results in an ongoing manner to serve as a basis for a target meter replacement strategy based upon accumulated volume throughput.	to qualify for 10: Continue efforts to manage meter population with reliable recordkeeping, meter testing and replacement. Evaluate new meter types and install one or more types in 5-10 customer accounts each year in order to pilot improving metering technology.	to maintain 10: Increase the number of meters tested and replaced as justified by meter accuracy test data. Continually monitor development of new metering technology and Advanced Metering Infrastructure (AMI) to grasp opportunities for greater accuracy in metering of water flow and management of customer consumption data.
Systematic Data Handling Errors:	Note: all water utilities incur some amount of this error. Even in water utilities with unmetered customer populations and fixed rate billing, errors occur in annual billing tabulations. Enter a positive value for the volume and select a grading.	Policies and procedures for activation of new customer water billing accounts are vague and lack accountability. Billing data is maintained on paper records which are not well organized. No auditing is conducted to confirm billing data handling efficiency. An unknown number of customers escape routine billing due to lack of billing process oversight.	Policy and procedures for activation of new customer accounts and oversight of billing records exist but need refinement. Billing data is maintained on paper records or insufficiently capable electronic database. Only periodic unstructured auditing work is conducted to confirm billing data handling efficiency. The volume of unbilled water due to billing lapses is a guess.	Conditions between 2 and 4	Policy and procedures for new account activation and oversight of billing operations exist but needs refinement. Computerized billing system exists, but is dated or lacks needed functionality. Periodic, limited internal audits conducted and confirm with approximate accuracy the consumption volumes lost to billing lapses.	Conditions between 4 and 6	Policy and procedures for new account activation and oversight of billing operations is adequate and reviewed periodically. Computerized billing system is in use with basic reporting available. Any effect of billing adjustments on measured consumption volumes is well understood. Internal checks of billing data error conducted annually. Reasonably accurate quantification of consumption volume lost to billing lapses is obtained.	Conditions between 6 and 8	New account activation and billing operations policy and procedures are reviewed at least biannually. Computerized billing system includes an array of reports to confirm billing data and system functionality. Checks are conducted routinely to flag and explain zero consumption accounts. Annual internal checks conducted with third party audit conducted at least once every five years. Accountability checks flag billing lapses. Consumption lost to billing lapses is well quantified and reducing year-by-year.	Conditions between 8 and 10	Sound written policy and procedures exist for new account activation and oversight of customer billing operations. Robust computerized billing system gives high functionality and reporting capabilities which are utilized, analyzed and the results reported each billing cycle. Assessment of policy and data handling errors are conducted internally and audited by third party at least once every three years, ensuring consumption lost to billing lapses is minimized and detected as it occurs.
Improvements to attain higher data grading for "Systematic Data Handling Error volume" component:		to qualify for 2: Draft written policy and procedures for activating new water billing accounts and oversight of billing operations. Investigate and budget for computerized customer billing system. Conduct initial audit of billing records by flow-charting the basic business processes of the customer account/billing function.	to qualify for 4: Finalize written policy and procedures for activation of new billing acocunts and overall billing operations management. Implement a computerized customer billing system. Conduct initial audit of billing records as part of this process.		to qualify for 6: Refine new account activation and billing operations procedures and ensure consistency with the utility policy regarding billing, and minimize opportunity for missed billings. Upgrade or replace customer billing system for needed functionality - ensure that billing adjustments don't corrupt the value of consumption volumes. Procedurize internal annual audit process.		to qualify for 8: Formalize regular review of new account activation process and general billing practices. Enhance reporting capability of computerized billing system. Formalize regular auditing process to reveal scope of data handling error. Plan for periodic third party audit to occur at least once every five years.		to qualify for 10: Close policy/procedure loopholes that allow some customer accounts to go unbilled, or data handling errors to exist. Ensure that billing system reports are utilized, analyzed and reported every billing cycle. Ensure that internal and third party audits are conducted at least once every three years.		to maintain 10: Stay abreast of customer information management developments and innovations. Monitor developments of Advanced Metering Infrastructure (AMI) and integrate technology to ensure that customer endpoint information is well-monitored and errors/lapses are at an economic minimum.
SYSTEM DATA											
Length of mains:		Poorly assembled and maintained paper as-built records of existing water main installations makes accurate determination of system pipe length impossible. Length of mains is guesstimated.	Paper records in poor or uncertain condition (no annual tracking of installations & abandonments). Poor procedures to ensure that new water mains installed by developers are accurately documented.	Conditions between 2 and 4	Sound written policy and procedures exist for documenting new water main installations, but gaps in management result in a uncertain degree of error in tabulation of mains length.	Conditions between 4 and 6	Sound written policy and procedures exist for permitting and commissioning new water mains. Highly accurate paper records with regular field validation; or electronic records and asset management system in good condition. Includes system backup.	Conditions between 6 and 8	Sound written policy and procedures exist for permitting and commissioning new water mains. Electronic recordkeeping such as a Geographical Information System (GIS) and asset management system are used to store and manage data.	Conditions between 8 and 10	Sound written policy exists for managing water mains extensions and replacements. Geographic Information System (GIS) data and asset management database agree and random field validation proves truth of databases. Records of annual field validation should be available for review.
Improvements to attain higher data grading for "Length of Water Mains" component:		to qualify for 2: Assign personnel to inventory current as-built records and compare with customer billing system records and highway plans in order to verify poorly documented pipelines. Assemble policy documents regarding permitting and documentation of water main installations by the utility and building developers; identify gaps in procedures that result in poor documentation of new water main installations.	to qualify for 4: Complete inventory of paper records of water main installations for several years prior to audit year. Review policy and procedures for commissioning and documenting new water main installation.		to qualify for 6: Finalize updates/improvements to written policy and procedures for permitting/commissioning new main installations. Confirm inventory of records for five years prior to audit year; correct any errors or omissions.		to qualify for 8: Launch random field checks of limited number of locations. Convert to electronic database such as a Geographic Information System (GIS) with backup as justified. Develop written policy and procedures.		to qualify for 10: Link Geographic Information System (GIS) and asset management databases, conduct field verification of data. Record field verification information at least annually.		to maintain 10: Continue with standardization and random field validation to improve the completeness and accuracy of the system.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Number of active AND inactive service connections:		Vague permitting (of new service connections) policy and poor paper recordkeeping of customer connections/billings result in suspect determination of the number of service connections, which may be 10-15% in error from actual count.	General permitting policy exists but paper records, procedural gaps, and weak oversight result in questionable total for number of connections, which may vary 5-10% of actual count.	Conditions between 2 and 4	Written account activation policy and procedures exist, but with some gaps in performance and oversight. Computerized information management system is being brought online to replace dated paper recordkeeping system. Reasonably accurate tracking of service connection installations & abandonments; but count can be up to 5% in error from actual total.	Conditions between 4 and 6	Written new account activation and overall billing policies and procedures are adequate and reviewed periodically. Computerized information management system is in use with annual installations & abandonments totaled. Very limited field verifications and audits. Error in count of number of service connections is believed to be no more than 3%.	Conditions between 6 and 8	Policies and procedures for new account activation and overall billing operations are written, well-structured and reviewed at least biannually. Well-managed computerized information management system exists and routine, periodic field checks and internal system audits are conducted. Counts of connections are no more than 2% in error.	Conditions between 8 and 10	Sound written policy and well managed and audited procedures ensure reliable management of service connection population. Computerized information management system, Customer Billing System, and Geographic Information System (GIS) information agree; field validation proves truth of databases. Count of connections recorded as being in error is less than 1% of the entire population.
Improvements to attain higher data grading for "Number of Active and Inactive Service Connections" component:	**Note: The number of Service Connections does <u>not</u> include fire hydrant leads/lines connecting the hydrant to the water main**	<u>to qualify for 2</u>: Draft new policy and procedures for new account activation and overall billing operations. Research and collect paper records of installations & abandonments for several years prior to audit year.	<u>to qualify for 4</u>: Refine policy and procedures for new account activation and overall billing operations. Research computerized recordkeeping system (Customer Information System or Customer Billing System) to improve documentation format for service connections.		<u>to qualify for 6</u>: Refine procedures to ensure consistency with new account activation and overall billing policy to establish new service connections or decommission existing connections. Improve process to include all totals for at least five years prior to audit year.		<u>to qualify for 8</u>: Formalize regular review of new account activation and overall billing operations policies and procedures. Launch random field checks of limited number of locations. Develop reports and auditing mechanisms for computerized information management system.		<u>to qualify for 10</u>: Close any procedural loopholes that allow installations to go undocumented. Link computerized information management system with Geographic Information System (GIS) and formalize field inspection and information system auditing processes. Documentation of new or decommissioned service connections encounters several levels of checks and balances.		<u>to maintain 10</u>: Continue with standardization and random field validation to improve knowledge of system.
Average length of customer service line:	Note: if customer water meters are located outside of the customer building next to the curb stop or boundary separating utility/customer responsibility, then the auditor should answer "Yes" to the question on the Reporting Worksheet asking about this. If the answer is Yes, the grading description listed under the Grading of 10(a) will be followed, with a value of zero automatically entered at a Grading of 10. See the Service Connection Diagram worksheet for a visual presentation of this distance.	Gradings 1-9 apply if customer properties are unmetered, if customer meters exist and are located inside the customer building premises, or if the water utility owns and is responsible for the entire service connection piping from the water main to the customer building. In any of these cases the average distance between the curb stop or boundary separating utility/customer responsibility for service connection piping, and the typical first point of use (ex: faucet) or the customer meter must be quantified. Gradings of 1-9 are used to grade the validity of the means to quantify this value. (See the "Service Connection Diagram" worksheet)									<u>Either of two conditions can be met for a grading of 10</u>: a) Customer water meters exist outside of customer buildings next to the curb stop or boundary separating utility/customer responsibility for service connection piping. If so, answer "Yes" to the question on the Reporting Working asking about this condition. A value of zero and a Grading of 10 are automatically entered in the Reporting Worksheet . b). Meters exist inside customer buildings, or properties are unmetered. In either case, answer "No" to the Reporting Worksheet question on meter location, and enter a distance determined by the auditor. For a Grading of 10 this value must be a very reliable number from a Geographic Information System (GIS) and confirmed by a statistically valid number of field checks.
		Vague policy exists to define the delineation of water utility ownership and customer ownership of the service connection piping. Curb stops are perceived as the breakpoint but these have not been well-maintained or documented. Most are buried or obscured. Their location varies widely from site-to-site, and estimating this distance is arbitrary due to the unknown location of many curb stops.	Policy requires that the curb stop serves as the delineation point between water utility ownership and customer ownership of the service connection piping. The piping from the water main to the curb stop is the property of the water utility; and the piping from the curb stop to the customer building is owned by the customer. Curb stop locations are not well documented and the average distance is based upon a limited number of locations measured in the field.	Conditions between 2 and 4	Good policy requires that the curb stop serves as the delineation point between water utility ownership and customer ownership of the service connection piping. Curb stops are generally installed as needed and are reasonably documented. Their location varies widely from site-to-site, and an estimate of this distance is hindered by the availability of paper records of limited accuracy.	Conditions between 4 and 6	Clear written policy exists to define utility/customer responsibility for service connection piping. Accurate, well-maintained paper or basic electronic recordkeeping system exists. Periodic field checks confirm piping lengths for a sample of customer properties.	Conditions between 6 and 8	Clearly worded policy standardizes the location of curb stops and meters, which are inspected upon installation. Accurate and well maintained electronic records exist with periodic field checks to confirm locations of service lines, curb stops and customer meter pits. An accurate number of customer properties from the customer billing system allows for reliable averaging of this length.	Conditions between 8 and 10	
Improvements to attain higher data grading for "Average Length of Customer Service Line" component:		<u>to qualify for 2</u>: Research and collect paper records of service line installations. Inspect several sites in the field using pipe locators to locate curb stops. Obtain the length of this small sample of connections in this manner.	<u>to qualify for 4</u>: Formalize and communicate policy delineating utility/customer responsibilities for service connection piping. Assess accuracy of paper records by field inspection of a small sample of service connections using pipe locators as needed. Research the potential migration to a computerized information management system to store service connection data.		<u>to qualify for 6</u>: Establish coherent procedures to ensure that policy for curb stop, meter installation and documentation is followed. Gain consensus within the water utility for the establishment of a computerized information management system.		<u>to qualify for 8</u>: Implement an electronic means of recordkeeping, typically via a customer information system, customer billing system, or Geographic Information System (GIS). Standardize the process to conduct field checks of a limited number of locations.		<u>to qualify for 10</u>: Link customer information management system and Geographic Information System (GIS), standardize process for field verification of data.		<u>to maintain 10</u>: Continue with standardization and random field validation to improve knowledge of service connection configurations and customer meter locations.
Average operating pressure:		Available records are poorly assembled and maintained paper records of supply pump characteristics and water distribution system operating conditions. Average pressure is guesstimated based upon this information and ground elevations from crude topographical maps. Widely varying distribution system pressures due to undulating terrain, high system head loss and weak/erratic pressure controls further compromise the validity of the average pressure calculation.	Limited telemetry monitoring of scattered pumping station and water storage tank sites provides some static pressure data, which is recorded in handwritten logbooks. Pressure data is gathered at individual sites only when low pressure complaints arise. Average pressure is determined by averaging relatively crude data, and is affected by significant variation in ground elevations, system head loss and gaps in pressure controls in the distribution system.	Conditions between 2 and 4	Effective pressure controls separate different pressure zones; moderate pressure variation across the system, occasional open boundary valves are discovered that breech pressure zones. Basic telemetry monitoring of the distribution system logs pressure data electronically. Pressure data gathered by gauges or dataloggers at fire hydrants or buildings when low pressure complaints arise, and during fire flow tests and system flushing. Reliable topographical data exists. Average pressure is calculated using this mix of data.	Conditions between 4 and 6	Reliable pressure controls separate distinct pressure zones; only very occasional open boundary valves are encountered that breech pressure zones. Well-covered telemetry monitoring of the distribution system (not just pumping at source treatment plants or wells) logs extensive pressure data electronically. Pressure gathered by gauges/dataloggers at fire hydrants and buildings when low pressure complaints arise, and during fire flow tests and system flushing. Average pressure is determined by using this mix of reliable data.	Conditions between 6 and 8	Well-managed, discrete pressure zones exist with generally predictable pressure fluctuations. A current full-scale SCADA System or similar realtime monitoring system exists to monitor the water distribution system and collect data, including real time pressure readings at representative sites across the system. The average system pressure is determined from reliable monitoring system data.	Conditions between 8 and 10	Well-managed pressure districts/zones, SCADA System and hydraulic model exist to give very precise pressure data across the water distribution system. Average system pressure is reliably calculated from extensive, reliable, and cross-checked data. Calculations are reported on an annual basis as a minimum.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Average Operating Pressure" component:		to qualify for 2: Employ pressure gauging and/or datalogging equipment to obtain pressure measurements from fire hydrants. Locate accurate topographical maps of service area in order to confirm ground elevations. Research pump data sheets to find pump pressure/flow characteristics	to qualify for 4: Formalize a procedure to use pressure gauging/datalogging equipment to gather pressure data during various system events such as low pressure complaints, or operational testing. Gather pump pressure and flow data at different flow regimes. Identify faulty pressure controls (pressure reducing valves, altitude valves, partially open boundary valves) and plan to properly configure pressure zones. Make all pressure data from these efforts available to generate system-wide average pressure.		to qualify for 6: Expand the use of pressure gauging/datalogging equipment to gather scattered pressure data at a representative set of sites, based upon pressure zones or areas. Utilize pump pressure and flow data to determine supply head entering each pressure zone or district. Correct any faulty pressure controls (pressure reducing valves, altitude valves, partially open boundary valves) to ensure properly configured pressure zones. Use expanded pressure dataset from these activities to generate system-wide average pressure.		to qualify for 8: Install a Supervisory Control and Data Acquisition (SCADA) System, or similar realtime monitoring system, to monitor system parameters and control operations. Set regular calibration schedule for instrumentation to insure data accuracy. Obtain accurate topographical data and utilize pressure data gathered from field surveys to provide extensive, reliable data for pressure averaging.		to qualify for 10: Annually, obtain a system-wide average pressure value from the hydraulic model of the distribution system that has been calibrated via field measurements in the water distribution system and confirmed in comparisons with SCADA System data.		to maintain 10: Continue to refine the hydraulic model of the distribution system and consider linking it with SCADA System for real-time pressure data calibration, and averaging.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
COST DATA											
Total annual cost of operating water system:		Incomplete paper records and lack of financial accounting documentation on many operating functions makes calculation of water system operating costs a pure guesstimate	Reasonably maintained, but incomplete, paper or electronic accounting provides data to estimate the major portion of water system operating costs.	Conditions between 2 and 4	Electronic, industry-standard cost accounting system in place. However, gaps in data are known to exist, periodic internal reviews are conducted but not a structured financial audit.	Conditions between 4 and 6	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited periodically by utility personnel, but not a Certified Public Accountant (CPA).	Conditions between 6 and 8	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited at least annually by utility personnel, and at least once every three years by third-party CPA.	Conditions between 8 and 10	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited annually by utility personnel and annually also by third-party CPA.
Improvements to attain higher data grading for "Total Annual Cost of Operating the Water System" component:		to qualify for 2: Gather available records, institute new financial accounting procedures to regularly collect and audit basic cost data of most important operations functions.	to qualify for 4: Implement an electronic cost accounting system, structured according to accounting standards for water utilities		to qualify for 6: Establish process for periodic internal audit of water system operating costs; identify cost data gaps and institute procedures for tracking these outstanding costs.		to qualify for 8: Standardize the process to conduct routine financial audit on an annual basis. Arrange for CPA audit of financial records at least once every three years.		to qualify for 10: Standardize the process to conduct a third-party financial audit by a CPA on an annual basis.		to maintain 10: Maintain program, stay abreast of expenses subject to erratic cost changes and long-term cost trend, and budget/track costs proactively
Customer retail unit cost (applied to Apparent Losses):	Customer population unmetered, and/or only a fixed fee is charged for consumption.	Antiquated, cumbersome water rate structure is used, with periodic historic amendments that were poorly documented and implemented; resulting in classes of customers being billed inconsistent charges. The actual composite billing rate likely differs significantly from the published water rate structure, but a lack of auditing leaves the degree of error indeterminate.	Dated, cumbersome water rate structure, not always employed consistently in actual billing operations. The actual composite billing rate is known to differ from the published water rate structure, and a reasonably accurate estimate of the degree of error is determined, allowing a composite billing rate to be quantified.	Conditions between 2 and 4	Straight-forward water rate structure in use, but not updated in several years. Billing operations reliably employ the rate structure. The composite billing rate is derived from a single customer class such as residential customer accounts, neglecting the effect of different rates from varying customer classes.	Conditions between 4 and 6	Clearly written, up-to-date water rate structure is in force and is applied reliably in billing operations. Composite customer rate is determined using a weighted average residential rate using volumes of water in each rate block.	Conditions between 6 and 8	Effective water rate structure is in force and is applied reliably in billing operations. Composite customer rate is determined using a weighted average composite consumption rate, which includes residential, commercial, industrial, institutional (CII), and any other distinct customer classes within the water rate structure.	Conditions between 8 and 10	Current, effective water rate structure is in force and applied reliably in billing operations. The rate structure and calculations of composite rate - which includes residential, commercial, industrial, institutional (CII), and other distinct customer classes - are reviewed by a third party knowledgeable in the M36 methodology at least once every five years.
Improvements to attain higher data grading for "Customer Retail Unit Cost" component:		to qualify for 2: Formalize the process to implement water rates, including a secure documentation procedure. Create a current, formal water rate document and gain approval from all stakeholders.	to qualify for 4: Review the water rate structure and update/formalize as needed. Assess billing operations to ensure that actual billing operations incorporate the established water rate structure.		to qualify for 6: Evaluate volume of water used in each usage block by residential users. Multiply volumes by full rate structure.	Launch effort to fully meter the customer population and charge rates based upon water volumes	to qualify for 8: Evaluate volume of water used in each usage block by all classifications of users. Multiply volumes by full rate structure.		to qualify for 10: Conduct a periodic third-party audit of water used in each usage block by all classifications of users. Multiply volumes by full rate structure.		to maintain 10: Keep water rate structure current in addressing the water utility's revenue needs. Update the calculation of the customer unit rate as new rate components, customer classes, or other components are modified.
Variable production cost (applied to Real Losses):	Note: if the water utility purchases/imports its entire water supply, then enter the unit purchase cost of the bulk water supply in the Reporting Worksheet with a grading of 10	Incomplete paper records and lack of documentation on primary operating functions (electric power and treatment costs most importantly) makes calculation of variable production costs a pure guesstimate	Reasonably maintained, but incomplete, paper or electronic accounting provides data to roughly estimate the basic operations costs (pumping power costs and treatment costs) and calculate a unit variable production cost.	Conditions between 2 and 4	Electronic, industry-standard cost accounting system in place. Electric power and treatment costs are reliably tracked and allow accurate weighted calculation of unit variable production costs based on these two inputs and water imported purchase costs (if applicable). All costs are audited internally on a periodic basis.	Conditions between 4 and 6	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Pertinent additional costs beyond power, treatment and water imported purchase costs (if applicable) such as liability, residuals management, wear and tear on equipment, impending expansion of supply, are included in the unit variable production cost, as applicable. The data is audited at least annually by utility personnel.	Conditions between 6 and 8	Reliable electronic, industry-standard cost accounting system in place, with all pertinent primary and secondary variable production and water imported purchase (if applicable) costs tracked. The data is audited at least annually by utility personnel, and at least once every three years by a third-party knowledgeable in the M36 methodology.	Conditions between 8 and 10	Either of two conditions can be met to obtain a grading of 10: 1) Third party CPA audit of all pertinent primary and secondary variable production and water imported purchase (if applicable) costs on an annual basis. or: 2) Water supply is entirely purchased as bulk water imported, and the unit purchase cost - including all applicable marginal supply costs - serves as the variable production cost. If all applicable marginal supply costs are not included in this figure, a grade of 10 should not be selected.
Improvements to attain higher data grading for "Variable Production Cost" component:		to qualify for 2: Gather available records, institute new procedures to regularly collect and audit basic cost data and most important operations functions.	to qualify for 4: Implement an electronic cost accounting system, structured according to accounting standards for water utilities		to qualify for 6: Formalize process for regular internal audits of production costs. Assess whether additional costs (liability, residuals management, equipment wear, impending infrastructure expansion) should be included to calculate a more representative variable production cost.		to qualify for 8: Formalize the accounting process to include direct cost components (power, treatment) as well as indirect cost components (liability, residuals management, etc.) Arrange to conduct audits by a knowledgable third-party at least once every three years.		to qualify for 10: Standardize the process to conduct a third-party financial audit by a CPA on an annual basis.		to maintain 10: Maintain program, stay abreast of expenses subject to erratic cost changes and budget/track costs proactively

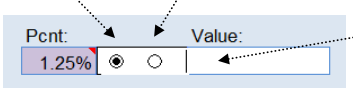
AWWA Free Water Audit Software: Definitions

WAS v5.0

Item Name	Description
Apparent Losses Find	= unauthorized consumption + customer metering inaccuracies + systematic data handling errors Apparent Losses include all types of inaccuracies associated with customer metering (worn meters as well as improperly sized meters or wrong type of meter for the water usage profile) as well as systematic data handling errors (meter reading, billing, archiving and reporting), plus unauthorized consumption (theft or illegal use). NOTE: Over-estimation of Apparent Losses results in under-estimation of Real Losses. Under-estimation of Apparent Losses results in over-estimation of Real Losses.
AUTHORIZED CONSUMPTION Find	= billed water exported + billed metered + billed unmetered + unbilled metered + unbilled unmetered consumption The volume of metered and/or unmetered water taken by registered customers, the water utility's own uses, and uses of others who are implicitly or explicitly authorized to do so by the water utility; for residential, commercial, industrial and public-minded purposes. Typical retail customers' consumption is tabulated usually from established customer accounts as billed metered consumption, or - for unmetered customers - billed unmetered consumption. These types of consumption, along with billed water exported, provide revenue potential for the water utility. **Be certain to tabulate the water exported volume as a separate component and do not "double-count" it by including in the billed metered consumption component as well as the water exported component.** Unbilled authorized consumption occurs typically in non-account uses, including water for fire fighting and training, flushing of water mains and sewers, street cleaning, watering of municipal gardens, public fountains, or similar public-minded uses. Occasionally these uses may be metered and billed (or charged a flat fee), but usually they are unmetered and unbilled. In the latter case, the water auditor may use a default value to estimate this quantity, or implement procedures for the reliable quantification of these uses. This starts with documenting usage events as they occur and estimating the amount of water used in each event. (See Unbilled unmetered consumption)
View Service Connection Diagram **Average length of customer service line** Find	This is the average length of customer service line, Lp, that is owned and maintained by the customer; from the point of ownership transfer to the customer water meter, or building line (if unmetered). The quantity is one of the data inputs for the calculation of Unavoidable Annual Real Losses (UARL), which serves as the denominator of the performance indicator: Infrastructure Leakage Index (ILI). The value of Lp is multiplied by the number of customer service connections to obtain a total length of customer owned piping in the system. The purpose of this parameter is to account for the unmetered service line infrastructure that is the responsibility of the customer for arranging repairs of leaks that occur on their lines. In many cases leak repairs arranged by customers take longer to be executed than leak repairs arranged by the water utility on utility-maintained piping. Leaks run longer - and lose more water - on customer-owned service piping, than utility owned piping. If the customer water meter exists near the ownership transfer point (usually the curb stop located between the water main and the customer premises) this distance is zero because the meter and transfer point are the same. This is the often encountered configuration of customer water meters located in an underground meter box or "pit" outside of the customer's building. The Free Water Audit Software asks a "Yes/No" question about the meter at this location. If the auditor selects "Yes" then this distance is set to zero and the data grading score for this component is set to 10. If water meters are typically located inside the customer premise/building, or properties are unmetered, it is up to the water auditor to estimate a system-wide average Lp length based upon the various customer land parcel sizes and building locations in the service area. Lp will be a shorter length in areas of high density housing, and a longer length in areas of low density housing and varied commercial and industrial buildings. General parcel demographics should be employed to obtain a composite average Lp length for the entire system. Refer to the "Service Connection Diagram" worksheet for a depiction of the service line/metering configurations that typically exist in water utilities. This worksheet gives guidance on the determination of the Average Length, Lp, for each configuration.
Average operating pressure Find	This is the average pressure in the distribution system that is the subject of the water audit. Many water utilities have a calibrated hydraulic model of their water distribution system. For these utilities, the hydraulic model can be utilized to obtain a very accurate quantity of average pressure. In the absence of a hydraulic model, the average pressure may be approximated by obtaining readings of static water pressure from a representative sample of fire hydrants or other system access points evenly located across the system. A weighted average of the pressure can be assembled; but be sure to take into account the elevation of the fire hydrants, which typically exist several feet higher than the level of buried water pipelines. If the water utility is compiling the water audit for the first time, the average pressure can be approximated, but with a low data grading. In subsequent years of auditing, effort should be made to improve the accuracy of the average pressure quantity. This will then qualify the value for a higher data grading.
Billed Authorized Consumption	All consumption that is billed and authorized by the utility. This may include both metered and unmetered consumption. See "Authorized Consumption" for more information.
Billed metered consumption Find	All metered consumption which is billed to retail customers, including all groups of customers such as domestic, commercial, industrial or institutional. **It does NOT include water supplied to neighboring utilities (water exported) which is metered and billed. Be sure to subtract any consumption for exported water sales that may be included in these billing roles. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.** The metered consumption data can be taken directly from billing records for the water audit period. The accuracy of yearly metered consumption data can be refined by including an adjustment to account for customer meter reading lag time since not all customer meters are read on the same day of the meter reading period. However additional analysis is necessary to determine the lag time adjustment value, which may or may not be significant.
Billed unmetered consumption Find	All billed consumption which is calculated based on estimates or norms from water usage sites that have been determined by utility policy to be left unmetered. This is typically a very small component in systems that maintain a policy to meter their customer population. However, this quantity can be the key consumption component in utilities that have not adopted a universal metering policy. **This component should NOT include any water that is supplied to neighboring utilities (water exported) which is unmetered but billed. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.**

Item Name	Description
Customer metering inaccuracies Find	Apparent water losses caused by the collective under-registration of customer water meters. Many customer water meters gradually wear as large cumulative volumes of water are passed through them over time. This causes the meters to under-register the flow of water. This occurrence is common with smaller residential meters of sizes 5/8-inch and 3/4 inch after they have registered very large cumulative volumes of water, which generally occurs only after periods of years. For meters sized 1-inch and larger - typical of multi-unit residential, commercial and industrial accounts - meter under-registration can occur from wear or from the improper application of the meter; i.e. installing the wrong type of meter or the wrong size of meter, for the flow pattern (profile) of the consumer. For instance, many larger meters have reduced accuracy at low flows. If an oversized meter is installed, most of the time the routine flow will occur in the low flow range of the meter, and a significant portion of it may not be registered. It is important to properly select and install all meters, but particularly large customer meters, size 1-inch and larger. The auditor has two options for entering data for this component of the audit. The auditor can enter a percentage under-registration (typically an estimated value), this will apply the selected percentage to the two categories of metered consumption to determine the volume of water not recorded due to customer meter inaccuracy. Note that this percentage is a composite average inaccuracy for all customer meters in the entire meter population. The percentage will be multiplied by the sum of the volumes in the Billed Metered and Unbilled Metered components. Alternatively, if the auditor has substantial data from meter testing activities, he or she can calculate their own loss volumes, and this volume may be entered directly. Note that a value of zero will be accepted but an alert will appear asking if the customer population is unmetered. Since all metered systems have some degree of inaccuracy, a positive value should be entered. A value of zero in this component is valid only if the water utility does not meter its customer population.
Customer retail unit cost Find	The Customer Retail Unit Cost represents the charge that customers pay for water service. This unit cost is applied routinely to the components of Apparent Loss, since these losses represent water reaching customers but not (fully) paid for. Since most water utilities have a rate structure that includes a variety of different costs based upon class of customer, a weighted average of individual costs and number of customer accounts in each class can be calculated to determine a single composite cost that should be entered into this cell. Finally, the weighted average cost should also include additional charges for sewer, storm water or biosolids processing, but only if these charges are based upon the volume of potable water consumed. For water utilities in regions with limited water resources and a questionable ability to meet the drinking water demands in the future, the Customer Retail Unit Cost might also be applied to value the Real Losses; instead of applying the Variable Production Cost to Real Losses. In this way, it is assumed that every unit volume of leakage reduced by leakage management activities will be sold to a customer. Note: the Free Water Audit Software allows the user to select the units that are charged to customers (either $/1,000 gallons, $/hundred cubic feet, or $/1,000 litres) and automatically converts these units to the units that appear in the "WATER SUPPLIED" box. The monetary units are United States dollars, $.
Infrastructure Leakage Index (ILI) Find	The ratio of the Current Annual Real Losses (Real Losses) to the Unavoidable Annual Real Losses (UARL). The ILI is a highly effective performance indicator for comparing (benchmarking) the performance of utilities in operational management of real losses.
Length of mains Find	Length of all pipelines (except service connections) in the system starting from the point of system input metering (for example at the outlet of the treatment plant). It is also recommended to include in this measure the total length of fire hydrant lead pipe. Hydrant lead pipe is the pipe branching from the water main to the fire hydrant. Fire hydrant leads are typically of a sufficiently large size that is more representative of a pipeline than a service connection. The average length of hydrant leads across the entire system can be assumed if not known, and multiplied by the number of fire hydrants in the system, which can also be assumed if not known. This value can then be added to the total pipeline length. Total length of mains can therefore be calculated as: Length of Mains, miles = (total pipeline length, miles) + [{(average fire hydrant lead length, ft) x (number of fire hydrants)} / 5,280 ft/mile] or Length of Mains, kilometres = (total pipeline length, kilometres) + [{(average fire hydrant lead length, metres) x (number of fire hydrants)} / 1,000 metres/kilometre]
NON-REVENUE WATER Find	= Apparent Losses + Real Losses + Unbilled Metered Consumption + Unbilled Unmetered Consumption. This is water which does not provide revenue potential to the utility.
Number of active AND inactive service connections Find	Number of customer service connections, extending from the water main to supply water to a customer. Please note that this includes the actual number of distinct piping connections, including fire connections, whether active or inactive. This may differ substantially from the number of customers (or number of accounts). **Note: this number does not include the pipeline leads to fire hydrants - the total length of piping supplying fire hyrants should be included in the "Length of mains" parameter.**
Real Losses Find	Physical water losses from the pressurized system (water mains and customer service connections) and the utility's storage tanks, up to the point of customer consumption. In metered systems this is the customer meter, in unmetered situations this is the first point of consumption (stop tap/tap) within the property. The annual volume lost through all types of leaks, breaks and overflows depends on frequencies, flow rates, and average duration of individual leaks, breaks and overflows.
Revenue Water	Those components of System Input Volume that are billed and have the potential to produce revenue.
Service Connection Density Find	=number of customer service connections / length of mains

Item Name	Description
Systematic data handling errors Find	Apparent losses caused by accounting omissions, errant computer programming, gaps in policy, procedure, and permitting/activation of new accounts; and any type of data lapse that results in under-stated customer water consumption in summary billing reports. **Systematic Data Handling Errors result in a direct loss of revenue potential. Water utilities can find "lost" revenue by keying on this component.** Utilities typically measure water consumption registered by water meters at customer premises. The meter should be read routinely (ex: monthly) and the data transferred to the Customer Billing System, which generates and sends a bill to the customer. Data Transfer Errors result in the consumption value being less than the actual consumption, creating an apparent loss. Such error might occur from illegible and mis-recorded hand-written readings compiled by meter readers, inputting an incorrect meter register unit conversion factor in the automatic meter reading equipment, or a variety of similar errors. Apparent losses also occur from Data Analysis Errors in the archival and data reporting processes of the Customer Billing System. Inaccurate estimates used for accounts that fail to produce a meter reading are a common source of error. Billing adjustments may award customers a rightful monetary credit, but do so by creating a negative value of consumption, thus under-stating the actual consumption. Account activation lapses may allow new buildings to use water for months without meter readings and billing. Poor permitting and construction inspection practices can result in a new building lacking a billing account, a water meter and meter reading; i.e., the customer is unknown to the utility's billing system. Close auditing of the permitting, metering, meter reading, billing and reporting processes of the water consumption data trail can uncover data management gaps that create volumes of systematic data handling error. Utilities should routinely analyze customer billing records to detect data anomalies and quantify these losses. For example, a billing account that registers zero consumption for two or more billing cycles should be checked to explain why usage has seemingly halted. Given the revenue loss impacts of these losses, water utilities are well-justified in providing continuous oversight and timely correction of data transfer errors & data handling errors. If the water auditor has not yet gathered detailed data or assessment of systematic data handling error, it is recommended that the auditor apply the default value of 0.25% of the the Billed Authorized Consumption volume. However, if the auditor has investigated the billing system and its controls, and has well validated data that indicates the volume from systematic data handling error is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations and select an appropriate grading. Note: negative values are not allowed for this audit component. If the auditor enters zero for this component then a grading of 1 will be automatically assigned.
Total annual cost of operating the water system Find	These costs include those for operations, maintenance and any annually incurred costs for long-term upkeep of the drinking water supply and distribution system. It should include the costs of day-to-day upkeep and long-term financing such as repayment of capital bonds for infrastructure expansion or improvement. Typical costs include employee salaries and benefits, materials, equipment, insurance, fees, administrative costs and all other costs that exist to sustain the drinking water supply. Depending upon water utility accounting procedures or regulatory agency requirements, it may be appropriate to include depreciation in the total of this cost. This cost should not include any costs to operate wastewater, biosolids or other systems outside of drinking water.
Unauthorized consumption Find	Includes water illegally withdrawn from fire hydrants, illegal connections, bypasses to customer consumption meters, or tampering with metering or meter reading equipment; as well as any other ways to receive water while thwarting the water utility's ability to collect revenue for the water. Unauthorized consumption results in uncaptured revenue and creates an error that understates customer consumption. In most water utilities this volume is low and, if the water auditor has not yet gathered detailed data for these loss occurrences, it is recommended that the auditor apply a default value of 0.25% of the volume of water supplied. However, if the auditor has investigated unauthorized occurrences, and has well validated data that indicates the volume from unauthorized consumption is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations. Note that a value of zero will not be accepted since all water utilities have some volume of unauthorized consumption occurring in their system. Note: if the auditor selects the default value for unauthorized consumption, a data grading of 5 is automatically assigned, but not displayed on the Reporting Worksheet.
Unavoidable Annual Real Losses (UARL) Find	UARL (gallons)=(5.41Lm + 0.15Nc + 7.5Lc) xP, or UARL (litres)=(18.0Lm + 0.8Nc + 25.0Lc) xP where: Lm = length of mains (miles or kilometres) Nc = number of customer service connections Lp = the average distance of customer service connection piping (feet or metres) (see the Worksheet "Service Connection Diagram" for guidance on deterring the value of Lp) Lc = total length of customer service connection piping (miles or km) Lc = Nc X Lp (miles or kilometres) P = Pressure (psi or metres) The UARL is a theoretical reference value representing the technical low limit of leakage that could be achieved if all of today's best technology could be successfully applied. It is a key variable in the calculation of the Infrastructure Leakage Index (ILI). Striving to reduce system leakage to a level close to the UARL is usually not needed unless the water supply is unusually expensive, scarce or both. NOTE: The UARL calculation has not yet been proven as fully valid for very small, or low pressure water distribution systems. If, in gallons: (Lm x 32) + Nc < 3000 or P <35psi in litres: (Lm x 20) + Nc < 3000 or P < 25m then the calculated UARL value may not be valid. The software does not display a value of UARL or ILI if either of these conditions is true.

Item Name	Description
Unbilled Authorized Consumption	All consumption that is unbilled, but still authorized by the utility. This includes Unbilled Metered Consumption + Unbilled Unmetered Consumption. See "Authorized Consumption" for more information. For Unbilled Unmetered Consumption, the Free Water Audit Software provides the auditor the option to select a default value if they have not audited unmetered activities in detail. The default calculates a volume that is 1.25% of the Water Supplied volume. If the auditor has carefully audited the various unbilled, unmetered, authorized uses of water, and has established reliable estimates of this collective volume, then he or she may enter the volume directly for this component, and not use the default value.
Unbilled metered consumption Find	Metered consumption which is authorized by the water utility, but, for any reason, is deemed by utility policy to be unbilled. This might for example include metered water consumed by the utility itself in treatment or distribution operations, or metered water provided to civic institutions free of charge. **It does not include water supplied to neighboring utilities (water exported) which may be metered but not billed.**
Unbilled unmetered consumption Find	Any kind of Authorized Consumption which is neither billed or metered. This component typically includes water used in activities such as fire fighting, flushing of water mains and sewers, street cleaning, fire flow tests conducted by the water utility, etc. In most water utilities it is a small component which is very often substantially overestimated. **It does NOT include water supplied to neighboring utilities (water exported) which is unmetered and unbilled – an unlikely case.** This component has many sub-components of water use which are often tedious to identify and quantify. Because of this, and the fact that it is usually a small portion of the water supplied, it is recommended that the auditor apply the default value, which is 1.25% of the Water Supplied volume. Select the default percentage to enter this value. If the water utility has carefully audited the unbilled, unmetered activities occurring in the system, and has well validated data that gives a value substantially higher or lower than the default volume, then the auditor should enter their own volume. However the default approach is recommended for most water utilities. Note that a value of zero is not permitted, since all water utilities have some volume of water in this component occurring in their system.
Units and Conversions	The user may develop an audit based on one of three unit selections: 1) Million Gallons (US) 2) Megalitres (Thousand Cubic Metres) 3) Acre-feet Once this selection has been made in the instructions sheet, all calculations are made on the basis of the chosen units. Should the user wish to make additional conversions, a unit converter is provided below (use drop down menus to select units from the yellow unit boxes): Enter Units: 1 — Convert From… Million Gallons (US) = **Converts to…..** 3.06888329 Acre-feet (conversion factor = 3.06888328973723)
Use of Option Buttons	To use the default percent value choose this button To enter a value choose this button and enter the value in the cell to the right  **NOTE:** For Unbilled Unmetered Consumption, Unauthorized Consumption and Systematic Data Handling Errors, a recommended default value can be applied by selecting the Percent option. The default values are based on fixed percentages of Water Supplied or Billed Authorized Consumption and are recommended for use in this audit unless the auditor has well validated data for their system. Default values are shown by purple cells, as shown in the example above. If a default value is selected, the user does not need to grade the item; a grading value of 5 is automatically applied (however, this grade will not be displayed).
Variable production cost (applied to Real Losses) Find	The cost to produce and supply the next unit of water (e.g., $/million gallons). This cost is determined by calculating the summed unit costs for ground and surface water treatment and all power used for pumping from the source to the customer. It may also include other miscellaneous unit costs that apply to the production of drinking water. It should also include the unit cost of bulk water purchased as an import if applicable. It is common to apply this unit cost to the volume of Real Losses. However, if water resources are strained and the ability to meet future drinking water demands is in question, then the water auditor can be justified in applying the Customer Retail Rate to the Real Loss volume, rather than applying the Variable Production Cost. The Free Water Audit Software applies the Variable Production costs to Real Losses by default. However, the auditor has the option on the Reporting Worksheet to select the Customer Retail Cost as the basis for the Real Loss cost evaluation if the auditor determines that this is warranted.
Volume from own sources Find	The volume of water withdrawn (abstracted) from water resources (rivers, lakes, streams, wells, etc) controlled by the water utility, and then treated for potable water distribution. Most water audits are compiled for utility retail water distribution systems, so this volume should reflect the amount of treated drinking water that entered the distribution system. Often the volume of water measured at the effluent of the treatment works is slightly less than the volume measured at the raw water source, since some of the water is used in the treatment process. Thus, it is useful if flows are metered at the effluent of the treatment works. If metering exists only at the raw water source, an adjustment for water used in the treatment process should be included to account for water consumed in treatment operations such as filter backwashing, basin flushing and cleaning, etc. If the audit is conducted for a wholesale water agency that sells untreated water, then this quantity reflects the measure of the raw water, typically metered at the source.

