

Association of Water Board Directors – Texas

2025 Water Smart Application



January 1, 2024 – December 31, 2024

**DEADLINE TO TURN IN APPLICATION:**

**Wednesday, March 5, 2025**

**The application must be complete with all materials and photos.**

**Association of Water Board Directors – Texas**

**11700 Katy Fwy., Ste. 450**

**Houston, TX 77079**

# GOALS OF THE WATER SMART PROGRAM

## MOTIVATE, EDUCATE, COMMUNICATE & PROMOTE WATER CONSERVATION IN YOUR COMMUNITY

- Increase awareness of the need for water conservation during a drought and year round.
- Avoid or postpone the need for mandatory water rationing when possible in dry areas of the state.
- Enable the public to participate in water conservation efforts both inside and outside the home.
- Leverage existing local water conservation efforts.

## WATER SMART APPLICATION CHECK LIST

The following documentation must be included with your application.

*Applications that do not include these items are incomplete  
and will not be considered.*

### 1. District Information

- ◇ Operations report showing an average of 90% or better accountability annually.
- ◇ District Registration/Information form.
- ◇ **Copy of District's minutes reflecting Board's discussion and approval of the Water Smart Application OR a fully executed copy of the attached Resolution.**
- ◇ Provide both total and residential Gallons per Capita per Day (GCPD) for the year.

### 2. District Rate Structure

- ◇ Copy of **Increasing Rate Block Structure (only)** from Rate Order. (whole document not needed)

### 3. Drought Contingency Plan

- ◇ Must be checked indicating plan adopted. (document not needed)

### 4. Water Smart in your Community – minimum two (2) events

- ◇ Must provide pictures of events showing Director(s) involvement.
- ◇ Must provide written descriptions.

### 5. Communications with Consumers – minimum two (2) items

- ◇ Sample brochures must be provided.
- ◇ Articles must be provided.
- ◇ Bills with conservation message must be provided.

### 6. Water Smart Communications with your Consumers – minimum two (2) items

- ◇ Must provide pictures of signs, bumper stickers, or a bill with water smart.

# AWBD WATER SMART APPLICATION

AWBD has created the Water Smart Partners Program to acknowledge our members that have instituted water smart practices in their Districts. The spirit of this program is designed to assist District Directors in taking concrete steps to help their customers learn to value the water they use and to conserve water year-round, not just in times of droughts, and to encourage the Districts' involvement in their communities.

AWBD Water Smart Partners will receive a Water Smart Partners plaque and be recognized by AWBD both at the summer conference and in the AWBD *Journal*. Applications for the current year **(1/01/24 – 12/31/24)** must be submitted to the Water Smart Steering Committee at AWBD no later than **March 5, 2025**.

## Please Submit in order of Application

### 1. The District's Name:

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*(Each item must be checked indicating compliance)*

- The District is a member of AWBD.
- Include District Registration/Information Form.
- Provide both total and residential Gallons per Capita per Day (GCPD).
- The District has set water conservation goals and has a plan for achieving them.
- The facilities are in good condition or plans have been made to do the necessary repairs/replacements.
- The District maintains a 90% annual average accountability or better. **(Attach a recent Operations Report providing 12 months of accountability history).**
- Provide copy of the District's minutes, reflecting the Board's discussion and approval of the Water Smart Application OR a fully executed copy of the attached resolution. (Note: The Board discussion and approval may take place after December 31, 2024, but before March 5, 2025)

### 2. The District's Rate Structure

*(Must be checked indicating compliance. Attach only pages that show water rates.)*

- The District has established an increasing rate block structure that encourages water conservation.

### 3. Drought Contingency Plan

*(Must be checked indicating compliance to qualify. Drought plan does not need to be attached.)*

- The District has adopted a drought contingency plan that encourages water conservation when water supplies are low.

## The next three categories are about community involvement by Directors.

*The number of required checked-off items in each of the three categories below must have been done between **January 1, 2024, and December 31, 2024** to qualify as an AWBD Water Smart Partner. Please document by attaching additional information, brochures and/or photos to this form. No material will be returned and many items may be used in future Water Smart seminars, events and on the web. We would like to share good ideas with other AWBD members. (Applications for future years may change.)*

### 4. Water Smart in your Community

*(Must be able to check at least **TWO (2)** separate items and document with photos.) \*description of event with photos OR description with documentation in your district meeting minutes*

*To qualify in this category, your community involvement must include "how to" conserve and use water wisely. Must provide documentation AND photos from the current year\*. If your District has been involved in a way that is not listed and you feel it qualifies in this category, please list and describe. All items will be reviewed.*

- Participated in (had a booth/table) in a school carnival *(must include date, organization, description and photos\* with Directors)*
- Reclaimed systems used in district need TCEQ Permit Copy if used as qualification.
- Participated in other school activity *(must include date, organization, description and photos\* with Directors)*.

