

2024 Public Supply Annual Report, Conservation, and Reclaimed Water Reporting Workshop Question and Answer (Q&A)

Q: Will the Public Supply Annual Report (PSAR) Workshop recording be made available online?

A: Yes, the 2024 Public Supply Annual Report, Conservation, and Reclaimed Water Reporting Workshop recording will be posted on our PSAR [webpage](#).

Q: Who is our compliance contact and where can we locate their contact information?

A: You can find your compliance contacts and their email address on our PSAR [webpage](#). The assignments are as follows, broken down by WUP/County:

Tampa Bay Water and City of Tampa:

Michelle.Eddy@WaterMatters.org

Charlotte, Citrus, DeSoto, Lake, Levy, Manatee, Marion, Pasco, Pinellas, Hernando, Sarasota, Sumter, Hillsborough (Odd WUPs):

Cheyenne.Springer@WaterMatters.org

Hardee, Highlands, Polk, Hillsborough (Even WUPs):

Michael.Cote@WaterMatters.org

Q: How does the District classify line flushing performed for water quality purposes due to damage and/or service disruption from a hurricane?

A: You may claim up to 1% of Gross Water Use as a Flushing Deduction on Part A Line 4: Water Treatment Loss, however, any excess flushing would be classified as Water Loss. If water quality flushing is the primary driver of Water Loss exceeding 10%, the utility may request the District to review Water Audit requirements. If you have additional questions, please contact [Kaitlyn Maze](#), the District's PSAR and Water Audit contact.

Q: Where can we locate Residential Dwelling Units to estimate Functional Population?

A: Residential Dwelling Units can be estimated using customer billing or consumption reports that provide the number of active accounts. If this data is not available, you can estimate the number of Single-Family Equivalent Units by using our meter conversion tool within the REQPOP calculator. It can also be useful to search in our Water Management Information System (WMIS) for supporting documentation on Residential Dwelling Units reported historically. For additional information and resources on estimating Functional Population, please visit our Utility Demographics [webpage](#).

Q: What information is needed to find Equivalent Single-Family Residential Units in “*Index A – Residential Accounts*” of the District’s REQPOP Calculator?

A: The required information includes the number of meters, the residential meter type, and the meter size. For a detailed walkthrough, please consult “*PSAR Guide: Part A Line 6 Functional Population*” published on our [webpage](#).

Q: Is the ratio of Functional Population and Residential Dwelling Units representative of an average persons-per-household? Is this ratio published within the District’s REQPOP calculator?

A: Functional Population contains permanent, seasonal, group, tourist, and net commuter population types. Therefore, by dividing Functional Population by Residential Dwelling Units, you will obtain an average persons-per-household for all population types within the service area. While we do not publish this average ratio within the REQPOP calculator, we provide all data and calculations to find Functional Population under the “*Indexed B – Service Area Summary*” tab.

Q: Which Per Capita deductions are we eligible to claim on Part A of the Public Supply Annual Report?

A: Requirements and limitations for each deduction type are detailed within [Part B of the WUP Applicant’s Handbook](#) as well as the Public Supply Annual Report form. Quantities claimed for deduction must be separately metered and must not exceed the actual amounts provided or those permitted by the District. All deductions are subject to District approval and must meet the conditions outlined in the relevant guidelines. For assistance in determining eligibility and meeting requirements on PSAR deductions, please contact [Kaitlyn Maze](#) or [Kristi Bono](#).

Q: Are water-conserving rate structure studies eligible for funding under the District WISE program?

A: The District has not historically funded a water-conserving rate structure study. However, applicants can reach out with more information to determine eligibility under the WISE program. For additional information, please visit the WISE [webpage](#) or contact [Paige TaraCruz](#) or [Josh Madden](#).