Item Name	Description
Volume from own sources: Master meter and supply error adjustment Find	An estimate or measure of the degree of inaccuracy that exists in the master (production) meters measuring the annual Volume from own Sources, and any error in the data trail that exists to collect, store and report the summary production data. This adjustment is a weighted average number that represents the collective error for all master meters for all days of the audit year and any errors identified in the data trail. Meter error can occur in different ways. A meter or meters may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Data error can occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of inaccuracy in master meters and data errors in archival systems are common; thus a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration.
Water exported Find	The Water Exported volume is the bulk water conveyed and sold by the water utility to neighboring water systems that exists outside of their service area. Typically this water is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water utility that is selling the water: i.e. the exporter. If the water utility who is compiling the annual water audit sells bulk water in this manner, they are an exporter of water. Note: The Water Exported volume is sold to wholesale customers who are typically charged a wholesale rate that is different than retail rates charged to the retail customers existing within the service area. Many state regulatory agencies require that the Water Exported volume be reported to them as a quantity separate and distinct from the retail customer billed consumption. For these reasons - and others - the Water Exported volume is always quantified separately from Billed Authorized Consumption in the standard water audit. **Be certain not to "double-count" this quantity by including it in both the Water Exported box and the Billed Metered Consumption box of the water audit Reporting Worksheet. This volume should be included only in the Water Exported box.**
Water exported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Exported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived exported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of error in their metered data, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment. Corrections to data gaps or other errors found in the archived data should also be included as a portion of this meter error adjustment.
Water imported Find	The Water Imported volume is the bulk water purchased to become part of the Water Supplied volume. Typically this is water purchased from a neighboring water utility or regional water authority, and is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water supplier selling the water to the utility conducting the water audit. The water supplier selling the bulk water usually charges the receiving utility based upon a wholesale water rate.
Water imported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Imported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived imported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some level of meter inaccuracy, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived metered data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment.
WATER LOSSES Find	= apparent losses + real losses Water Losses are the difference between Water Supplied and Authorized Consumption. Water losses can be considered as a total volume for the whole system, or for partial systems such as transmission systems, pressure zones or district metered areas (DMA); if one of these configurations are the basis of the water audit.

Water Audit Report for: Los Angeles County Waterworks District No. 40
Reporting Year: 2017 | 1/2017 - 12/2017
Data Validity Score: 61

Water Loss Control Planning Guide

	Water Audit Data Validity Level / Score				
Functional Focus Area	**Level I** (0-25)	**Level II** (26-50)	**Level III** (51-70)	**Level IV** (71-90)	**Level V** (91-100)
Audit Data Collection	Launch auditing and loss control team; address production metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations. Identify data gaps.	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs. Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc.	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or Automatic Meter Reading (AMR) system.	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process.	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon the Infrastructure Leakage Index (ILI) for performance comparisons for real losses (see below table)	Performance Benchmarking - ILI is meaningful in comparing real loss standing	Identify Best Practices/ Best in class - the ILI is very reliable as a real loss performance indicator for best in class service

For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.

Once data have been entered into the Reporting Worksheet, the performance indicators are automatically calculated. How does a water utility operator know how well his or her system is performing? The AWWA Water Loss Control Committee provided the following table to assist water utilities is gauging an approximate Infrastructure Leakage Index (ILI) that is appropriate for their water system and local conditions. The lower the amount of leakage and real losses that exist in the system, then the lower the ILI value will be.

Note: this table offers an approximate guideline for leakage reduction target-setting. The best means of setting such targets include performing an economic assessment of various loss control methods. However, this table is useful if such an assessment is not possible.

General Guidelines for Setting a Target ILI (without doing a full economic analysis of leakage control options)

Target ILI Range	Financial Considerations	Operational Considerations	Water Resources Considerations
1.0 - 3.0	Water resources are costly to develop or purchase; ability to increase revenues via water rates is greatly limited because of regulation or low ratepayer affordability.	Operating with system leakage above this level would require expansion of existing infrastructure and/or additional water resources to meet the demand.	Available resources are greatly limited and are very difficult and/or environmentally unsound to develop.
>3.0 -5.0	Water resources can be developed or purchased at reasonable expense; periodic water rate increases can be feasibly imposed and are tolerated by the customer population.	Existing water supply infrastructure capability is sufficient to meet long-term demand as long as reasonable leakage management controls are in place.	Water resources are believed to be sufficient to meet long-term needs, but demand management interventions (leakage management, water conservation) are included in the long-term planning.
>5.0 - 8.0	Cost to purchase or obtain/treat water is low, as are rates charged to customers.	Superior reliability, capacity and integrity of the water supply infrastructure make it relatively immune to supply shortages.	Water resources are plentiful, reliable, and easily extracted.
Greater than 8.0	Although operational and financial considerations may allow a long-term ILI greater than 8.0, such a level of leakage is not an effective utilization of water as a resource. Setting a target level greater than 8.0 - other than as an incremental goal to a smaller long-term target - is discouraged.		
Less than 1.0	If the calculated Infrastructure Leakage Index (ILI) value for your system is 1.0 or less, two possibilities exist. a) you are maintaining your leakage at low levels in a class with the top worldwide performers in leakage control. b) A portion of your data may be flawed, causing your losses to be greatly understated. This is likely if you calculate a low ILI value but do not employ extensive leakage control practices in your operations. In such cases it is beneficial to validate the data by performing field measurements to confirm the accuracy of production and customer meters, or to identify any other potential sources of error in the data.		

AWWA Free Water Audit Software v5.0

This spreadsheet-based water audit tool is designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. It provides a "top-down" summary water audit format, and is not meant to take the place of a full-scale, comprehensive water audit format.

Auditors are strongly encouraged to refer to the most current edition of AWWA M36 Manual for Water Audits for detailed guidance on the water auditing process and targetting loss reduction levels

The spreadsheet contains several separate worksheets. Sheets can be accessed using the tabs towards the bottom of the screen, or by clicking the buttons below.

Please begin by providing the following information

Name of Contact Person:	Sami Kabar
Email Address:	skabar@dpw.lacounty.gov
Telephone (incl Ext.):	(626) 300-3338
Name of City / Utility:	Los Angeles County Waterworks District No. 40
City/Town/Municipality:	Los Angeles County
State / Province:	California (CA)
Country:	USA
Year:	2018
Start Date:	01/2018 Enter MM/YYYY numeric format
End Date:	12/2018 Enter MM/YYYY numeric format
Audit Preparation Date:	
Volume Reporting Units:	Acre-feet
PWSID / Other ID:	

The following guidance will help you complete the Audit

All audit data are entered on the ***Reporting Worksheet***

Value can be entered by user

Value calculated based on input data

These cells contain recommended default values

Use of Option (Radio) Buttons: Pcnt: 0.25% Value:

Select the default percentage by choosing the option button on the left

To enter a value, choose this button and enter a value in the cell to the right

The following worksheets are available by clicking the buttons below or selecting the tabs along the bottom of the page

Instructions
The current sheet. Enter contact information and basic audit details (year, units etc)

Reporting Worksheet
Enter the required data on this worksheet to calculate the water balance and data grading

Comments
Enter comments to explain how values were calculated or to document data sources

Performance Indicators
Review the performance indicators to evaluate the results of the audit

Water Balance
The values entered in the Reporting Worksheet are used to populate the Water Balance

Dashboard
A graphical summary of the water balance and Non-Revenue Water components

Grading Matrix
Presents the possible grading options for each input component of the audit

Service Connection Diagram
Diagrams depicting possible customer service connection line configurations

Definitions
Use this sheet to understand the terms used in the audit process

Loss Control Planning
Use this sheet to interpret the results of the audit validity score and performance indicators

Example Audits
Reporting Worksheet and Performance Indicators examples are shown for two validated audits

Acknowledgements
Acknowledgements for the AWWA Free Water Audit Software v5.0

If you have questions or comments regarding the software please contact us via email at: wlc@awwa.org

AWWA Free Water Audit Software:
Reporting Worksheet

WAS v5.0
American Water Works Association.

? Click to access definition
+ Click to add a comment

Water Audit Report for: Los Angeles County Waterworks District No. 40
Reporting Year: 2018 (1/2018 - 12/2018)

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: ACRE-FEET PER YEAR

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

<---------- Enter grading in column 'E' and 'J' ---------->

Master Meter and Supply Error Adjustments

WATER SUPPLIED

					Pcnt:	Value:	
Volume from own sources:	5	17,273.590	acre-ft/yr	8	-2.00%		acre-ft/yr
Water imported:	6	28,925.810	acre-ft/yr	n/a			acre-ft/yr
Water exported:	n/a	0.000	acre-ft/yr				acre-ft/yr

Enter negative % or value for under-registration
Enter positive % or value for over-registration

WATER SUPPLIED: 46,551.922 acre-ft/yr

AUTHORIZED CONSUMPTION

Click here: ? for help using option buttons below

				Pcnt:	Value:	
Billed metered:	8	42,596.756	acre-ft/yr			
Billed unmetered:	n/a	0.000	acre-ft/yr			
Unbilled metered:	n/a	0.000	acre-ft/yr			
Unbilled unmetered:	5	106.491	acre-ft/yr		106.491	acre-ft/yr

Use buttons to select percentage of water supplied **OR** value

AUTHORIZED CONSUMPTION: ? 42,703.247 acre-ft/yr

WATER LOSSES (Water Supplied - Authorized Consumption) 3,848.676 acre-ft/yr

Apparent Losses

				Pcnt:	Value:	
Unauthorized consumption:		116.380	acre-ft/yr	0.25%		acre-ft/yr

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Customer metering inaccuracies:	7	648.682	acre-ft/yr	1.50%		acre-ft/yr
Systematic data handling errors:	5	106.492	acre-ft/yr	0.25%		acre-ft/yr

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses: ? 871.553 acre-ft/yr

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: ? 2,977.122 acre-ft/yr

WATER LOSSES: 3,848.676 acre-ft/yr

NON-REVENUE WATER

NON-REVENUE WATER: ? 3,955.167 acre-ft/yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

Length of mains:	10	1,092.0	miles
Number of active AND inactive service connections:	10	58,220	
Service connection density:		53	conn./mile main

Are customer meters typically located at the curbstop or property line? Yes

Average length of customer service line: (length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure: 9 76.4 psi

COST DATA

Total annual cost of operating water system:	10	$49,208,444	$/Year	
Customer retail unit cost (applied to Apparent Losses):	9	$1.73	$/100 cubic feet (ccf)	
Variable production cost (applied to Real Losses):	7	$404.73	$/acre-ft	☐ Use Customer Retail Unit Cost to value real losses

WATER AUDIT DATA VALIDITY SCORE:

***** YOUR SCORE IS: 70 out of 100 *****

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Water imported
2: Volume from own sources
3: Unauthorized consumption

AWWA Free Water Audit Software:
System Attributes and Performance Indicators

Water Audit Report for: Los Angeles County Waterworks District No. 40
Reporting Year: 2018 | 1/2018 - 12/2018

*** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 70 out of 100 ***

System Attributes:

	Apparent Losses:	871.553	acre-ft/yr
+	Real Losses:	2,977.122	acre-ft/yr
=	**Water Losses:**	**3,848.676**	acre-ft/yr
?	Unavoidable Annual Real Losses (UARL):	1,252.97	acre-ft/yr
	Annual cost of Apparent Losses:	$657,931	
	Annual cost of Real Losses:	$1,204,931	Valued at **Variable Production Cost**

Return to Reporting Worksheet to change this assumpiton

Performance Indicators:

Financial:	Non-revenue water as percent by volume of Water Supplied:	8.5%	
	Non-revenue water as percent by cost of operating system:	3.9%	Real Losses valued at Variable Production Cost
Operational Efficiency:	Apparent Losses per service connection per day:	13.36	gallons/connection/day
	Real Losses per service connection per day:	45.65	gallons/connection/day
	Real Losses per length of main per day*:	N/A	
	Real Losses per service connection per day per psi pressure:	0.60	gallons/connection/day/psi
	From Above, Real Losses = Current Annual Real Losses (CARL):	2,977.12	acre-feet/year
?	Infrastructure Leakage Index (ILI) [CARL/UARL]:	2.38	

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline

AWWA Free Water Audit Software: Water Balance

WAS v5.0

Water Audit Report for:	Los Angeles County Waterworks District No. 40	
Reporting Year:	2018	1/2018 - 12/2018
Data Validity Score:	70	

Water Exported
0.000

Billed Water Exported

Own Sources
(Adjusted for known errors)
17,626.112

Water Supplied
46,551.922

Authorized Consumption
42,703.247

Billed Authorized Consumption
42,596.756

Billed Metered Consumption (water exported is removed)
42,596.756

Billed Unmetered Consumption
0.000

Revenue Water
42,596.756

Unbilled Authorized Consumption
106.491

Unbilled Metered Consumption
0.000

Unbilled Unmetered Consumption
106.491

Non-Revenue Water (NRW)
3,955.167

Water Losses
3,848.676

Apparent Losses
871.553

Unauthorized Consumption
116.380

Customer Metering Inaccuracies
648.682

Systematic Data Handling Errors
106.492

Real Losses
2,977.122

Leakage on Transmission and/or Distribution Mains
Not broken down

Leakage and Overflows at Utility's Storage Tanks
Not broken down

Leakage on Service Connections
Not broken down

Water Imported
28,925.810

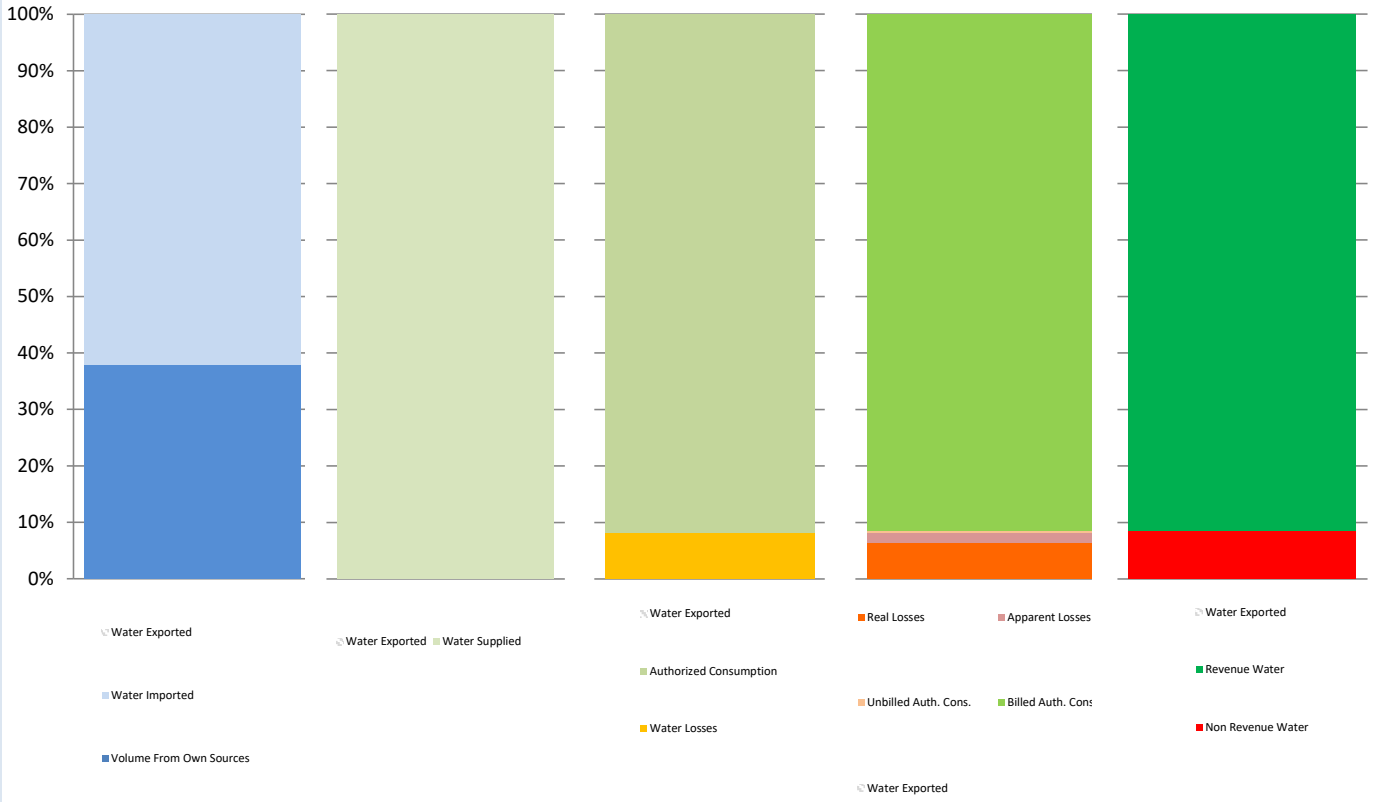
AWWA Free Water Audit Software:
Dashboard

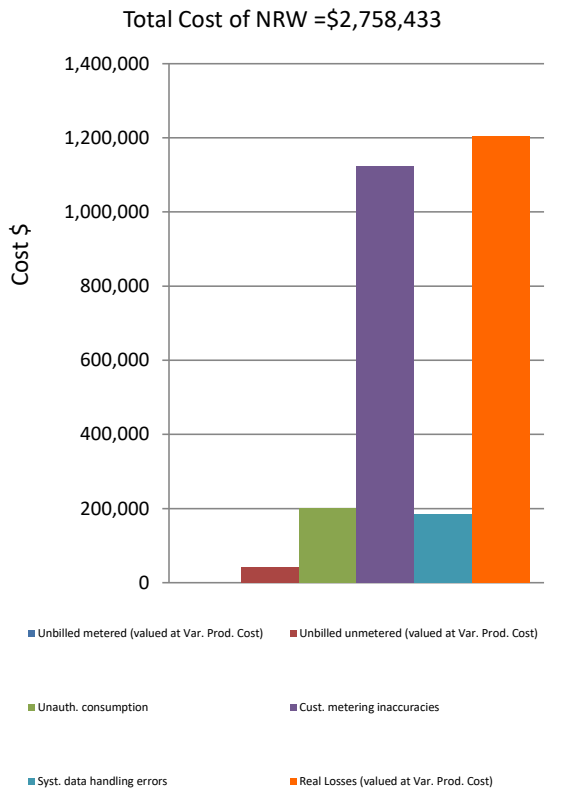
WAS v5.0

The graphic below is a visual representation of the Water Balance with bar heights propotional to the volume of the audit components

Water Audit Report for: Los Angeles County Waterworks District No. 40
Reporting Year: 2018 | 1/2018 - 12/2018
Data Validity Score: 70

○ Show me the VOLUME of Non-Revenue Water
◉ Show me the COST of Non-Revenue Water





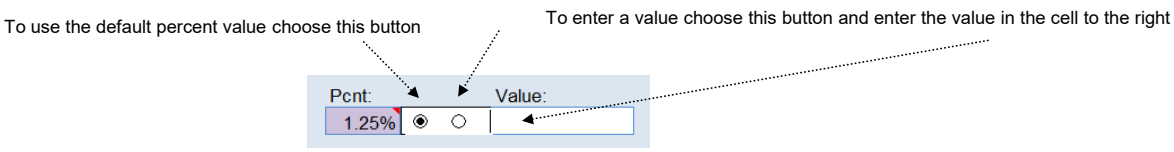
AWWA Free Water Audit Software: Definitions

WAS v5.0

Item Name	Description
Apparent Losses Find	= unauthorized consumption + customer metering inaccuracies + systematic data handling errors Apparent Losses include all types of inaccuracies associated with customer metering (worn meters as well as improperly sized meters or wrong type of meter for the water usage profile) as well as systematic data handling errors (meter reading, billing, archiving and reporting), plus unauthorized consumption (theft or illegal use). NOTE: Over-estimation of Apparent Losses results in under-estimation of Real Losses. Under-estimation of Apparent Losses results in over-estimation of Real Losses.
AUTHORIZED CONSUMPTION Find	= billed water exported + billed metered + billed unmetered + unbilled metered + unbilled unmetered consumption The volume of metered and/or unmetered water taken by registered customers, the water utility's own uses, and uses of others who are implicitly or explicitly authorized to do so by the water utility; for residential, commercial, industrial and public-minded purposes. Typical retail customers' consumption is tabulated usually from established customer accounts as billed metered consumption, or - for unmetered customers - billed unmetered consumption. These types of consumption, along with billed water exported, provide revenue potential for the water utility. **Be certain to tabulate the water exported volume as a separate component and do not "double-count" it by including in the billed metered consumption component as well as the water exported component.** Unbilled authorized consumption occurs typically in non-account uses, including water for fire fighting and training, flushing of water mains and sewers, street cleaning, watering of municipal gardens, public fountains, or similar public-minded uses. Occasionally these uses may be metered and billed (or charged a flat fee), but usually they are unmetered and unbilled. In the latter case, the water auditor may use a default value to estimate this quantity, or implement procedures for the reliable quantification of these uses. This starts with documenting usage events as they occur and estimating the amount of water used in each event. (See Unbilled unmetered consumption)
View Service Connection Diagram **Average length of customer service line** Find	This is the average length of customer service line, Lp, that is owned and maintained by the customer; from the point of ownership transfer to the customer water meter, or building line (if unmetered). The quantity is one of the data inputs for the calculation of Unavoidable Annual Real Losses (UARL), which serves as the denominator of the performance indicator: Infrastructure Leakage Index (ILI). The value of Lp is multiplied by the number of customer service connections to obtain a total length of customer owned piping in the system. The purpose of this parameter is to account for the unmetered service line infrastructure that is the responsibility of the customer for arranging repairs of leaks that occur on their lines. In many cases leak repairs arranged by customers take longer to be executed than leak repairs arranged by the water utility on utility-maintained piping. Leaks run longer - and lose more water - on customer-owned service piping, than utility owned piping. If the customer water meter exists near the ownership transfer point (usually the curb stop located between the water main and the customer premises) this distance is zero because the meter and transfer point are the same. This is the often encountered configuration of customer water meters located in an underground meter box or "pit" outside of the customer's building. The Free Water Audit Software asks a "Yes/No" question about the meter at this location. If the auditor selects "Yes" then this distance is set to zero and the data grading score for this component is set to 10. If water meters are typically located inside the customer premise/building, or properties are unmetered, it is up to the water auditor to estimate a system-wide average Lp length based upon the various customer land parcel sizes and building locations in the service area. Lp will be a shorter length in areas of high density housing, and a longer length in areas of low density housing and varied commercial and industrial buildings. General parcel demographics should be employed to obtain a composite average Lp length for the entire system. Refer to the "Service Connection Diagram" worksheet for a depiction of the service line/metering configurations that typically exist in water utilities. This worksheet gives guidance on the determination of the Average Length, Lp, for each configuration.
Average operating pressure Find	This is the average pressure in the distribution system that is the subject of the water audit. Many water utilities have a calibrated hydraulic model of their water distribution system. For these utilities, the hydraulic model can be utilized to obtain a very accurate quantity of average pressure. In the absence of a hydraulic model, the average pressure may be approximated by obtaining readings of static water pressure from a representative sample of fire hydrants or other system access points evenly located across the system. A weighted average of the pressure can be assembled; but be sure to take into account the elevation of the fire hydrants, which typically exist several feet higher than the level of buried water pipelines. If the water utility is compiling the water audit for the first time, the average pressure can be approximated, but with a low data grading. In subsequent years of auditing, effort should be made to improve the accuracy of the average pressure quantity. This will then qualify the value for a higher data grading.
Billed Authorized Consumption	All consumption that is billed and authorized by the utility. This may include both metered and unmetered consumption. See "Authorized Consumption" for more information.
Billed metered consumption Find	All metered consumption which is billed to retail customers, including all groups of customers such as domestic, commercial, industrial or institutional. **It does NOT include water supplied to neighboring utilities (water exported) which is metered and billed. Be sure to subtract any consumption for exported water sales that may be included in these billing roles. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.** The metered consumption data can be taken directly from billing records for the water audit period. The accuracy of yearly metered consumption data can be refined by including an adjustment to account for customer meter reading lag time since not all customer meters are read on the same day of the meter reading period. However additional analysis is necessary to determine the lag time adjustment value, which may or may not be significant.
Billed unmetered consumption Find	All billed consumption which is calculated based on estimates or norms from water usage sites that have been determined by utility policy to be left unmetered. This is typically a very small component in systems that maintain a policy to meter their customer population. However, this quantity can be the key consumption component in utilities that have not adopted a universal metering policy. **This component should NOT include any water that is supplied to neighboring utilities (water exported) which is unmetered but billed. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.**

Item Name	Description
Customer metering inaccuracies Find	Apparent water losses caused by the collective under-registration of customer water meters. Many customer water meters gradually wear as large cumulative volumes of water are passed through them over time. This causes the meters to under-register the flow of water. This occurrence is common with smaller residential meters of sizes 5/8-inch and 3/4 inch after they have registered very large cumulative volumes of water, which generally occurs only after periods of years. For meters sized 1-inch and larger - typical of multi-unit residential, commercial and industrial accounts - meter under-registration can occur from wear or from the improper application of the meter; i.e. installing the wrong type of meter or the wrong size of meter, for the flow pattern (profile) of the consumer. For instance, many larger meters have reduced accuracy at low flows. If an oversized meter is installed, most of the time the routine flow will occur in the low flow range of the meter, and a significant portion of it may not be registered. It is important to properly select and install all meters, but particularly large customer meters, size 1-inch and larger. The auditor has two options for entering data for this component of the audit. The auditor can enter a percentage under-registration (typically an estimated value), this will apply the selected percentage to the two categories of metered consumption to determine the volume of water not recorded due to customer meter inaccuracy. Note that this percentage is a composite average inaccuracy for all customer meters in the entire meter population. The percentage will be multiplied by the sum of the volumes in the Billed Metered and Unbilled Metered components. Alternatively, if the auditor has substantial data from meter testing activities, he or she can calculate their own loss volumes, and this volume may be entered directly. Note that a value of zero will be accepted but an alert will appear asking if the customer population is unmetered. Since all metered systems have some degree of inaccuracy, a positive value should be entered. A value of zero in this component is valid only if the water utility does not meter its customer population.
Customer retail unit cost Find	The Customer Retail Unit Cost represents the charge that customers pay for water service. This unit cost is applied routinely to the components of Apparent Loss, since these losses represent water reaching customers but not (fully) paid for. Since most water utilities have a rate structure that includes a variety of different costs based upon class of customer, a weighted average of individual costs and number of customer accounts in each class can be calculated to determine a single composite cost that should be entered into this cell. Finally, the weighted average cost should also include additional charges for sewer, storm water or biosolids processing, but only if these charges are based upon the volume of potable water consumed. For water utilities in regions with limited water resources and a questionable ability to meet the drinking water demands in the future, the Customer Retail Unit Cost might also be applied to value the Real Losses; instead of applying the Variable Production Cost to Real Losses. In this way, it is assumed that every unit volume of leakage reduced by leakage management activities will be sold to a customer. Note: the Free Water Audit Software allows the user to select the units that are charged to customers (either $/1,000 gallons, $/hundred cubic feet, or $/1,000 litres) and automatically converts these units to the units that appear in the "WATER SUPPLIED" box. The monetary units are United States dollars, $.
Infrastructure Leakage Index (ILI) Find	The ratio of the Current Annual Real Losses (Real Losses) to the Unavoidable Annual Real Losses (UARL). The ILI is a highly effective performance indicator for comparing (benchmarking) the performance of utilities in operational management of real losses.
Length of mains Find	Length of all pipelines (except service connections) in the system starting from the point of system input metering (for example at the outlet of the treatment plant). It is also recommended to include in this measure the total length of fire hydrant lead pipe. Hydrant lead pipe is the pipe branching from the water main to the fire hydrant. Fire hydrant leads are typically of a sufficiently large size that is more representative of a pipeline than a service connection. The average length of hydrant leads across the entire system can be assumed if not known, and multiplied by the number of fire hydrants in the system, which can also be assumed if not known. This value can then be added to the total pipeline length. Total length of mains can therefore be calculated as: Length of Mains, miles = (total pipeline length, miles) + [{(average fire hydrant lead length, ft) x (number of fire hydrants)} / 5,280 ft/mile] or Length of Mains, kilometres = (total pipeline length, kilometres) + [{(average fire hydrant lead length, metres) x (number of fire hydrants)} / 1,000 metres/kilometre]
NON-REVENUE WATER Find	= Apparent Losses + Real Losses + Unbilled Metered Consumption + Unbilled Unmetered Consumption. This is water which does not provide revenue potential to the utility.
Number of active AND inactive service connections Find	Number of customer service connections, extending from the water main to supply water to a customer. Please note that this includes the actual number of distinct piping connections, including fire connections, whether active or inactive. This may differ substantially from the number of customers (or number of accounts). **Note: this number does not include the pipeline leads to fire hydrants - the total length of piping supplying fire hydrants should be included in the "Length of mains" parameter.**
Real Losses Find	Physical water losses from the pressurized system (water mains and customer service connections) and the utility's storage tanks, up to the point of customer consumption. In metered systems this is the customer meter, in unmetered situations this is the first point of consumption (stop tap/tap) within the property. The annual volume lost through all types of leaks, breaks and overflows depends on frequencies, flow rates, and average duration of individual leaks, breaks and overflows.
Revenue Water	Those components of System Input Volume that are billed and have the potential to produce revenue.
Service Connection Density Find	=number of customer service connections / length of mains

Item Name	Description
Systematic data handling errors Find	Apparent losses caused by accounting omissions, errant computer programming, gaps in policy, procedure, and permitting/activation of new accounts; and any type of data lapse that results in under-stated customer water consumption in summary billing reports. Systematic Data Handling Errors result in a direct loss of revenue potential. Water utilities can find "lost" revenue by keying on this component. Utilities typically measure water consumption registered by water meters at customer premises. The meter should be read routinely (ex: monthly) and the data transferred to the Customer Billing System, which generates and sends a bill to the customer. Data Transfer Errors result in the consumption value being less than the actual consumption, creating an apparent loss. Such error might occur from illegible and mis-recorded hand-written readings compiled by meter readers, inputting an incorrect meter register unit conversion factor in the automatic meter reading equipment, or a variety of similar errors. Apparent losses also occur from Data Analysis Errors in the archival and data reporting processes of the Customer Billing System. Inaccurate estimates used for accounts that fail to produce a meter reading are a common source of error. Billing adjustments may award customers a rightful monetary credit, but do so by creating a negative value of consumption, thus under-stating the actual consumption. Account activation lapses may allow new buildings to use water for months without meter readings and billing. Poor permitting and construction inspection practices can result in a new building lacking a billing account, a water meter and meter reading; i.e., the customer is unknown to the utility's billing system. Close auditing of the permitting, metering, meter reading, billing and reporting processes of the water consumption data trail can uncover data management gaps that create volumes of systematic data handling error. Utilities should routinely analyze customer billing records to detect data anomalies and quantify these losses. For example, a billing account that registers zero consumption for two or more billing cycles should be checked to explain why usage has seemingly halted. Given the revenue loss impacts of these losses, water utilities are well-justified in providing continuous oversight and timely correction of data transfer errors & data handling errors. If the water auditor has not yet gathered detailed data or assessment of systematic data handling error, it is recommended that the auditor apply the default value of 0.25% of the Billed Authorized Consumption volume. However, if the auditor has investigated the billing system and its controls, and has well validated data that indicates the volume from systematic data handling error is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations and select an appropriate grading. Note: negative values are not allowed for this audit component. If the auditor enters zero for this component then a grading of 1 will be automatically assigned.
Total annual cost of operating the water system Find	These costs include those for operations, maintenance and any annually incurred costs for long-term upkeep of the drinking water supply and distribution system. It should include the costs of day-to-day upkeep and long-term financing such as repayment of capital bonds for infrastructure expansion or improvement. Typical costs include employee salaries and benefits, materials, equipment, insurance, fees, administrative costs and all other costs that exist to sustain the drinking water supply. Depending upon water utility accounting procedures or regulatory agency requirements, it may be appropriate to include depreciation in the total of this cost. This cost should not include any costs to operate wastewater, biosolids or other systems outside of drinking water.
Unauthorized consumption Find	Includes water illegally withdrawn from fire hydrants, illegal connections, bypasses to customer consumption meters, or tampering with metering or meter reading equipment; as well as any other ways to receive water while thwarting the water utility's ability to collect revenue for the water. Unauthorized consumption results in uncaptured revenue and creates an error that understates customer consumption. In most water utilities this volume is low and, if the water auditor has not yet gathered detailed data for these loss occurrences, it is recommended that the auditor apply a default value of 0.25% of the volume of water supplied. However, if the auditor has investigated unauthorized occurrences, and has well validated data that indicates the volume from unauthorized consumption is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations. Note that a value of zero will not be accepted since all water utilities have some volume of unauthorized consumption occurring in their system. Note: if the auditor selects the default value for unauthorized consumption, a data grading of 5 is automatically assigned, but not displayed on the Reporting Worksheet.
Unavoidable Annual Real Losses (UARL) Find	UARL (gallons/day)=(5.41Lm + 0.15Nc + 7.5Lc) xP, or UARL (litres/day)=(18.0Lm + 0.8Nc + 25.0Lc) xP where: Lm = length of mains (miles or kilometres) Nc = number of customer service connections Lp = the average distance of customer service connection piping (feet or metres) (see the Worksheet "Service Connection Diagram" for guidance on deterring the value of Lp) Lc = total length of customer service connection piping (miles or km) Lc = Nc X Lp (miles or kilometres) P = Pressure (psi or metres) The UARL is a theoretical reference value representing the technical low limit of leakage that could be achieved if all of today's best technology could be successfully applied. It is a key variable in the calculation of the Infrastructure Leakage Index (ILI). Striving to reduce system leakage to a level close to the UARL is usually not needed unless the water supply is unusually expensive, scarce or both. NOTE: The UARL calculation has not yet been proven as fully valid for very small, or low pressure water distribution systems. If, in gallons per day: (Lm x 32) + Nc < 3000 or P <35psi in litres per day: (Lm x 20) + Nc < 3000 or P < 25m then the calculated UARL value may not be valid. The software does not display a value of UARL or ILI if either of these conditions is true.

Item Name	Description
Unbilled Authorized Consumption	All consumption that is unbilled, but still authorized by the utility. This includes Unbilled Metered Consumption + Unbilled Unmetered Consumption. See "Authorized Consumption" for more information. For Unbilled Unmetered Consumption, the Free Water Audit Software provides the auditor the option to select a default value if they have not audited unmetered activities in detail. The default calculates a volume that is 1.25% of the Water Supplied volume. If the auditor has carefully audited the various unbilled, unmetered, authorized uses of water, and has established reliable estimates of this collective volume, then he or she may enter the volume directly for this component, and not use the default value.
Unbilled metered consumption Find	Metered consumption which is authorized by the water utility, but, for any reason, is deemed by utility policy to be unbilled. This might for example include metered water consumed by the utility itself in treatment or distribution operations, or metered water provided to civic institutions free of charge. **It does not include water supplied to neighboring utilities (water exported) which may be metered but not billed.**
Unbilled unmetered consumption Find	Any kind of Authorized Consumption which is neither billed or metered. This component typically includes water used in activities such as fire fighting, flushing of water mains and sewers, street cleaning, fire flow tests conducted by the water utility, etc. In most water utilities it is a small component which is very often substantially overestimated. **It does NOT include water supplied to neighboring utilities (water exported) which is unmetered and unbilled – an unlikely case.** This component has many sub-components of water use which are often tedious to identify and quantify. Because of this, and the fact that it is usually a small portion of the water supplied, it is recommended that the auditor apply the default value, which is 1.25% of the Water Supplied volume. Select the default percentage to enter this value. If the water utility has carefully audited the unbilled, unmetered activities occurring in the system, and has well validated data that gives a value substantially higher or lower than the default volume, then the auditor should enter their own volume. However the default approach is recommended for most water utilities. Note that a value of zero is not permitted, since all water utilities have some volume of water in this component occurring in their system.
Units and Conversions	The user may develop an audit based on one of three unit selections: 1) Million Gallons (US) 2) Megalitres (Thousand Cubic Metres) 3) Acre-feet Once this selection has been made in the instructions sheet, all calculations are made on the basis of the chosen units. Should the user wish to make additional conversions, a unit converter is provided below (use drop down menus to select units from the yellow unit boxes): Enter Units: 1 — Convert From… Million Gallons (US) = **Converts to…..** 3.06888329 Acre-feet (conversion factor = 3.06888328973723)
Use of Option Buttons	 **NOTE:** For Unbilled Unmetered Consumption, Unauthorized Consumption and Systematic Data Handling Errors, a recommended default value can be applied by selecting the Percent option. The default values are based on fixed percentages of Water Supplied or Billed Authorized Consumption and are recommended for use in this audit unless the auditor has well validated data for their system. Default values are shown by purple cells, as shown in the example above. If a default value is selected, the user does not need to grade the item; a grading value of 5 is automatically applied (however, this grade will not be displayed).
Variable production cost (applied to Real Losses) Find	The cost to produce and supply the next unit of water (e.g., $/million gallons). This cost is determined by calculating the summed unit costs for ground and surface water treatment and all power used for pumping from the source to the customer. It may also include other miscellaneous unit costs that apply to the production of drinking water. It should also include the unit cost of bulk water purchased as an import if applicable. It is common to apply this unit cost to the volume of Real Losses. However, if water resources are strained and the ability to meet future drinking water demands is in question, then the water auditor can be justified in applying the Customer Retail Rate to the Real Loss volume, rather than applying the Variable Production Cost. The Free Water Audit Software applies the Variable Production costs to Real Losses by default. However, the auditor has the option on the Reporting Worksheet to select the Customer Retail Cost as the basis for the Real Loss cost evaluation if the auditor determines that this is warranted.
Volume from own sources Find	The volume of water withdrawn (abstracted) from water resources (rivers, lakes, streams, wells, etc) controlled by the water utility, and then treated for potable water distribution. Most water audits are compiled for utility retail water distribution systems, so this volume should reflect the amount of treated drinking water that entered the distribution system. Often the volume of water measured at the effluent of the treatment works is slightly less than the volume measured at the raw water source, since some of the water is used in the treatment process. Thus, it is useful if flows are metered at the effluent of the treatment works. If metering exists only at the raw water source, an adjustment for water used in the treatment process should be included to account for water consumed in treatment operations such as filter backwashing, basin flushing and cleaning, etc. If the audit is conducted for a wholesale water agency that sells untreated water, then this quantity reflects the measure of the raw water, typically metered at the source.

Item Name	Description
Volume from own sources: Master meter and supply error adjustment Find	An estimate or measure of the degree of inaccuracy that exists in the master (production) meters measuring the annual Volume from own Sources, and any error in the data trail that exists to collect, store and report the summary production data. This adjustment is a weighted average number that represents the collective error for all master meters for all days of the audit year and any errors identified in the data trail. Meter error can occur in different ways. A meter or meters may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Data error can occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of inaccuracy in master meters and data errors in archival systems are common; thus a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration.
Water exported Find	The Water Exported volume is the bulk water conveyed and sold by the water utility to neighboring water systems that exists outside of their service area. Typically this water is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water utility that is selling the water: i.e. the exporter. If the water utility who is compiling the annual water audit sells bulk water in this manner, they are an exporter of water. Note: The Water Exported volume is sold to wholesale customers who are typically charged a wholesale rate that is different than retail rates charged to the retail customers existing within the service area. Many state regulatory agencies require that the Water Exported volume be reported to them as a quantity separate and distinct from the retail customer billed consumption. For these reasons - and others - the Water Exported volume is always quantified separately from Billed Authorized Consumption in the standard water audit. **Be certain not to "double-count" this quantity by including it in both the Water Exported box and the Billed Metered Consumption box of the water audit Reporting Worksheet. This volume should be included only in the Water Exported box.**
Water exported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Exported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived exported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of error in their metered data, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment. Corrections to data gaps or other errors found in the archived data should also be included as a portion of this meter error adjustment.
Water imported Find	The Water Imported volume is the bulk water purchased to become part of the Water Supplied volume. Typically this is water purchased from a neighboring water utility or regional water authority, and is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water supplier selling the water to the utility conducting the water audit. The water supplier selling the bulk water usually charges the receiving utility based upon a wholesale water rate.
Water imported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Imported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived imported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some level of meter inaccuracy, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived metered data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment.
WATER LOSSES Find	= apparent losses + real losses Water Losses are the difference between Water Supplied and Authorized Consumption. Water losses can be considered as a total volume for the whole system, or for partial systems such as transmission systems, pressure zones or district metered areas (DMA); if one of these configurations are the basis of the water audit.

Water Audit Report for: Los Angeles County Waterworks District No. 40
Reporting Year: 2018 | 1/2018 - 12/2018
Data Validity Score: 70

Water Loss Control Planning Guide

	Water Audit Data Validity Level / Score				
Functional Focus Area	**Level I** (0-25)	**Level II** (26-50)	**Level III** (51-70)	**Level IV** (71-90)	**Level V** (91-100)
Audit Data Collection	Launch auditing and loss control team; address production metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations. Identify data gaps.	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs. Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc.	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or Automatic Meter Reading (AMR) system.	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process.	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon the Infrastructure Leakage Index (ILI) for performance comparisons for real losses (see below table)	Performance Benchmarking - ILI is meaningful in comparing real loss standing	Identify Best Practices/ Best in class - the ILI is very reliable as a real loss performance indicator for best in class service

For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.

Once data have been entered into the Reporting Worksheet, the performance indicators are automatically calculated. How does a water utility operator know how well his or her system is performing? The AWWA Water Loss Control Committee provided the following table to assist water utilities is gauging an approximate Infrastructure Leakage Index (ILI) that is appropriate for their water system and local conditions. The lower the amount of leakage and real losses that exist in the system, then the lower the ILI value will be.

Note: this table offers an approximate guideline for leakage reduction target-setting. The best means of setting such targets include performing an economic assessment of various loss control methods. However, this table is useful if such an assessment is not possible.

General Guidelines for Setting a Target ILI (without doing a full economic analysis of leakage control options)

Target ILI Range	Financial Considerations	Operational Considerations	Water Resources Considerations
1.0 - 3.0	Water resources are costly to develop or purchase; ability to increase revenues via water rates is greatly limited because of regulation or low ratepayer affordability.	Operating with system leakage above this level would require expansion of existing infrastructure and/or additional water resources to meet the demand.	Available resources are greatly limited and are very difficult and/or environmentally unsound to develop.
>3.0 -5.0	Water resources can be developed or purchased at reasonable expense; periodic water rate increases can be feasibly imposed and are tolerated by the customer population.	Existing water supply infrastructure capability is sufficient to meet long-term demand as long as reasonable leakage management controls are in place.	Water resources are believed to be sufficient to meet long-term needs, but demand management interventions (leakage management, water conservation) are included in the long-term planning.
>5.0 - 8.0	Cost to purchase or obtain/treat water is low, as are rates charged to customers.	Superior reliability, capacity and integrity of the water supply infrastructure make it relatively immune to supply shortages.	Water resources are plentiful, reliable, and easily extracted.
Greater than 8.0	Although operational and financial considerations may allow a long-term ILI greater than 8.0, such a level of leakage is not an effective utilization of water as a resource. Setting a target level greater than 8.0 - other than as an incremental goal to a smaller long-term target - is discouraged.		
Less than 1.0	If the calculated Infrastructure Leakage Index (ILI) value for your system is 1.0 or less, two possibilities exist. a) you are maintaining your leakage at low levels in a class with the top worldwide performers in leakage control. b) A portion of your data may be flawed, causing your losses to be greatly understated. This is likely if you calculate a low ILI value but do not employ extensive leakage control practices in your operations. In such cases it is beneficial to validate the data by performing field measurements to confirm the accuracy of production and customer meters, or to identify any other potential sources of error in the data.		

AWWA Free Water Audit Software v5.0

This spreadsheet-based water audit tool is designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. It provides a "top-down" summary water audit format, and is not meant to take the place of a full-scale, comprehensive water audit format.

Auditors are strongly encouraged to refer to the most current edition of AWWA M36 Manual for Water Audits for detailed guidance on the water auditing process and targetting loss reduction levels

The spreadsheet contains several separate worksheets. Sheets can be accessed using the tabs towards the bottom of the screen, or by clicking the buttons below.

Please begin by providing the following information

Name of Contact Person:	Kari Eskridge
Email Address:	keskridge@dpw.lacounty.gov
Telephone (incl Ext.):	(626) 300-3392
Name of City / Utility:	Los Angeles County Waterworks District 40
City/Town/Municipality:	Antelope Valley
State / Province:	California (CA)
Country:	United States
Year:	2019
Start Date:	01/2019 Enter MM/YYYY numeric format
End Date:	12/2019 Enter MM/YYYY numeric format
Audit Preparation Date:	
Volume Reporting Units:	Acre-feet
PWSID / Other ID:	

The following guidance will help you complete the Audit

All audit data are entered on the ***Reporting Worksheet***

- Value can be entered by user
- Value calculated based on input data
- These cells contain recommended default values

Use of Option (Radio) Buttons: Pcnt: 0.25% Value:

Select the default percentage by choosing the option button on the left

To enter a value, choose this button and enter a value in the cell to the right

The following worksheets are available by clicking the buttons below or selecting the tabs along the bottom of the page

Instructions
The current sheet. Enter contact information and basic audit details (year, units etc)

Reporting Worksheet
Enter the required data on this worksheet to calculate the water balance and data grading

Comments
Enter comments to explain how values were calculated or to document data sources

Performance Indicators
Review the performance indicators to evaluate the results of the audit

Water Balance
The values entered in the Reporting Worksheet are used to populate the Water Balance

Dashboard
A graphical summary of the water balance and Non-Revenue Water components

Grading Matrix
Presents the possible grading options for each input component of the audit

Service Connection Diagram
Diagrams depicting possible customer service connection line configurations

Definitions
Use this sheet to understand the terms used in the audit process

Loss Control Planning
Use this sheet to interpret the results of the audit validity score and performance indicators

Example Audits
Reporting Worksheet and Performance Indicators examples are shown for two validated audits

Acknowledgements
Acknowledgements for the AWWA Free Water Audit Software v5.0

If you have questions or comments regarding the software please contact us via email at: wlc@awwa.org

AWWA Free Water Audit Software:
Reporting Worksheet

WAS v5.0

? Click to access definition
\+ Click to add a comment

Water Audit Report for: Los Angeles County Waterworks District 40
Reporting Year: 2019 | 1/2019 - 12/2019

Please enter data in the white cells below. Where available, metered values should be used; if metered values are unavailable please estimate a value. Indicate your confidence in the accuracy of the input data by grading each component (n/a or 1-10) using the drop-down list to the left of the input cell. Hover the mouse over the cell to obtain a description of the grades

All volumes to be entered as: ACRE-FEET PER YEAR

To select the correct data grading for each input, determine the highest grade where the utility meets or exceeds all criteria for that grade and all grades below it.

Master Meter and Supply Error Adjustments

WATER SUPPLIED

<---------- Enter grading in column 'E' and 'J' ---------->

					Pcnt:	Value:	
Volume from own sources:	5	12,929.860	acre-ft/yr	8	-2.00%		acre-ft/yr
Water imported:	6	30,610.550	acre-ft/yr	n/a			acre-ft/yr
Water exported:	n/a	0.000	acre-ft/yr				acre-ft/yr

Enter negative % or value for under-registration
Enter positive % or value for over-registration

WATER SUPPLIED: 43,804.285 acre-ft/yr

AUTHORIZED CONSUMPTION

Click here: ? for help using option buttons below

			Pcnt:	Value:	
Billed metered:	8	40,195.167	acre-ft/yr		
Billed unmetered:	n/a	0.000	acre-ft/yr		
Unbilled metered:	n/a	0.000	acre-ft/yr		
Unbilled unmetered:	5	547.554	acre-ft/yr	1.25%	acre-ft/yr

Use buttons to select percentage of water supplied **OR** value

Default option selected for Unbilled unmetered - a grading of 5 is applied but not displayed

AUTHORIZED CONSUMPTION: 40,742.721 acre-ft/yr

WATER LOSSES (Water Supplied - Authorized Consumption) 3,061.564 acre-ft/yr

Apparent Losses

			Pcnt:	Value:	
Unauthorized consumption:		109.511	acre-ft/yr	0.25%	acre-ft/yr
Customer metering inaccuracies:	7	612.109	acre-ft/yr	1.50%	acre-ft/yr
Systematic data handling errors:	5	100.488	acre-ft/yr	0.25%	acre-ft/yr

Default option selected for unauthorized consumption - a grading of 5 is applied but not displayed

Default option selected for Systematic data handling errors - a grading of 5 is applied but not displayed

Apparent Losses: 822.108 acre-ft/yr

Real Losses (Current Annual Real Losses or CARL)

Real Losses = Water Losses - Apparent Losses: 2,239.456 acre-ft/yr

WATER LOSSES: 3,061.564 acre-ft/yr

NON-REVENUE WATER

NON-REVENUE WATER: 3,609.118 acre-ft/yr

= Water Losses + Unbilled Metered + Unbilled Unmetered

SYSTEM DATA

Length of mains:	10	1,092.2	miles
Number of active AND inactive service connections:	10	58,248	
Service connection density:		53	conn./mile main

Are customer meters typically located at the curbstop or property line? yes

(length of service line, beyond the property boundary, that is the responsibility of the utility)

Average length of customer service line:

Average length of customer service line has been set to zero and a data grading score of 10 has been applied

Average operating pressure: 9 | 76.4 psi

COST DATA

Total annual cost of operating water system:	10	$53,049,681	$/Year
Customer retail unit cost (applied to Apparent Losses):	9	$2.12	$/100 cubic feet (ccf)
Variable production cost (applied to Real Losses):	7	$475.80	$/acre-ft

☐ Use Customer Retail Unit Cost to value real losses

WATER AUDIT DATA VALIDITY SCORE:

***** YOUR SCORE IS: 70 out of 100 *****

A weighted scale for the components of consumption and water loss is included in the calculation of the Water Audit Data Validity Score

PRIORITY AREAS FOR ATTENTION:

Based on the information provided, audit accuracy can be improved by addressing the following components:

1: Water imported
2: Volume from own sources
3: Unauthorized consumption

AWWA Free Water Audit Software:
System Attributes and Performance Indicators

Water Audit Report for: Los Angeles County Waterworks District 40
Reporting Year: 2019 | 1/2019 - 12/2019

*** YOUR WATER AUDIT DATA VALIDITY SCORE IS: 70 out of 100 ***

System Attributes:

	Apparent Losses:	822.108	acre-ft/yr
+	Real Losses:	2,239.456	acre-ft/yr
=	**Water Losses:**	**3,061.564**	acre-ft/yr
?	Unavoidable Annual Real Losses (UARL):	1,253.39	acre-ft/yr
	Annual cost of Apparent Losses:	$758,477	
	Annual cost of Real Losses:	$1,065,533	Valued at **Variable Production Cost**

Return to Reporting Worksheet to change this assumpiton

Performance Indicators:

Financial:	Non-revenue water as percent by volume of Water Supplied:	8.2%	
	Non-revenue water as percent by cost of operating system:	3.9%	Real Losses valued at Variable Production Cost
Operational Efficiency:	Apparent Losses per service connection per day:	12.60	gallons/connection/day
	Real Losses per service connection per day:	34.32	gallons/connection/day
	Real Losses per length of main per day*:	N/A	
	Real Losses per service connection per day per psi pressure:	0.45	gallons/connection/day/psi
	From Above, Real Losses = Current Annual Real Losses (CARL):	2,239.46	acre-feet/year
?	Infrastructure Leakage Index (ILI) [CARL/UARL]:	1.79	

* This performance indicator applies for systems with a low service connection density of less than 32 service connections/mile of pipeline

AWWA Free Water Audit Software: Water Balance

WAS v5.0

Water Audit Report for:	Los Angeles County Waterworks District 40	
Reporting Year:	2019	1/2019 - 12/2019
Data Validity Score:	70	

Water Exported
0.000

Own Sources
(Adjusted for known errors)
13,193.735

Water Imported
30,610.550

Water Supplied
43,804.285

Billed Water Exported

Authorized Consumption
40,742.721

Billed Authorized Consumption
40,195.167

Billed Metered Consumption (water exported is removed)
40,195.167

Billed Unmetered Consumption
0.000

Revenue Water
40,195.167

Unbilled Authorized Consumption
547.554

Unbilled Metered Consumption
0.000

Unbilled Unmetered Consumption
547.554

Non-Revenue Water (NRW)
3,609.118

Water Losses
3,061.564

Apparent Losses
822.108

Unauthorized Consumption
109.511

Customer Metering Inaccuracies
612.109

Systematic Data Handling Errors
100.488

Real Losses
2,239.456

Leakage on Transmission and/or Distribution Mains
Not broken down

Leakage and Overflows at Utility's Storage Tanks
Not broken down

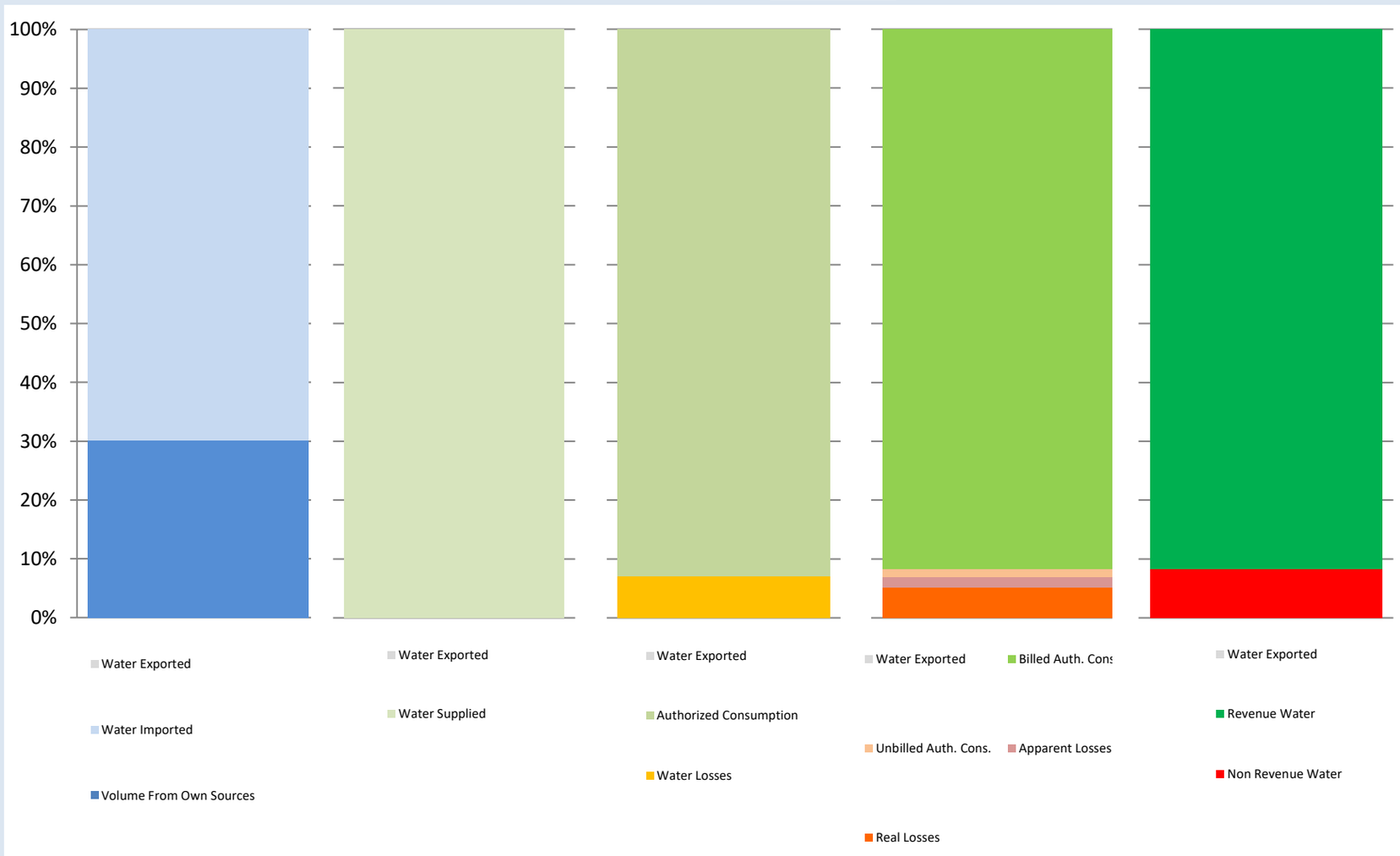
Leakage on Service Connections
Not broken down

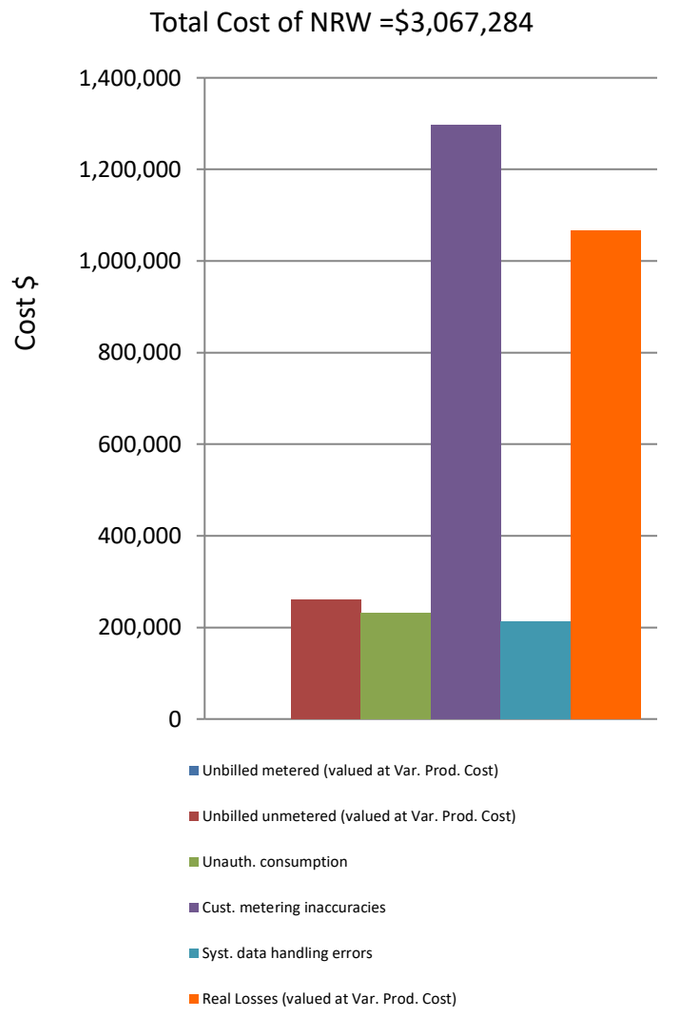
AWWA Free Water Audit Software:
Dashboard

The graphic below is a visual representation of the Water Balance with bar heights propotional to the volume of the audit components

Water Audit Report for: Los Angeles County Waterworks District 40
Reporting Year: 2019 | 1/2019 - 12/2019
Data Validity Score: 70

○ Show me the VOLUME of Non-Revenue Water
◉ Show me the COST of Non-Revenue Water





AWWA Free Water Audit Software: Grading Matrix

WAS 5.0

The grading assigned to each audit component and the corresponding recommended improvements and actions are highlighted in yellow. Audit accuracy is likely to be improved by prioritizing those items shown in red

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
WATER SUPPLIED											
Volume from own sources:	Select this grading only if the water utility purchases/imports all of its water resources (i.e. has no sources of its own)	Less than 25% of water production sources are metered, remaining sources are estimated. No regular meter accuracy testing or electronic calibration conducted.	25% - 50% of treated water production sources are metered; other sources estimated. No regular meter accuracy testing or electronic calibration conducted.	Conditions between 2 and 4	50% - 75% of treated water production sources are metered, other sources estimated. Occasional meter accuracy testing or electronic calibration conducted.	Conditions between 4 and 6	At least 75% of treated water production sources are metered, or at least 90% of the source flow is derived from metered sources. Meter accuracy testing and/or electronic calibration of related instrumentation is conducted annually. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of treated water production sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of treated water production sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually, with less than 10% found outside of +/- 3% accuracy. Procedures are reviewed by a third party knowledgeable in the M36 methodology.
Improvements to attain higher data grading for "Volume from own Sources" component:		to qualify for 2: Organize and launch efforts to collect data for determining volume from own sources	to qualify for 4: Locate all water production sources on maps and in the field, launch meter accuracy testing for existing meters, begin to install meters on unmetered water production sources and replace any obsolete/defective meters.		to qualify for 6: Formalize annual meter accuracy testing for all source meters; specify the frequency of testing. Complete installation of meters on unmetered water production sources and complete replacement of all obsolete/defective meters.		to qualify for 8: Conduct annual meter accuracy testing and calibration of related instrumentation on all meter installations on a regular basis. Complete project to install new, or replace defective existing, meters so that entire production meter population is metered. Repair or replace meters outside of +/- 6% accuracy.		to qualify for 10: Maintain annual meter accuracy testing and calibration of related instrumentation for all meter installations. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to further improve meter accuracy.		to maintain 10: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.
Volume from own sources master meter and supply error adjustment:	Select n/a only if the water utility fails to have meters on its sources of supply	Inventory information on meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined	No automatic datalogging of production volumes; daily readings are scribed on paper records without any accountability controls. Flows are not balanced across the water distribution system: tank/storage elevation changes are not employed in calculating the "Volume from own sources" component and archived flow data is adjusted only when grossly evident data error occurs.	Conditions between 2 and 4	Production meter data is logged automatically in electronic format and reviewed at least on a monthly basis with necessary corrections implemented. "Volume from own sources" tabulations include estimate of daily changes in tanks/storage facilities. Meter data is adjusted when gross data errors occur, or occasional meter testing deems this necessary.	Conditions between 4 and 6	Hourly production meter data logged automatically & reviewed on at least a weekly basis. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and/or error is confirmed by meter accuracy testing. Tank/storage facility elevation changes are automatically used in calculating a balanced "Volume from own sources" component, and data gaps in the archived data are corrected on at least a weekly basis.	Conditions between 6 and 8	Continuous production meter data is logged automatically & reviewed each business day. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and/or results of meter accuracy testing. Tank/storage facility elevation changes are automatically used in "Volume from own sources" tabulations and data gaps in the archived data are corrected on a daily basis.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically balances flows from all sources and storages; results are reviewed each business day. Tight accountability controls ensure that all data gaps that occur in the archived flow data are quickly detected and corrected. Regular calibrations between SCADA and sources meters ensures minimal data transfer error.
Improvements to attain higher data grading for "Master meter and supply error adjustment" component:		to qualify for 2: Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature.	to qualify for 4: Install automatic datalogging equipment on production meters. Complete installation of level instrumentation at all tanks/storage facilities and include tank level data in automatic calculation routine in a computerized system. Construct a computerized listing or spreadsheet to archive input volumes, tank/storage volume changes and import/export flows in order to determine the composite "Water Supplied" volume for the distribution system. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps.		to qualify for 6: Refine computerized data collection and archive to include hourly production meter data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Use daily net storage change to balance flows in calculating "Water Supplied" volume. Necessary corrections to data errors are implemented on a weekly basis.		to qualify for 8: Ensure that all flow data is collected and archived on at least an hourly basis. All data is reviewed and detected errors corrected each business day. Tank/storage levels variations are employed in calculating balanced "Water Supplied" component. Adjust production meter data for gross error and inaccuracy confirmed by testing.		to qualify for 10: Link all production and tank/storage facility elevation change data to a Supervisory Control & Data Acquisition (SCADA) System, or similar computerized monitoring/control system, and establish automatic flow balancing algorithm and regularly calibrate between SCADA and source meters. Data is reviewed and corrected each business day.		to maintain 10: Monitor meter innovations for development of more accurate and less expensive flowmeters. Continue to replace or repair meters as they perform outside of desired accuracy limits. Stay abreast of new and more accurate water level instruments to better record tank/storage levels and archive the variations in storage volume. Keep current with SCADA and data management systems to ensure that archived data is well-managed and error free.
Water Imported:	Select n/a if the water utility's supply is exclusively from its own water resources (no bulk purchased/ imported water)	Less than 25% of imported water sources are metered, remaining sources are estimated. No regular meter accuracy testing.	25% - 50% of imported water sources are metered; other sources estimated. No regular meter accuracy testing.	Conditions between 2 and 4	50% - 75% of imported water sources are metered, other sources estimated. Occasional meter accuracy testing conducted.	Conditions between 4 and 6	At least 75% of imported water sources are metered, meter accuracy testing and/or electronic calibration of related instrumentation is conducted annually for all meter installations. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of imported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of imported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually for all meter installations, with less than 10% of accuracy tests found outside of +/- 3% accuracy.
Improvements to attain higher data grading for "Water Imported Volume" component: (*Note: usually the water supplier selling the water - "the Exporter" - to the utility being audited is responsible to maintain the metering installation measuring the imported volume. The utility should coordinate carefully with the Exporter to ensure that adequate meter upkeep takes place and an accurate measure of the Water Imported volume is quantified.*)		to qualify for 2: Review bulk water purchase agreements with partner suppliers; confirm requirements for use and maintenance of accurate metering. Identify needs for new or replacement meters with goal to meter all imported water sources.	To qualify for 4: Locate all imported water sources on maps and in the field, launch meter accuracy testing for existing meters, begin to install meters on unmetered imported water interconnections and replace obsolete/defective meters.		to qualify for 6: Formalize annual meter accuracy testing for all imported water meters, planning for both regular meter accuracy testing and calibration of the related instrumentation. Continue installation of meters on unmetered imported water interconnections and replacement of obsolete/defective meters.		to qualify for 8: Complete project to install new, or replace defective, meters on all imported water interconnections. Maintain annual meter accuracy testing for all imported water meters and conduct calibration of related instrumentation at least annually. Repair or replace meters outside of +/- 6% accuracy.		to qualify for 10: Conduct meter accuracy testing for all meters on a semi-annual basis, along with calibration of all related instrumentation. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to improve meter accuracy.		to maintain 10: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Continue to conduct calibration of related instrumentation on a semi-annual basis. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Water imported master meter and supply error adjustment:	Select n/a if the Imported water supply is unmetered, with Imported water quantities estimated on the billing invoices sent by the Exporter to the purchasing Utility.	Inventory information on imported meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined Written agreement(s) with water Exporter(s) are missing or written in vague language concerning meter management and testing.	No automatic datalogging of imported supply volumes; daily readings are scribed on paper records without any accountability controls to confirm data accuracy and the absence of errors and data gaps in recorded volumes. Written agreement requires meter accuracy testing but is vague on the details of how and who conducts the testing.	Conditions between 2 and 4	Imported supply metered flow data is logged automatically in electronic format and reviewed at least on a monthly basis by the Exporter with necessary corrections implemented. Meter data is adjusted by the Exporter when gross data errors are detected. A coherent data trail exists for this process to protect both the selling and the purchasing Utility. Written agreement exists and clearly states requirements and roles for meter accuracy testing and data management.	Conditions between 4 and 6	Hourly Imported supply metered data is logged automatically & reviewed on at least a weekly basis by the Exporter. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and to correct for error confirmed by meter accuracy testing. Any data gaps in the archived data are detected and corrected during the weekly review. A coherent data trail exists for this process to protect both the selling and the purchasing Utility.	Conditions between 6 and 8	Continuous Imported supply metered flow data is logged automatically & reviewed each business day by the Importer. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and/or results of meter accuracy testing. Any data errors/gaps are detected and corrected on a daily basis. A data trail exists for the process to protect both the selling and the purchasing Utility.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically records data which is reviewed each business day by the Exporter. Tight accountability controls ensure that all error/data gaps that occur in the archived flow data are quickly detected and corrected. A reliable data trail exists and contract provisions for meter testing and data management are reviewed by the selling and purchasing Utility at least once every five years.
Improvements to attain higher data grading for "Water imported master meter and supply error adjustment" component:		<u>to qualify for 2:</u> Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature. Review the written agreement between the selling and purchasing Utility.	<u>to qualify for 4</u>: Install automatic datalogging equipment on Imported supply meters. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps. Launch discussions with the Exporters to jointly review terms of the written agreements regarding meter accuracy testing and data management; revise the terms as necessary.		<u>to qualify for 6</u>: Refine computerized data collection and archive to include hourly Imported supply metered flow data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Make necessary corrections to errors/data errors on a weekly basis.		<u>to qualify for 8</u>: Ensure that all Imported supply metered flow data is collected and archived on at least an hourly basis. All data is reviewed and errors/data gaps are corrected each business day.		<u>to qualify for 10</u>: Conduct accountability checks to confirm that all Imported supply metered data is reviewed and corrected each business day by the Exporter. Results of all meter accuracy tests and data corrections should be available for sharing between the Exporter and the purchasing Utility. Establish a schedule for a regular review and updating of the contractual language in the written agreement between the selling and the purchasing Utility; at least every five years.		<u>to maintain 10</u>: Monitor meter innovations for development of more accurate and less expensive flowmeters; work with the Exporter to help identify meter replacement needs. Keep communication lines with Exporters open and maintain productive relations. Keep the written agreement current with clear and explicit language that meets the ongoing needs of all parties.
Water Exported:	Select n/a if the water utility sells no bulk water to neighboring water utilities (no exported water sales)	Less than 25% of exported water sources are metered, remaining sources are estimated. No regular meter accuracy testing.	25% - 50% of exported water sources are metered; other sources estimated. No regular meter accuracy testing.	Conditions between 2 and 4	50% - 75% of exported water sources are metered, other sources estimated. Occasional meter accuracy testing conducted.	Conditions between 4 and 6	At least 75% of exported water sources are metered, meter accuracy testing and/or electronic calibration conducted annually. Less than 25% of tested meters are found outside of +/- 6% accuracy.	Conditions between 6 and 8	100% of exported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted annually, less than 10% of meters are found outside of +/- 6% accuracy	Conditions between 8 and 10	100% of exported water sources are metered, meter accuracy testing and electronic calibration of related instrumentation is conducted semi-annually for all meter installations, with less than 10% of accuracy tests found outside of +/- 3% accuracy.
Improvements to attain higher data grading for "Water Exported Volume" component: (*Note: usually, if the water utility being audited sells (Exports) water to a neighboring purchasing Utility, it is the responsibility of the utility exporting the water to maintain the metering installation measuring the Exported volume. The utility exporting the water should ensure that adequate meter upkeep takes place and an accurate measure of the Water Exported volume is quantified.*)		<u>to qualify for 2:</u> Review bulk water sales agreements with purchasing utilities; confirm requirements for use & upkeep of accurate metering. Identify needs to install new, or replace defective meters as needed.	<u>To qualify for 4</u>: Locate all exported water sources on maps and in field, launch meter accuracy testing for existing meters, begin to install meters on unmetered exported water interconnections and replace obsolete/defective meters		<u>to qualify for 6</u>: Formalize annual meter accuracy testing for all exported water meters. Continue installation of meters on unmetered exported water interconnections and replacement of obsolete/defective meters.		<u>to qualify for 8</u>: Complete project to install new, or replace defective, meters on all exported water interconnections. Maintain annual meter accuracy testing for all exported water meters. Repair or replace meters outside of +/- 6% accuracy.		<u>to qualify for 10:</u> Maintain annual meter accuracy testing for all meters. Repair or replace meters outside of +/- 3% accuracy. Investigate new meter technology; pilot one or more replacements with innovative meters in attempt to improve meter accuracy.		<u>to maintain 10</u>: Standardize meter accuracy test frequency to semi-annual, or more frequent, for all meters. Repair or replace meters outside of +/- 3% accuracy. Continually investigate/pilot improving metering technology.
Water exported master meter and supply error adjustment:	Select n/a only if the water utility fails to have meters on its exported supply interconnections.	Inventory information on exported meters and paper records of measured volumes exist but are incomplete and/or in a very crude condition; data error cannot be determined Written agreement(s) with the utility purchasing the water are missing or written in vague language concerning meter management and testing.	No automatic datalogging of exported supply volumes; daily readings are scribed on paper records without any accountability controls to confirm data accuracy and the absence of errors and data gaps in recorded volumes. Written agreement requires meter accuracy testing but is vague on the details of how and who conducts the testing.	Conditions between 2 and 4	Exported metered flow data is logged automatically in electronic format and reviewed at least on a monthly basis, with necessary corrections implemented. Meter data is adjusted by the utility selling (exporting) the water when gross data errors are detected. A coherent data trail exists for this process to protect both the utility exporting the water and the purchasing Utility. Written agreement exists and clearly states requirements and roles for meter accuracy testing and data management.	Conditions between 4 and 6	Hourly exported supply metered data is logged automatically & reviewed on at least a weekly basis by the utility selling the water. Data is adjusted to correct gross error when meter/instrumentation equipment malfunction is detected; and to correct for error found by meter accuracy testing. Any data gaps in the archived data are detected and corrected during the weekly review. A coherent data trail exists for this process to protect both the selling (exporting) utility and the purchasing Utility.	Conditions between 6 and 8	Continuous exported supply metered flow data is logged automatically & reviewed each business day by the utility selling (exporting) the water. Data is adjusted to correct gross error from detected meter/instrumentation equipment malfunction and any error confirmed by meter accuracy testing. Any data errors/gaps are detected and corrected on a daily basis. A data trail exists for the process to protect both the selling (exporting) Utility and the purchasing Utility.	Conditions between 8 and 10	Computerized system (SCADA or similar) automatically records data which is reviewed each business day by the utility selling (exporting) the water. Tight accountability controls ensure that all error/data gaps that occur in the archived flow data are quickly detected and corrected. A reliable data trail exists and contract provisions for meter testing and data management are reviewed by the selling Utility and purchasing Utility at least once every five years.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Water exported master meter and supply error adjustment" component:		to qualify for 2: Develop a plan to restructure recordkeeping system to capture all flow data; set a procedure to review flow data on a daily basis to detect input errors. Obtain more reliable information about existing meters by conducting field inspections of meters and related instrumentation, and obtaining manufacturer literature. Review the written agreement between the utility selling (exporting) the water and the purchasing Utility.	to qualify for 4: Install automatic datalogging equipment on exported supply meters. Set a procedure to review this data on a monthly basis to detect gross anomalies and data gaps. Launch discussions with the purchasing utilities to jointly review terms of the written agreements regarding meter accuracy testing and data management; revise the terms as necessary.		to qualify for 6: Refine computerized data collection and archive to include hourly exported supply metered flow data that is reviewed at least on a weekly basis to detect specific data anomalies and gaps. Make necessary corrections to errors/data errors on a weekly basis.		to qualify for 8: Ensure that all exported metered flow data is collected and archived on at least an hourly basis. All data is reviewed and errors/data gaps are corrected each business day.		to qualify for 10: Conduct accountability checks to confirm that all exported metered flow data is reviewed and corrected each business day by the utility selling the water. Results of all meter accuracy tests and data corrections should be available for sharing between the utility and the purchasing Utility. Establish a schedule for a regular review and updating of the contractual language in the written agreements with the purchasing utilities; at least every five years.		to maintain 10: Monitor meter innovations for development of more accurate and less expensive flowmeters; work with the purchasing utilities to help identify meter replacement needs. Keep communication lines with the purchasing utilities open and maintain productive relations. Keep the written agreement current with clear and explicit language that meets the ongoing needs of all parties.
AUTHORIZED CONSUMPTION											
Billed metered:	n/a (not applicable). Select n/a only if the entire customer population is not metered and is billed for water service on a flat or fixed rate basis. In such a case the volume entered must be zero.	Less than 50% of customers with volume-based billings from meter readings; flat or fixed rate billing exists for the majority of the customer population	At least 50% of customers with volume-based billing from meter reads; flat rate billing for others. Manual meter reading is conducted, with less than 50% meter read success rate, remaining accounts' consumption is estimated. Limited meter records, no regular meter testing or replacement. Billing data maintained on paper records, with no auditing.	Conditions between 2 and 4	At least 75% of customers with volume-based, billing from meter reads; flat or fixed rate billing for remaining accounts. Manual meter reading is conducted with at least 50% meter read success rate; consumption for accounts with failed reads is estimated. Purchase records verify age of customer meters; only very limited meter accuracy testing is conducted. Customer meters are replaced only upon complete failure. Computerized billing records exist, but only sporadic internal auditing conducted.	Conditions between 4 and 6	At least 90% of customers with volume-based billing from meter reads; consumption for remaining accounts is estimated. Manual customer meter reading gives at least 80% customer meter reading success rate; consumption for accounts with failed reads is estimated. Good customer meter records exist, but only limited meter accuracy testing is conducted. Regular replacement is conducted for the oldest meters. Computerized billing records exist with annual auditing of summary statistics conducted by utility personnel.	Conditions between 6 and 8	At least 97% of customers exist with volume-based billing from meter reads. At least 90% customer meter reading success rate; or at least 80% read success rate with planning and budgeting for trials of Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) in one or more pilot areas. Good customer meter records. Regular meter accuracy testing guides replacement of statistically significant number of meters each year. Routine auditing of computerized billing records for global and detailed statistics occurs annually by utility personnel, and is verified by third party at least once every five years.	Conditions between 8 and 10	At least 99% of customers exist with volume-based billing from meter reads. At least 95% customer meter reading success rate; or minimum 80% meter reading success rate, with Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) trials underway. Statistically significant customer meter testing and replacement program in place on a continuous basis. Computerized billing with routine, detailed auditing, including field investigation of representative sample of accounts undertaken annually by utility personnel. Audit is conducted by third party auditors at least once every three years.
Improvements to attain higher data grading for "Billed Metered Consumption" component:	If n/a is selected because the customer meter population is unmetered, consider establishing a new policy to meter the customer population and employ water rates based upon metered volumes.	to qualify for 2: Conduct investigations or trials of customer meters to select appropriate meter models. Budget funding for meter installations. Investigate volume based water rate structures.	to qualify for 4: Purchase and install meters on unmetered accounts. Implement policies to improve meter reading success. Catalog meter information during meter read visits to identify age/model of existing meters. Test a minimal number of meters for accuracy. Install computerized billing system.		to qualify for 6: Purchase and install meters on unmetered accounts. Eliminate flat fee billing and establish appropriate water rate structure based upon measured consumption. Continue to achieve verifiable success in removing manual meter reading barriers. Expand meter accuracy testing. Launch regular meter replacement program. Launch a program of annual auditing of global billing statistics by utility personnel.		to qualify for 8: Purchase and install meters on unmetered accounts. If customer meter reading success rate is less than 97%, assess cost-effectiveness of Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system for portion or entire system; or otherwise achieve ongoing improvements in manual meter reading success rate to 97% or higher. Refine meter accuracy testing program. Set meter replacement goals based upon accuracy test results. Implement annual auditing of detailed billing records by utility personnel and implement third party auditing at least once every five years.		to qualify for 10: Purchase and install meters on unmetered accounts. Launch Automatic Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system trials if manual meter reading success rate of at least 99% is not achieved within a five-year program. Continue meter accuracy testing program. Conduct planning and budgeting for large scale meter replacement based upon meter life cycle analysis using cumulative flow target. Continue annual detailed billing data auditing by utility personnel and conduct third party auditing at least once every three years.		to maintain 10: Continue annual internal billing data auditing, and third party auditing at least every three years. Continue customer meter accuracy testing to ensure that accurate customer meter readings are obtained and entered as the basis for volume based billing. Stay abreast of improvements in Automatic Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) and information management. Plan and budget for justified upgrades in metering, meter reading and billing data management to maintain very high accuracy in customer metering and billing.
Billed unmetered:	Select n/a if it is the policy of the water utility to meter all customer connections and it has been confirmed by detailed auditing that all customers do indeed have a water meter; i.e. no intentionally unmetered accounts exist	Water utility policy does not require customer metering; flat or fixed fee billing is employed. No data is collected on customer consumption. The only estimates of customer population consumption available are derived from data estimation methods using average fixture count multiplied by number of connections, or similar approach.	Water utility policy does not require customer metering; flat or fixed fee billing is employed. Some metered accounts exist in parts of the system (pilot areas or District Metered Areas) with consumption read periodically or recorded on portable dataloggers over one, three, or seven day periods. Data from these sample meters are used to infer consumption for the total customer population. Site specific estimation methods are used for unusual buildings/water uses.	Conditions between 2 and 4	Water utility policy does require metering and volume based billing in general. However, a liberal amount of exemptions and a lack of clearly written and communicated procedures result in up to 20% of billed accounts believed to be unmetered by exemption; or the water utility is in transition to becoming fully metered, and a large number of customers remain unmetered. A rough estimate of the annual consumption for all unmetered accounts is included in the annual water audit, with no inspection of individual unmetered accounts.	Conditions between 4 and 6	Water utility policy does require metering and volume based billing but established exemptions exist for a portion of accounts such as municipal buildings. As many as 15% of billed accounts are unmetered due to this exemption or meter installation difficulties. Only a group estimate of annual consumption for all unmetered accounts is included in the annual water audit, with no inspection of individual unmetered accounts.	Conditions between 6 and 8	Water utility policy does require metering and volume based billing for all customer accounts. However, less than 5% of billed accounts remain unmetered because meter installation is hindered by unusual circumstances. The goal is to minimize the number of unmetered accounts. Reliable estimates of consumption are obtained for these unmetered accounts via site specific estimation methods.	Conditions between 8 and 10	Water utility policy does require metering and volume based billing for all customer accounts. Less than 2% of billed accounts are unmetered and exist because meter installation is hindered by unusual circumstances. The goal exists to minimize the number of unmetered accounts to the extent that is economical. Reliable estimates of consumption are obtained at these accounts via site specific estimation methods.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Improvements to attain higher data grading for "Billed Unmetered Consumption" component:		to qualify for 2: Conduct research and evaluate cost/benefit of a new water utility policy to require metering of the customer population; thereby greatly reducing or eliminating unmetered accounts. Conduct pilot metering project by installing water meters in small sample of customer accounts and periodically reading the meters or datalogging the water consumption over one, three, or seven day periods.	to qualify for 4: Implement a new water utility policy requiring customer metering. Launch or expand pilot metering study to include several different meter types, which will provide data for economic assessment of full scale metering options. Assess sites with access difficulties to devise means to obtain water consumption volumes. Begin customer meter installation.		to qualify for 6: Refine policy and procedures to improve customer metering participation for all but solidly exempt accounts. Assign staff resources to review billing records to identify errant unmetered properties. Specify metering needs and funding requirements to install sufficient meters to significant reduce the number of unmetered accounts		to qualify for 8: Push to install customer meters on a full scale basis. Refine metering policy and procedures to ensure that all accounts, including municipal properties, are designated for meters. Plan special efforts to address "hard-to-access" accounts. Implement procedures to obtain a reliable consumption estimate for the remaining few unmetered accounts awaiting meter installation.		to qualify for 10: Continue customer meter installation throughout the service area, with a goal to minimize unmetered accounts. Sustain the effort to investigate accounts with access difficulties, and devise means to install water meters or otherwise measure water consumption.		to maintain 10: Continue to refine estimation methods for unmetered consumption and explore means to establish metering, for as many billed remaining unmetered accounts as is economically feasible.
Unbilled metered:	select n/a if all billing-exempt consumption is unmetered.	Billing practices exempt certain accounts, such as municipal buildings, but written policies do not exist; and a reliable count of unbilled metered accounts is unavailable. Meter upkeep and meter reading on these accounts is rare and not considered a priority. Due to poor recordkeeping and lack of auditing, water consumption for all such accounts is purely guesstimated.	Billing practices exempt certain accounts, such as municipal buildings, but only scattered, dated written directives exist to justify this practice. A reliable count of unbilled metered accounts is unavailable. Sporadic meter replacement and meter reading occurs on an as-needed basis. The total annual water consumption for all unbilled, metered accounts is estimated based upon approximating the number of accounts and assigning consumption from actively billed accounts of same meter size.	Conditions between 2 and 4	Dated written procedures permit billing exemption for specific accounts, such as municipal properties, but are unclear regarding certain other types of accounts. Meter reading is given low priority and is sporadic. Consumption is quantified from meter readings where available. The total number of unbilled, unmetered accounts must be estimated along with consumption volumes.	Conditions between 4 and 6	Written policies regarding billing exemptions exist but adherence in practice is questionable. Metering and meter reading for municipal buildings is reliable but sporadic for other unbilled metered accounts. Periodic auditing of such accounts is conducted. Water consumption is quantified directly from meter readings where available, but the majority of the consumption is estimated.	Conditions between 6 and 8	Written policy identifies the types of accounts granted a billing exemption. Customer meter management and meter reading are considered secondary priorities, but meter reading is conducted at least annually to obtain consumption volumes for the annual water audit. High level auditing of billing records ensures that a reliable census of such accounts exists.	Conditions between 8 and 10	Clearly written policy identifies the types of accounts given a billing exemption, with emphasis on keeping such accounts to a minimum. Customer meter management and meter reading for these accounts is given proper priority and is reliably conducted. Regular auditing confirms this. Total water consumption for these accounts is taken from reliable readings from accurate meters.
Improvements to attain higher data grading for "Unbilled Metered Consumption" component:		to qualify for 2: Reassess the water utility's policy allowing certain accounts to be granted a billing exemption. Draft an outline of a new written policy for billing exemptions, with clear justification as to why any accounts should be exempt from billing, and with the intention to keep the number of such accounts to a minimum.	to qualify for 4: Review historic written directives and policy documents allowing certain accounts to be billing-exempt. Draft an outline of a written policy for billing exemptions, identify criteria that grants an exemption, with a goal of keeping this number of accounts to a minimum. Consider increasing the priority of reading meters on unbilled accounts at least annually.		to qualify for 6: Draft a new written policy regarding billing exemptions based upon consensus criteria allowing this occurrence. Assign resources to audit meter records and billing records to obtain census of unbilled metered accounts. Gradually include a greater number of these metered accounts to the routes for regular meter reading.		to qualify for 8: Communicate billing exemption policy throughout the organization and implement procedures that ensure proper account management. Conduct inspections of accounts confirmed in unbilled metered status and verify that accurate meters exist and are scheduled for routine meter readings. Gradually increase the number of unbilled metered accounts that are included in regular meter reading routes.		to qualify for 10: Ensure that meter management (meter accuracy testing, meter replacement) and meter reading activities for unbilled accounts are accorded the same priority as billed accounts. Establish ongoing annual auditing process to ensure that water consumption is reliably collected and provided to the annual water audit process.		to maintain 10: Reassess the utility's philosophy in allowing any water uses to go "unbilled". It is possible to meter and bill all accounts, even if the fee charged for water consumption is discounted or waived. Metering and billing all accounts ensures that water consumption is tracked and water waste from plumbing leaks is detected and minimized.
Unbilled unmetered:		Extent of unbilled, unmetered consumption is unknown due to unclear policies and poor recordkeeping. Total consumption is quantified based upon a purely subjective estimate.	Clear extent of unbilled, unmetered consumption is unknown, but a number of events are randomly documented each year, confirming existence of such consumption, but without sufficient documentation to quantify an accurate estimate of the annual volume consumed.	Conditions between 2 and 4	Extent of unbilled, unmetered consumption is partially known, and procedures exist to document certain events such as miscellaneous fire hydrant uses. Formulae is used to quantify the consumption from such events (time running multiplied by typical flowrate, multiplied by number of events).	Default value of 1.25% of system input volume is employed	Coherent policies exist for some forms of unbilled, unmetered consumption but others await closer evaluation. Reasonable recordkeeping for the managed uses exists and allows for annual volumes to be quantified by inference, but unsupervised uses are guesstimated.	Conditions between 6 and 8	Clear policies and good recordkeeping exist for some uses (ex: water used in periodic testing of unmetered fire connections), but other uses (ex: miscellaneous uses of fire hydrants) have limited oversight. Total consumption is a mix of well quantified use such as from formulae (time running multiplied by typical flow, multiplied by number of events) or temporary meters, and relatively subjective estimates of less regulated use.	Conditions between 8 and 10	Clear policies exist to identify permitted use of water in unbilled, unmetered fashion, with the intention of minimizing this type of consumption. Good records document each occurrence and consumption is quantified via formulae (time running multiplied by typical flow, multiplied by number of events) or use of temporary meters.
Improvements to attain higher data grading for "Unbilled Unmetered Consumption" component:		to qualify for 5: Utilize the accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of this use. to qualify for 2: Establish a policy regarding what water uses should be allowed to remain as unbilled and unmetered. Consider tracking a small sample of one such use (ex: fire hydrant flushing).	to qualify for 5: Utilize accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of this use. to qualify for 4: Evaluate the documentation of events that have been observed. Meet with user groups (ex: for fire hydrants - fire departments, contractors to ascertain their need and/or volume requirements for water from fire hydrants).		to qualify for 5: Utilize accepted default value of 1.25% of the volume of water supplied as an expedient means to gain a reasonable quantification of all such use. This is particularly appropriate for water utilities who are in the early stages of the water auditing process, and should focus on other components since the volume of unbilled, unmetered consumption is usually a relatively small quantity component, and other larger-quantity components should take priority.	to qualify for 6 or greater: Finalize policy and begin to conduct field checks to better establish and quantify such usage. Proceed if top-down audit exists and/or a great volume of such use is suspected.	to qualify for 8: Assess water utility policy and procedures for various unmetered usages. For example, ensure that a policy exists and permits are issued for use of fire hydrants by persons outside of the utility. Create written procedures for use and documentation of fire hydrants by water utility personnel. Use same approach for other types of unbilled, unmetered water usage.		to qualify for 10: Refine written procedures to ensure that all uses of unbilled, unmetered water are overseen by a structured permitting process managed by water utility personnel. Reassess policy to determine if some of these uses have value in being converted to billed and/or metered status.		to maintain 10: Continue to refine policy and procedures with intention of reducing the number of allowable uses of water in unbilled and unmetered fashion. Any uses that can feasibly become billed and metered should be converted eventually.
APPARENT LOSSES											

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Unauthorized consumption:		Extent of unauthorized consumption is unknown due to unclear policies and poor recordkeeping. Total unauthorized consumption is guesstimated.	Unauthorized consumption is a known occurrence, but its extent is a mystery. There are no requirements to document observed events, but periodic field reports capture some of these occurrences. Total unauthorized consumption is approximated from this limited data.	conditions between 2 and 4	Procedures exist to document some unauthorized consumption such as observed unauthorized fire hydrant openings. Use formulae to quantify this consumption (time running multiplied typical flowrate, multiplied by number of events).	Default value of 0.25% of volume of water supplied is employed	Coherent policies exist for some forms of unauthorized consumption (more than simply fire hydrant misuse) but others await closer evaluation. Reasonable surveillance and recordkeeping exist for occurrences that fall under the policy. Volumes quantified by inference from these records.	Conditions between 6 and 8	Clear policies and good auditable recordkeeping exist for certain events (ex: tampering with water meters, illegal bypasses of customer meters); but other occurrences have limited oversight. Total consumption is a combination of volumes from formulae (time x typical flow) and subjective estimates of unconfirmed consumption.	Conditions between 8 and 10	Clear policies exist to identify all known unauthorized uses of water. Staff and procedures exist to provide enforcement of policies and detect violations. Each occurrence is recorded and quantified via formulae (estimated time running multiplied by typical flow) or similar methods. All records and calculations should exist in a form that can be audited by a third party.
Improvements to attain higher data grading for "Unauthorized Consumption" component:		<u>to qualify for 5</u>: Use accepted default of 0.25% of volume of water supplied. <u>to qualify for 2</u>: Review utility policy regarding what water uses are considered unauthorized, and consider tracking a small sample of one such occurrence (ex: unauthorized fire hydrant openings)	<u>to qualify for 5</u>: Use accepted default of 0.25% of system input volume <u>to qualify for 4</u>: Review utility policy regarding what water uses are considered unauthorized, and consider tracking a small sample of one such occurrence (ex: unauthorized fire hydrant openings)		<u>to qualify for 5</u>: Utilize accepted default value of 0.25% of volume of water supplied as an expedient means to gain a reasonable quantification of all such use. This is particularly appropriate for water utilities who are in the early stages of the water auditing process.	<u>to qualify for 6 or greater</u>: Finalize policy updates to clearly identify the types of water consumption that are authorized from those usages that fall outside of this policy and are, therefore, unauthorized. Begin to conduct regular field checks. Proceed if the top-down audit already exists and/or a great volume of such use is suspected.	<u>to quality for 8</u>: Assess water utility policies to ensure that all known occurrences of unauthorized consumption are outlawed, and that appropriate penalties are prescribed. Create written procedures for detection and documentation of various occurrences of unauthorized consumption as they are uncovered.		<u>to qualify for 10</u>: Refine written procedures and assign staff to seek out likely occurrences of unauthorized consumption. Explore new locking devices, monitors and other technologies designed to detect and thwart unauthorized consumption.		<u>to maintain 10</u>: Continue to refine policy and procedures to eliminate any loopholes that allow or tacitly encourage unauthorized consumption. Continue to be vigilant in detection, documentation and enforcement efforts.
Customer metering inaccuracies:	select n/a only if the entire customer population is unmetered. In such a case the volume entered must be zero.	Customer meters exist, but with unorganized paper records on meters; no meter accuracy testing or meter replacement program for any size of retail meter. Metering workflow is driven chaotically with no proactive management. Loss volume due to aggregate meter inaccuracy is guesstimated.	Poor recordkeeping and meter oversight is recognized by water utility management who has allotted staff and funding resources to organize improved recordkeeping and start meter accuracy testing. Existing paper records gathered and organized to provide cursory disposition of meter population. Customer meters are tested for accuracy only upon customer request.	Conditions between 2 and 4	Reliable recordkeeping exists; meter information is improving as meters are replaced. Meter accuracy testing is conducted annually for a small number of meters (more than just customer requests, but less than 1% of inventory). A limited number of the oldest meters are replaced each year. Inaccuracy volume is largely an estimate, but refined based upon limited testing data.	Conditions between 4 and 6	A reliable electronic recordkeeping system for meters exists. The meter population includes a mix of new high performing meters and dated meters with suspect accuracy. Routine, but limited, meter accuracy testing and meter replacement occur. Inaccuracy volume is quantified using a mix of reliable and less certain data.	Conditions between 6 and 8	Ongoing meter replacement and accuracy testing result in highly accurate customer meter population. Testing is conducted on samples of meters of varying age and accumulated volume of throughput to determine optimum replacement time for various types of meters.	Ongoing meter replacement and accuracy testing result in highly accurate customer meter population. Statistically significant number of meters are tested in audit year. This testing is conducted on samples of meters of varying age and accumulated volume of throughput to determine optimum replacement time for these meters.	Good records of all active customer meters exist and include as a minimum: meter number, account number/location, type, size and manufacturer. Ongoing meter replacement occurs according to a targeted and justified basis. Regular meter accuracy testing gives a reliable measure of composite inaccuracy volume for the customer meter population. New metering technology is embraced to keep overall accuracy improving. Procedures are reviewed by a third party knowledgeable in the M36 methodology.
Improvements to attain higher data grading for "Customer meter inaccuracy volume" component:	If n/a is selected because the customer meter population is unmetered, consider establishing a new policy to meter the customer population and employ water rates based upon metered volumes.	<u>to qualify for 2</u>: Gather available meter purchase records. Conduct testing on a small number of meters believed to be the most inaccurate. Review staffing needs of the metering group and budget for necessary resources to better organize meter management.	<u>to qualify for 4</u>: Implement a reliable record keeping system for customer meter histories, preferably using electronic methods typically linked to, or part of, the Customer Billing System or Customer Information System. Expand meter accuracy testing to a larger group of meters.		<u>to qualify for 6</u>: Standardize the procedures for meter recordkeeping within an electronic information system. Accelerate meter accuracy testing and meter replacements guided by testing results.		<u>to qualify for 8</u>: Expand annual meter accuracy testing to evaluate a statistically significant number of meter makes/models. Expand meter replacement program to replace statistically significant number of poor performing meters each year.		<u>to qualify for 9</u>: Continue efforts to manage meter population with reliable recordkeeping. Test a statistically significant number of meters each year and analyze test results in an ongoing manner to serve as a basis for a target meter replacement strategy based upon accumulated volume throughput.	<u>to qualify for 10</u>: Continue efforts to manage meter population with reliable recordkeeping, meter testing and replacement. Evaluate new meter types and install one or more types in 5-10 customer accounts each year in order to pilot improving metering technology.	<u>to maintain 10</u>: Increase the number of meters tested and replaced as justified by meter accuracy test data. Continually monitor development of new metering technology and Advanced Metering Infrastructure (AMI) to grasp opportunities for greater accuracy in metering of water flow and management of customer consumption data.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Systematic Data Handling Errors:	Note: all water utilities incur some amount of this error. Even in water utilities with unmetered customer populations and fixed rate billing, errors occur in annual billing tabulations. Enter a positive value for the volume and select a grading.	Policies and procedures for activation of new customer water billing accounts are vague and lack accountability. Billing data is maintained on paper records which are not well organized. No auditing is conducted to confirm billing data handling efficiency. An unknown number of customers escape routine billing due to lack of billing process oversight.	Policy and procedures for activation of new customer accounts and oversight of billing records exist but need refinement. Billing data is maintained on paper records or insufficiently capable electronic database. Only periodic unstructured auditing work is conducted to confirm billing data handling efficiency. The volume of unbilled water due to billing lapses is a guess.	Conditions between 2 and 4	Policy and procedures for new account activation and oversight of billing operations exist but needs refinement. Computerized billing system exists, but is dated or lacks needed functionality. Periodic, limited internal audits conducted and confirm with approximate accuracy the consumption volumes lost to billing lapses.	Conditions between 4 and 6	Policy and procedures for new account activation and oversight of billing operations is adequate and reviewed periodically. Computerized billing system is in use with basic reporting available. Any effect of billing adjustments on measured consumption volumes is well understood. Internal checks of billing data error conducted annually. Reasonably accurate quantification of consumption volume lost to billing lapses is obtained.	Conditions between 6 and 8	New account activation and billing operations policy and procedures are reviewed at least biannually. Computerized billing system includes an array of reports to confirm billing data and system functionality. Checks are conducted routinely to flag and explain zero consumption accounts. Annual internal checks conducted with third party audit conducted at least once every five years. Accountability checks flag billing lapses. Consumption lost to billing lapses is well quantified and reducing year-by-year.	Conditions between 8 and 10	Sound written policy and procedures exist for new account activation and oversight of customer billing operations. Robust computerized billing system gives high functionality and reporting capabilities which are utilized, analyzed and the results reported each billing cycle. Assessment of policy and data handling errors are conducted internally and audited by third party at least once every three years, ensuring consumption lost to billing lapses is minimized and detected as it occurs.
Improvements to attain higher data grading for "Systematic Data Handling Error volume" component:		<u>to qualify for 2</u>: Draft written policy and procedures for activating new water billing accounts and oversight of billing operations. Investigate and budget for computerized customer billing system. Conduct initial audit of billing records by flow-charting the basic business processes of the customer account/billing function.	<u>to qualify for 4</u>: Finalize written policy and procedures for activation of new billing accounts and overall billing operations management. Implement a computerized customer billing system. Conduct initial audit of billing records as part of this process.		<u>to qualify for 6</u>: Refine new account activation and billing operations procedures and ensure consistency with the utility policy regarding billing, and minimize opportunity for missed billings. Upgrade or replace customer billing system for needed functionality - ensure that billing adjustments don't corrupt the value of consumption volumes. Procedurize internal annual audit process.		<u>to qualify for 8</u>: Formalize regular review of new account activation process and general billing practices. Enhance reporting capability of computerized billing system. Formalize regular auditing process to reveal scope of data handling error. Plan for periodic third party audit to occur at least once every five years.		<u>to qualify for 10</u>: Close policy/procedure loopholes that allow some customer accounts to go unbilled, or data handling errors to exist. Ensure that billing system reports are utilized, analyzed and reported every billing cycle. Ensure that internal and third party audits are conducted at least once every three years.		<u>to maintain 10</u>: Stay abreast of customer information management developments and innovations. Monitor developments of Advanced Metering Infrastructure (AMI) and integrate technology to ensure that customer endpoint information is well-monitored and errors/lapses are at an economic minimum.
SYSTEM DATA											
Length of mains:		Poorly assembled and maintained paper as-built records of existing water main installations makes accurate determination of system pipe length impossible. Length of mains is guesstimated.	Paper records in poor or uncertain condition (no annual tracking of installations & abandonments). Poor procedures to ensure that new water mains installed by developers are accurately documented.	Conditions between 2 and 4	Sound written policy and procedures exist for documenting new water main installations, but gaps in management result in a uncertain degree of error in tabulation of mains length.	Conditions between 4 and 6	Sound written policy and procedures exist for permitting and commissioning new water mains. Highly accurate paper records with regular field validation; or electronic records and asset management system in good condition. Includes system backup.	Conditions between 6 and 8	Sound written policy and procedures exist for permitting and commissioning new water mains. Electronic recordkeeping such as a Geographical Information System (GIS) and asset management system are used to store and manage data.	Conditions between 8 and 10	Sound written policy exists for managing water mains extensions and replacements. Geographic Information System (GIS) data and asset management database agree and random field validation proves truth of databases. Records of annual field validation should be available for review.
Improvements to attain higher data grading for "Length of Water Mains" component:		<u>to qualify for 2</u>: Assign personnel to inventory current as-built records and compare with customer billing system records and highway plans in order to verify poorly documented pipelines. Assemble policy documents regarding permitting and documentation of water main installations by the utility and building developers; identify gaps in procedures that result in poor documentation of new water main installations.	<u>to qualify for 4</u>: Complete inventory of paper records of water main installations for several years prior to audit year. Review policy and procedures for commissioning and documenting new water main installation.		<u>to qualify for 6</u>: Finalize updates/improvements to written policy and procedures for permitting/commissioning new main installations. Confirm inventory of records for five years prior to audit year; correct any errors or omissions.		<u>to qualify for 8</u>: Launch random field checks of limited number of locations. Convert to electronic database such as a Geographic Information System (GIS) with backup as justified. Develop written policy and procedures.		<u>to qualify for 10</u>: Link Geographic Information System (GIS) and asset management databases, conduct field verification of data. Record field verification information at least annually.		<u>to maintain 10</u>: Continue with standardization and random field validation to improve the completeness and accuracy of the system.
Number of active AND inactive service connections:		Vague permitting (of new service connections) policy and poor paper recordkeeping of customer connections/billings result in suspect determination of the number of service connections, which may be 10-15% in error from actual count.	General permitting policy exists but paper records, procedural gaps, and weak oversight result in questionable total for number of connections, which may vary 5-10% of actual count.	Conditions between 2 and 4	Written account activation policy and procedures exist, but with some gaps in performance and oversight. Computerized information management system is being brought online to replace dated paper recordkeeping system. Reasonably accurate tracking of service connection installations & abandonments; but count can be up to 5% in error from actual total.	Conditions between 4 and 6	Written new account activation and overall billing policies and procedures are adequate and reviewed periodically. Computerized information management system is in use with annual installations & abandonments totaled. Very limited field verifications and audits. Error in count of number of service connections is believed to be no more than 3%.	Conditions between 6 and 8	Policies and procedures for new account activation and overall billing operations are written, well-structured and reviewed at least biannually. Well-managed computerized information management system exists and routine, periodic field checks and internal system audits are conducted. Counts of connections are no more than 2% in error.	Conditions between 8 and 10	Sound written policy and well managed and audited procedures ensure reliable management of service connection population. Computerized information management system, Customer Billing System, and Geographic Information System (GIS) information agree; field validation proves truth of databases. Count of connections recorded as being in error is less than 1% of the entire population.
Improvements to attain higher data grading for "Number of Active and Inactive Service Connections" component:	**Note: The number of Service Connections does <u>not</u> include fire hydrant leads/lines connecting the hydrant to the water main**	<u>to qualify for 2</u>: Draft new policy and procedures for new account activation and overall billing operations. Research and collect paper records of installations & abandonments for several years prior to audit year.	<u>to qualify for 4</u>: Refine policy and procedures for new account activation and overall billing operations. Research computerized recordkeeping system (Customer Information System or Customer Billing System) to improve documentation format for service connections.		<u>to qualify for 6</u>: Refine procedures to ensure consistency with new account activation and overall billing policy to establish new service connections or decommission existing connections. Improve process to include all totals for at least five years prior to audit year.		<u>to qualify for 8</u>: Formalize regular review of new account activation and overall billing operations policies and procedures. Launch random field checks of limited number of locations. Develop reports and auditing mechanisms for computerized information management system.		<u>to qualify for 10</u>: Close any procedural loopholes that allow installations to go undocumented. Link computerized information management system with Geographic Information System (GIS) and formalize field inspection and information system auditing processes. Documentation of new or decommissioned service connections encounters several levels of checks and balances.		<u>to maintain 10</u>: Continue with standardization and random field validation to improve knowledge of system.
	Note: if customer water	Gradings 1-9 apply if customer properties are unmetered, if customer meters exist and are located inside the customer building premises, or if the water utility owns and is responsible for the entire service connection piping from the water main to the customer building. In any of these cases the average distance between the curb stop or boundary separating utility/customer responsibility for service connection piping, and the typical first point of use (ex: faucet) or the customer meter must be quantified. Gradings of 1-9 are used to grade the validity of the means to quantify this value. (See the "Service Connection Diagram" worksheet)									<u>Either of two conditions can be met for a grading of 10</u>:

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
Average length of customer service line:	meters are located outside of the customer building next to the curb stop or boundary separating utility/customer responsibility, then the auditor should answer "Yes" to the question on the Reporting Worksheet asking about this. If the answer is Yes, the grading description listed under the Grading of 10(a) will be followed, with a value of zero automatically entered at a Grading of 10. See the Service Connection Diagram worksheet for a visual presentation of this distance.	Vague policy exists to define the delineation of water utility ownership and customer ownership of the service connection piping. Curb stops are perceived as the breakpoint but these have not been well-maintained or documented. Most are buried or obscured. Their location varies widely from site-to-site, and estimating this distance is arbitrary due to the unknown location of many curb stops.	Policy requires that the curb stop serves as the delineation point between water utility ownership and customer ownership of the service connection piping. The piping from the water main to the curb stop is the property of the water utility; and the piping from the curb stop to the customer building is owned by the customer. Curb stop locations are not well documented and the average distance is based upon a limited number of locations measured in the field.	Conditions between 2 and 4	Good policy requires that the curb stop serves as the delineation point between water utility ownership and customer ownership of the service connection piping. Curb stops are generally installed as needed and are reasonably documented. Their location varies widely from site-to-site, and an estimate of this distance is hindered by the availability of paper records of limited accuracy.	Conditions between 4 and 6	Clear written policy exists to define utility/customer responsibility for service connection piping. Accurate, well-maintained paper or basic electronic recordkeeping system exists. Periodic field checks confirm piping lengths for a sample of customer properties.	Conditions between 6 and 8	Clearly worded policy standardizes the location of curb stops and meters, which are inspected upon installation. Accurate and well maintained electronic records exist with periodic field checks to confirm locations of service lines, curb stops and customer meter pits. An accurate number of customer properties from the customer billing system allows for reliable averaging of this length.	Conditions between 8 and 10	a) Customer water meters exist outside of customer buildings next to the curb stop or boundary separating utility/customer responsibility for service connection piping. If so, answer "Yes" to the question on the Reporting Working asking about this condition. A value of zero and a Grading of 10 are automatically entered in the Reporting Worksheet . b). Meters exist inside customer buildings, or properties are unmetered. In either case, answer "No" to the Reporting Worksheet question on meter location, and enter a distance determined by the auditor. For a Grading of 10 this value must be a very reliable number from a Geographic Information System (GIS) and confirmed by a statistically valid number of field checks.
Improvements to attain higher data grading for "Average Length of Customer Service Line" component:		to qualify for 2: Research and collect paper records of service line installations. Inspect several sites in the field using pipe locators to locate curb stops. Obtain the length of this small sample of connections in this manner.	to qualify for 4: Formalize and communicate policy delineating utility/customer responsibilities for service connection piping. Assess accuracy of paper records by field inspection of a small sample of service connections using pipe locators as needed. Research the potential migration to a computerized information management system to store service connection data.		to qualify for 6: Establish coherent procedures to ensure that policy for curb stop, meter installation and documentation is followed. Gain consensus within the water utility for the establishment of a computerized information management system.		to qualify for 8: Implement an electronic means of recordkeeping, typically via a customer information system, customer billing system, or Geographic Information System (GIS). Standardize the process to conduct field checks of a limited number of locations.		to qualify for 10: Link customer information management system and Geographic Information System (GIS), standardize process for field verification of data.		to maintain 10: Continue with standardization and random field validation to improve knowledge of service connection configurations and customer meter locations.
Average operating pressure:		Available records are poorly assembled and maintained paper records of supply pump characteristics and water distribution system operating conditions. Average pressure is guesstimated based upon this information and ground elevations from crude topographical maps. Widely varying distribution system pressures due to undulating terrain, high system head loss and weak/erratic pressure controls further compromise the validity of the average pressure calculation.	Limited telemetry monitoring of scattered pumping station and water storage tank sites provides some static pressure data, which is recorded in handwritten logbooks. Pressure data is gathered at individual sites only when low pressure complaints arise. Average pressure is determined by averaging relatively crude data, and is affected by significant variation in ground elevations, system head loss and gaps in pressure controls in the distribution system.	Conditions between 2 and 4	Effective pressure controls separate different pressure zones; moderate pressure variation across the system, occasional open boundary valves are discovered that breech pressure zones. Basic telemetry monitoring of the distribution system logs pressure data electronically. Pressure data gathered by gauges or dataloggers at fire hydrants or buildings when low pressure complaints arise, and during fire flow tests and system flushing. Reliable topographical data exists. Average pressure is calculated using this mix of data.	Conditions between 4 and 6	Reliable pressure controls separate distinct pressure zones; only very occasional open boundary valves are encountered that breech pressure zones. Well-covered telemetry monitoring of the distribution system (not just pumping at source treatment plants or wells) logs extensive pressure data electronically. Pressure gathered by gauges/dataloggers at fire hydrants and buildings when low pressure complaints arise, and during fire flow tests and system flushing. Average pressure is determined by using this mix of reliable data.	Conditions between 6 and 8	Well-managed, discrete pressure zones exist with generally predictable pressure fluctuations. A current full-scale SCADA System or similar realtime monitoring system exists to monitor the water distribution system and collect data, including real time pressure readings at representative sites across the system. The average system pressure is determined from reliable monitoring system data.	Conditions between 8 and 10	Well-managed pressure districts/zones, SCADA System and hydraulic model exist to give very precise pressure data across the water distribution system. Average system pressure is reliably calculated from extensive, reliable, and cross-checked data. Calculations are reported on an annual basis as a minimum.
Improvements to attain higher data grading for "Average Operating Pressure" component:		to qualify for 2: Employ pressure gauging and/or datalogging equipment to obtain pressure measurements from fire hydrants. Locate accurate topographical maps of service area in order to confirm ground elevations. Research pump data sheets to find pump pressure/flow characteristics	to qualify for 4: Formalize a procedure to use pressure gauging/datalogging equipment to gather pressure data during various system events such as low pressure complaints, or operational testing. Gather pump pressure and flow data at different flow regimes. Identify faulty pressure controls (pressure reducing valves, altitude valves, partially open boundary valves) and plan to properly configure pressure zones. Make all pressure data from these efforts available to generate system-wide average pressure.		to qualify for 6: Expand the use of pressure gauging/datalogging equipment to gather scattered pressure data at a representative set of sites, based upon pressure zones or areas. Utilize pump pressure and flow data to determine supply head entering each pressure zone or district. Correct any faulty pressure controls (pressure reducing valves, altitude valves, partially open boundary valves) to ensure properly configured pressure zones. Use expanded pressure dataset from these activities to generate system-wide average pressure.		to qualify for 8: Install a Supervisory Control and Data Acquisition (SCADA) System, or similar realtime monitoring system, to monitor system parameters and control operations. Set regular calibration schedule for instrumentation to insure data accuracy. Obtain accurate topographical data and utilize pressure data gathered from field surveys to provide extensive, reliable data for pressure averaging.		to qualify for 10: Annually, obtain a system-wide average pressure value from the hydraulic model of the distribution system that has been calibrated via field measurements in the water distribution system and confirmed in comparisons with SCADA System data.		to maintain 10: Continue to refine the hydraulic model of the distribution system and consider linking it with SCADA System for real-time pressure data calibration, and averaging.

Grading >>>	n/a	1	2	3	4	5	6	7	8	9	10
COST DATA											
Total annual cost of operating water system:		Incomplete paper records and lack of financial accounting documentation on many operating functions makes calculation of water system operating costs a pure guesstimate	Reasonably maintained, but incomplete, paper or electronic accounting provides data to estimate the major portion of water system operating costs.	Conditions between 2 and 4	Electronic, industry-standard cost accounting system in place. However, gaps in data are known to exist, periodic internal reviews are conducted but not a structured financial audit.	Conditions between 4 and 6	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited periodically by utility personnel, but not a Certified Public Accountant (CPA).	Conditions between 6 and 8	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited at least annually by utility personnel, and at least once every three years by third-party CPA.	Conditions between 8 and 10	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Data audited annually by utility personnel and annually also by third-party CPA.
Improvements to attain higher data grading for "Total Annual Cost of Operating the Water System" component:		to qualify for 2: Gather available records, institute new financial accounting procedures to regularly collect and audit basic cost data of most important operations functions.	to qualify for 4: Implement an electronic cost accounting system, structured according to accounting standards for water utilities		to qualify for 6: Establish process for periodic internal audit of water system operating costs; identify cost data gaps and institute procedures for tracking these outstanding costs.		to qualify for 8: Standardize the process to conduct routine financial audit on an annual basis. Arrange for CPA audit of financial records at least once every three years.		to qualify for 10: Standardize the process to conduct a third-party financial audit by a CPA on an annual basis.		to maintain 10: Maintain program, stay abreast of expenses subject to erratic cost changes and long-term cost trend, and budget/track costs proactively
Customer retail unit cost (applied to Apparent Losses):	Customer population unmetered, and/or only a fixed fee is charged for consumption.	Antiquated, cumbersome water rate structure is used, with periodic historic amendments that were poorly documented and implemented; resulting in classes of customers being billed inconsistent charges. The actual composite billing rate likely differs significantly from the published water rate structure, but a lack of auditing leaves the degree of error indeterminate.	Dated, cumbersome water rate structure, not always employed consistently in actual billing operations. The actual composite billing rate is known to differ from the published water rate structure, and a reasonably accurate estimate of the degree of error is determined, allowing a composite billing rate to be quantified.	Conditions between 2 and 4	Straight-forward water rate structure in use, but not updated in several years. Billing operations reliably employ the rate structure. The composite billing rate is derived from a single customer class such as residential customer accounts, neglecting the effect of different rates from varying customer classes.	Conditions between 4 and 6	Clearly written, up-to-date water rate structure is in force and is applied reliably in billing operations. Composite customer rate is determined using a weighted average residential rate using volumes of water in each rate block.	Conditions between 6 and 8	Effective water rate structure is in force and is applied reliably in billing operations. Composite customer rate is determined using a weighted average composite consumption rate, which includes residential, commercial, industrial, institutional (CII), and any other distinct customer classes within the water rate structure.	Conditions between 8 and 10	Current, effective water rate structure is in force and applied reliably in billing operations. The rate structure and calculations of composite rate - which includes residential, commercial, industrial, institutional (CII), and other distinct customer classes - are reviewed by a third party knowledgeable in the M36 methodology at least once every five years.
Improvements to attain higher data grading for "Customer Retail Unit Cost" component:		to qualify for 2: Formalize the process to implement water rates, including a secure documentation procedure. Create a current, formal water rate document and gain approval from all stakeholders.	to qualify for 4: Review the water rate structure and update/formalize as needed. Assess billing operations to ensure that actual billing operations incorporate the established water rate structure.		to qualify for 6: Evaluate volume of water used in each usage block by residential users. Multiply volumes by full rate structure.	Launch effort to fully meter the customer population and charge rates based upon water volumes	to qualify for 8: Evaluate volume of water used in each usage block by all classifications of users. Multiply volumes by full rate structure.		to qualify for 10: Conduct a periodic third-party audit of water used in each usage block by all classifications of users. Multiply volumes by full rate structure.		to maintain 10: Keep water rate structure current in addressing the water utility's revenue needs. Update the calculation of the customer unit rate as new rate components, customer classes, or other components are modified.
Variable production cost (applied to Real Losses):	Note: if the water utility purchases/imports its entire water supply, then enter the unit purchase cost of the bulk water supply in the Reporting Worksheet with a grading of 10	Incomplete paper records and lack of documentation on primary operating functions (electric power and treatment costs most importantly) makes calculation of variable production costs a pure guesstimate	Reasonably maintained, but incomplete, paper or electronic accounting provides data to roughly estimate the basic operations costs (pumping power costs and treatment costs) and calculate a unit variable production cost.	Conditions between 2 and 4	Electronic, industry-standard cost accounting system in place. Electric power and treatment costs are reliably tracked and allow accurate weighted calculation of unit variable production costs based on these two inputs and water imported purchase costs (if applicable). All costs are audited internally on a periodic basis.	Conditions between 4 and 6	Reliable electronic, industry-standard cost accounting system in place, with all pertinent water system operating costs tracked. Pertinent additional costs beyond power, treatment and water imported purchase costs (if applicable) such as liability, residuals management, wear and tear on equipment, impending expansion of supply, are included in the unit variable production cost, as applicable. The data is audited at least annually by utility personnel.	Conditions between 6 and 8	Reliable electronic, industry-standard cost accounting system in place, with all pertinent primary and secondary variable production and water imported purchase (if applicable) costs tracked. The data is audited at least annually by utility personnel, and at least once every three years by a third-party knowledgeable in the M36 methodology.	Conditions between 8 and 10	Either of two conditions can be met to obtain a grading of 10: 1) Third party CPA audit of all pertinent primary and secondary variable production and water imported purchase (if applicable) costs on an annual basis. or: 2) Water supply is entirely purchased as bulk imported water, and unit purchase cost serves as the variable production cost.
Improvements to attain higher data grading for "Variable Production Cost" component:		to qualify for 2: Gather available records, institute new procedures to regularly collect and audit basic cost data and most important operations functions.	to qualify for 4: Implement an electronic cost accounting system, structured according to accounting standards for water utilities		to qualify for 6: Formalize process for regular internal audits of production costs. Assess whether additional costs (liability, residuals management, equipment wear, impending infrastructure expansion) should be included to calculate a more representative variable production cost.		to qualify for 8: Formalize the accounting process to include direct cost components (power, treatment) as well as indirect cost components (liability, residuals management, etc.) Arrange to conduct audits by a knowledgeable third-party at least once every three years.		to qualify for 10: Standardize the process to conduct a third-party financial audit by a CPA on an annual basis.		to maintain 10: Maintain program, stay abreast of expenses subject to erratic cost changes and budget/track costs proactively

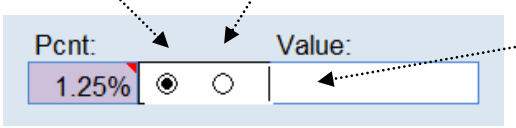
AWWA Free Water Audit Software: Definitions

WAS v5.0

Item Name	Description
Apparent Losses Find	= unauthorized consumption + customer metering inaccuracies + systematic data handling errors Apparent Losses include all types of inaccuracies associated with customer metering (worn meters as well as improperly sized meters or wrong type of meter for the water usage profile) as well as systematic data handling errors (meter reading, billing, archiving and reporting), plus unauthorized consumption (theft or illegal use). NOTE: Over-estimation of Apparent Losses results in under-estimation of Real Losses. Under-estimation of Apparent Losses results in over-estimation of Real Losses.
AUTHORIZED CONSUMPTION Find	= billed water exported + billed metered + billed unmetered + unbilled metered + unbilled unmetered consumption The volume of metered and/or unmetered water taken by registered customers, the water utility's own uses, and uses of others who are implicitly or explicitly authorized to do so by the water utility; for residential, commercial, industrial and public-minded purposes. Typical retail customers' consumption is tabulated usually from established customer accounts as billed metered consumption, or - for unmetered customers - billed unmetered consumption. These types of consumption, along with billed water exported, provide revenue potential for the water utility. **Be certain to tabulate the water exported volume as a separate component and do not "double-count" it by including in the billed metered consumption component as well as the water exported component.** Unbilled authorized consumption occurs typically in non-account uses, including water for fire fighting and training, flushing of water mains and sewers, street cleaning, watering of municipal gardens, public fountains, or similar public-minded uses. Occasionally these uses may be metered and billed (or charged a flat fee), but usually they are unmetered and unbilled. In the latter case, the water auditor may use a default value to estimate this quantity, or implement procedures for the reliable quantification of these uses. This starts with documenting usage events as they occur and estimating the amount of water used in each event. (See Unbilled unmetered consumption)
View Service Connection Diagram **Average length of customer service line** Find	This is the average length of customer service line, Lp, that is owned and maintained by the customer; from the point of ownership transfer to the customer water meter, or building line (if unmetered). The quantity is one of the data inputs for the calculation of Unavoidable Annual Real Losses (UARL), which serves as the denominator of the performance indicator: Infrastructure Leakage Index (ILI). The value of Lp is multiplied by the number of customer service connections to obtain a total length of customer owned piping in the system. The purpose of this parameter is to account for the unmetered service line infrastructure that is the responsibility of the customer for arranging repairs of leaks that occur on their lines. In many cases leak repairs arranged by customers take longer to be executed than leak repairs arranged by the water utility on utility-maintained piping. Leaks run longer - and lose more water - on customer-owned service piping, than utility owned piping. If the customer water meter exists near the ownership transfer point (usually the curb stop located between the water main and the customer premises) this distance is zero because the meter and transfer point are the same. This is the often encountered configuration of customer water meters located in an underground meter box or "pit" outside of the customer's building. The Free Water Audit Software asks a "Yes/No" question about the meter at this location. If the auditor selects "Yes" then this distance is set to zero and the data grading score for this component is set to 10. If water meters are typically located inside the customer premise/building, or properties are unmetered, it is up to the water auditor to estimate a system-wide average Lp length based upon the various customer land parcel sizes and building locations in the service area. Lp will be a shorter length in areas of high density housing, and a longer length in areas of low density housing and varied commercial and industrial buildings. General parcel demographics should be employed to obtain a composite average Lp length for the entire system. Refer to the "Service Connection Diagram" worksheet for a depiction of the service line/metering configurations that typically exist in water utilities. This worksheet gives guidance on the determination of the Average Length, Lp, for each configuration.
Average operating pressure Find	This is the average pressure in the distribution system that is the subject of the water audit. Many water utilities have a calibrated hydraulic model of their water distribution system. For these utilities, the hydraulic model can be utilized to obtain a very accurate quantity of average pressure. In the absence of a hydraulic model, the average pressure may be approximated by obtaining readings of static water pressure from a representative sample of fire hydrants or other system access points evenly located across the system. A weighted average of the pressure can be assembled; but be sure to take into account the elevation of the fire hydrants, which typically exist several feet higher than the level of buried water pipelines. If the water utility is compiling the water audit for the first time, the average pressure can be approximated, but with a low data grading. In subsequent years of auditing, effort should be made to improve the accuracy of the average pressure quantity. This will then qualify the value for a higher data grading.
Billed Authorized Consumption	All consumption that is billed and authorized by the utility. This may include both metered and unmetered consumption. See "Authorized Consumption" for more information.
Billed metered consumption Find	All metered consumption which is billed to retail customers, including all groups of customers such as domestic, commercial, industrial or institutional. **It does NOT include water supplied to neighboring utilities (water exported) which is metered and billed. Be sure to subtract any consumption for exported water sales that may be included in these billing roles. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.** The metered consumption data can be taken directly from billing records for the water audit period. The accuracy of yearly metered consumption data can be refined by including an adjustment to account for customer meter reading lag time since not all customer meters are read on the same day of the meter reading period. However additional analysis is necessary to determine the lag time adjustment value, which may or may not be significant.
Billed unmetered consumption Find	All billed consumption which is calculated based on estimates or norms from water usage sites that have been determined by utility policy to be left unmetered. This is typically a very small component in systems that maintain a policy to meter their customer population. However, this quantity can be the key consumption component in utilities that have not adopted a universal metering policy. **This component should NOT include any water that is supplied to neighboring utilities (water exported) which is unmetered but billed. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.**

Item Name	Description
Customer metering inaccuracies Find	Apparent water losses caused by the collective under-registration of customer water meters. Many customer water meters gradually wear as large cumulative volumes of water are passed through them over time. This causes the meters to under-register the flow of water. This occurrence is common with smaller residential meters of sizes 5/8-inch and 3/4 inch after they have registered very large cumulative volumes of water, which generally occurs only after periods of years. For meters sized 1-inch and larger - typical of multi-unit residential, commercial and industrial accounts - meter under-registration can occur from wear or from the improper application of the meter; i.e. installing the wrong type of meter or the wrong size of meter, for the flow pattern (profile) of the consumer. For instance, many larger meters have reduced accuracy at low flows. If an oversized meter is installed, most of the time the routine flow will occur in the low flow range of the meter, and a significant portion of it may not be registered. It is important to properly select and install all meters, but particularly large customer meters, size 1-inch and larger. The auditor has two options for entering data for this component of the audit. The auditor can enter a percentage under-registration (typically an estimated value), this will apply the selected percentage to the two categories of metered consumption to determine the volume of water not recorded due to customer meter inaccuracy. Note that this percentage is a composite average inaccuracy for all customer meters in the entire meter population. The percentage will be multiplied by the sum of the volumes in the Billed Metered and Unbilled Metered components. Alternatively, if the auditor has substantial data from meter testing activities, he or she can calculate their own loss volumes, and this volume may be entered directly. Note that a value of zero will be accepted but an alert will appear asking if the customer population is unmetered. Since all metered systems have some degree of inaccuracy, a positive value should be entered. A value of zero in this component is valid only if the water utility does not meter its customer population.
Customer retail unit cost Find	The Customer Retail Unit Cost represents the charge that customers pay for water service. This unit cost is applied routinely to the components of Apparent Loss, since these losses represent water reaching customers but not (fully) paid for. Since most water utilities have a rate structure that includes a variety of different costs based upon class of customer, a weighted average of individual costs and number of customer accounts in each class can be calculated to determine a single composite cost that should be entered into this cell. Finally, the weighted average cost should also include additional charges for sewer, storm water or biosolids processing, but only if these charges are based upon the volume of potable water consumed. For water utilities in regions with limited water resources and a questionable ability to meet the drinking water demands in the future, the Customer Retail Unit Cost might also be applied to value the Real Losses; instead of applying the Variable Production Cost to Real Losses. In this way, it is assumed that every unit volume of leakage reduced by leakage management activities will be sold to a customer. Note: the Free Water Audit Software allows the user to select the units that are charged to customers (either $/1,000 gallons, $/hundred cubic feet, or $/1,000 litres) and automatically converts these units to the units that appear in the "WATER SUPPLIED" box. The monetary units are United States dollars, $.
Infrastructure Leakage Index (ILI) Find	The ratio of the Current Annual Real Losses (Real Losses) to the Unavoidable Annual Real Losses (UARL). The ILI is a highly effective performance indicator for comparing (benchmarking) the performance of utilities in operational management of real losses.
Length of mains Find	Length of all pipelines (except service connections) in the system starting from the point of system input metering (for example at the outlet of the treatment plant). It is also recommended to include in this measure the total length of fire hydrant lead pipe. Hydrant lead pipe is the pipe branching from the water main to the fire hydrant. Fire hydrant leads are typically of a sufficiently large size that is more representative of a pipeline than a service connection. The average length of hydrant leads across the entire system can be assumed if not known, and multiplied by the number of fire hydrants in the system, which can also be assumed if not known. This value can then be added to the total pipeline length. Total length of mains can therefore be calculated as: Length of Mains, miles = (total pipeline length, miles) + [{(average fire hydrant lead length, ft) x (number of fire hydrants)} / 5,280 ft/mile] or Length of Mains, kilometres = (total pipeline length, kilometres) + [{(average fire hydrant lead length, metres) x (number of fire hydrants)} / 1,000 metres/kilometre]
NON-REVENUE WATER Find	= Apparent Losses + Real Losses + Unbilled Metered Consumption + Unbilled Unmetered Consumption. This is water which does not provide revenue potential to the utility.
Number of active AND inactive service connections Find	Number of customer service connections, extending from the water main to supply water to a customer. Please note that this includes the actual number of distinct piping connections, including fire connections, whether active or inactive. This may differ substantially from the number of customers (or number of accounts). **Note: this number does not include the pipeline leads to fire hydrants - the total length of piping supplying fire hydrants should be included in the "Length of mains" parameter.**
Real Losses Find	Physical water losses from the pressurized system (water mains and customer service connections) and the utility's storage tanks, up to the point of customer consumption. In metered systems this is the customer meter, in unmetered situations this is the first point of consumption (stop tap/tap) within the property. The annual volume lost through all types of leaks, breaks and overflows depends on frequencies, flow rates, and average duration of individual leaks, breaks and overflows.
Revenue Water	Those components of System Input Volume that are billed and have the potential to produce revenue.
Service Connection Density Find	=number of customer service connections / length of mains

Item Name	Description
Systematic data handling errors Find	Apparent losses caused by accounting omissions, errant computer programming, gaps in policy, procedure, and permitting/activation of new accounts; and any type of data lapse that results in under-stated customer water consumption in summary billing reports. Systematic Data Handling Errors result in a direct loss of revenue potential. Water utilities can find "lost" revenue by keying on this component. Utilities typically measure water consumption registered by water meters at customer premises. The meter should be read routinely (ex: monthly) and the data transferred to the Customer Billing System, which generates and sends a bill to the customer. Data Transfer Errors result in the consumption value being less than the actual consumption, creating an apparent loss. Such error might occur from illegible and mis-recorded hand-written readings compiled by meter readers, inputting an incorrect meter register unit conversion factor in the automatic meter reading equipment, or a variety of similar errors. Apparent losses also occur from Data Analysis Errors in the archival and data reporting processes of the Customer Billing System. Inaccurate estimates used for accounts that fail to produce a meter reading are a common source of error. Billing adjustments may award customers a rightful monetary credit, but do so by creating a negative value of consumption, thus under-stating the actual consumption. Account activation lapses may allow new buildings to use water for months without meter readings and billing. Poor permitting and construction inspection practices can result in a new building lacking a billing account, a water meter and meter reading; i.e., the customer is unknown to the utility's billing system. Close auditing of the permitting, metering, meter reading, billing and reporting processes of the water consumption data trail can uncover data management gaps that create volumes of systematic data handling error. Utilities should routinely analyze customer billing records to detect data anomalies and quantify these losses. For example, a billing account that registers zero consumption for two or more billing cycles should be checked to explain why usage has seemingly halted. Given the revenue loss impacts of these losses, water utilities are well-justified in providing continuous oversight and timely correction of data transfer errors & data handling errors. If the water auditor has not yet gathered detailed data or assessment of systematic data handling error, it is recommended that the auditor apply the default value of 0.25% of the Billed Authorized Consumption volume. However, if the auditor has investigated the billing system and its controls, and has well validated data that indicates the volume from systematic data handling error is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations and select an appropriate grading. Note: negative values are not allowed for this audit component. If the auditor enters zero for this component then a grading of 1 will be automatically assigned.
Total annual cost of operating the water system Find	These costs include those for operations, maintenance and any annually incurred costs for long-term upkeep of the drinking water supply and distribution system. It should include the costs of day-to-day upkeep and long-term financing such as repayment of capital bonds for infrastructure expansion or improvement. Typical costs include employee salaries and benefits, materials, equipment, insurance, fees, administrative costs and all other costs that exist to sustain the drinking water supply. Depending upon water utility accounting procedures or regulatory agency requirements, it may be appropriate to include depreciation in the total of this cost. This cost should not include any costs to operate wastewater, biosolids or other systems outside of drinking water.
Unauthorized consumption Find	Includes water illegally withdrawn from fire hydrants, illegal connections, bypasses to customer consumption meters, or tampering with metering or meter reading equipment; as well as any other ways to receive water while thwarting the water utility's ability to collect revenue for the water. Unauthorized consumption results in uncaptured revenue and creates an error that understates customer consumption. In most water utilities this volume is low and, if the water auditor has not yet gathered detailed data for these loss occurrences, it is recommended that the auditor apply a default value of 0.25% of the volume of water supplied. However, if the auditor has investigated unauthorized occurrences, and has well validated data that indicates the volume from unauthorized consumption is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations. Note that a value of zero will not be accepted since all water utilities have some volume of unauthorized consumption occurring in their system. Note: if the auditor selects the default value for unauthorized consumption, a data grading of 5 is automatically assigned, but not displayed on the Reporting Worksheet.
Unavoidable Annual Real Losses (UARL) Find	UARL (gallons/day)=(5.41Lm + 0.15Nc + 7.5Lc) xP, or UARL (litres/day)=(18.0Lm + 0.8Nc + 25.0Lc) xP where: Lm = length of mains (miles or kilometres) Nc = number of customer service connections Lp = the average distance of customer service connection piping (feet or metres) (see the Worksheet "Service Connection Diagram" for guidance on deterring the value of Lp) Lc = total length of customer service connection piping (miles or km) Lc = Nc X Lp (miles or kilometres) P = Pressure (psi or metres) The UARL is a theoretical reference value representing the technical low limit of leakage that could be achieved if all of today's best technology could be successfully applied. It is a key variable in the calculation of the Infrastructure Leakage Index (ILI). Striving to reduce system leakage to a level close to the UARL is usually not needed unless the water supply is unusually expensive, scarce or both. NOTE: The UARL calculation has not yet been proven as fully valid for very small, or low pressure water distribution systems. If, in gallons per day: (Lm x 32) + Nc < 3000 or P <35psi in litres per day: (Lm x 20) + Nc < 3000 or P < 25m then the calculated UARL value may not be valid. The software does not display a value of UARL or ILI if either of these conditions is true.

Item Name	Description
Unbilled Authorized Consumption	All consumption that is unbilled, but still authorized by the utility. This includes Unbilled Metered Consumption + Unbilled Unmetered Consumption. See "Authorized Consumption" for more information. For Unbilled Unmetered Consumption, the Free Water Audit Software provides the auditor the option to select a default value if they have not audited unmetered activities in detail. The default calculates a volume that is 1.25% of the Water Supplied volume. If the auditor has carefully audited the various unbilled, unmetered, authorized uses of water, and has established reliable estimates of this collective volume, then he or she may enter the volume directly for this component, and not use the default value.
Unbilled metered consumption Find	Metered consumption which is authorized by the water utility, but, for any reason, is deemed by utility policy to be unbilled. This might for example include metered water consumed by the utility itself in treatment or distribution operations, or metered water provided to civic institutions free of charge. **It does not include water supplied to neighboring utilities (water exported) which may be metered but not billed.**
Unbilled unmetered consumption Find	Any kind of Authorized Consumption which is neither billed or metered. This component typically includes water used in activities such as fire fighting, flushing of water mains and sewers, street cleaning, fire flow tests conducted by the water utility, etc. In most water utilities it is a small component which is very often substantially overestimated. **It does NOT include water supplied to neighboring utilities (water exported) which is unmetered and unbilled – an unlikely case.** This component has many sub-components of water use which are often tedious to identify and quantify. Because of this, and the fact that it is usually a small portion of the water supplied, it is recommended that the auditor apply the default value, which is 1.25% of the Water Supplied volume. Select the default percentage to enter this value. If the water utility has carefully audited the unbilled, unmetered activities occurring in the system, and has well validated data that gives a value substantially higher or lower than the default volume, then the auditor should enter their own volume. However the default approach is recommended for most water utilities. Note that a value of zero is not permitted, since all water utilities have some volume of water in this component occurring in their system.
Units and Conversions	The user may develop an audit based on one of three unit selections: 1) Million Gallons (US) 2) Megalitres (Thousand Cubic Metres) 3) Acre-feet Once this selection has been made in the instructions sheet, all calculations are made on the basis of the chosen units. Should the user wish to make additional conversions, a unit converter is provided below (use drop down menus to select units from the yellow unit boxes): Enter Units: 1 | Convert From… Million Gallons (US) = **Converts to…..** 3.06888329 Acre-feet (conversion factor = 3.06888328973723)
Use of Option Buttons	To use the default percent value choose this button To enter a value choose this button and enter the value in the cell to the right  **NOTE:** For Unbilled Unmetered Consumption, Unauthorized Consumption and Systematic Data Handling Errors, a recommended default value can be applied by selecting the Percent option. The default values are based on fixed percentages of Water Supplied or Billed Authorized Consumption and are recommended for use in this audit unless the auditor has well validated data for their system. Default values are shown by purple cells, as shown in the example above. If a default value is selected, the user does not need to grade the item; a grading value of 5 is automatically applied (however, this grade will not be displayed).
Variable production cost (applied to Real Losses) Find	The cost to produce and supply the next unit of water (e.g., $/million gallons). This cost is determined by calculating the summed unit costs for ground and surface water treatment and all power used for pumping from the source to the customer. It may also include other miscellaneous unit costs that apply to the production of drinking water. It should also include the unit cost of bulk water purchased as an import if applicable. It is common to apply this unit cost to the volume of Real Losses. However, if water resources are strained and the ability to meet future drinking water demands is in question, then the water auditor can be justified in applying the Customer Retail Rate to the Real Loss volume, rather than applying the Variable Production Cost. The Free Water Audit Software applies the Variable Production costs to Real Losses by default. However, the auditor has the option on the Reporting Worksheet to select the Customer Retail Cost as the basis for the Real Loss cost evaluation if the auditor determines that this is warranted.
Volume from own sources Find	The volume of water withdrawn (abstracted) from water resources (rivers, lakes, streams, wells, etc) controlled by the water utility, and then treated for potable water distribution. Most water audits are compiled for utility retail water distribution systems, so this volume should reflect the amount of treated drinking water that entered the distribution system. Often the volume of water measured at the effluent of the treatment works is slightly less than the volume measured at the raw water source, since some of the water is used in the treatment process. Thus, it is useful if flows are metered at the effluent of the treatment works. If metering exists only at the raw water source, an adjustment for water used in the treatment process should be included to account for water consumed in treatment operations such as filter backwashing, basin flushing and cleaning, etc. If the audit is conducted for a wholesale water agency that sells untreated water, then this quantity reflects the measure of the raw water, typically metered at the source.

Item Name	Description
Volume from own sources: Master meter and supply error adjustment Find	An estimate or measure of the degree of inaccuracy that exists in the master (production) meters measuring the annual Volume from own Sources, and any error in the data trail that exists to collect, store and report the summary production data. This adjustment is a weighted average number that represents the collective error for all master meters for all days of the audit year and any errors identified in the data trail. Meter error can occur in different ways. A meter or meters may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Data error can occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of inaccuracy in master meters and data errors in archival systems are common; thus a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration.
Water exported Find	The Water Exported volume is the bulk water conveyed and sold by the water utility to neighboring water systems that exists outside of their service area. Typically this water is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water utility that is selling the water: i.e. the exporter. If the water utility who is compiling the annual water audit sells bulk water in this manner, they are an exporter of water. Note: The Water Exported volume is sold to wholesale customers who are typically charged a wholesale rate that is different than retail rates charged to the retail customers existing within the service area. Many state regulatory agencies require that the Water Exported volume be reported to them as a quantity separate and distinct from the retail customer billed consumption. For these reasons - and others - the Water Exported volume is always quantified separately from Billed Authorized Consumption in the standard water audit. **Be certain not to "double-count" this quantity by including it in both the Water Exported box and the Billed Metered Consumption box of the water audit Reporting Worksheet. This volume should be included only in the Water Exported box.**
Water exported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Exported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived exported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of error in their metered data, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment. Corrections to data gaps or other errors found in the archived data should also be included as a portion of this meter error adjustment.
Water imported Find	The Water Imported volume is the bulk water purchased to become part of the Water Supplied volume. Typically this is water purchased from a neighboring water utility or regional water authority, and is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water supplier selling the water to the utility conducting the water audit. The water supplier selling the bulk water usually charges the receiving utility based upon a wholesale water rate.
Water imported: Master meter and supply error adjustment Find	An estimate or measure of the volume in which the Water Imported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived imported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some level of meter inaccuracy, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived metered data. Thus, a value of zero should not be entered. Enter a negative percentage or value for metered data under-registration; or, enter a positive percentage or value for metered data over-registration. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment.
WATER LOSSES Find	= apparent losses + real losses Water Losses are the difference between Water Supplied and Authorized Consumption. Water losses can be considered as a total volume for the whole system, or for partial systems such as transmission systems, pressure zones or district metered areas (DMA); if one of these configurations are the basis of the water audit.

Water Audit Report for: Los Angeles County Waterworks District 40
Reporting Year: 2019 | 1/2019 - 12/2019
Data Validity Score: 70

Water Loss Control Planning Guide

	Water Audit Data Validity Level / Score				
Functional Focus Area	**Level I** (0-25)	**Level II** (26-50)	**Level III** (51-70)	**Level IV** (71-90)	**Level V** (91-100)
Audit Data Collection	Launch auditing and loss control team; address production metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations. Identify data gaps.	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs. Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc.	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or Automatic Meter Reading (AMR) system.	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process.	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon the Infrastructure Leakage Index (ILI) for performance comparisons for real losses (see below table)	Performance Benchmarking - ILI is meaningful in comparing real loss standing	Identify Best Practices/ Best in class - the ILI is very reliable as a real loss performance indicator for best in class service

For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.

Once data have been entered into the Reporting Worksheet, the performance indicators are automatically calculated. How does a water utility operator know how well his or her system is performing? The AWWA Water Loss Control Committee provided the following table to assist water utilities is gauging an approximate Infrastructure Leakage Index (ILI) that is appropriate for their water system and local conditions. The lower the amount of leakage and real losses that exist in the system, then the lower the ILI value will be.

Note: this table offers an approximate guideline for leakage reduction target-setting. The best means of setting such targets include performing an economic assessment of various loss control methods. However, this table is useful if such an assessment is not possible.

General Guidelines for Setting a Target ILI (without doing a full economic analysis of leakage control options)

Target ILI Range	Financial Considerations	Operational Considerations	Water Resources Considerations
1.0 - 3.0	Water resources are costly to develop or purchase; ability to increase revenues via water rates is greatly limited because of regulation or low ratepayer affordability.	Operating with system leakage above this level would require expansion of existing infrastructure and/or additional water resources to meet the demand.	Available resources are greatly limited and are very difficult and/or environmentally unsound to develop.
>3.0 -5.0	Water resources can be developed or purchased at reasonable expense; periodic water rate increases can be feasibly imposed and are tolerated by the customer population.	Existing water supply infrastructure capability is sufficient to meet long-term demand as long as reasonable leakage management controls are in place.	Water resources are believed to be sufficient to meet long-term needs, but demand management interventions (leakage management, water conservation) are included in the long-term
>5.0 - 8.0	Cost to purchase or obtain/treat water is low, as are rates charged to customers.	Superior reliability, capacity and integrity of the water supply infrastructure make it relatively immune to supply shortages.	Water resources are plentiful, reliable, and easily extracted.
Greater than 8.0	Although operational and financial considerations may allow a long-term ILI greater than 8.0, such a level of leakage is not an effective utilization of water as a resource. Setting a target level greater than 8.0 - other than as an incremental goal to a smaller long-term target - is discouraged.		
Less than 1.0	If the calculated Infrastructure Leakage Index (ILI) value for your system is 1.0 or less, two possibilities exist. a) you are maintaining your leakage at low levels in a class with the top worldwide performers in leakage control. b) A portion of your data may be flawed, causing your losses to be greatly understated. This is likely if you calculate a low ILI value but do not employ extensive leakage control practices in your operations. In such cases it is beneficial to validate the data by performing field measurements to confirm the accuracy of production and customer meters, or to identify any other potential sources of error in the data.		

AWWA Free Water Audit Software v6.0

FWAS v6.0

This spreadsheet-based water audit tool is designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. It provides a "top-down" summary water audit format and is not meant to take the place of a full-scale, comprehensive water audit format. Auditors are strongly encouraged to refer to the most current edition of AWWA M36 Manual for Water Audits for detailed guidance on the water auditing process and targeting loss reduction levels. This tool contains several separate worksheets. Sheets can be accessed using the tabs at the bottom of the screen, or by clicking the TOC links below.

Table of Contents (TOC)

Start Page	The current sheet. Enter contact information and basic audit details.
Worksheet	Enter the required data on this worksheet to calculate the water balance and data grading.
Interactive Data Grading	Answer questions about operational practices for each audit input, and the data validity grades will automatically populate.
Dashboard	Review NRW components, performance indicators and graphical outputs to evaluate the results of the audit.
Notes	Enter notes to explain how values were calculated, document data sources, and related information about data management practices.
Blank Sheet	By popular demand! A blank sheet. The world is your canvas.
Water Balance	The values entered in the Worksheet automatically populate the Water Balance.
Loss Control Planning	Use this sheet to interpret the results of the audit validity score and performance indicators.
Definitions	Use this sheet to understand the terms used in the audit process.
Service Connection Diagram	Diagrams depicting possible customer service connection line configurations.
Acknowledge-ments	Acknowledgements for development of the AWWA Free Water Audit Software v6.0.

AWWA Web Resources for Water Loss Control

https://www.awwa.org/Resources-Tools/Resource-Topics/Water-Loss-Control

Items referenced in the Free Water Audit Software v6.0 on the web:

- Data Grading Matrix v6.0
- Example Water Audit v6.0
- Water Audit Compiler v6.0
- AWWA Reports on Performance Indicators
- M36 Manual

Enter Basic Information

Name of Utility:	Los Angeles County Waterworks District #40
Name of Contact Person:	
Email:	
Telephone | Ext.:	
City/Town/Municipality:	
State / Province:	
Country:	
Audit Preparation Date:	
Audit Year:	2020
Audit Year Label:	Calendar (Fiscal, Calendar, etc)
Audit Period Start Date:	Jan 01 2020
Audit Period End Date:	Dec 31 2020
Volume Reporting Units:	Acre-feet
Water System Structure:	
Water Type:	
System ID Number:	
Validator Name/ID:	
Validator Email:	
Estimated Total Population Served by Water Utility:	

Key of Input Acronyms

In order of appearance in the Worksheet

VOS	Volume from Own Sources
VOSEA	VOS Error Adjustment
WI	Water Imported
WIEA	WI Error Adjustment
WE	Water Exported
WEEA	WE Error Adjustment
BMAC	Billed Metered Authorized Consumption
BUAC	Billed Unmetered Authorized Consumption
UMAC	Unbilled Metered Authorized Consumption
UUAC	Unbilled Unmetered Authorized Consumption
SDHE	Systematic Data Handling Errors
CMI	Customer Metering Inaccuracies
UC	Unauthorized Consumption
Lm	Length of mains
Nc	Number of service connections
Lp	Average length of (private) customer service line
AOP	Average Operating Pressure
CRUC	Customer Retail Unit Charge
VPC	Variable Production Cost

Color Key User input | Calculated | Optional default

Guidance for the Worksheet

Choosing to enter unit of **percent** or **volume** (applies to VOSEA, WIEA, WEEA, CMI) choose entry option:

1.00%	percent	*or*	
	volume		25.000

Choosing to enter **default** or **custom input** (applies to UUAC, SDHE, UC) choose entry option:

0.25%	default	*or*	
	custom		75.000

Guidance for the Interactive Data Grading

Use acronym buttons in IDG header to navigate among inputs. Acronym Key above. White = needs answers, orange = complete, clear = not required. Example below.

VOS	VOSEA	WI	WIEA	WE	WEEA	BMAC	BUAC	UMAC	UUAC
SDHE	CMI	UC	Lm	Nc	Lp	AOP	CRUC	VPC	

After clicking an acronym button, answer all visible questions in the order they're presented, choosing best-fit answer

Grade will populate when all visible questions are complete for an input: **7**

The limiting criteria will be labeled along the right. If only 1 limiting criterion is shown, improving on that criterion will achieve a higher data grade. If multiple limiting criteria are shown, improving on *each* limiting criterion is necessary to achieve a higher data grade. A complete inventory of data grading criteria is available in the Data Grading Matrix v6.0 (see web resources)

Limiting

If you have questions or comments regarding this software please contact us at: wlc@awwa.org

AWWA Free Water Audit Software: Worksheet

FWAS v6.0

Water Audit Report for: Los Angeles County Waterworks District #40

Audit Year: 2020 | Jan 01 2020 - Dec 31 2020 | Calendar

Click 'n' to add notes
Click 'g' to determine data validity grade

To edit water system info: go to start page

To access definitions, click the input name

All volumes to be entered as: ACRE-FEET PER YEAR

WATER SUPPLIED

Water Supplied Error Adjustments — choose entry option:

		n	g			n	g			
VOS	Volume from Own Sources:	n	g	14,265.590	Acre-ft/Yr	n	g		percent	VOSEA
WI	Water Imported:	n	g	31,552.250	Acre-ft/Yr	n	g		percent	WIEA
WE	Water Exported:	n	g		Acre-ft/Yr					WEEA

WATER SUPPLIED: 45,817.840 Acre-ft/Yr

AUTHORIZED CONSUMPTION

choose entry option:

		n	g				
BMAC	Billed Metered:	n	g	43,115.370	Acre-ft/Yr		
BUAC	Billed Unmetered:	n	g		Acre-ft/Yr		
UMAC	Unbilled Metered:	n	g		Acre-ft/Yr		
UUAC	Unbilled Unmetered:	n	g	3	538.942	Acre-ft/Yr	1.25% default

Default option selected for Unbilled Unmetered, with automatic data grading of 3

AUTHORIZED CONSUMPTION: 43,654.312 Acre-ft/Yr

WATER LOSSES

2,163.528 Acre-ft/Yr

Apparent Losses

Default option selected for Systematic Data Handling Errors, with automatic data grading of 3

choose entry option:

		n	g					
SDHE	Systematic Data Handling Errors:	n	g	3	107.788	Acre-ft/Yr	0.25% default	
CMI	Customer Metering Inaccuracies:	n	g		656.579	Acre-ft/Yr	1.50% percent	under-registration
UC	Unauthorized Consumption:	n	g	3	107.788	Acre-ft/Yr	0.25% default	

Default option selected for Unauthorized Consumption, with automatic data grading of 3

Apparent Losses: 872.156 Acre-ft/Yr

Real Losses

Real Losses: 1,291.372 Acre-ft/Yr

WATER LOSSES: 2,163.528 Acre-ft/Yr

NON-REVENUE WATER

NON-REVENUE WATER: 2,702.470 Acre-ft/Yr

SYSTEM DATA

		n	g			
Lm	Length of mains:	n	g	1,056.9	miles	(including fire hydrant lead lengths)
Nc	Number of service connections:	n	g	58,607		(active *and* inactive)
	Service connection density:			55	conn./mile main	

Are customer meters typically located at the curbstop/property line? Yes

Lp — n g 10

Average length of customer service line has been set to zero and a data grading of 10 has been applied

		n	g		
AOP	Average Operating Pressure:	n	g	76.4	psi

COST DATA

		n	g				
CRUC	Customer Retail Unit Charge:	n	g	$2.25	$/100 cubic feet (ccf)	Total Annual Operating Cost	
VPC	Variable Production Cost:	n	g	$486.15	$/acre-ft	$57,717,163	$/yr (optional input)

WATER AUDIT DATA VALIDITY TIER:

Click 'g' for 9 parameter(s), then complete all visible data grading questions to enable the Data Validity Score to calculate

go to dashboard

PRIORITY AREAS FOR ATTENTION TO IMPROVE DATA VALIDITY:

Based on the information provided, audit reliability can be most improved by addressing the following components:

KEY PERFORMANCE INDICATOR TARGETS:

OPTIONAL: If targets exist for the operational performance indicators, they can be input below:

Unit Total Losses:		gal/conn/day
Unit Apparent Losses:		gal/conn/day
Unit Real Losses[A]:		gal/conn/day
Unit Real Losses[B]:		gal/mile/day

If entered above by user, targets will display on KPI gauges (see Dashboard)

FWAS v6.0

AWWA Free Water Audit Software: Dashboard

go to worksheet | go to grading | go to references

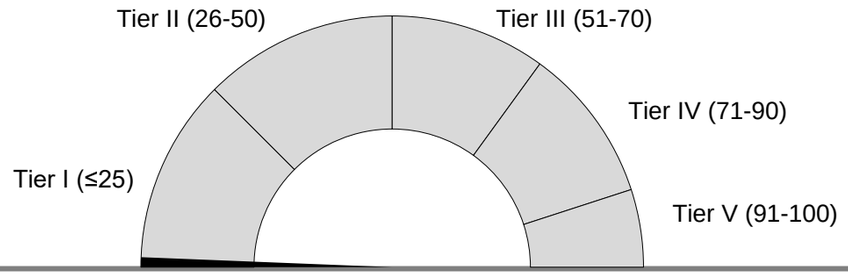
Water Audit Report for: Los Angeles County Waterworks District #40 **Audit Year: 2020 Calendar** **Jan 01 2020 - Dec 31 2020**

******* COMPLETE ALL VISIBLE QUESTIONS ON THE INTERACTIVE DATA GRADING TAB TO DISPLAY PERFORMANCE INDICATORS *******

Data Validity

Data Validity Score: **Data Validity Tier:**

See Loss Control Planning for Tier Details



NRW Components Summary

Total Volume of NRW = Acre-ft/Yr **Total Cost of NRW = $/Yr**

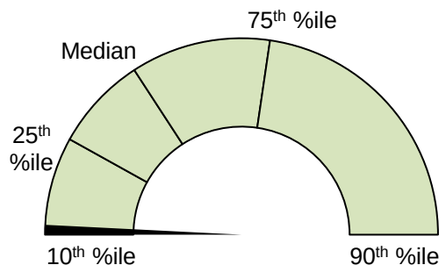
	Volume Acre-ft/Yr	Value $/Yr	Basis of Valuation
Apparent Losses	672.2	$853,201	CRUC
Real Losses	1,291.4	$627,800	VPC
Unbilled Authorized Cons	536.9		VPC
Non-Revenue Water	2,702.5	$1,481,081	Blended

Actual KPI result

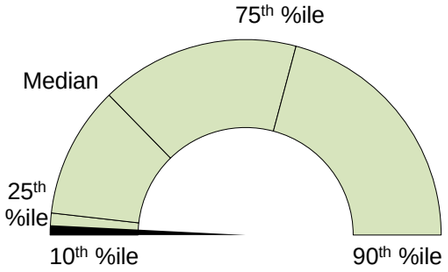
Key Performance Indicators

Target (see Worksheet)

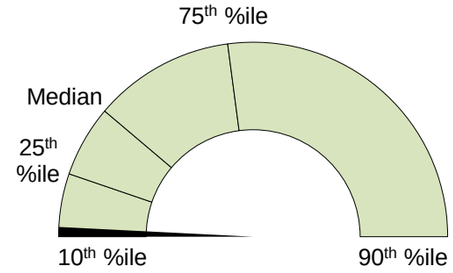
gauge %iles per validated industry ranges[2]



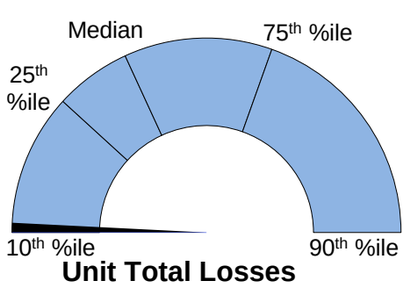
Total Loss Cost Rate
$/conn/year



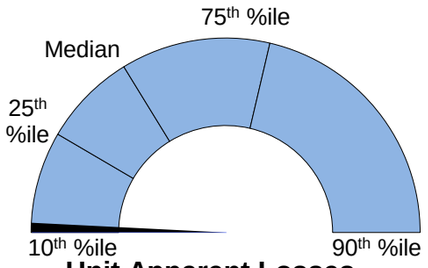
Apparent Loss Cost Rate
$/conn/year



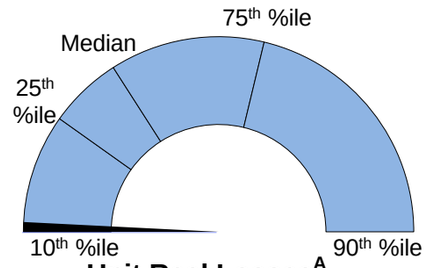
Real Loss Cost Rate
$/conn/year



Unit Total Losses
gal/conn/day

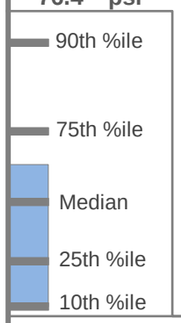


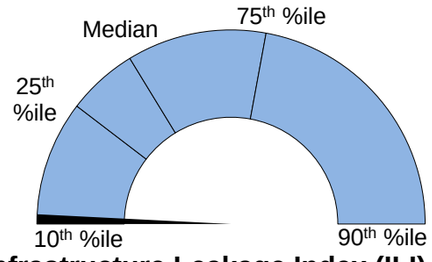
Unit Apparent Losses
gal/conn/day



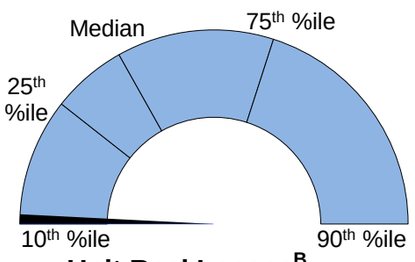
Unit Real Losses[A]
gal/conn/day

Average Operating Pressure
76.4 psi





Infrastructure Leakage Index (ILI)
dimensionless



Unit Real Losses[B]
gal/mile/day

See UARL definition for additional guidance on the ILI

(UARL) Unavoidable Annual Real Losses 1,224.7 Acre-ft/Yr 18.9 gal/conn/day

Guidance Information for Key Performance

- The eight indicators shown are the recommended suite per the AWWA Water Loss Control Committee 2020 Position on KPIs[1].
- A suite of KPIs is necessary, as no single KPI can holistically communicate water loss performance for a given water system.
- See Table 1 below for Uses and Limitations for each KPI, excerpted from the AWWA Water Loss Control Committee Report (2020)[1], with naming conventions updated.
- Percentiles (%iles) shown on KPI gauges come from Level 1 validated data in the AWWA WLCC Reference Water Audit Dataset (2020)[2].
- KPI %iles shown above are not segregated by cohorts. Limited KPI data by cohorts may be found in WRF 4695 Guidance Manual, Appendix B (2019)[5].
- Actual KPI results that fall below 10th %ile or above 90th %ile do not necessarily imply error, but should be viewed with scrutiny.
- Percentiles not intended to imply targets. Targets may be input by user for operational KPIs, if desired, on Worksheet.
- See UARL and ILI in Definitions tab for discussion of size and pressure limitations.
- Systems that fall on the extreme ends of size or connection density should use caution when interpreting Unit Losses KPIs.

Table 1

Source: AWWA Water Loss Control Committee Report (2020)[1], with naming conventions updated

2020 AWWA Water Audit Method – Water Audit Outputs and Key Performance Indicators: Uses and Limitations

Type	Indicator	Description	Suitable Purposes					Uses and Limitations	Principal Users
			Assessment	Bench-Marking	Target-Setting	Planning	Tracking		
Attribute	Apparent Loss Volume	Calculated by Free Water Audit Software	✓				✓	Assess loss level	Utility, Regulators
	Apparent Loss Cost	Calculated by Free Water Audit Software	✓				✓	Assess cost loss level	Utility, Regulators
	Real Loss Volume	Calculated by Free Water Audit Software	✓				✓	Assess loss level	Utility, Regulators
	Real Loss Cost	Calculated by Free Water Audit Software	✓				✓	Assess loss cost level	Utility, Regulators
	Unavoidable Annual Real Loss (UARL)	Calculated by Free Water Audit Software	✓				✓	Reveal theoretical technical low level of leakage	Utility, Regulators
Volume	Unit Apparent Losses (vol/conn/day)	Strong and understandable indicator for multiple users.	✓	✓	✓	✓	✓	Used for performance tracking and target-setting	Utility, Regulators
	Unit Real Losses[A] (vol/conn/day)	Strong and understandable indicator for multiple users.	✓	✓	✓	✓	✓	Used for performance tracking and target-setting	Utility, Regulators, Policy Makers
	Unit Real Losses[B] (vol/pipeline length/ day)	Strong and understandable indicator for use by utilities with low connection density.	✓	✓	✓	✓	✓	Data collection and assessment of systems with “low” connection density	Utility, Regulators, Policy Makers
	Unit Total Losses (vol/conn/day) **New KPI**	Strong and understandable indicator, suitable for high-level performance measurement.	✓				✓	High level indicator for trending analysis. Not appropriate for target-setting or benchmarking	Utilities, Customers
	Infrastructure Leakage Index (ILI)	Robust, specialized ratio KPI; can be influenced by pressure and connection density.	✓	✓			✓	Benchmarking after pressure management is implemented	Utilities
Value	Apparent Loss Cost Rate (value/conn/year) **New KPI**	Indicators with sufficient technical rigor. Provide the unit financial value of each type of loss, which is useful for planning and assessment of cost efficiency of water loss reduction and control interventions and programs.	✓			✓	✓	Data collection and assessment on AWWA indicators or contextual parameters to use in conjunction with Loss Cost Rates	Utilities, Regulators, Customers
	Real Loss Cost Rate (value/conn/year) **New KPI**		✓			✓	✓		Utilities, Regulators, Customers
Validity	Data Validity Tier (DVT)	Strong indicator of water loss audit data quality, if data has been validated. Tier provides guidance on priority areas of activity.	✓	✓		✓	✓	Assess caliber of data inputs of the water audit	Regulators, Utilities

AWWA Free Water Audit Software
Water Balance

FWAS v6.0

Water Audit Report for: Los Angeles County Waterworks District #40
Audit Year: 2020 Jan 01 2020 - Dec 31 2020
Data Validity Tier: TBD

		Water Exported (WE) (corrected for known errors) *0.000*	Billed Water Exported			Revenue Water (Exported) 0.000
Volume from Own Sources (VOS) (corrected for known errors) *14,265.590*	System Input Volume *45,817.840*	Water Supplied *45,817.840*	Authorized Consumption *43,654.312*	Billed Authorized Consumption *43,115.370*	Billed Metered Consumption (BMAC) (water exported is removed) *43,115.370*	Revenue Water 43,115.370
					Billed Unmetered Consumption (BUAC) *0.000*	
				Unbilled Authorized Consumption *538.942*	Unbilled Metered Consumption (UMAC) *0.000*	Non-Revenue Water (NRW) 2,702.470
					Unbilled Unmetered Consumption (UUAC) *538.942*	
			Water Losses *2,163.528*	Apparent Losses *872.156*	Systematic Data Handling Errors (SDHE) *107.788*	
					Customer Metering Inaccuracies (CMI) *656.579*	
					Unauthorized Consumption (UC) *107.788*	
Water Imported (WI) (corrected for known errors) *31,552.250*				Real Losses *1,291.372*	Leakage on Transmission and/or Distribution Mains *Not broken down*	
					Leakage and Overflows at Utility's Storage Tanks *Not broken down*	
					Leakage on Service Connections *Not broken down*	

AWWA Free Water Audit Software:
Determining Water Loss Standing

Water Audit Report for: Los Angeles County Waterworks District #40
Audit Year: 2020 Jan 01 2020 - Dec 31 2020
Data Validity Tier: Additional data entry required

Water Loss Control Planning Guide

Functional Focus Area	Water Audit Data Validity Tier (Score Range)				
	Tier I (1-25)	**Tier II (26-50)**	**Tier III (51-70)**	**Tier IV (71-90)**	**Tier V (91-100)**
Audit Data Collection	Launch auditing and loss control team; address supply metering deficiencies	Analyze business process for customer metering and billing functions and water supply operations; Identify data gaps; improve supply metering	Establish/revise policies and procedures for data collection	Refine data collection practices and establish as routine business process	Annual water audit is a reliable gauge of year-to-year water efficiency standing
Short-term loss control	Research information on leak detection programs; Begin flowcharting analysis of customer billing system	Conduct loss assessment investigations on a sample portion of the system: customer meter testing, leak survey, unauthorized consumption, etc	Establish ongoing mechanisms for customer meter accuracy testing, active leakage control and infrastructure monitoring	Refine, enhance or expand ongoing programs based upon economic justification	Stay abreast of improvements in metering, meter reading, billing, leakage management and infrastructure rehabilitation
Long-term loss control		Begin to assess long-term needs requiring large expenditure: customer meter replacement, water main replacement program, new customer billing system or AMR/AMI system	Begin to assemble economic business case for long-term needs based upon improved data becoming available through the water audit process	Conduct detailed planning, budgeting and launch of comprehensive improvements for metering, billing or infrastructure management	Continue incremental improvements in short-term and long-term loss control interventions
Target-setting			Establish long-term apparent and real loss reduction goals (+10 year horizon)	Establish mid-range (5 year horizon) apparent and real loss reduction goals	Evaluate and refine loss control goals on a yearly basis
Benchmarking			Preliminary Comparisons - can begin to rely upon with PIs for performance comparisons for real losses	Performance Benchmarking with PIs is meaningful in comparing real loss standing	Identify Best Practices/ Best in class; PIs are very reliable as real loss performance indicators for best in class service

For validity scores of 50 or below, the shaded blocks should not be focus areas until better data validity is achieved.

AWWA Free Water Audit Software: Definitions

FWAS v6.0

Item Name	Description
Apparent Losses Find	= systematic data handling errors + customer metering inaccuracies + unauthorized consumption Apparent Losses include all types of inaccuracies associated with customer metering (worn meters as well as improperly sized meters or wrong type of meter for the water usage profile) as well as systematic data handling errors (meter reading, billing, archiving and reporting), plus unauthorized consumption (theft or illegal use). NOTE: Over-estimation of Apparent Losses results in under-estimation of Real Losses. Under-estimation of Apparent Losses results in over-estimation of Real Losses.
AUTHORIZED CONSUMPTION Find	= billed metered + billed unmetered + unbilled metered + unbilled unmetered consumption The volume of metered and/or unmetered water taken by registered customers, the water utility's own uses, and uses of others who are implicitly or explicitly authorized to do so by the water utility; for residential, commercial, industrial and public-minded purposes. Typical retail customers' consumption is tabulated usually from established customer accounts as billed metered consumption, or - for unmetered customers - billed unmetered consumption. These types of consumption, along with billed water exported, provide revenue potential for the water utility. Typically a lag will exist between timing for reading of supply meters and reading of customer meters. A lag-time correction should typically be calculated to account for this. **Be certain to tabulate the water exported volume as a separate component and do not "double-count" it by including in the billed metered consumption component as well as the water exported component.** Unbilled authorized consumption occurs typically in non-account uses, including water for fire fighting and training, flushing of water mains and sewers, street cleaning, watering of municipal gardens, public fountains, or similar public-minded uses. Occasionally these uses may be metered and billed (or charged a flat fee), but usually they are unmetered and unbilled. In the latter case, the water auditor may use a default value to estimate this quantity, or implement procedures for the reliable quantification of these uses. This starts with documenting usage events as they occur and estimating the amount of water used in each event. (See Unbilled Unmetered Authorized Consumption)
View Service Connection Diagram **Average Length of (private) Customer Service Line (Lp)** Find	This is the average length of underground customer service line, Lp, that is owned and maintained by the customer; from the point of ownership transfer to the customer water meter, or building line (if unmetered). The quantity is one of the data inputs for the calculation of Unavoidable Annual Real Losses (UARL), which serves as the denominator of the performance indicator: Infrastructure Leakage Index (ILI). The value of Lp is multiplied by the number of customer service connections to obtain a total length of customer owned piping in the system. The purpose of this parameter is to account for the unmetered service line infrastructure that is the responsibility of the customer for arranging repairs of leaks that occur on their lines. In many cases leak repairs arranged by customers take longer to be executed than leak repairs arranged by the water utility on utility-maintained piping. Leaks run longer - and lose more water - on customer-owned service piping, than utility owned piping. If the customer water meter exists near the ownership transfer point (usually the curb stop located between the water main and the customer premises) this distance is zero because the meter and transfer point are the same. This is the often encountered configuration of customer water meters located in an underground meter box or "pit" outside of the customer's building. The Free Water Audit Software asks a "Yes/No" question about the meter at this location. If the auditor selects "Yes" then this distance is set to zero and the data grading score for this component is set to 10. If water meters are typically located inside the customer premise/building, or properties are unmetered, it is up to the water auditor to estimate a system-wide average Lp length based upon the various customer land parcel sizes and building locations in the service area. Lp will be a shorter length in areas of high density housing, and a longer length in areas of low density housing and varied commercial and industrial buildings. General parcel demographics should be employed to obtain a total Lp length (Lc) and subsequently a weighted average Lp length for the entire system. Refer to the "Service Connection Diagram" worksheet for a depiction of the service line/metering configurations that typically exist in water utilities. This worksheet gives guidance on the determination of the Average Length, Lp, for each configuration.
Average Operating Pressure (AOP) Find	This is the average pressure in the distribution system that is the subject of the water audit. If the water utility is compiling the water audit for the first time, the average pressure can be approximated, but with a low data grading. In subsequent years of auditing, effort should be made to improve the accuracy of the average pressure quantity. This will then qualify the value for a higher data grading. In the absence of a hydraulic model, the average pressure may be approximated by obtaining readings of static water pressure from a representative sample of fire hydrants or other system access points evenly located across the system. A weighted average of the pressure can be assembled; but be sure to take into account the elevation of the fire hydrants, which typically exist several feet higher than the level of buried water pipelines. If your water utility has an up-to-date and calibrated hydraulic model of the water distribution system, it can be utilized to obtain a very accurate quantity of average pressure. However using the average pressure of all “nodes” in the system model is not necessarily the most accurate way to calculate the average operating pressure. This is especially true if there are significant pressure differences throughout the system, and the “nodes” are not evenly distributed throughout the distribution system. The most accurate calculation is to obtain the average pressure that each pipe segment experiences. The way to do this is to calculate the pressure at each end of the pipe. Then calculate the average of those two values and multiply this average value by the length of that pipe. This must be calculated for all pipe segments in the model. Finally calculate the sum of all of these values and and divide by the total pipe length. This effectively calculates a weighted average of pressure over the total pipe length. For low density systems (<32 connections/mile), average mains pressures at the service connection or curb stop may have greater influence and should be considered.
Billed Authorized Consumption	All consumption that is billed and authorized by the utility. This may include both metered and unmetered consumption. See "Authorized Consumption" for more information.

Item Name	Description
Billed Metered Authorized Consumption (BMAC) Find	All metered consumption which is billed to retail customers, including all groups of customers such as domestic, commercial, industrial or institutional. **It does NOT include water supplied to neighboring utilities (water exported) which is metered and billed. Be sure to subtract any consumption for exported water sales that may be included in these billing roles. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.** The metered consumption data can be taken directly from billing records for the water audit period. The accuracy of yearly metered consumption data can be refined by including an adjustment to account for customer meter reading lag time since not all customer meters are read on the same day of the meter reading period. However additional analysis is necessary to determine the lag time adjustment value, which may or may not be significant.
Billed Unmetered Authorized Consumption (BUAC) Find	All billed consumption which is calculated based on estimates or norms from water usage sites that have been determined by utility policy to be left unmetered. This is typically a very small component in systems that maintain a policy to meter their customer population. However, this quantity can be the key consumption component in utilities that have not adopted a universal metering policy. **This component should NOT include any water that is supplied to neighboring utilities (water exported) which is unmetered but billed. Water supplied as exports to neighboring water utilities should be included only in the Water Exported component.**
Customer Metering Inaccuracies (CMI) Find	Apparent water losses caused by the collective under-registration of customer water meters. Many customer water meters gradually wear as large cumulative volumes of water are passed through them over time. This causes the meters to under-register the flow of water. This occurrence is common with smaller residential meters of sizes 5/8-inch and 3/4 inch after they have registered very large cumulative volumes of water, which generally occurs only after periods of years. For meters sized 1-inch and larger - typical of multi-unit residential, commercial, institutional and industrial accounts - meter under-registration can occur from wear or from the improper application of the meter; i.e. installing the wrong type of meter or the wrong size of meter, for the flow pattern (profile) of the consumer. For instance, many larger meters have reduced accuracy at low flows. If an oversized meter is installed, most of the time the routine flow will occur in the low flow range of the meter, and a significant portion of it may not be registered. It is important to properly select and install all meters, but particularly large customer meters, size 1-inch and larger. The auditor has two options for entering data for this component of the audit. The auditor can enter a percentage under-registration (typically an estimated value), this will apply the selected percentage to the two categories of metered consumption to determine the volume of water not recorded due to customer meter inaccuracy. Note that this percentage is a composite average inaccuracy for all customer meters in the entire meter population. The percentage will be multiplied by the sum of the volumes in the Billed Metered and Unbilled Metered components. Alternatively, if the auditor has substantial data from meter testing activities, he or she can calculate their own loss volumes, and this volume may be entered directly. Note that a value of zero will be accepted but is not recommended, as all metered systems tend to have some degree of inaccuracy. A positive value should be entered. A value of zero in this component is generally valid only if the water utility does not meter its customer population. The formula for caculating a volume of CMI from a percentage input is as follows: CMI volume = (BMAC+UMAC)/(1-CMI%)-(BMAC+UMAC)
Customer Retail Unit Charge (CRUC) Find	The Customer Retail Unit Charge represents the volumetric portion of the total charges that customers pay for water service. The CRUC does not include fixed charges. This unit charge cost is applied routinely to the components of Apparent Loss, since these losses represent water reaching customers but not (fully) paid for. Since most water utilities have a rate structure that includes a variety of different charges costs based upon class of customer, a volume-weighted average of water sold at each unique rate should be calculated to determine a single composite charge that should be entered into this cell. Finally, the weighted average charge should also include additional charges for sewer, storm water or biosolids processing, but only if these charges are based upon the volume of potable water consumed. For water utilities in regions with limited water resources and a questionable ability to meet the drinking water demands in the future, the Customer Retail Unit Charge Cost might also be applied to value the Real Losses; instead of applying the Variable Production Cost to Real Losses. In this way, it is assumed that every unit volume of leakage reduced by leakage management activities will be sold to a customer. Note: the Free Water Audit Software allows the user to select the units that are charged to customers (either $/1,000 gallons, $/hundred cubic feet, or $/1,000 litres) and automatically converts these units for purpose of calculating Apparent Loss valuations. The monetary units are United States dollars, $.
Infrastructure Leakage Index (ILI) Find	The ratio of the Current Annual Real Losses (Real Losses) to the Unavoidable Annual Real Losses (UARL). This performance indicator is dimensionless. **NOTES ON THE UARL AND ILI:** 1. This Free Water Audit Software version 6 presents the calculated UARL and ILI for systems of all sizes and all pressures. Some published research is now available on predicting how UARL is likely to be modified when modeling low leakage limits in systems that are very small (< 3000 conn), or have very low average pressures, or have very high pressures (aka boundary cases). Inherent over- or under- estimation of UARL volume may exist in these boundary cases, as they operate at or near the limits of the UARL model assumptions. More widespread application and understanding of system specific corrections to the UARL model in these boundary cases is now likely to occur, but are not included in the FWAS at the time of this publication. Caution is advised when using the standard UARL modeled value (and subsequently the ILI) for boundary cases. In boundary cases, the ILI may still be considered a general Performance Indicator, but not used as an absolute performance measurement or for benchmark comparisons. 2. The UARL term is based on average operating pressure in a given audit year, and a utility's current pressure conditions may not be optimized. Thus, ILI should always be interpreted with some measure of pressure, and only used for tracking progress if all justifiable pressure management has already been completed.

Item Name	Description
Length of Mains (Lm) Find	Length of all pipelines (except service connections) in the system starting from the point of system input metering (for example at the outlet of the treatment plant). It is also recommended to include in this measure the total length of fire hydrant lead pipe. Hydrant lead pipe is the pipe branching from the water main to the fire hydrant. Fire hydrant leads are typically of a sufficiently large size that is more representative of a pipeline than a service connection. The average length of hydrant leads across the entire system can be assumed if not known, and multiplied by the number of fire hydrants in the system, which can also be assumed if not known. This value can then be added to the total pipeline length. Total length of mains can therefore be calculated as: Length of Mains, miles = (total pipeline length, miles) + [{(average fire hydrant lead length, ft) x (number of fire hydrants)} / 5,280 ft/mile] or Length of Mains, kilometres = (total pipeline length, kilometres) + [{(average fire hydrant lead length, metres) x (number of fire hydrants)} / 1,000 metres/kilometre]
NON-REVENUE WATER Find	= Apparent Losses + Real Losses + Unbilled Metered Consumption + Unbilled Unmetered Consumption. This is water which does not provide revenue potential to the utility.
Number of Service Connections (Nc) Find	Number of customer service connections, extending from the water main to supply water to a customer. This includes the actual number of pressurized piping connections, including fire connections, **whether active or inactive**. This may differ substantially from the number of customers (or number of accounts). **Note: this number does not include the pipeline leads to fire hydrants. The total length of piping supplying fire hydrants should be <u>included</u> in the "Length of mains" input, and <u>excluded</u> from the Number of service connections input.**
Real Losses Find	Physical water losses from the pressurized system (water mains and customer service connections) and the utility's storage tanks, up to the point of customer consumption. In metered systems this is the customer meter, in unmetered situations this is the first point of consumption (stop tap/tap) within the property. The annual volume lost through all types of leaks, breaks and overflows depends on frequencies, flow rates, and average duration of individual leaks, breaks and overflows.
Revenue Water	Those components of System Input Volume that are billed and have the potential to produce revenue.
Service Connection Density Find	=number of customer service connections / length of mains
Systematic Data Handling Errors (SDHE) Find	Apparent losses caused by accounting omissions, errant computer programming, gaps in policy, procedure, and permitting/activation of new accounts; and any type of data lapse that results in under-stated customer water consumption in summary billing reports. **Systematic Data Handling Errors occur as a customer consumption volume and can result in a direct loss of revenue potential. Water utilities can find "lost" revenue by keying on this component.** Utilities typically measure water consumption volumes registered by water meters at customer premises. The meter should be read routinely (ex: monthly) and the data transferred to the Customer Billing System, which generates and sends a bill to the customer. Data Transfer Errors result in the registered consumption volume value being less than the actual consumption volume, creating an apparent loss. Such error might occur from illegible and mis-recorded hand-written readings compiled by meter readers, inputting an incorrect meter register unit conversion factor in the automatic meter reading equipment, or a variety of similar errors. Apparent losses also occur from Data Analysis Errors in the archival and data reporting processes of the Customer Billing System. Inaccurate estimates used for accounts that fail to produce a meter reading are a common source of error. Billing adjustments may award customers a rightful monetary credit, but do so by creating a negative value of consumption volume, thus under-stating the actual consumption. Account activation lapses may allow new buildings to begin using water for months without meter readings and billing. Poor permitting and construction inspection practices can result in a new building water service commencing without a billing account, a water meter and meter reading; i.e., the customer is unknown to the utility's billing system. Close auditing of the permitting, metering, meter reading, billing and reporting processes of the water consumption data trail can uncover data management gaps that create volumes of systematic data handling error. Utilities should routinely analyze customer billing records to detect data anomalies and quantify these losses. For example, a billing account that registers zero consumption for two or more billing cycles should be checked to explain why usage has seemingly halted. Given the revenue loss impacts of these losses, water utilities are well-justified in providing continuous oversight and timely correction of data transfer errors & data handling errors. If the water auditor has not yet gathered detailed data or assessment of systematic data handling error, it is recommended that the auditor apply the default value of 0.25% of the Billed Authorized Consumption volume. However, if the auditor has investigated the billing system and its controls, and has well validated data that indicates the volume from systematic data handling error is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations and select an appropriate grading. Negative or zero values are not allowed for this audit component. Note: occasionally billed consumption volumes for a customer account may be over-stated due to issues of double-counting an account or applying an over-stated meter multiplier. The possibility of such occurrences should be explored in the data validation process, particularly if billed authorized consumption volumes for the year, or for any sub-group of customers (by classification or meter size), appears to be inordinately high. It is recommended to correct any such errors in the billed consumption total for the year, rather than consider these volumes part of Systematic Data Handling Error.

Item Name	Description
Total annual operating cost (optional input) Find	*This input has been made optional, as it is no longer used in calculating a Performance Indicator. Auditors are welcome to continue to track this input as desired.* These costs include those for operations, maintenance and any annually incurred costs for long-term upkeep of the drinking water supply and distribution system. It should include the costs of day-to-day upkeep and long-term financing such as repayment of capital bonds for infrastructure expansion or improvement. Typical costs include employee salaries and benefits, materials, equipment, insurance, fees, administrative costs and all other costs that exist to sustain the drinking water supply. Depending upon water utility accounting procedures or regulatory agency requirements, it may be appropriate to include depreciation in the total of this cost. This cost should not include any costs to operate wastewater, biosolids or other systems outside of drinking water.
Unauthorized Consumption (UC) Find	Includes water illegally withdrawn from fire hydrants, illegal connections, bypasses to customer consumption meters, or tampering with metering or meter reading equipment; as well as any other ways to receive water while thwarting the water utility's ability to collect revenue for the water. Unauthorized consumption results in uncaptured revenue and creates an error that understates customer consumption. In most water utilities this volume is low and, if the water auditor has not yet gathered detailed data for these loss occurrences, it is recommended to use the default value of 0.25% of the Billed Authorized Consumption volume. However, if the auditor has investigated unauthorized occurrences, and has well validated data that indicates the volume from unauthorized consumption is substantially higher or lower than that generated by the default value, then the auditor should enter a quantity that was derived from the utility investigations. Note that a value of zero will not be accepted since all water utilities tend to have some volume of unauthorized consumption occurring in their system.
Unavoidable Annual Real Losses (UARL) Find	The UARL is a theoretical reference value representing the technical low limit of leakage for well managed systems in good condition, with aggressive active leakage control. It is a key variable in the calculation of the Infrastructure Leakage Index (ILI). UARL (gallons) = (5.41Lm + 0.15Nc + 7.5Lc) x P x 365 d/year, or UARL (litres) = (18.0Lm + 0.8Nc + 25.0Lc) x P x 365 d/year where: Lm = length of mains (miles or kilometres) Nc = number of customer service connections Lp = the average length of customer service connection piping (feet or metres) (see the Worksheet "Service Connection Diagram" for guidance on deterring the value of Lp) Lc = total length of customer service connection piping (miles or km) Lc = Nc X Lp (miles or kilometres) P = Average operating pressure (psi or metres) (see Average Operating Pressure definition) **NOTES ON THE UARL AND ILI:** 1. This Free Water Audit Software version 6 presents the calculated UARL and ILI for systems of all sizes and all pressures. Some published research is now available on predicting how UARL is likely to be modified when modeling low leakage limits in systems that are very small (< 3000 conn), or have very low average pressures, or have very high pressures (aka boundary cases). Inherent over- or under- estimation of UARL volume may exist in these boundary cases, as they operate at or near the limits of the UARL model assumptions. More widespread application and understanding of system specific corrections to the UARL model in these boundary cases is now likely to occur, but are not included in the FWAS at the time of this publication. Caution is advised when using the standard UARL modeled value (and subsequently the ILI) for boundary cases. In boundary cases, the ILI may still be considered a general Performance Indicator, but not used as an absolute performance measurement or for benchmark comparisons. 2. The UARL term is based on average operating pressure in a given audit year, and a utility's current pressure conditions may not be optimized. Thus, ILI should always be interpreted with some measure of pressure, and only used for tracking progress if all justifiable pressure management has already been completed.
Unbilled Authorized Consumption	All consumption that is unbilled, but still authorized by the utility. This includes Unbilled Metered Authorized Consumption (UMAC) + Unbilled Unmetered Authorized Consumption (UUAC). See "Authorized Consumption" for more information.
Unbilled Metered Authorized Consumption (UMAC) Find	Metered consumption which is authorized by the water utility, but, for any reason, is deemed by utility policy to be unbilled. This might for example include metered water consumed by the utility itself in treatment or distribution operations, or metered water provided to civic institutions free of charge. **It does not include water supplied to neighboring utilities (water exported) which may be metered but not billed.**

Item Name	Description
Unbilled Unmetered Authorized Consumption (UUAC) Find	Any kind of Authorized Consumption which is neither billed nor metered. This component typically includes water used in activities such as fire fighting, flushing of water mains and sewers, street cleaning, fire flow tests conducted by the water utility, etc. In most water utilities it is a small component. This component does NOT include water supplied to neighboring utilities (water exported) which is unmetered and unbilled – an unlikely case. Also, if any potable water used at a water treatment plant is tapped from a location upstream of the meter(s) used to determine the Volume from Own Sources in the audit, this is outside of the boundary of the audit and should therefore not be included as part of Unbilled, Unmetered Authorized Consumption. This component has many sub-components of water use which may not yet be quantified. The default is 0.25% of the Billed Authorized Consumption volume (BMAC + BUAC), and is recommended for temporary use if customized estimates are not yet available, with recommendation to begin tracking and estimating these volumes for the next audit. Note that a value of zero is not permitted, since all water utilities likely have some volume of water in this component occurring in their system.
Units and Conversions	The user may develop an audit based on one of three unit selections: 1) Million Gallons (US) 2) Megalitres (Thousand Cubic Metres) 3) Acre-feet Once this selection has been made in the instructions sheet, all calculations are made on the basis of the chosen units. Should the user wish to make additional conversions, a unit converter is provided below (use drop down menus to select units): Enter Units: **100** | Convert From… **Million Gallons (US)** = **Converts to…..** **306.888329** **Acre-feet** (conversion factor = 3.0689)
Variable Production Cost (VPC) (applied to Real Losses) Find	The cost to produce and supply the next unit of water (e.g., $/million gallons). This cost can include both short-run and long-run marginal costs. See the VPC data grading questions on IDG tab for examples of short-run and long-run marginal costs that may be included. It is common to apply the VPC unit cost to the volume of Real Losses. However, if water resources are strained and the ability to meet future drinking water demands is in question, then the water auditor may be justified in applying the Customer Retail Unit Charge to the Real Loss volume, rather than applying the Variable Production Cost.
Volume from Own Sources (VOS) Find	The volume of water withdrawn (abstracted) from water resources (rivers, lakes, streams, wells, etc) controlled by the water utility, and then treated for potable water distribution. Most water audits are compiled for utility retail water distribution systems, so this volume should reflect the amount of treated drinking water that entered the distribution system. Often the volume of water measured as treated effluent of the treatment works is slightly less than the volume measured at the raw water source, since some of the water is used in the treatment process. Thus, it is useful if flows are metered at the effluent of the treatment works. Water treatment plants are also often supplied potable drinking water and therefore are a “customer” of the water utility. If the service connection line serving the water treatment plant is downstream of treated water effluent flowmeters, this water should be metered and billed as billed authorized consumption. In this case, this volume of water does not enter into any calculations for Volume from Own Sources. If the service connection line suppling potable water to the treatment plant is upstream of treated water effluent flowmeters, then this water is considered “process” water and included with calculations accounting for process water use. If metering exists only at the raw water source, an adjustment for water used in the treatment process should be included to account for water consumed in treatment operations such as filter backwashing, basin flushing and cleaning, plant potable water consumption (if the supply is drawn upstream of effluent flowmetering.) and similar uses. If the audit is conducted for a wholesale water agency that sells untreated water, then this quantity reflects the measure of the raw water, typically metered at the source.
Volume from own sources: error adjustment Find	An estimate or measure of the degree of inaccuracy that exists in the master (production) meters measuring the annual Volume from own Sources, and any error in the data trail that exists to collect, store and report the summary production data. This adjustment is a weighted average number that represents the collective error for all master meters for all days of the audit year and any errors identified in the data trail. Meter error can occur in different ways. A meter or meters may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Data error can occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of inaccuracy in master meters and data errors in archival systems are common. Enter a positive percentage or volume, then select 'under-registration' or 'over-registration' from the drop-down immediately adjacent. **See Water Supplied Error Adjustments definition for guidance on how to calculate this input.**

Item Name	Description
Water Exported (WE) Find	The Water Exported volume is the bulk water conveyed or sold by the water utility to neighboring water systems that exists outside of their service area. Typically this water is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water utility that is selling or transfering the water: i.e. the exporter. If the water utility who is compiling the annual water audit sells or transfers bulk water in this manner, they are an exporter of water. Note: The Water Exported volume is typically sold to wholesale customers who are charged a wholesale rate that is different than retail rates charged to the retail customers existing within the service area. Many state regulatory agencies require that the Water Exported volume be reported to them as a quantity separate and distinct from the retail customer billed consumption. For these reasons - and others - the Water Exported volume is always quantified separately from Billed Authorized Consumption in the standard water audit. **Be certain not to "double-count" this quantity by including it in both the Water Exported box and the Billed Metered Consumption box of the water audit Worksheet. This volume should be included only in the Water Exported box.**
Water Exported: Error Adjustment (WEEA) Find	An estimate or measure of the volume by which the Water Exported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived exported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some degree of error in their metered data, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived data. Enter a positive percentage or volume, then select 'under-registration' or 'over-registration' from the drop-down immediately adjacent. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment. Corrections to data gaps or other errors found in the archived data should also be included as a portion of this meter error adjustment. **See Water Supplied Error Adjustments definition for guidance on how to calculate this input.**
Water Imported (WI) Find	The Water Imported volume is the bulk water purchased to become part of the Water Supplied volume. Typically this is water purchased from a neighboring water utility or regional water wholesale supplier, and is metered at the custody transfer point of interconnection between the two water utilities. Usually the meter(s) are owned by the water supplier selling the water to the utility conducting the water audit. The water supplier selling the bulk water usually charges the receiving utility based upon a wholesale water rate.
Water Imported: Error Adjustment (WIEA) Find	An estimate or measure of the volume by which the Water Imported volume is incorrect. This adjustment is a weighted average that represents the collective error for all of the metered and archived imported flow for all days of the audit year. Meter error can occur in different ways. A meter may be inaccurate by under-registering flow (did not capture all the flow), or by over-registering flow (overstated the actual flow). Error in the metered, archived data can also occur due to data gaps caused by temporary outages of the meter or related instrumentation. All water utilities encounter some level of meter inaccuracy, particularly if meters are aged and infrequently tested. Occasional errors also occur in the archived metered data. Enter a positive percentage or volume, then select 'under-registration' or 'over-registration' from the drop-down immediately adjacent. If regular meter accuracy testing is conducted on the meter(s) - which is usually conducted by the water utility selling the water - then the results of this testing can be used to help quantify the meter error adjustment. **See Water Supplied Error Adjustments definition for guidance on how to calculate this input.**
Water Supplied Error Adjustments Find	**Disclaimer**: The guidance provided below should be considered general, representing a typical approach to determining Error Adjustment. Supply metering setups, metering technologies, instrumentation, data recording/archival, and data management systems can vary significantly from one water utility to the next. Inherent margins of error will also vary among different testing and calibration methods and the measurement systems being tested. Other factors that may be important include, but are not limited to, frequency of testing and calibration practices, data communication outages in the audit period, tested flowrates versus typical operating flowrates, and test durations. All of these factors must be considered when assessing Error Adjustment for the Water Supplied inputs. Each specific situation should be carefully analyzed to determine the most appropriate approach for determining the Error Adjustment to input, if any. **General**: For the Water Supplied inputs, there are three typical sources of error that may warrant an Error Adjustment on the Worksheet. 1. **Meter error:** measurement inaccuracy in the meter(s) used to derive the input volume, typically identified through in-situ flow accuracy testing. Applicable for VOS, WI and WE. If no such testing has been performed, adjustment for meter error is not typically recommended. 2. **Data transfer error**: inaccuracy in archived volumes, typically due to gaps in data, programming errors impacting unit conversions, and/or programming errors impacting totalization of measured volumes over the audit period. Applicable for VOS, WI and WE. These errors are typically identified through electronic calibration to verify data transfer at the secondary device (i.e. conversion to mA, meter transmitter or similar instrumentation) and/or the tertiary device (i.e. SCADA, historian or other computerized archival system). 3. **Net distribution storage change**: The difference between end of audit period and beginning of audit period for total finished water stored, downstream of the system input meter(s). Typically applicable for VOS or WI. This volume is typically derived by comparing distribution storage tank water levels at end and beginning of the water audit period and using approximate tank geometry to convert levels to volumes. **Derivation Guidance**: If an Error Adjustment input is being calculated as a volume, each source of error (described above) may be separately calculated, with careful consideration of under- vs over-registration, then added together to determine the composite volume to input. The composite input should be entered on the Worksheet as a positive number, then under- or over-registration selected on the adjacent dropdown. If an Error Adjustment input is being calculated as a percent, some very general guidance for calculating each error source (described above) is provided below. The auditor is again cautioned that each specific water supply setup needs to be evaluated closely as noted in the Disclaimer. Refer to the latest AWWA M36 Manual for additional discussion and guidance on this matter. 1. Meter error: If in-situ flow accuracy testing has been performed, and inherent testing method error is understood, first the *meter accuracy %* may be determined as follows: $meter\ accuracy\ \% = System\ input\ meter(s)\ volume\ /\ Reference\ volume$ Then, the *meter error %* may be determined as follows: $meter\ error\ \% = meter\ accuracy\ \% - 100\%$

Item Name	Description
	2. Data transfer error: If electronic calibration at the secondary (i.e. conversion to mA, meter transmitter or similar instrumentation) and/or tertiary (i.e. SCADA, historian or other computerized archival system) devices has been performed, first the *data transfer accuracy %* may be determined as follows: *data transfer accuracy % = Tertiary device volume / Reference volume (typically at Secondary device)* Then, the *data transfer error %* may be determined as follows: *data transfer error % = data transfer accuracy % - 100%* If no error is identified, or if electronic calibration has not been performed, or if no secondary or tertiary devices exist, a *data transfer error %* adjustment is not typically recommended. 3. Net distribution storage change. If meter error and/or data transfer error are being calculated as a %, it is recommended to make the adjustment for net distribution storage change as a volume adjustment, directly in the VOS or WI input, as applicable. The final step is to add *meter error %* and *data transfer error %:* *Error Adjustment % = meter accuracy % + data transfer error %* If the total Error Adjustment % calculates out as a negative number, it represents an under-registration. Vice versa, if positive. The composite input should be entered on the Worksheet as a positive number, then under- or over-registration selected on the adjacent dropdown.
WATER LOSSES Find	= apparent losses + real losses = water supplied - authorized consumption Water Losses are the difference between Water Supplied and Authorized Consumption. Water losses can be considered as a total volume for the whole system, or for partial systems such as transmission systems, pressure zones or district metered areas (DMA), if one of these configurations are the basis of the water audit.

Appendix C: SB X7-7 Verification and Compliance Forms

1. 2015 Verification Form - Baselines and Targets Calculation Worksheets
2. 2020 Compliance Form

SB X7-7 Table 0: Units of Measure Used in UWMP* *(select one from the drop down list)*
Acre Feet
**The unit of measure must be consistent with Table 2-3*
NOTES:

SB X7-7 Table-1: Baseline Period Ranges			
Baseline	**Parameter**	**Value**	**Units**
10- to 15-year baseline period	2008 total water deliveries	54,102	Acre Feet
	2008 total volume of delivered recycled water		Acre Feet
	2008 recycled water as a percent of total deliveries	0.00%	Percent
	Number of years in baseline period[1]	10	Years
	Year beginning baseline period range	1996	
	Year ending baseline period range[2]	2005	
5-year baseline period	Number of years in baseline period	5	Years
	Year beginning baseline period range	2003	
	Year ending baseline period range[3]	2007	

[1] *If the 2008 recycled water percent is less than 10 percent, then the first baseline period is a continuous 10-year period. If the amount of recycled water delivered in 2008 is 10 percent or greater, the first baseline period is a continuous 10- to 15-year period.*

[2] *The ending year must be between December 31, 2004 and December 31, 2010.*

[3] *The ending year must be between December 31, 2007 and December 31, 2010.*

NOTES:

SB X7-7 Table 2: Method for Population Estimates	
Method Used to Determine Population (may check more than one)	
☐	**1. Department of Finance** (DOF) DOF Table E-8 (1990 - 2000) and (2000-2010) and DOF Table E-5 (2011 - 2015) when available
☐	**2. Persons-per-Connection Method**
☑	**3. DWR Population Tool**
☐	**4. Other** DWR recommends pre-review
NOTES:	

SB X7-7 Table 3: Service Area Population		
Year		**Population**
10 to 15 Year Baseline Population		
Year 1	1996	148,355
Year 2	1997	149,479
Year 3	1998	151,048
Year 4	1999	154,915
Year 5	2000	159,788
Year 6	2001	163,117
Year 7	2002	167,182
Year 8	2003	171,991
Year 9	2004	177,259
Year 10	2005	185,374
Year 11		
Year 12		
Year 13		
Year 14		
Year 15		
5 Year Baseline Population		
Year 1	2003	171,991
Year 2	2004	177,259
Year 3	2005	185,374
Year 4	2006	198,249
Year 5	2007	203,511
2015 Compliance Year Population		
2015		208,068
NOTES:		

SB X7-7 Table 4: Annual Gross Water Use *								
	Baseline Year *Fm SB X7-7 Table 3*	**Volume Into Distribution System** *Fm SB X7-7 Table(s) 4-A*	**Deductions**					**Annual Gross Water Use**
			Exported Water	Change in Dist. System Storage (+/-)	Indirect Recycled Water *Fm SB X7-7 Table 4-B*	Water Delivered for Agricultural Use	Process Water *Fm SB X7-7 Table(s) 4-D*	
10 to 15 Year Baseline - Gross Water Use								
Year 1	1996	46416.64			0		0	46,417
Year 2	1997	47732.99			0		0	47,733
Year 3	1998	42264.82			0		0	42,265
Year 4	1999	49233.9			0		0	49,234
Year 5	2000	52073.9			0		0	52,074
Year 6	2001	52701.19			0		0	52,701
Year 7	2002	54636.22			0		0	54,636
Year 8	2003	54278.95			0		0	54,279
Year 9	2004	57579.37			0		0	57,579
Year 10	2005	55490.36			0		0	55,490
Year 11	0	0			0		0	0
Year 12	0	0			0		0	0
Year 13	0	0			0		0	0
Year 14	0	0			0		0	0
Year 15	0	0			0		0	0
10 - 15 year baseline average gross water use								**34,161**
5 Year Baseline - Gross Water Use								
Year 1	2003	54,279			0		0	54,279
Year 2	2004	57,579			0		0	57,579
Year 3	2005	55,490			0		0	55,490
Year 4	2006	59,184			0		0	59,184
Year 5	2007	59,670			0		0	59,670
5 year baseline average gross water use								**57,241**
2015 Compliance Year - Gross Water Use								
2015		38,410			0		0	38,410
* NOTE that the units of measure must remain consistent throughout the UWMP, as reported in Table 2-3								
NOTES:								

SB X7-7 Table 4-A: Volume Entering the Distribution System(s)

Complete one table for each source.

Name of Source	Source 1
This water source is:	
☐	The supplier's own water source
☑	A purchased or imported source

Baseline Year *Fm SB X7-7 Table 3*		Volume Entering Distribution System	Meter Error Adjustment* *Optional (+/-)*	Corrected Volume Entering Distribution System
10 to 15 Year Baseline - Water into Distribution System				
Year 1	1996	46416.64		46,417
Year 2	1997	47732.99		47,733
Year 3	1998	42264.82		42,265
Year 4	1999	49233.9		49,234
Year 5	2000	52073.9		52,074
Year 6	2001	52701.19		52,701
Year 7	2002	54636.22		54,636
Year 8	2003	54278.95		54,279
Year 9	2004	57579.37		57,579
Year 10	2005	55490.36		55,490
Year 11	0			0
Year 12	0			0
Year 13	0			0
Year 14	0			0
Year 15	0			0
5 Year Baseline - Water into Distribution System				
Year 1	2003	54278.95		54,279
Year 2	2004	57579.37		57,579
Year 3	2005	55490.36		55,490
Year 4	2006	59184		59,184
Year 5	2007	59670		59,670
2015 Compliance Year - Water into Distribution System				
2015		38409.89		38,410

** Meter Error Adjustment - See guidance in Methodology 1, Step 3 of Methodologies Document*

NOTES:

SB X7-7 Table 5: Gallons Per Capita Per Day (GPCD)				
Baseline Year *Fm SB X7-7 Table 3*		Service Area Population *Fm SB X7-7 Table 3*	Annual Gross Water Use *Fm SB X7-7 Table 4*	Daily Per Capita Water Use (GPCD)
10 to 15 Year Baseline GPCD				
Year 1	1996	148,355	46,417	279
Year 2	1997	149,479	47,733	285
Year 3	1998	151,048	42,265	250
Year 4	1999	154,915	49,234	284
Year 5	2000	159,788	52,074	291
Year 6	2001	163,117	52,701	288
Year 7	2002	167,182	54,636	292
Year 8	2003	171,991	54,279	282
Year 9	2004	177,259	57,579	290
Year 10	2005	185,374	55,490	267
Year 11	0	0	0	
Year 12	0	0	0	
Year 13	0	0	0	
Year 14	0	0	0	
Year 15	0	0	0	
10-15 Year Average Baseline GPCD				**281**
5 Year Baseline GPCD				
Baseline Year *Fm SB X7-7 Table 3*		Service Area Population *Fm SB X7-7 Table 3*	Gross Water Use *Fm SB X7-7 Table 4*	Daily Per Capita Water Use
Year 1	2003	171,991	54,279	282
Year 2	2004	177,259	57,579	290
Year 3	2005	185,374	55,490	267
Year 4	2006	198,249	59,184	267
Year 5	2007	203,511	59,670	262
5 Year Average Baseline GPCD				**273**
2015 Compliance Year GPCD				
2015		208,068	38,410	165
NOTES:				

SB X7-7 Table 6: Gallons per Capita per Day *Summary From Table SB X7-7 Table 5*	
10-15 Year Baseline GPCD	281
5 Year Baseline GPCD	273
2015 Compliance Year GPCD	165
NOTES:	

SB X7-7 Table 7: 2020 Target Method *Select Only One*		
Target Method		Supporting Documentation
☑	Method 1	SB X7-7 Table 7A
☐	Method 2	SB X7-7 Tables 7B, 7C, and 7D *Contact DWR for these tables*
☐	Method 3	SB X7-7 Table 7-E
☐	Method 4	Method 4 Calculator
NOTES:		

SB X7-7 Table 7-A: Target Method 1 20% Reduction	
10-15 Year Baseline GPCD	2020 Target GPCD
281	225
NOTES:	

SB X7-7 Table 7-F: Confirm Minimum Reduction for 2020 Target			
5 Year Baseline GPCD *From SB X7-7 Table 5*	Maximum 2020 Target*	Calculated 2020 Target *Fm Appropriate Target Table*	Confirmed 2020 Target
273	260	225	225
** Maximum 2020 Target is 95% of the 5 Year Baseline GPCD*			
NOTES:			

SB X7-7 Table 8: 2015 Interim Target GPCD		
Confirmed 2020 Target *Fm SB X7-7 Table 7-F*	10-15 year Baseline GPCD *Fm SB X7-7 Table 5*	2015 Interim Target GPCD
225	281	253
NOTES:		

SB X7-7 Table 9: 2015 Compliance								
Actual 2015 GPCD	2015 Interim Target GPCD	Optional Adjustments *(in GPCD)*					2015 GPCD *(Adjusted if applicable)*	Did Supplier Achieve Targeted Reduction for 2015?
		Extraordinary Events	Weather Normalization	Economic Adjustment	TOTAL Adjustments	Adjusted 2015 GPCD		
165	253	*From Methodology 8 (Optional)*	*From Methodology 8 (Optional)*	*From Methodology 8 (Optional)*	0	164.8025641	164.8025641	YES
NOTES:								

SB X7-7 Table 0: Units of Measure Used in 2020 UWMP* *(select one from the drop down list)*
Acre Feet
**The unit of measure must be consistent throughout the UWMP, as reported in Submittal Table 2-3.*
NOTES:

SB X7-7 Table 2: Method for 2020 Population Estimate	
Method Used to Determine 2020 Population (may check more than one)	
☐	**1. Department of Finance** (DOF) or **American Community Survey** (ACS)
☐	**2. Persons-per-Connection Method**
☑	**3. DWR Population Tool**
☐	**4. Other** DWR recommends pre-review
NOTES:	

SB X7-7 Table 3: 2020 Service Area Population	
2020 Compliance Year Population	
2020	205,203
NOTES:	

SB X7-7 Table 4: 2020 Gross Water Use							
Compliance Year 2020	**2020 Volume Into Distribution System** *This column will remain blank until SB X7-7 Table 4-A is completed.*	**2020 Deductions**					**2020 Gross Water Use**
		Exported Water *	**Change in Dist. System Storage*** (+/-)	**Indirect Recycled Water** *This column will remain blank until SB X7-7 Table 4-B is completed.*	**Water Delivered for Agricultural Use***	**Process Water** *This column will remain blank until SB X7-7 Table 4-D is completed.*	
	45,818	-	-	-	-	-	**45,818**

*** Units of measure (AF, MG , or CCF)** must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.

NOTES:

SB X7-7 Table 4-A: 2020 Volume Entering the Distribution System(s), Meter Error Adjustment

Complete one table for each source.

Name of Source	Antelope Valley East Kern Water District
This water source is *(check one)* **:**	
☐	The supplier's own water source
☑	A purchased or imported source

Compliance Year 2020	Volume Entering Distribution System [1]	Meter Error Adjustment [2] *Optional (+/-)*	Corrected Volume Entering Distribution System
	45,818	-	45,818

[1] ***Units of measure (AF, MG , or CCF)*** *must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.* [2] ***Meter Error Adjustment*** *- See guidance in Methodology 1, Step 3 of Methodologies Document*

NOTES

SB X7-7 Table 4-B: 2020 Indirect Recycled Water Use Deduction *(For use only by agencies that are deducting indirect recycled water)*

2020 Compliance Year	2020 Surface Reservoir Augmentation					2020 Groundwater Recharge			Total Deductible Volume of Indirect Recycled Water Entering the Distribution System
	Volume Discharged from Reservoir for Distribution System Delivery[1]	Percent Recycled Water	Recycled Water Delivered to Treatment Plant	Transmission/ Treatment Loss[1]	Recycled Volume Entering Distribution System from Surface Reservoir Augmentation	Recycled Water Pumped by Utility[1,2]	Transmission/ Treatment Losses[1]	Recycled Volume Entering Distribution System from Groundwater Recharge	
	-	0%	-	-	-	-	-	-	-

[1] ***Units of measure (AF, MG , or CCF)*** *must remain consistent throughout the UWMP, as reported in SB X7-7 Table 0 and Submittal Table 2-3.*

[2] *Suppliers will provide supplemental sheets to document the calculation for their input into "Recycled Water Pumped by Utility". The volume reported in this cell must be less than total groundwater pumped - See Methodology 1, Step 8, section 2.c.*

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in Excel format.

SB X7-7 Table 4-C: 2020 Process Water Deduction Eligibility **(For use only by agencies that are deducting process water) Choose Only One**	
☐	**Criteria 1**- Industrial water use is equal to or greater than 12% of gross water use. Complete SB X7-7 Table 4-C.1
☐	**Criteria 2** - Industrial water use is equal to or greater than 15 GPCD. Complete SB X7-7 Table 4-C.2
☐	**Criteria 3** - Non-industrial use is equal to or less than 120 GPCD. Complete SB X7-7 Table 4-C.3
☐	**Criteria 4** - Disadvantaged Community. Complete SB x7-7 Table 4-C.4
NOTES:	

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in Excel format.

SB X7-7 Table 4-C.1: 2020 Process Water Deduction Eligibility *(For use only by agencies that are deducting process water using Criteria 1)*

Criteria 1
Industrial water use is equal to or greater than 12% of gross water use

2020 Compliance Year	2020 Gross Water Use Without Process Water Deduction	2020 Industrial Water Use	Percent Industrial Water	**Eligible for Exclusion Y/N**
	45,818	-	0%	NO

NOTES:

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in Excel format.

SB X7-7 Table 4-C.2: 2020 Process Water Deduction Eligibility *(For use only by agencies that are deducting process water using Criteria 2)*

Criteria 2
Industrial water use is equal to or greater than 15 GPCD

2020 Compliance Year	2020 Industrial Water Use	2020 Population	2020 Industrial GPCD	**Eligible for Exclusion Y/N**
	-	205,203	-	NO

NOTES:

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in Excel format.

SB X7-7 Table 4-C.3: 2020 Process Water Deduction Eligibility *(For use only*
by agencies that are deducting process water using Criteria 3)

Criteria 3
Non-industrial use is equal to or less than 120 GPCD

2020 Compliance Year	2020 Gross Water Use Without Process Water Deduction *Fm SB X7-7 Table 4*	2020 Industrial Water Use	2020 Non-industrial Water Use	2020 Population *Fm SB X7-7 Table 3*	Non-Industrial GPCD	**Eligible for Exclusion Y/N**
	45,818	-	45,818	205,203	199	NO

NOTES:

Data from this table will not be entered into WUEdata.
Instead, the entire table will be uploaded to WUEdata as a separate upload in Excel format.

SB X7-7 Table 4-C.4: 2020 Process Water Deduction Eligibility ***(For** use only by agencies that are deducting process water using Criteria 4)*

Criteria 4

Disadvantaged Community. A "Disadvantaged Community" (DAC) is a community with a median household income less than 80 percent of the statewide average.

SELECT ONE

"Disadvantaged Community" status was determined using one of the methods listed below:

1. IRWM DAC Mapping tool https://gis.water.ca.gov/app/dacs/

☐	If using the IRWM DAC Mapping Tool, include a screen shot from the tool showing that the service area is considered a DAC.

2. 2020 Median Income

	California Median Household Income*		Service Area Median Household Income	Percentage of Statewide Average	**Eligible for Exclusion? Y/N**
☐	**2020**	**$75,235**		0%	YES

*California median household income 2015 -2019 as reported in US Census Bureau QuickFacts.

NOTES

SB X7-7 Table 5: 2020 Gallons Per Capita Per Day (GPCD)		
2020 Gross Water *Fm SB X7-7 Table 4*	**2020 Population** *Fm SB X7-7 Table 3*	**2020 GPCD**
45,818	205,203	**199**
NOTES:		

SB X7-7 Table 9: 2020 Compliance							
Actual 2020 GPCD[1]	Optional Adjustments to 2020 GPCD Enter "0" if Adjustment Not Used Extraordinary Events[1]	Weather Normalization[1]	Economic Adjustment[1]	TOTAL Adjustments[1]	Adjusted 2020 GPCD [1] *(Adjusted if applicable)*	2020 Confirmed Target GPCD [1, 2]	**Did Supplier Achieve Targeted Reduction for 2020?**
199	-	-	-	-	199	225	**YES**

[1] *All values are reported in GPCD*

[2] ***2020 Confirmed Target GPCD*** *is taken from the Supplier's SB X7-7 Verification Form Table SB X7-7, 7-F.*

NOTES:

Appendix D: AVEK Agreements

1. AVEK Water Lease Agreement
2. MOU with AVEK for New Water Supply

AGREEMENT FOR LEASE OF OVERLYING PRODUCTION WATER RIGHTS

This Agreement is made and entered by and between the Antelope Valley-East Kern Water Agency, a California Water Agency (hereinafter referred to as "AVEK") and Los Angeles County Waterworks District No. 40 (hereinafter referred to as "District No. 40") as of the effective date provided herein. AVEK and District No. 40 individually may be referred to herein as a "Party" and collectively may be referred to herein as the "Parties."

RECITALS

A. California's water law and policy, Article X, Section 2 of the California Constitution requires that all uses of the State's water be both reasonable and beneficial. Specifically, this section of the Constitution states in part, "It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such waters is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare."

B. AVEK Water Agency Law codified as California Water Code Appendix 98-49 et seq. specifically provides for AVEK to sell and deliver or use water under the control of the agency for the beneficial use or uses and protection of the Agency and its inhabitants.

C. The Urban Water Management Planning Act (California Water Code Section 10610 et. seq.) requires California's urban water suppliers to ensure adequate water supplies are available to meet existing and future water demands. Every urban water supplier that either provides over 3,000 acre-feet of water annually or serves 3,000 or more connections is required to assess the reliability of its water sources over a twenty year planning horizon considering normal, dry and multiple dry years.

D. The Parties recognize that this Agreement for District No. 40 to lease water from AVEK will: (1) increase certainty for District No. 40 thereby enabling better water resource planning in the future; (2) support the ability of District No. 40 to establish community specific policies and goals based on consistent delivery of water; (3) promote improved water management since imported water will enable District No. 40 to implement and directly benefit from specific policies related to sustainability, dual plumbing and conjunctive use; and (4) improve coordination between District No. 40 and AVEK.

E. AVEK and District No. 40 are parties to the action entitled Antelope Valley Groundwater Cases (Santa Clara County Case No. 1-05-CV-049053). The Overlying Production Rights allocated to AVEK in the Judgment in this matter will allow AVEK to produce 3,550 acre feet of water from the Basin on an annual basis or in such amount as is determined from time to time by the Watermaster. As of the effective date, AVEK's Overlying Production Rights as defined in the Judgment are believed to be 3,550 acre feet for the water year. This agreement is subject to and conditioned upon the execution by District No. 40 and AVEK

of the Stipulation for Entry of Judgment and Physical Solution substantially in the form that was circulated to the Parties on December 23, 2014, the entry of Judgment in the above captioned case ("Judgment"), and confirmation thereof by the Appellate Courts if appealed by any Party.

F. This Agreement entered into by AVEK with District No. 40 will allow AVEK and District No. 40 to settle in the Antelope Valley Groundwater Cases and allows AVEK and District No. 40 to execute the Stipulation for Entry of Judgment.

MUTUAL PROMISES

AVEK and District No. 40 wish to enter into a lease that will contribute to the long term groundwater stability and sustainability of the Antelope Valley Groundwater Basin ("Basin").

The lease provisions herein entitles District No. 40 to the use, through this lease only, the water available to AVEK based upon AVEK's Overlying Production Rights. AVEK retains and does not convey to District No. 40 any other rights associated with AVEK's said production right.

AGREEMENT

IN CONSIDERATION of the foregoing recitals, which are incorporated herein as part of this Agreement, and the mutual promises set forth herein, AVEK and District No. 40 agree as follows:

1. **AVEK Water Agency Law, AVEK's Ordinances, Rules and Regulations and Board Policies.** This Agreement is subject to AVEK Water Agency Law (Water Code Appendix 98-49 et seq.), AVEK's Ordinances, Rules and Regulations and Board Policies. As of the effective date described in Paragraph 5, this Agreement is consistent with AVEK Water Agency Law, AVEK's Ordinances, Rules and Regulations and Board Policies.

2. **Leasing of Production Rights.** As described in more particularity herein, AVEK hereby leases to District No. 40 and District No. 40 lease from AVEK up to 3,550 acre-feet annually of AVEK's Overlying Production Rights as defined in the Judgment. This agreement does not impact any existing obligations or agreements between District No. 40 and AVEK relating to water AVEK delivers from the State Water Project.

3. **Annual Allocation of Leased Water.** As described in more particularity herein, the portion of the up to 3,550 acre feet of AVEK's Overlying Production Rights that AVEK shall lease annually to District No. 40 and that District No. 40 leases from AVEK shall be calculated by multiplying (a) 3,550 by (b) the average of the prior two years of District No. 40's purchases of AVEK's water taken as a percentage of the total amount of AVEK's treated water sold in those years to entities listed in Exhibit C that have existing contracts with AVEK for water service as of the effective date ("Existing AVEK Customers"). For example, if in each of the prior two years AVEK has sold 50,000 acre feet of treated water to Existing AVEK Customers, and in each year District No. 40 has purchased 35,000 acre feet of that 50,000 acre feet of treated water from

AVEK, District No. 40's average purchases would be 70% and District No. 40 would be entitled to 70% of the 3,550 acre feet or 2,485 acre feet.

4. **Carryover of Unused Lease Production Rights.** Any Overlying Production Rights that are leased pursuant to Paragraph 2 and are not used in the year in which they are leased shall be carried over and accrue over time. For example, if in each of the prior two years AVEK has sold 50,000 acre feet of AVEK's treated water to Existing AVEK Customers, and in each year District No. 40 has purchased 35,000 acre feet of that 50,000 acre feet of treated water from AVEK, District No. 40's average purchases would be 70% and District No. 40 would be entitled to carry over, accrue and subsequently lease 70% of the 3,550 acre feet or 2,485 acre feet from that accrual year. At the end of each year in which AVEK's Overlying Production Rights are leased pursuant to Paragraph 2 but are not used in that year, AVEK shall: (1) notify the Watermaster the amount of AVEK's Overlying Production Rights leased to District No. 40 that were not pumped; and (2) take all necessary steps to ensure that such unused and accrued carry over water is transferred to District No. 40 for District No. 40's use as Carry Over water as defined in the Judgment and pursuant to Section 15.3 of the Judgment.

5. **Effective Date.** This Agreement shall become effective and binding upon the Parties on the first day of the month following the execution of the Agreement by District No. 40 and AVEK and entry of the Judgment by the Superior Court. If the Judgment should be overturned at any level, this Agreement shall become null and void.

6. **Term.** The term of this Agreement shall commence at the effective date as described in Paragraph 5 and be in effect so long as AVEK is allocated water under contract with the State of California or any of its subdivisions or via statute for purchase and/or delivery of water.

7. **Lease Rate, Payment, and Adjustment.**

7.1 The rental amount payable under this Agreement shall be $50 per acre foot, in addition to the actual direct costs incurred by AVEK, if any, for any portion of the lease water not pumped by District No. 40 that requires the use of AVEK groundwater pumping and distribution system to deliver the leased water to District No. 40

On July 1, 2017, and each July 1st thereafter, the rental amount provided for in Paragraph 7.1 shall be increased by the percentage change in the Consumer Price Index (All Urban Consumer Index set forth for the Los Angeles-Riverside-Orange County area), for the prior calendar year (e.g., 2016 on July 1, 2017.)

7.2 The annual rental amount shall be paid by District No. 40 when water is pumped and upon receipt of an invoice for the full amount from AVEK.

7.3 All payments due AVEK pursuant to this Lease shall be made and sent as follows:

AVEK
6500 West Avenue N
Palmdale, CA 93551

8. **Agreement regarding Basin Watermaster.**

8.1 AVEK agrees to execute and deliver to District No. 40 all documents which, from time to time, may be required by the Watermaster to reflect the lease to District No. 40 of the Overlying Productions Rights which are the subject of this Agreement. All such documents shall be in such form and substance as shall be reasonably satisfactory to AVEK, District No. 40, and Watermaster.

8.2 District No. 40 shall, at its expense, prepare and submit all reports required by the Watermaster in connection with the exercise by District No. 40 of its allocation pursuant to this Agreement.

8.3 This Agreement entitles District No. 40 to lease the water associated with AVEK's Overlying Production Right. AVEK retains and does not convey to District No. 40 any other rights associated with its Overlying Production Right.

8.4 District No. 40 shall pay any and all Watermaster assessments and County of Los Angeles charges which may be levied against the portion of AVEK's aforesaid Overlying Productions Rights that District No. 40 leased, as additional rent.

General Provisions

9. Definition. Capitalized terms not otherwise defined herein shall have the same meaning ascribed to such terms in the Judgment.

10. Termination. This agreement shall terminate only upon mutual written consent of both Parties.

11. Amendments. This Agreement may be modified or amended only upon mutual written consent of both Parties.

12. No Assignments. This Agreement and the rights, duties and benefits contained in it, may not be assigned.

13. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall continue in full force and effect and shall in no way be impaired or invalidated, and the Parties agree to substitute for the invalid or unenforceable provision a valid and enforceable provision that most closely approximates the intent and economic effect of the invalid or unenforceable provision.

14. Governing Law. This Agreement shall be governed by the laws of the State of California.

15. Successors. This Agreement shall inure to the benefit of and be binding on the parties to this Agreement and their respective successors.

16. Covenants, Conditions or Remedies. The waiver by one Party of the performance of any covenant, condition or promise, or of the time for performing any act, under this Agreement shall not invalidate this Agreement nor shall it be considered a waiver by such party of any other covenant, condition or promise, or of the time for performing any other act required, under this Agreement. The remedies set forth in this Agreement are cumulative and not exclusive to any other legal or equitable remedy available to a party. The exercise of any remedy provided in this Agreement shall not be a waiver of any consistent remedy provided by law, and the provisions of this Agreement for any remedy shall not exclude any other consistent remedies unless they are expressly excluded.

17. Exhibits. All exhibits to which reference is made in this Agreement are deemed incorporated in this Agreement whether or not actually attached. The following exhibits are attached to this Agreement:

- **Exhibit "A"** - AVEK Boundaries
- **Exhibit "B"** - District No. 40 Service area
- **Exhibit "C"**

18. Counterparts. This agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.

19. Legal Advice. Each Party has received independent legal advice from its attorneys with respect to the advisability of executing this Agreement and the meaning of the provisions. The provisions of this Agreement shall be construed as to the fair meaning and not for or against any party based upon preparation of the document, or any attribution of such party as the sole source of the language in question.

20. All notices and demands (collectively "Notices") of any kind shall be made in writing and personally served or sent by registered or certified mail, postage prepaid to the following:

AVEK
6500 West Avenue N
Palmdale, CA 93551

Los Angeles County Waterworks District No. 40
900 South Fremont Avenue
Alhambra, CA 91803

Any Notice personally served shall be effective upon service. Any Notice sent by mail, and properly addressed, shall be effective upon date or receipt, or refusal as indicated on the return

receipt. Either party may change its address for Notices by Notice to the other given in a manner provided in this Paragraph.

21. Each Party shall, upon request of the other party, take such further actions and execute and deliver such further instruments as shall be reasonably required to carry out the purpose and intent of this Agreement.

22. This Agreement is executed in the State of California and shall be governed by and construed in accordance with California law. Venue for any action arising out of or related to this Agreement shall be placed in any court of the State of California with appropriate jurisdiction and located in the County of Los Angeles, with service of process to be in accordance with the then provisions of the California Code of Civil Procedure.

23. The paragraph headings contained in this Agreement are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

Antelope Valley East Kern Water Agency

By: _____
Frank Donato
Director

Date: 2-10-15

APPROVED AS TO FORM

By: _____
William J. Brunick
Agency Special Counsel

Date: 2-10-15

Los Angeles County
Waterworks District No. 40

By: _____
Gail Farber
Director of Public Works

Date: 2/24/15

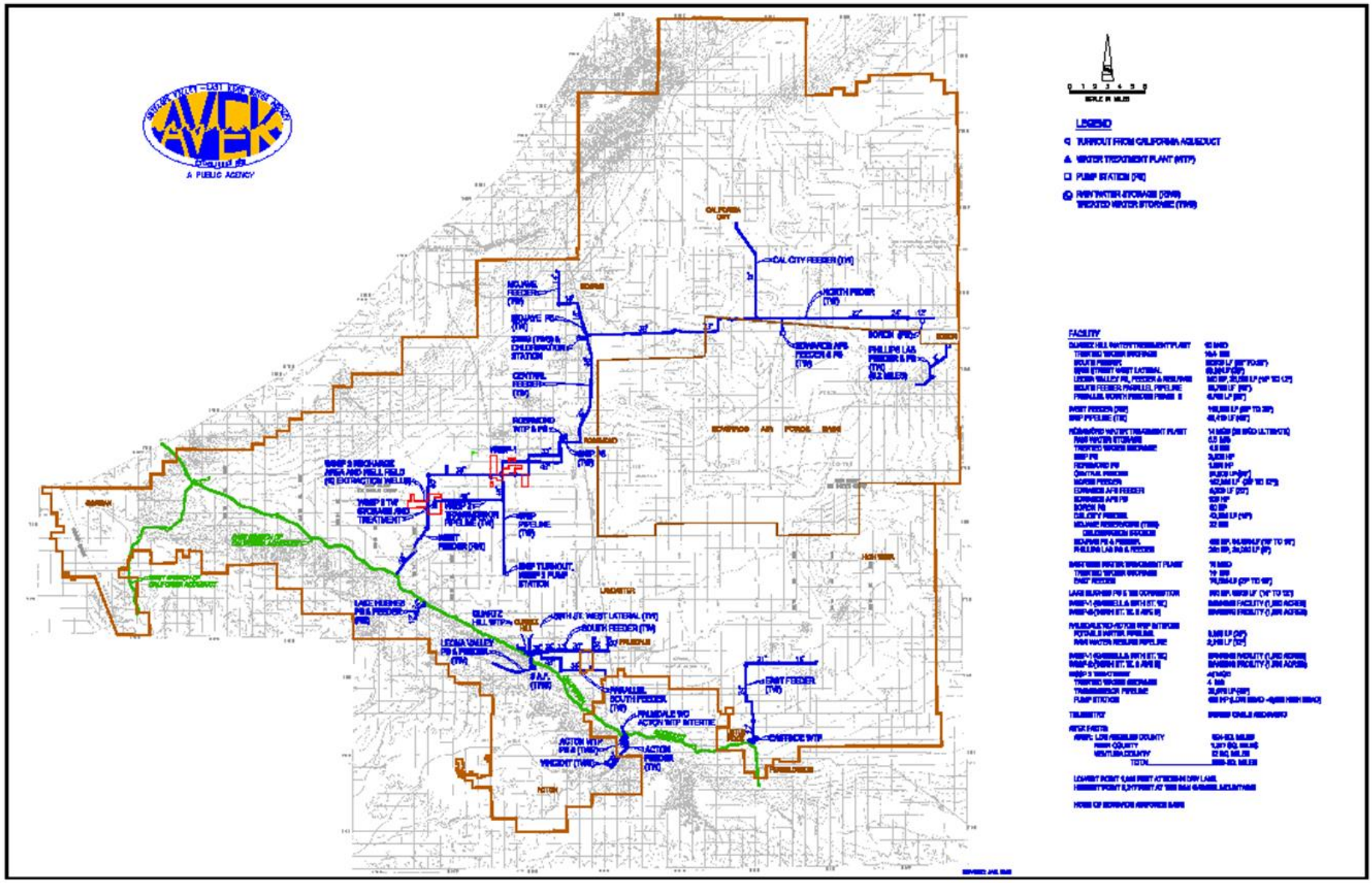
APPROVED AS TO FORM by Mark J. Saladino, County Counsel

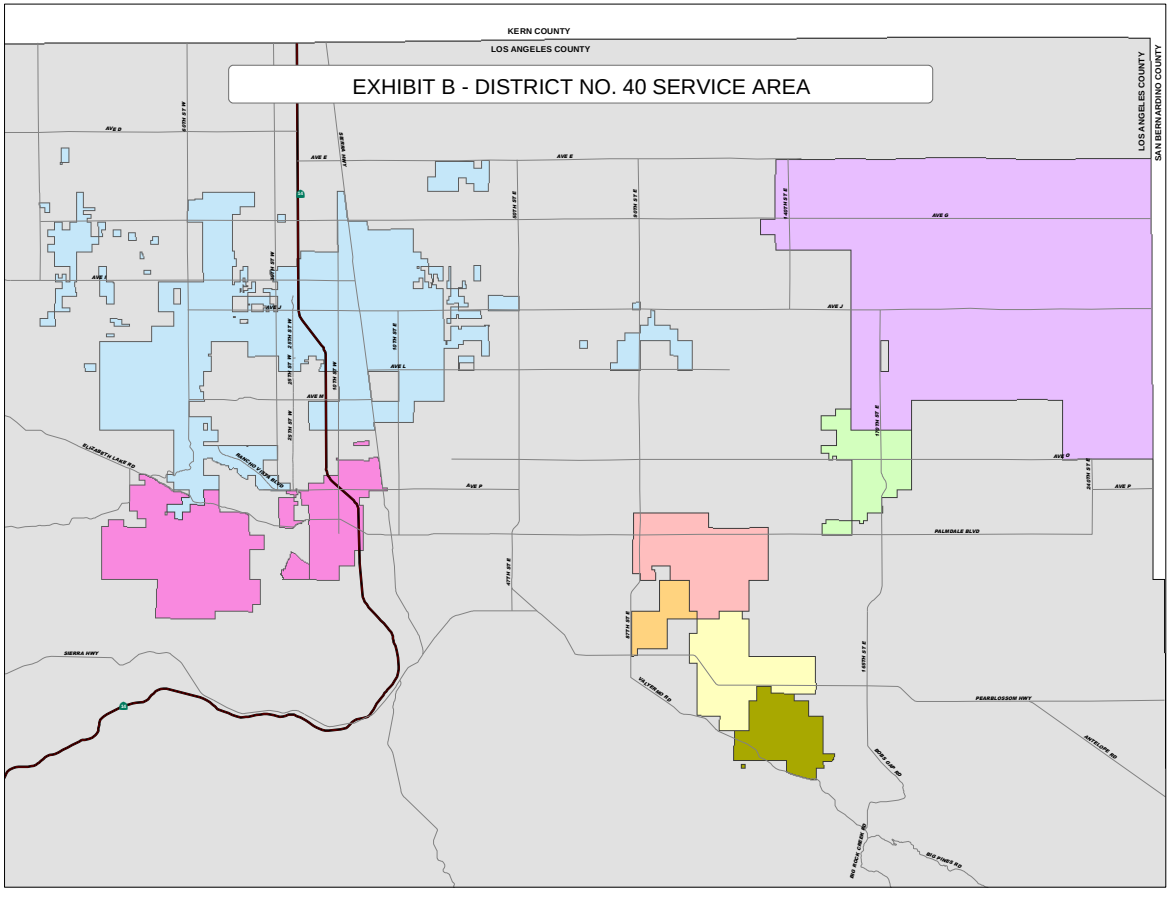
By: _____
Warren R. Wellen
Principal Deputy County Counsel

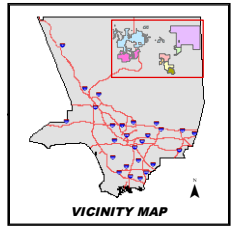
Date: 2/24/15

EXHIBIT A

AVEK Boundary Map







Legend

- LA Co WWD No. 40-04
- LA Co WWD No. 40-24
- LA Co WWD No. 40-27
- LA Co WWD No. 40-33
- LACo WWD No. 40-34
- LA Co WWD No. 40-35
- LA Co WWD No. 40-38
- LA Co WWD No. 40-39
- Los Angeles County

WATERWORKS AND SEWER MAINTENANCE DIVISION	
DEPARTMENT OF PUBLIC WORKS	
LOS ANGELES COUNTY WATERWORKS DISTRICT No. 40 SERVICE AREA	DATE: 7/2010
	DRAWN BY MTR

Exhibit C

AVEK Treated Water Customers

Alan Nishino
Allen Copeland
Antelope Valley Country Club
Association of Irrigation Water Users
Boron CSD
California Water Service
City of California City
Daniel Castronova
Darik Bolin
Desert Lake CSD
Desert Sage Apartments
Earl Jaques
Edgemont Acres MWC
Edwards AFB
Frances Lane
Frank Cosola
Frank Lane
George Lane
Gary Shafer
Karelskint-Cum , Inc.
Keith Miller
Kirkpatrick
LA County Waterworks Districts
Landale MWC
Les Kuete
Mojave PUD
Palm Ranch Irrigation District
Pat Kellerman
Quartz Hill Water District
Rancho Colima
Rio Tinto/US Borax
Rosamond CSD
Shadow Acres MWC
Sunnyside Farms MWC
Terry Milford
White Fence Farms #3 MWC
White Fence Farms MWC

AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING effective as of June 2, 2020 by and between Antelope Valley-East Kern Water Agency ("AVEK") and Los Angeles County Waterworks Districts Nos. 40 and 37 ("Waterworks Districts")

A. Recitals

(i) Effective August 13, 2013, the parties hereto entered into a Memorandum of Understanding concerning the mutual perception that the water available to Waterworks Districts supplied by Antelope Valley Groundwater Basin (Basin) pumping and imported water from AVEK were insufficient in quantity to satisfy its then present demand and anticipated growth in that demand (hereinafter referred to as "the 2013 MOU").

(ii) Based on the above-stated perception, the 2013 MOU provided that upon any person applying for new retail water service from Waterworks Districts, AVEK and Waterworks Districts would enter into a series of ad hoc agreements providing for such an applicant to pay fees in an amount equal to the costs for additional water to be imported by AVEK to meet the additional demand, including the purchase price of that water, processing costs, California Environmental Quality Act compliance costs and professional costs such as attorneys' fees. The applicant's agreement to pay all of those costs would be established as a condition precedent to Waterworks Districts committing to supply and then supplying retail water to the subject project.

(iii) Subsequent to the trial court entering a Judgment in the Antelope Valley groundwater adjudication, Waterworks Districts enhanced its available Basin water supplies through an established right to produce water from the Basin equivalent to the imported water return flows generated by water provided by AVEK and beneficially used by Waterworks Districts' retail ratepayers. In addition, AVEK has developed the ability to manage and enhance its wholesale water portfolio, including maintaining water stored in the Basin pursuant to the above-referenced Judgment and engaging in local banking and recovery programs in order to make its water supply more resilient.

(iv) The parties now intend to establish a modified approach to assessing the potential of any applicant for retail water service from Waterworks Districts to an area to be developed requiring additional water supply on a case by case basis. The parties also intend to provide for payments to be made by any such development which generates the need for that additional water by imposing an AVEK new water supply fee on that development. Accordingly, it is the parties' mutual intent to rescind the 2013 MOU and replace it with this Amended and Restated Memorandum of Understanding.

B. Agreement

NOW, THEREFORE, the parties hereto agree as follows:

1. The 2013 MOU hereby is rescinded.

2. AVEK shall review, revise as necessary, and adopt a new water supply fee (fee) to be charged to any person or development within the jurisdiction of AVEK and Waterworks

Districts. The fee shall be based upon the reasonably projected costs of providing and maintaining the increased fully reliable water supply, expressed as the annual amount in acre feet, necessary to provide service to the development in question. The amount of the AVEK fee shall be reviewed as to the adequacy of the fixed price per acre-foot to be applied in accordance with then current costs of new water. No more than five (5) years shall elapse between any such cost reviews.

3. When Waterworks Districts are requested to issue a will serve letter to provide retail water service to an applicant and Waterworks Districts' available information generated by the California Environmental Quality Act input or its Water Supply Assessment or credibly generated in any other context, reasonably indicates Waterworks Districts will require an increase in water supply from AVEK within its service area to meet the calculated project water demand in perpetuity, Waterworks Districts will condition its obligation to provide retail water service to require that the applicant pay to AVEK the then current AVEK water supply fee. The fee shall be calculated by the annual volume of additional water supply required to service the project, expressed as acre-feet. Proof of the applicant's payment of the fee to AVEK shall be provided to Waterworks Districts prior to and as a condition of Waterworks Districts providing any connection to its retail system for the project.

4. The term "new water" used in this Amended and Restated Memorandum of Understanding shall be water originating outside the Basin and imported into the Basin by AVEK in addition to such water included in AVEK's Table "A" annual allocation from the California Department of Water Resources pursuant to the applicable state water project supply agreement.

5. The above described procedures and commitments may be revised by a written agreement modifying or superseding the terms stated herein as appropriate to adjust to changing circumstances or needs, or to conform to orders or procedures resulting from the Antelope Valley groundwater adjudication.

IN WITNESS WHEREOF, the parties hereto have entered into this Amended and Restated Memorandum of Understanding as of the effective date stated above.

LOS ANGELES COUNTY WATERWORKS DISTRICTS

By _____

Date June 2, 2020

ANTELOPE VALLEY-EAST KERN WATER AGENCY

By _____

Date 2-26-20

Appendix E: Groundwater Basin Judgment /Adjudication

SUPERIOR COURT OF THE STATE OF CALIFORNIA

COUNTY OF LOS ANGELES – CENTRAL DISTRICT

ANTELOPE VALLEY GROUNDWATER CASES Included Actions: Los Angeles County Waterworks District No. 40 v. Diamond Farming Co., Superior Court of California, County of Los Angeles, Case No. BC 325201; Los Angeles County Waterworks District No. 40 v. Diamond Farming Co., Superior Court of California, County of Kern, Case No. S-1500-CV-254-348; Wm. Bolthouse Farms, Inc. v. City of Lancaster, Diamond Farming Co. v. City of Lancaster, Diamond Farming Co. v. Palmdale Water Dist., Superior Court of California, County of Riverside, Case Nos. RIC 353 840, RIC 344 436, RIC 344 668 RICHARD WOOD, on behalf of himself and all other similarly situated v. A.V. Materials, Inc., et al., Superior Court of California, County of Los Angeles, Case No. BC509546	Judicial Council Coordination Proceeding No. 4408 CLASS ACTION Santa Clara Case No. 1-05-CV-049053 Assigned to the Honorable Jack Komar ~~(PROPOSED)~~ **JUDGMENT**

The matter came on for trial in multiple phases. A large number of parties representing the majority of groundwater production in the Antelope Valley Area of Adjudication ("Basin") entered into a written stipulation to resolve their claims and requested that the Court enter their [Proposed] Judgment and Physical Solution as part of the final judgment. As to all remaining parties, including those who failed to answer or otherwise appear, the Court heard the testimony of witnesses, considered the evidence, and heard the arguments of counsel. Good cause appearing, the Court finds and orders judgment as follows:

1. The Second Amended Stipulation For Entry of Judgment and Physical Solution among the stated stipulating parties is accepted and approved by the Court.

2. Consistent with the December 23 2015 Statement of Decision ("Decision"), the Court adopts the Proposed Judgment and Physical Solution attached hereto as Exhibit A and incorporated herein by reference, as the Court's own physical solution ("Physical Solution"). The Physical Solution is binding upon all parties.

3. In addition to the terms and provisions of the Physical Solution the Court finds as follows:

   a. Each of the Stipulating Parties to the Physical Solution has the right to pump groundwater from the Antelope Valley Adjudication Area as stated in the Decision and Physical Solution.

   b. The following entities are awarded prescriptive rights from the native safe yield against the Tapia Parties, defaulted parties identified in Exhibit 1 to the Physical Solution, and parties who did not appear at trial identified in Exhibit B attached hereto, in the following amounts:

Los Angeles County Waterworks District No. 40	17,659.07 AFY
Palmdale Water District	8,297.91 AFY
Littlerock Creek Irrigation District	1,760 AFY
Quartz Hill Water District	1,413 AFY
Rosamond Community Services District	1,461.7 AFY
Palm Ranch Irrigation District	960 AFY

Desert Lake Community Services District		318 AFY
California Water Service Company		655 AFY
North Edwards Water District		111.67 AFY

No other parties are subject to these prescriptive rights.

c. Each of the parties referred to in the Decision as Supporting Landowner Parties has the right to pump groundwater from the Antelope Valley Adjudication Area as stated in the Decision and in Paragraph 5.1.10 of the Physical Solution in the following amounts:

i.	Desert Breeze MHP, LLC	18.1 AFY
ii.	Milana VII, LLC dba Rosamond Mobile Home Park	21.7 AFY
iii.	Reesdale Mutual Water Company	23 AFY
iv.	Juanita Eyherabide, Eyherabide Land Co., LLC and Eyherabide Sheep Company, collectively	12 AFY
v.	Clan Keith Real Estate Investments, LLC., dba Leisure Lake Mobile Estates	64 AFY
vi.	White Fence Farms Mutual Water Co. No. 3	4 AFY
vii.	LV Ritter Ranch LLC	0 AFY
viii.	Rotar Enterprises, Inc., Hi-Grade Materials Co., and CJR, a General Partnership	200 AFY

d. Each member of the Small Pumper Class can exercise an overlying right pursuant to the Physical Solution. The Judgment Approving Small Pumper Class Action Settlements is attached as Exhibit C ("Small Pumper Class Judgment") and is incorporated herein by reference.

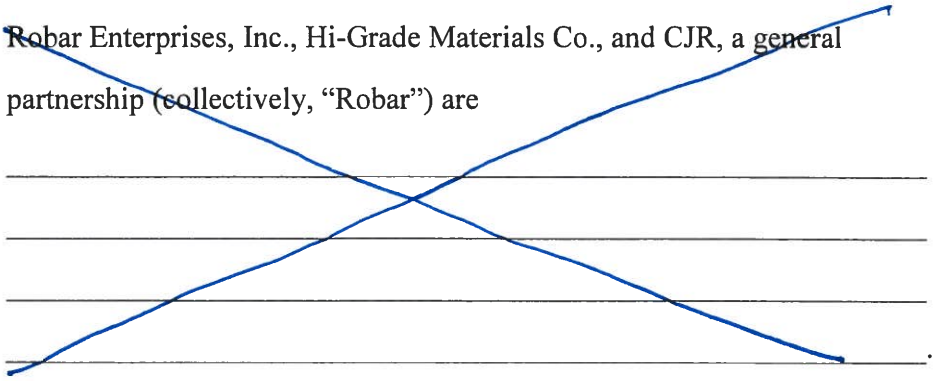
e. Cross-defendant Charles Tapia, as an individual and as Trustee of Nellie Tapia Family Trust (collectively, "The Tapia Parties") has no right to pump groundwater from the Antelope Valley Adjudication Area except under the terms of the Physical Solution.

f. Phelan Piñon Hills Community Services District ("Phelan") has no right to pump groundwater from the Antelope Valley Adjudication Area except under the terms of the Physical Solution.

g. The Willis Class members have an overlying right that is to be exercised in accordance with the Physical Solution.

h. All defendants or cross-defendants who failed to appear in any of these coordinated and consolidated cases are bound by the Physical Solution and their overlying rights, if any, are subject to the prescriptive rights of the Public Water Suppliers. A list of the parties who failed to appear is attached hereto as Exhibit D.

i. Robar Enterprises, Inc., Hi-Grade Materials Co., and CJR, a general partnership (collectively, "Robar") are



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4. Each party shall designate the name, address and email address, to be used for all subsequent notices and service of process by a designation to be filed within thirty days after entry of this Judgment. The list attached as Exhibit A to the Small Pumper Class Judgment shall be used for notice purposes initially, until updated by the Class members and/or Watermaster. The designation may be changed from time to time by filing a written notice with the Court. Any party desiring to be relieved of receiving notice may file a waiver of notice to be approved by the Court. The Court will maintain a list of parties and their respective addresses to whom notice or service of process is to be sent. If no designation is made as required herein, a party's designee shall be deemed to be the attorney of record or, in the absence of an attorney of record, the party at its specified address.

5. All real property owned by the parties within the Basin is subject to this Judgment. It is binding upon all parties, their officers, agents, employees, successors and assigns. Any party, or executor of a deceased party, who transfers real property that is subject to this Judgment shall notify any transferee thereof of this Judgment.

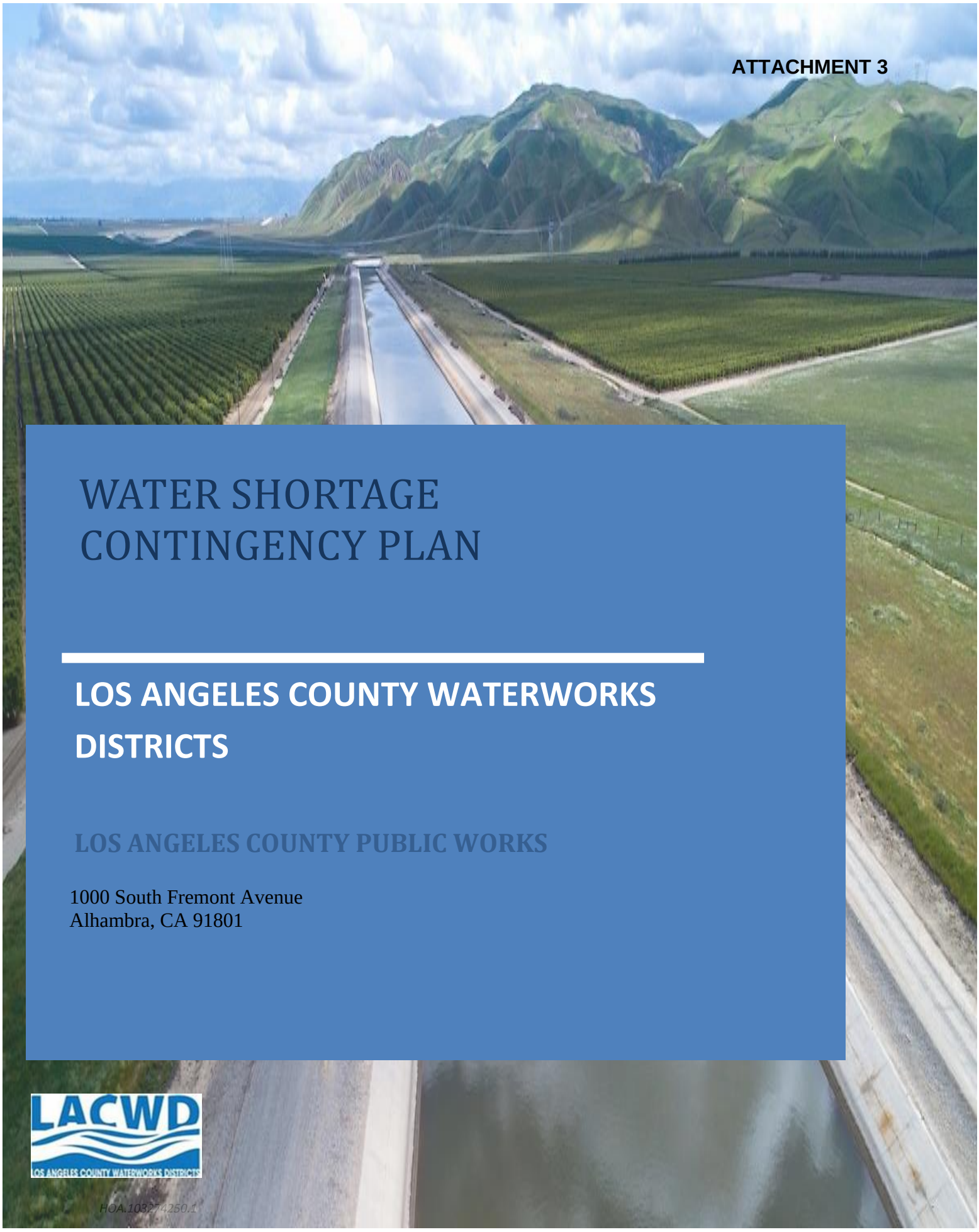
This Judgment shall not bind the parties that cease to own real property within the Basin, and cease to use groundwater, except to the extent required by the terms of an instrument, contract, or other agreement.

The Clerk shall enter this Judgment.

Dated: Dec 23, 2015

JUDGE OF THE SUPERIOR COURT

Appendix F: Water Shortage Contingency Plan



ATTACHMENT 3

WATER SHORTAGE CONTINGENCY PLAN

LOS ANGELES COUNTY WATERWORKS DISTRICTS

LOS ANGELES COUNTY PUBLIC WORKS

1000 South Fremont Avenue
Alhambra, CA 91801

LACWD
LOS ANGELES COUNTY WATERWORKS DISTRICTS

Updated: July 8, 2021

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Introduction

This Water Shortage Contingency Plan (WSCP) details how the Los Angeles County Waterworks Districts (Districts) respond in the event of a declared water emergency or water shortage conditions. This WSCP complies with California Water Code (CWC) Section 10632, which requires every urban water supplier to prepare and adopt a WSCP as part of its Urban Water Management Plan (UWMP). The California Urban Water Management Planning Act of 1983 requires urban water suppliers providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually to adopt and submit a UWMP. Section 10632.2 states, "An urban water supplier shall follow, where feasible and appropriate, the prescribed procedures and implement determined shortage response actions in its water shortage contingency plan, as identified in subdivision (a) of Section 10632, or reasonable alternative actions, provided that descriptions of the alternative actions are submitted with the annual water shortage assessment report pursuant to Section 10632.1." However, the CWC does not prohibit an urban water supplier from taking actions that are not specified in its WSCP, if needed, without having to formally amend its UWMP or WSCP.

Per CWC Section 10632.3, the State defers to the locally adopted WSCPs to the extent practicable upon the Governor's proclamation of a state of emergency under the California Emergency Services Act based on drought conditions. The Districts' WSCP provides guidance for managing water supplies, mitigating water shortages, improving preparedness for droughts, and other impacts to water supplies and ultimately enables the Districts to efficiently manage future response actions due to water shortages. This WSCP includes an analysis of the Districts' water supply reliability, an annual assessment of supply and demand, and a detailed breakdown of the standard water shortage levels for the Districts. Furthermore, it outlines the Districts' water shortage response actions, communication protocols, compliance and enforcement guidelines, legal authorities, financial consequences, monitoring and reporting procedures, and discusses future reevaluations of the WSCP.

Additionally, this WSCP incorporates portions of the Districts' existing Phased Water Conservation Plan (PWCP), which is Part 5 of the Rules and Regulations of the Los Angeles County Waterworks Districts and the Marina del Rey Water System (Rules and Regulations). A copy of the PWCP is provided in Appendix A of the WSCP. The Districts' PWCP was adopted in May 1991 and amended in June 2015. Lastly, the Districts' WSCP is included as Appendix D in its 2020 UWMP for the Los Angeles County Waterworks District No. 29, Malibu, and the Marina del Rey Water System (District No. 29); and Appendix F for the Los Angeles County Waterworks District No. 40, Antelope Valley (District No. 40).

Section 1: Water Supply Reliability Analysis

Water supply reliability is a measure of a water system's expected success in managing water shortages. Reliability planning requires information about the following: (1) expected frequency and severity of shortages; (2) how additional water management is likely to affect the frequency and severity of shortages; and (3) how available contingency measures can reduce the impact of shortages when they occur. Section 10635 of the CWC requires that, "Every urban water supplier shall include, as part of its urban water management plan, an assessment of the reliability of its water service to its customers during normal, dry, and multiple dry water years. This water supply and demand assessment shall compare the total water supply sources available to the water supplier with the long-term total projected water use over the next 20 years, in five-year increments, for a normal water year, a single dry water year, and a drought lasting five consecutive water years."

1.1 Los Angeles County Waterworks District No. 29, Malibu, and the Marina del Rey Water System

District No. 29 purchases its entire water supply from the West Basin Municipal Water District (West Basin). Therefore, a reliable water supply is completely dependent on the availability of water from the District No. 29's wholesaler. The reliability of West Basin's supply can potentially be impacted by legal, environmental, water quality, and climatic factors. West Basin's contingency planning includes a comprehensive plan to provide reliable water supplies under average, single-dry, and multiple-dry year hydrology for current and projected supplies. Under single-dry and multiple-dry year conditions West Basin plans to meet its annual increases in demand by purchasing imported water supplies. West Basin does not anticipate any shortages and will be able to provide reliable water supplies under both single-dry year and multiple-dry year conditions. Any shortfall in supplies will be met through imported water from the Metropolitan Water District of Southern California, which manages its supply and demand balance through both their Water Surplus and Drought Management Plan and Water Supply Allocation Plan.

Additionally, West Basin anticipates 100 percent reliability by continuing to move forward with its Water Reliability 2020 (WR2020) Program. In 2009, West Basin developed and launched its WR2020 Program to communicate to the public West Basin's goal of increasing local water reliability by doubling recycled water production, doubling its water conservation efforts, expanding its water use efficiency programs, and introducing ocean-water desalination to its water portfolio. All West Basin's supply development programs fall under the umbrella of the WR2020 Program. West Basin is continuing to plan and invest in its WR2020 Program to reduce its dependence on imported water to mitigate future water shortages and allocation impacts on West Basin's customers. The expanded use of recycled water and introduction of ocean water desalination supplies coupled with additional conserved supplies through water use efficiency programs in West Basin's service area will continue to reduce the demand on imported water.

West Basin does not anticipate any shortages as it is actively diversifying its water supply portfolio, maintaining imported water reliability, and developing local resources, as well as furthering existing water conservation efforts. West Basin has available supply to meet the expected demand for the District.

1.2 Los Angeles County Waterworks District No. 40, Antelope Valley

District No. 40's supply portfolio consists of approximately 60 to 70 percent of imported water from the Antelope Valley–East Kern Water Agency (AVEK), and 30 to 40 percent of groundwater produced from the District No. 40's wells. As the third largest California State Water Project (SWP) Contractor and wholesaler, AVEK is a regional water agency that supplements Antelope Valley groundwater supplies with surface water supplies and allocates water to municipalities, ranchers, and agricultural water users. District No. 40 is AVEK's largest municipal customer and purchases its entire imported water supply from AVEK.

AVEK is entitled to receive Table A water from the Department of Water Resources (DWR), which refers to the maximum amount of water a contractor can receive annually and is used by DWR for allocating SWP supplies and costs among the contractors. Although AVEK has a set maximum annual allocation of SWP Table A water at 144,844 acre-fee per year (AFY), they typically receive an average of 58 percent of this allocation, or 84,000 AFY of which District 40 typically receives 70 percent. SWP water supplies have been a historically variable source of imported water for AVEK due to constant fluctuations in climate and precipitation, limited reliability of its conveyance system (primarily restrictions with the Bay Delta system), regulatory/legislative restrictions, and operational conditions and is particularly unreliable during dry years. To maximize and ensure reliability in the region, AVEK has the Westside and Eastside Water Banks within its service area and has participated in various exchange programs with other SWP contractors. The Westside Water Bank allows for an estimated total storage of up to 150,000 acre-feet (AF). The Eastside Water bank allows for a total storage of 5,700 AF. Any unused Table A water made available by AVEK to District No. 40 can potentially be stored during normal years and purchased from AVEK during dry years when SWP Table A supplies and groundwater will not meet demands. During years where AVEK is allocated at least half of their maximum SWP allocation, AVEK may store any excess supplies not used by District No. 40 and any other AVEK customers.

Groundwater continues to be an important resource within the Antelope Valley Region. With a future of anticipated continued urban growth, increased agricultural demand, and limits on the fluctuating supply of imported water, the demand for water will only continue to increase. District No. 40's ability to produce groundwater is subject to the Antelope Valley Groundwater Cases Judgment, which includes District No. 40's annual groundwater rights. If District No. 40 pumps more than its entitlement under the Judgment in an emergency situation, there could be financial and operational consequences. These rights include 6,789 AFY of the native safe yield, 55 percent of the unused Federal reserve right, and imported water return flows, which consists of 39 percent of the previous 5-year average of imported water used by District No. 40. Additionally, under a

separate lease agreement with AVEK, District No. 40 can lease a percentage of groundwater rights allocated to AVEK, ranging from 2,500 to 2,700 AFY.

District No. 40 currently owns and operates 56 wells. Some locations within District No. 40 face groundwater quality issues, where they contain high amounts of arsenic and nitrates resulting in those wells being inoperable or operated on blending plans with imported water to meet water quality requirements. According to District No. 40's 2020 UWMP, the overall groundwater quality in the basin is good and considered to be generally suitable for domestic, agricultural, and industrial uses. District No. 40 plans to continue to utilize groundwater to supply approximately 30 to 40 percent of its demands.

To improve resiliency, District No. 40 is planning to construct additional wells to be able to recover carryover water. District No. 40 is planning to secure sites for new groundwater wells and collaborate with other agencies in the Antelope Valley to improve water supply resiliency for the region. The new sites of these wells are planned to be in locations within District No. 40 containing the lowest amounts of arsenic and nitrates. The projected water supply from AVEK and District No. 40 wells matches the expected demand.

Section 2: Annual Water Supply and Assessment Procedures

The annual water supply and demand assessment (Annual Assessment) is conducted by the Districts staff annually on or before July 1 of each year beginning with the first annual water supply and demand assessment due by July 1, 2022. The Annual Assessment Report is submitted to DWR with information for anticipated shortage, triggered shortage response actions, compliance and enforcement actions, and communication actions consistent with this WSCP. Per the CWC Sections 10632(2)(A) and 10632(2)(B), the Districts must prepare a WSCP that includes "the written-process that [they] will use each year to determine [their] water supply" and "the key data inputs and assessment methodology used to evaluate [their] water supply reliability for the current year and one dry year."

To meet these requirements, the Districts will conduct an annual water supply and demand assessment as follows.

2.1 Decision-Making Process

The Districts will assess its water supply reliability by examining the Districts available water supplies and expected demands. Steps for the decision-making process are outlined below.

2.2 Data and Methodologies

The Districts collect key data inputs for the Annual Assessment including water supplies and unconstrained customer demands as described below.

2.2.1 Evaluation Criteria

The Districts will evaluate current year available supply and one dry year available supply, which will consider hydrological and regulatory conditions. The methodology for determining the available supply from each water source is as follows:

- Imported Water: The type of water year for West Basin and AVEK is determined before May 1 of each year. West Basin and AVEK can then determine water allocations for District Nos. 29 and 40, respectively. District No. 40 will determine available supply based on AVEK's allocation.
- Groundwater: District No. 40 will analyze historical production, groundwater rights, and carry over water.

2.2.2 Quantify Supplies Needed

- Water Supply: The available water supply by source is estimated for the current year and one subsequent dry year.
- Quantify each source of water supply and provide descriptive text of each source.
- Quantify current year available supply by source, considering hydrological and regulatory conditions in the current year.
- Quantify available supply by source for one subsequent dry year.
- Considerations for water supply availability estimates by source:
    - The existing infrastructure capabilities and plausible constraints as they impact the Districts' ability to deliver supplies to meet expected customer water use needs in the coming year should be considered.
    - Hydrological and regulatory conditions in the current year.
    - Specific locally applicable factors that can influence or disrupt each supply source.

2.2.3 Estimate Unconstrained Customer Demands

- Current year unconstrained demand is estimated, considering weather, growth, and other influencing factors such as policies to manage current supplies to meet demand objectives in future years, as applicable.
- Unconstrained customer demand does not include demand reductions that may occur as a result of the Districts implementing any special shortage response actions that may be necessary.

2.2.4 Supply Evaluation Criteria and Infrastructure Considerations

Evaluation criteria is determined by the supply source conditions and factors that impact the condition of the supply source. The Annual Assessment is based on evaluating the key data inputs to determine the water supply reliability. Although an actual shortage may occur at any time during the year, shortage conditions can usually be forecasted by West Basin and AVEK on or about May 1 each year.

Supply source evaluations are based on applying the following criteria:

- Imported Water:
    - Infrastructure issues (repairs, construction, environmental mitigation, new projects, etc.)
    - System distribution capabilities
    - Water quality
    - SWP availability
- Groundwater:
    - Capacity of active wells on-line
    - Groundwater levels
    - Groundwater quality

Section 3: Six Standard Water Shortage Levels

The Districts' PWCP defines ten water supply condition phases. In compliance with Section 10632(a)(3)(B) of the CWC, a crosswalk analysis was performed on the PWCP to determine 6 standard shortage levels that correspond to the new requirements by DWR. A summary is provided in Table 3-1 below. The 6th standard shortage level is new to the WSCP and represents a shortage of supplies greater than 50 percent. The Districts will implement the appropriate water shortage level based on the Districts' current water supply conditions as listed in the 6 levels defined in Table 3-2 in accordance to Section 10632(a)(3)(A). The County of Los Angeles Board of Supervisors, as the governing body for the Districts, may determine the appropriate level and implement rate changes and conservation surcharges. Regardless of the water supply availability or service conditions within the Districts, the Board of Supervisors may set water conservation goals and modify level declarations as necessary to align with regional or State water conservation policies, agreements or declarations, or legal requirements.

Table 3-1
WSCP Crosswalk Analysis

2015 UWMP Stage			2020 WSCP Level
Stage	**Percent Supply Reduction[1]** ***Numerical value as a percent***	**Water Supply Condition[2]** **(*Narrative description*)**	**Shortage Level**
Phase I shortage	5%	District engineer determines over consumption of water, loss of pressure in a system, breakdown, drought conditions or any similar occurrence	Level 1
Phase II shortage	10%	Board of Supervisors determines that the Districts will suffer a 10% shortage of supplies	
Phase III shortage	15%	Board of Supervisors determines that the Districts will suffer a 10%–15% shortage of supplies	Level 2
Phase IV shortage	20%	Board of Supervisors determines that the Districts will suffer a 15%–20% shortage of supplies	
Phase V shortage	25%	Board of Supervisors determines that the Districts will suffer a 20%–25% shortage of supplies	Level 3

Phase VI shortage	30%	Board of Supervisors determines that the Districts will suffer a 25%–30% shortage of supplies	
Phase VII shortage	35%	Board of Supervisors determines that the Districts will suffer a 30%–35% shortage of supplies	Level 4
Phase VIII shortage	40%	Board of Supervisors determines that the Districts will suffer a 35%–40% shortage of supplies	
Phase IX shortage	45%	Board of Supervisors determines that the Districts will suffer a 40%–45% shortage of supplies	Level 5
Phase X shortage	50%	Board of Supervisors determines that the Districts will suffer a 45%–50% shortage of supplies	
N/A	>50	Board of Supervisors determines that the Districts will suffer a 50% or greater shortage of supplies	Level 6
[1] One stage in the WSCP must address a water shortage of 50 percent.			
[2] Water supply condition shortage as percent of current normal year supplies.			

Table 3-1: Crosswalk Analysis

Table 3-2 (DWR Submittal Table 8-1) WSCP Levels		
Shortage Level	Percent Shortage Range[1] *Numerical value as a percent*	Water Shortage Condition (*Narrative description)*
1	Up to 10%	District engineer determines over consumption of water, loss of pressure in a system, breakdown, drought conditions or any similar occurrence; Board of Supervisors determines that the Districts will suffer a 10% shortage of supplies
2	Up to 20%	Board of Supervisors determines that the Districts will suffer a 10%–20% shortage of supplies
3	Up to 30%	Board of Supervisors determines that the Districts will suffer a 20%–30% shortage of supplies
4	Up to 40%	Board of Supervisors determines that the Districts will suffer a 30%–40% shortage of supplies
5	Up to 50%	Board of Supervisors determines that the Districts will suffer a 40%–50% shortage of supplies
6	>50%	Board of Supervisors determines that the Districts will suffer a shortage of supplies greater than 50%
[1] *One stage in the WSCP must address a water shortage of 50 percent.*		

Table 3-1: WSCP levels.

Section 4: Shortage Response Actions

The Districts' PWCP describes the shortage response actions corresponding to the different stages. These stages then correspond to the 6 standard shortage levels. For more information, see the crosswalk analysis and the Districts' PWCP.

4.1 Demand Reduction

The Districts' PWCP and Water Waste Ordinance include mandatory prohibitions on water uses.

Demand reduction by the Districts is accomplished through various actions in response to shortage levels. Demand reduction measures are actions taken by the Districts to reduce water demand within the service area. DWR categorizes the various types of demand reduction actions. Categories include public information campaigns, landscape and Commercial, Industrial, Institutional (CII) restrictions, and others. Table 4-1 summarizes the Districts demand reduction actions in accordance with Section 10632(a)(4)(B) and (a)(4)(E).

Table 4-1 (DWR Table 8-2): Demand Reduction Actions

Shortage Level[a]	Demand Reduction Actions	How much is this going to reduce the shortage gap? *Include units used (volume type or percentage)*	Additional Explanation or Reference *(optional)*	Penalty, Charge, or Other Enforcement?[b]
Normal	Other - Prohibit use of potable water for washing hard surfaces	Up to 10%	Exception for benefit of public health and safety.	Yes
Normal	Landscape - Limit landscape irrigation to specific times	Up to 10%	Limit landscape irrigation to specific times. Prohibition from 10 a.m. to 5 p.m.	Yes
Normal	Landscape - Other landscape restriction or prohibition	Up to 10%	Prohibit lawn watering more than once a day and irrigation causing runoff.	Yes
Normal	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	Up to 10%	Customers must repair leaks, breaks, and malfunctions in a timely manner (required for renters and owners).	Yes

Normal	Other - Require automatic shut-off hoses	Up to 10%	Require automatic shut-off hoses for car washing.	Yes
Normal	CII - Restaurants may only serve water upon request	Up to 10%	CII-Restaurants may only serve water upon request.	Yes
Normal	Water Features - Restrict water use for decorative water features, such as fountains	Up to 10%	Restrict water use for decorative water features, such as fountains. Prohibit cleaning, filling, or maintaining levels.	Yes
Normal	Provide Rebates on Plumbing Fixtures and Devices	Up to 10%	Rebates for high efficiency clothes washers, weather-based sprinkler controllers, and rotary sprinkler nozzles.	No
Normal	Provide Rebates for Landscape Irrigation Efficiency	Up to 10%	Rebates for removing water-inefficient grass with drought-tolerant landscaping.	No
1 through 6	Expand Public Information Campaign	Up to 50%	Website and social media outreach and advertising for water conservation awareness and rebate programs. Direct mail postcards and bill inserts to customers.	No
1 through 6	Other - Prohibit use of potable water for construction and dust control	Up to 50%	New meters for construction water service to be removed. No new meters installed. Prohibit use of potable water for construction and dust control.	Yes
1 through 6	Landscape - Limit landscape irrigation to specific days	Up to 50%	Limit landscape irrigation to specific days. Irrigation to occur every other day.	Yes
1 through 6	Landscape - Limit landscape irrigation to specific days	Up to 50%	Limit landscape irrigation to specific days. Irrigation to occur 3 times per week in the summer, 2 times per week in the winter.	Yes

1 through 6	CII - Other CII restriction or prohibition	Up to 50%	CII-Lodging establishment must offer opt out of linen service.	Yes
1 through 6	Decrease Line Flushing	Up to 50%	Line flushing and fire flow testing as-needed only.	No
2 through 6	Implement or Modify Drought Rate Structure or Surcharge	Up to 50%	Conservation surcharges in effect.	Yes

NOTES:
a. Items at normal level are included in the Water Waste Ordinance. Although no shortage gap exists at normal level, demand reduction actions can potentially reduce up to 10 percent of water use corresponding with Shortage Level 1.

b. Enforcement is not by the Districts but by the County of Los Angeles Department of Public Health or city of jurisdiction.

Table 4-1: Demand Reduction Actions

PWCP

The Districts' PWCP outlines a moratorium for demand increase on new connections and the Districts' conservation rate surcharge when necessary.

At Level 1, existing meters for construction water service are removed and no new permanent meters are installed.

Implementing conservation surcharges can be an effective demand reduction action taken by the Districts to reduce water demand. The surcharges for the various shortage levels are as described in the PWCP. The conservation target is a percentage of the quantity used during a "base" billing period set by the Board of Supervisors. Water use up to the target quantities shall be billed at the established quantity charge or normal charge. Water use exceeding target quantities shall be subject to the following conservation surcharges in addition to the established quantity charge or normal charge:

- For all customers within the Districts, an additional conservation surcharge of 1 times the established quantity charge or normal charge will be assessed for water use exceeding the target quantity, up to 115 percent of the target quantity.
- For all customers within the Districts, an additional conservation surcharge of 2 times the established quantity charge or normal charge will be assessed for water use exceeding 115 percent of the target quantity.

Water Waste Ordinance

The Water Waste Ordinance found in Title 11 of the Code of Ordinances for Los Angeles County, Part 4 – Water Conservation Requirements for the Unincorporated Los Angeles County Area (11.38) outlines hose water prohibitions, irrigation prohibitions, leak prohibitions, prohibitions for car wash facilities and public eateries, and decorative

fountains (County of Los Angeles 2015 Los Angeles County-Code of Ordinances. "Water Waste Ordinance").

Landscape irrigation prohibitions are enforced in all levels and become progressively restrictive in terms of allowable watering times, then days, then types of plants allowed. Runoff and water waste are always prohibited under the Water Waste Ordinance.

CII water use prohibitions are enforced with the Water Waste Ordinance. Eating establishments may serve drinking water only at customer request. Lodging establishments should wash linens daily only, upon customer request.

Use of water in ornamental fountains, ponds, lakes, or other similar-aesthetic features shall be prohibited unless the water is recirculated. This is outlined in the Water Waste Ordinance.

Expand Public Information Campaign

Outreach campaigns and public education play a crucial role in demand reduction. The Districts' Public Information Program includes several different methods to engage with customers, such as web-based publications, bill inserts, and public outreach events. The Districts also work closely with their wholesalers, West Basin and AVEK, to expand their public information and water conservation efforts.

Provide Rebates
The Districts provide rebates on plumbing fixtures and devices for items, such as high-efficiency clothes washers, weather-based sprinkler controllers, and rotary sprinkler nozzles. Rebates for landscape irrigation efficiency that includes removing grass and replacing it with drought-tolerant landscaping are also available to customers of the Districts through its Cash for Grass Program.

Decrease line flushing
At Level 1, the Districts will decrease line flushing activities and reduce fire-flow testing to an as-needed basis. These operations will temporarily be suspended until it is determined that the severity of the water supply condition may be reduced.

More details and information for demand reduction actions can be found in Section 8 of the Districts' UWMP, the PWCP, and Water Waste Ordinance.

4.2 Supply Augmentation

Supply augmentation methods and other actions describe the Districts' method of acquiring additional water supply at corresponding shortage levels. Table 4-2 summarizes the Districts' supply increase actions by identifying the water shortage level that triggers the augmentation method in accordance to Section 10632(a)(4)(A).

Table 4-2 (DWR Table 8-3): Supply Augmentation and Other Actions			
Shortage Level	Supply Augmentation Methods and Other Actions by Water Supplier	How much is it going to reduce the shortage gap? (Amounts Available)[a]	Additional Explanation or Reference (optional)
All	Stored Emergency Supply	Up to 87,000 AF	Purchase Banked water in dry years
All	Transfers	Up to 2,600 AFY	AVEK lease agreement
All	Stored Emergency Supply	Up to 20,000 AFY	Pump carry-over water in dry years
All	Emergency Supply	Quartz Hill Water District-1 MGD; Palmdale Water District-2 MGD; Las Virgenes Municipal Water District -1.29 MGD; Los Angeles Department of Water and Power-3.45 MGD	Use interconnections with other Agencies (District No. 40: Quartz Hill Water District and Palmdale Water District; District No. 29: Las Virgenes Municipal Water District and Los Angeles Department of Water and Power)
NOTES: *a. Quantities shown indicate amounts available. Actual use will vary depending on shortage level and expected demands.*			

Table 4-2: Supply Augmentation and Other Actions

The selection of the supply augmentation method will be determined on a real-time basis depending on the supply and demand assessment at the discretion of the Districts.

4.3 Operational Changes

In order to address water shortage response actions in this WSCP, the following operational changes can be implemented in response to water shortage levels. The Districts' operational changes include the following at all water shortage levels:

- *Costumer notifications* – Convey water shortage messaging through the Districts' website, door hangers, monthly bill inserts, e-mail blasts, and text messaging alerts.
- *Customer Information System* – Increase monitoring, analysis, and tracking of customer water usage and rates. Business Operations staff will increase their reporting on customers in certain tiers and water usage will be monitored more closely.

More details and information on programs can be found in Section 8 of the Districts UWMP.

4.4 Additional Mandatory Restrictions

Additional mandatory restrictions, such as limitations on irrigation water use, car washing, and water feature restrictions, have been included in Table 8-2 in accordance to Section 10632(a)(4)(D).

More information can be found in the specific ordinances. The Water Conservation Regulation is found in Part 5 of the Rules and Regulations. The Water Waste Ordinance is found in Part 4 of Chapter 11 of the Code of Ordinances for Los Angeles County.

4.5 Emergency Response Plan

In the event of a catastrophe (earthquake, regional power outage, or any other emergency that results in a water supply interruption), the District will take the following measures to prevent water shortages: (1) use the emergency interconnections (District No. 29: Las Virgenes Municipal Water District/Los Angeles Department of Water and Power; District No. 40: Quartz Hill Water District/Palmdale Water District); (2) implement the WSCP; and (3) enforce the Water Waste Ordinance. In addition, the Districts also have an Emergency Response Plan (ERP), which was updated in 2021. The Districts maintains this ERP to address responding to catastrophic supply interruptions as well as other emergencies. The Districts also have back-up power available in the form of portable diesel, natural gas, and propane generator units for water supply facilities in order to continue supplying water to customers, communicating with the power company, activating emergency connections, continuing water quality monitoring, and issuing boil water advisories if necessary. In the event of an emergency, the Districts will implement its ERP.

The Districts' ERP also addresses scheduled and planned disruptions to supply. Such disruptions in supply will occur when demand is lowest (time of year) and when alternate supply is available.

The Districts utilizes an emergency organizational structure and chain of command in response to all emergencies within or affecting its service area. The ERP defines the emergency management positions.

The Districts have also implemented a feature to contact customers of critical notifications via text messaging and e-mail, which allows all Districts customers to be reached within 90 minutes.

In an emergency event, response actions for all levels of the WSCP will be in place in addition to the Districts' ERP procedures. The ERP is not included in this document due to security reasons.

4.6 Seismic Risk Assessment and Mitigation Plan

The Districts have completed its own seismic risk assessment as part of the America's Water Infrastructure Act of 2018 (CWC Section 10632.5) through the Risk and Resilience Assessment (RRA). The RRA was completed by the Districts in 2020 and it includes a seismic risk assessment component for the Districts water supply facilities, such as wells, pump stations, and storage tanks. The RRA assesses the vulnerability of these facilities and provides a mitigation plan to address these vulnerabilities. Detailed information is found in the Districts' 2020 RRA, but it is not included as an Appendix because it is a privileged and confidential document.

The District has also considered seismic mitigation for its water supply from the SWP. The following discusses how DWR would mitigate seismic interruption to the SWP's water supply (District No. 40 2015 UWMP).

4.7 Shortage Response Action Effectiveness

To monitor the reduction in water usage during the implementation of this WSCP at any water shortage level, supply and demand data would be collected and analyzed more frequently by the Districts' Business Operations Unit. The Districts billing system and water meter readings are collected and billed on a bimonthly basis. The Districts are currently in the process of converting all water meters to an Advanced Metering Infrastructure (AMI) system. Once fully complete, this technology can allow the Districts to monitor near real-time water usage data and could track water usage more precisely. AMI data can be used to assist in quantifying water use reductions associated with the various response actions at different water shortage levels. Because the District has yet to complete the meter replacements and infrastructure needs for the AMI conversion, water savings cannot be directly quantified at this time.

For each shortage response action, estimates by what amount the gap was reduced in a quantitively value were provided in Table 4-2 . Values correspond with the water shortage level percent reduction in supply.

Section 5: Communication Protocols

The Districts' communication plan will provide customers information regarding the WSCP, its implementation, and water shortage allocations/actions. The Districts will also coordinate with the Board of Supervisors and other key audiences (outlined below) to ensure efficient water management during water supply shortage levels. The communication plan strives to:

- Educate customers regarding
  - Water supplies and sources
  - Water shortage conditions
  - Local and State regulations
- Explain proposed actions and how those actions are to be implemented
- Motivate customers to increase conservation by:
  - Participating in water-saving programs/rebates
  - Following specific water-conservation guidelines
- Maintain open communication with key audiences and customers.

Customer specific information will include, but not be limited to:

- Current or predicted shortages
- Restrictions on water use
- Water-saving tips
- Water Conservation Surcharges
- Compliance and enforcement information
- Shortage response actions

In addition, as outlined in Section N of the PWCP, "each customer will be notified on his or her bill as to what the target quantity and the base quantity will be for the applicable billing period."

Collaboration with key audiences is an essential part of the success of the communication plan specifically during water shortage periods. The frequency and extent of the collaboration and outreach will increase with each increasing shortage level. The Districts' water conservation and water resources management staff regularly interact and coordinate with key audiences, including constituents and governing agencies to ensure outreach efforts are consistent with the varying levels of drought periods. Key audiences include, but are not limited to the following:

- Single-family homeowners and tenants
- Multi-family property owners and tenants
- Commercial/industrial/governmental businesses
- Homeowner Associations:
  - Zuma Mesa Property Owners
  - Horizon Hills Property Owners Association
  - Malibu La Costa Owners Association

- School Districts and other educational institutions
- Construction contractors
- Community based organizations and community councils
- State, Federal, and local representatives
- General public
- Los Angeles County Board of Supervisors
- Internal Los Angeles County Public Works staff
- Media networks
- Public/Community Agencies:
    - Los Angeles County Sanitation Districts
    - Big Rock Mutual Water Company
    - City of Lancaster
    - City of Palmdale
    - Palmdale Water District
    - AVEK
    - Quartz Hill Water District
    - City of Malibu
    - West Basin
    - Los Angeles Department of Water and Power
    - DWR
    - Santa Clarita Valley Water Agency
    - Antelope Valley Watermaster
- Member agencies/Partnerships:
    - American Water Works Association
    - Association of California Water Agencies
    - Big Rock Mutual Water Company
    - California Water Efficiency Partnership
    - National Ground Water Association
    - Southern California Water Committee
    - Urban Water Institute, Inc.
    - WateReuse Association
    - California Urban Water Conservation Council

The following Communication strategies and outreach methods will be implemented during each of the water supply conditions:

Table 5-1
Communication Protocols

Shortage Level	Percent Shortage Range	Communication Strategy	Customer Outreach Methods	Other Key Audiences Outreach Methods
1, 2, and 3	Up to 30%	Provide updates on shortage conditions and any status changes. Promote available water conservation rebates and assistance.	Social media (Twitter), water-saving tips on the website (dpw.lacounty.gov/), customer e-mail blasts, bill inserts defining specific water target quantity, and community events.	Memos and e-mail communications to provide updated information about restrictions and conservation methods.
4 and 5	Up to 50%	Provide updates on shortage conditions and any status changes. Increase outreach. Increase promoting available water conservation rebates and assistance.	Social media (Twitter), water-saving tips on the website (dpw.lacounty.gov/), customer e-mail blasts, bill inserts defining specific water target quantity, and community events.	Memos and e-mail communications to provide updated information about restrictions and conservation methods.
6	>50%	Provide updates on shortage conditions and any status changes. Specialized outreach and agency communication. Water for essential use only.	Social media (Twitter), water-saving tips on the website (dpw.lacounty.gov/), customer e-mail blasts, bill inserts defining specific water target quantity, and community events.	Memos and e-mail communications to provide updated information about restrictions and conservation methods.

Table 5-1: Communication Protocols

Section 6: Compliance and Enforcement

6.1 Relief from Compliance/Violations/Hearings

The information required by CWC Section 10632 is included in Sections M, O, and P of the Districts' PWCP.

Section 7: Legal Authorities

The description of the legal authority that empowers the Districts to implement and enforce the PWCP is described in Section C of the PWCP.

Section 8: Financial Consequences of the Water Shortage Contingency Plan

The implementation of the WSCP could result in a significant short-term reduction in the Districts revenue. The Districts sources of funding are structured into four categories: Service Charge, Facility Surcharge, Water Quantity Charge, and Standby Charge. The Service Charge is a fixed connection charge based on the size of the meter. The Facility Surcharge and Water Quantity Charge are based on the actual quantity of water used. The Standby Charge is assessed on all properties and is included on the property owner's tax bill. A reduction in water sales will affect only the revenues from the Water Quantity Charge and Facility Surcharge. The Districts' Service Charge and Standby Charge are intended to provide adequate revenue for the Districts to ensure continuous operations and maintenance functions regardless of reductions in water sales. However, if water sales do affect the operation and maintenance revenues, the Districts have the following measures to reduce such an impact:

- Extra revenues contributed by the conservation surcharge from customers who do not comply with the conservation targets.
- Delayed capital improvement projects if necessary, the Board of Supervisors can authorize the transfer of funds for capital improvement projects from the Districts' Accumulative Capital Outlay Fund to the Districts' General Fund.
- Increased water rates. In the event the first two options are not sufficient, the Board of Supervisors would have to consider increases to water rates to meet operational needs. Any such increase would have to be approved by the Board of Supervisors pursuant to the Proposition 218 and Public Hearing process.

Section 9: Monitoring and Reporting

The Districts intends to monitor the effectiveness of each shortage response action in the future by collecting data from customer meters. Data from the Districts' water supply and demand is collected and analyzed on a bimonthly basis and readings are compiled into annual summaries. The base quantity of a customer with a meter size of one and one-half (1-1/2) inches or larger shall be determined by the amount of water used on the customer's premises during the corresponding billing period of a base period to be defined by the Board of Supervisor. For meter sizes of one (1) inch or less, a base quantity shall be the average of the water usage for all similar sized meters during the corresponding billing period of a base period to be defined by the Board of Supervisors. Excessive water use is reported on the customer's bimonthly bills and is compared to target conservation goals as well as compared to normal year conditions. If water conservation goals are not met, the Districts may implement additional shortage response actions.

Section 10: Water Shortage Contingency Plan Refinement Procedures

The WSCP will be revaluated and refined every 5 years in accordance with the UWMP, or at the discretion of the Districts. The evaluation will include assessing the effectiveness of the water shortage response actions for each demand level. The evaluation will compare the expected percent demand reduction against actual reductions, as well as assessing the communication and outreach protocols and refining the WSCP accordingly.

Section 11: Special Water Distinction Feature

Per Section 10632(b) of the CWC, the Districts are required to "analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas." It is the Districts' policy that recycled water be used for nonpotable uses wherever its use is financially and technically feasible and consistent with legal requirements. As such, nonpool and nonspa water features may use or be able to use recycled water when it is available, whereas pools and spas must use potable water for health and safety reasons.

Response, enforcement, and monitoring actions for pools and spas are consistent with the other potable water end uses discussed in this WSCP. As for nonpool and nonspa water features, such as ornamental fountains, ponds, lakes, or other similar-aesthetic features, the use of water is prohibited unless the water is recirculated as outlined in this WSCP and Chapter 11.38 of the Code of Ordinances of the Los Angeles County.

To satisfy the requirements set forth in Section 10632(b) of the CWC, the following water features have been analyzed and defined:

> Artificial Lake: A human-made lake, pond, lagoon, or other body of water that is used wholly or partly for landscape, scenic, or noncontact recreational purposes. (Chapter 6 of the Rules and Regulations).
>
> Ornamental Fountains: An ornamental structure in a pool or lake from which one or more jets of water are pumped into the air. (General Definition).

11.1 Los Angeles County Waterworks District No. 29, Malibu, and the Marina del Rey Water System

The use of recycled water within District No. 29 is currently limited to landscape irrigation at Pepperdine University. However, District No. 29 is committed to working with the City of Malibu to identify creative solutions for using recycled water when it becomes available in the area consistent with existing regulations and subject to available funding.

11.2 Los Angeles County Waterworks District No. 40, Antelope Valley

The use of recycled water within District No. 40 is currently limited to landscape irrigation at institutional locations, refilling lakes at Apollo Park, and commercial uses. However, District No. 40 does not produce or treat recycled water, nor does it operate the recycled water distribution system. The Los Angeles County Sanitation District Nos. 14 and 20 produce and treat the recycled water while the Cities of Lancaster and Palmdale operate the recycled water distribution system. District No. 40 currently does not plan on using recycled water in the future.

Section 12: Plan Adoption, Submittal, and Availability

Since the early 1980s, Section 10632 of the CWC has required urban water suppliers to prepare and adopt a WSCP as part of its UWMP. The goal of developing a WSCP is to prepare in advance a response for various water shortage conditions that could be caused by dry years, natural forces, system interruptions or failure, chronic maintenance deferral, dropping groundwater levels, or regulatory action.

Prior to adoption of an UWMP and subsequent WSCP, Section 10642 of the CWC requires that the water supplier make the plans available for public inspection and hold a public hearing. Notice of the time and place of the hearing must be published pursuant to Government Code 6066, which states that the publication of the notice shall be once a week for 2 successive weeks with at least 5 intervening days. The notice must also be provided to any city within which the supplier provides water supplies.

The public hearing was held pursuant to Section 10642 of the CWC. Notice of the time and place of the hearing were published pursuant to Government Code 6066 and were provided to the City of Malibu, as well as the Cities of Lancaster and Palmdale. Following review and approval from the County of Los Angeles County Counsel, the Board of Supervisors adopted the resolution approving the 2020 UWMP and WSCP for District Nos. 29 and 40. The Notices of Public Hearing were as to form.

Following adoption from the Board of Supervisors, the 2020 UWMP and WSCP for District Nos. 29 and 40 were submitted to DWR for review and approval. Upon approval, DWR will submit reports to the State Legislature summarizing the status of the plans. This WSCP can be periodically amended independently of the UWMP on an as-needed basis. If an amendment is needed to the WSCP, the same process of review, public hearings, approval, and adoption will be followed.

Lastly, the submitted and approved plans will be available to the public and the Cities of Malibu, Lancaster, and Palmdale on the Districts' website pursuant to Section 10635(c) of the CWC no later than 30 days after they have been submitted to DWR.

Districts' Website: (https://dpw.lacounty.gov/wwd/web/Publications/WMP.aspx)

References

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Department of Water Resources (DWR). March 2021. 2020 Urban Water Management Plans Guidebook for Urban Water Suppliers.

Metropolitan Water District (MWD). April 2021. Draft 2020 Urban Water Management Plan.

West Basin. 2021. WSC Water Systems Consulting Inc. Draft 2020 Urban Water Management Plan.

US Geological Survey (USGS). Aquifer-System Compaction: Analyses and Simulations-the Holly Site, Edwards Air Force Base, Antelope Valley, California, By Michelle Sneed and Devin L. Galloway. Water-Resources Investigations Report 00-4015. 2000.

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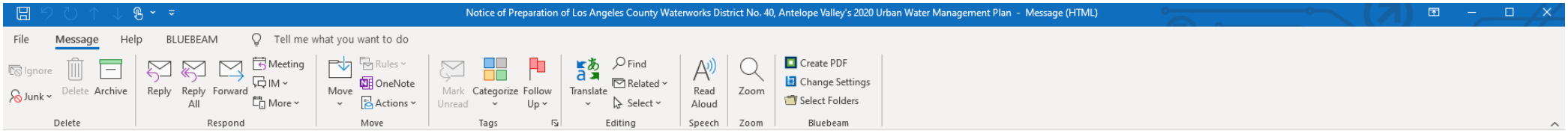
County of Los Angeles. 2015. Los Angeles County-Code of Ordinances. "Water Waste Ordinance." Accessed online at: https://library.municode.com/ca/los%20angeles%20county/codes/code%20of%20ordinances?nodeId=TIT11HESA_DIV1HECO_CH11.38WASE_PT4WACOREUNLOANCOAR

Los Angeles County Department of Public Works (LACDPW). 2015. "Part 5: Phased Water Conservation Plan." Accessed online at: https://dpw.lacounty.gov/wwd/web/About/RulesRegulations.aspx

Appendix G: Notices of Public Hearing

1. UWMP Notices
2. WSCP Notices



Notice of Preparation of Los Angeles County Waterworks District No. 40, Antelope Valley's 2020 Urban Water Management Plan

EB

Evelyn Ballesteros <eballesteros@dpw.lacounty.gov>

To Jeff Hogan; Chuck Heffernan; dlamoreaux@palmdalewater.org; mknudson@avek.org; tbarnes@avek.org; creed@qhwd.org; Thuy Hua; Bianca Siegl; erikabensch@lacsd.org

Cc Sara Samaan; Sami Kabar; Belal Tabannaj; Cheryl Dilks; Jacob Peterson

Reply | Reply All | Forward | ...

Thu 4/29/2021 4:05 PM

To: City of Lancaster, Attn. Jeff Hogan jhogan@cityoflancasterca.org
To: City of Palmdale, Attn. Chuck Heffernan cheffernan@cityofpalmdale.org
To: Palmdale Water District, Attn. Dennis LaMoreaux dlamoreaux@palmdalewater.org
To: Antelope Valley-East Kern Water Agency, Attn. Matt Knudson mknudson@avek.org, Tom Barnes tbarnes@avek.org
To: Quartz Hill Water District, Attn. Chad Reed creed@qhwd.org
To: Regional Planning- Environmental Planning and Sustainability & Advance Planning, Attn. Thuy Hua thua@planning.lacounty.gov, Bianca Siegl bsiegl@planning.lacounty.gov
To. Los Angeles County San. District Nos. 14 & 20, Attn. Erika Bensch erikabensch@lacsd.org

Notice of Preparation of Los Angeles County Waterworks District No. 40, Antelope Valley's 2020 Urban Water Management Plan

The Los Angeles County Waterworks District (LACWD) No. 40, Antelope Valley is currently in the process of preparing the 2020 Urban Water Management Plan (UWMP) update. UWMPs are prepared by California urban water suppliers to support their long-term resource planning and ensure adequate water supplies are available to meet existing and future water demands. Every urban water supplier that either provides over 3,000 acre-feet of water annually or serves 3,000 or more connections is required to prepare an UWMP every five years.

As an urban water supplier, the Waterworks District is required pursuant to Section 10620(d)(3) of the UWMP Act to coordinate with water management agencies, relevant public agencies and other water suppliers on the preparation of the UWMPs. The Waterworks Districts invites you to submit comments in anticipation of the development of the 2020 UWMP. We anticipate that the draft UWMP will be available for review in late May. Copies of the plan will be made available in all Public Libraries in the District's service areas and on the District website prior to the public hearing which is tentatively scheduled for Tuesday, August 31, 2021 at 9:30 A.M. at the Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles California 90012. Subsequent to the Public Hearing, the Board of Supervisors will consider adoption of the UWMP.

If you have questions regarding this notification or about LACWD No. 40's 2020 UWMP, please contact Mr. Sami Kabar, Senior Civil Engineer, at (626) 300-3392 or via email at skabar@dpw.lacounty.gov.

Thank you for your assistance in this process.

Regards,

Sami Kabar, P.E.
Senior Civil Engineer
Los Angeles County Public Works
Office: (626)300-3338
Cell: (626) 425-2029

Appendix H: Adoption Resolutions

1. UWMP Adoption Resolution
2. WSCP Adoption Resolution

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone (626) 458-5100
http://dpw.lacounty.gov

MARK PESTRELLA, Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES
2 October 19, 2021
CELIA ZAVALA
EXECUTIVE OFFICER

October 19, 2021

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

PUBLIC HEARING
WATER RESOURCES CORE SERVICE AREA
2020 URBAN WATER MANAGEMENT PLANS AND
2020 WATER SHORTAGE CONTINGENCY PLAN FOR THE
LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 29, MALIBU AND THE MARINA DEL REY WATER SYSTEM, AND FOR THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY
(SUPERVISORIAL DISTRICTS 3, 4, AND 5)
(3 VOTES)

SUBJECT

Public Works is seeking Board approval to adopt the 2020 Urban Water Management Plans and 2020 Water Shortage Contingency Plan for the Los Angeles County Waterworks District No. 29, Malibu and the Marina del Rey Water System, and the Los Angeles County Waterworks District No. 40, Antelope Valley, in accordance with Sections 10610 through 10657 of the California Water Code.

IT IS RECOMMENDED THAT THE BOARD:

AFTER THE PUBLIC HEARING, ACTING AS THE GOVERNING BODY OF THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 29, MALIBU AND THE MARINA DEL REY WATER SYSTEM, AND THE LOS ANGELES COUNTY WATERWORKS DISTRICT NO. 40, ANTELOPE VALLEY:

1. Find that the proposed action is not a project under the California Environmental Quality Act for the reasons stated in this Board letter and the record.

2. Adopt the resolution approving the 2020 Urban Water Management Plan for the Los Angeles

County Waterworks District No. 29, Malibu and the Marina del Rey Water System.

3. Adopt the resolution approving the 2020 Urban Water Management Plan for the Los Angeles County Waterworks District No. 40, Antelope Valley.

4. Adopt the resolution approving the 2020 Water Shortage Contingency Plan for the Los Angeles County Waterworks District No. 29, Malibu, the Marina del Rey Water System, and the Los Angeles County Waterworks District No. 40, Antelope Valley.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to adopt the 2020 Urban Water Management Plans (2020 UWMPs) and the 2020 Water Shortage Contingency Plan (2020 WSCP) for the Los Angeles County Waterworks District No. 29, Malibu and the Marina del Rey Water System, and for the Los Angeles County Waterworks District No. 40, Antelope Valley (Districts). These actions are required to comply with California Water Code, Sections 10610 through 10657 (commonly referred to as the Urban Water Management Planning Act), to prepare and update an Urban Water Management Plan every 5 years. The 2020 WSCP complies with California Water Code Section 10632, which requires every urban water supplier to prepare and adopt a Water Shortage Contingency Plan as part of its Urban Water Management Plan.

The UWMPs include descriptions of the water supply sources and projected water use and a comparison of water supply and water demands during normal, single-dry, and multiple-dry years.

The 2020 WSCP details how the Los Angeles County Waterworks Districts responds in the event of a declared water emergency or water shortage conditions.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Strategy II.3, Make Environmental Sustainability our Daily Reality and Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. The recommended actions will promote sound, prudent, transparent policies, and practices that help ensure maintenance of critical, high-priority County public services to protect and preserve our precious water resources while preserving the quality of life for County residents.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund. Additionally, there will be no impact to the Los Angeles County Waterworks District No. 29, Malibu, the Marina del Rey Water System, and the Los Angeles County Waterworks District No. 40, Antelope Valley, General Funds (N32, N58, and N63) or Accumulative Capital Outlay Funds (N33, N59, and N64).

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The California Water Code, Sections 10610 through 10657, require every water supplier with more than 3,000 service connections, or annually supplying more than 3,000 acre-feet of water, to prepare and update an Urban Water Management Plan every 5 years. The Los Angeles County Waterworks District No. 29, Malibu and the Marina del Rey Water System have approximately 7,800 connections; and the Los Angeles County Waterworks District No. 40, Antelope Valley, has approximately 58,000

connections. Both Districts are, therefore, required to prepare and update the 2020 UWMPs. As part of its Urban Water Management Plan, every urban water supplier is required to prepare and adopt a Water Shortage Contingency Plan.

The 2020 UWMPs and 2020 WSCP have been prepared in accordance with the requirements of the California Water Code.

Prior to adoption of an Urban Water Management Plan and Water Shortage Contingency Plan, California Water Code Section 10642 requires the water supplier make both documents available for public inspection and hold a public hearing. Notice of the time and place of the hearing must be published pursuant to Government Code 6066, which states the publication of the notice shall be once a week for two successive weeks with at least five intervening days. The notice must also be provided to any city within which the supplier provides water supplies.

The public hearing is being held pursuant to California Water Code 10642. Notice of the time and place of the hearing (Enclosures D, E, and F) was published pursuant to Government Code 6066 and has been provided to the Cities of Malibu, Lancaster, and Palmdale.

County Counsel reviewed and approved as to form the resolutions approving the 2020 UWMPs for the Districts (Enclosures A and B), the resolution approving the 2020 WSCP (Enclosure C), and the Notices of Public Hearing (Enclosures D, E, and F).

ENVIRONMENTAL DOCUMENTATION

Adoption of the 2020 UWMPs and 2020 WSCP is not subject to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 21065 of the Public Resources Code and Section 15378(b) of the State CEQA Guidelines. The proposed action is an administrative activity of government, which will not result in direct or indirect physical changes to the environment.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services or projects as a result of this action.

CONCLUSION

Please return an adopted copy of this letter and two copies of each of the signed resolutions to Public Works, Waterworks Division.

Respectfully submitted,

MARK PESTRELLA, PE

Director

MP:RB:cg

Enclosures

c: Chief Executive Office (Chia-Ann Yen)
County Counsel (Warren Wellen)
Executive Office