- Sponsored or donated materials to schools in the Water Wise Program (*name school(s)*): \_\_\_\_\_.
- Participated in a civic association function; HOA, POA, or other (***must include date, organization, description and photos\* with Directors***).
- One or more Directors spoke to an organization about water conservation issues (***must provide documentation***).
- Director **actively** served on the Water Smart Steering Committee during the year **(1/01/24 – 12/31/24)**  
Director's name \_\_\_\_\_
- District has purchased a minimum of 25% of "smart meters" in the district in order to improve water accountability.
- Other water conservation efforts (i.e. provide rain sensors, provide leak detection dye kits, or describe)
- Other community events:

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### 5. Water Smart Communications with your Consumers

***(Must be able to check TWO (2) items and attach copies)***

**To qualify in this category, your District's communications must include "how to" conserve and use water wisely.** Merely stating residents are now restricted in using water during some periods of time will not qualify. ***If your District has communicated with your consumers in a way that is not listed and you feel it qualifies in this category, please list and describe. All items will be reviewed.***

- Water conservation articles in local communities' (civic) or District newsletters  
Number of times \_\_\_\_\_ **Attach copies of articles.**
- New move-ins receive current rates and conservation materials. **Attach copies of material.**
- District includes bill stuffers – no. of times \_\_\_\_\_. **Attach sample brochures and state month(s) mailed.**
- Conservation messages appear on bills – no. of times \_\_\_\_\_. **Attach sample or photocopy.**
- Conservation information has been sent to high end water users. **Attach sample.**
- District's website has support for Water Smart activities and water conservation issues. (Include screen shots of relevant items and the District's website address.) Website: \_\_\_\_\_
- District provides Application ("App") to consumer through smart meters in order to better track personal consumption, leak detection and high usage.
- Other conservation communications with your consumers:

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### 6. Communication using the Water Smart Logo

***(Must be able to check at least TWO (2) separate items and include pictures)***.

Signs and bumper stickers can be purchased from AWBD. The purpose of both is to make the Water Smart logo visible to all Texans and help make Water Smart a part of everyone's daily life.

- Water Smart signs are located on District facilities.
- Water Smart signs are located on District's TCEQ signs.
- Water Smart bumper stickers are on the operator's vehicles.
- Water Smart bumper stickers have been given to residents.
- Water Smart Logo on bill

District Name: \_\_\_\_\_

State Water Planning Region: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Contact person (**DIRECTOR**): \_\_\_\_\_ Contact's phone #: \_\_\_\_\_

Director's E-mail:  
\_\_\_\_\_

Operator Firm Name: \_\_\_\_\_ Operator phone #: \_\_\_\_\_

Operator's representative for District: \_\_\_\_\_  
*Operator may be contacted to verify information.*

All directors must sign below OR attach Resolution (sample attached)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*It is the District Directors' responsibility to confirm their Water Smart Application has been completed and received by the Association of Water Board Directors – Texas' office. \*\*\***

RESOLUTION APPROVING SUBMITTAL OF THE WATER SMART  
APPLICATION FOR INCLUSION IN THE ASSOCIATION OF  
WATER BOARD DIRECTORS  
WATER SMART PARTNERS PROGRAM

WHEREAS, the Board of Directors (the "Board") of \_\_\_\_\_ (the "District") has reviewed all the requirements for participation in the Association of Water Board Directors Water Smart Partners Program and has taken concrete steps to help their customers learn to value the water they use and to conserve water year-round; and

WHEREAS, the Board has discussed and reviewed the District's application in its entirety and has confirmed the inclusion of all necessary documentation required for submission to the Association of Water Board Directors Water Smart Partners Program; and

WHEREAS, the District has fulfilled all the necessary requirements for inclusion in the Association of Water Board Directors Water Smart Partners Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF -  
\_\_\_\_\_ THAT:

Section 1. The Board does hereby approve the submittal of the 2025 Water Smart Application for the period of 1 January 2024 – 31 December 2024 for participation in the Association of Water Board Directors Water Smart Partners Program.

Section 2. The President or any Vice President is authorized to execute and the Secretary or any Assistant Secretary is authorized to attest this Resolution on behalf of the Board of the District and to do any and all things necessary to carry out the intent hereof.

ADOPTED, APPROVED, AND EFFECTIVE this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors