

## Level 1 Water Audit Validation - Scope of Work

### Outcomes

WSO will provide an experienced water audit validator meeting the qualifications of 23 CCR § 638.4 to conduct a level 1 validation of a water supplier’s AWWA water audit submission in compliance with all provisions of Chapter 7 of Division 2 of Title 23 of the California Code of Regulations.

Level 1 validation includes:

- Review of provided summary data and methods that the supplier used to derive all audit inputs.
- Confirmation of the appropriate application of the AWWA water auditing methodology.
- Data validity grade assignment consistent with state-wide interpretations of the grading criteria.
- Interpretation of water audit key performance indicators and prioritization of next steps.
- Documentation of level 1 validation process and outcomes for submission to the Department of Water Resources and reference during future water audit compilation and validation.

### Tasks

1. **Scheduling:** The water agency will schedule a two-hour level 1 validation call and invite all personnel that contribute to the water audit’s compilation.
2. **Audit & Supporting Document Transfer:** WSO will request specific supporting documentation required to complete the level 1 validation. Supporting documentation includes:

<i>REQUIRED ITEMS</i>	<i>SUPPLEMENTAL ITEMS</i>
<b>Complete AWWA Free Water Audit Software (Excel Spreadsheet; Must be CY19 or FY19-20)</b>	<b>Customer Meter Inaccuracy</b> derivation
<b>Volume from Own Sources</b> volumes by month by finished water supply meter	<b>Average Operating Pressure</b> derivation
<b>Water Imported</b> volumes by month by import connection	<b>Customer Retail Unit Cost</b> derivation
<b>Water Exported</b> volumes by month by export connection	<b>Variable Production Cost</b> derivation
<b>Metered Consumption</b> volumes by month and rate code (e.g. charge status, water type, customer class)	<b>System schematic</b> showing locations of Own Source, Import, and Export meters
<b>Supply Meter Testing</b> and/or calibration documentation if conducted	

3. **Data collection:** The supplier will transfer required supporting documentation to WSO at least three days in advance of the level 1 validation call.
4. **Level 1 validation:** WSO and the supplier will conduct the level 1 validation call.
5. **Documentation:** WSO will capture the results of validation in an updated version of the AWWA Free Water Audit Software. WSO will also compile the documentation necessary submit to DWR in full compliance and identify potential improvements to water loss management and data collection.
6. **Compliance:** The supplier will sign and upload the documentation that WSO provides to DWR's water use efficiency reporting portal.

## Cost

### **Level 1 Validation**

The cost for the requested level 1 validation services will be a **lump sum fee of \$2,500.**

If you have any questions, please do not hesitate to contact me at 415-533-0419 or via email at [kate.gasner@wsoglobal.com](mailto:kate.gasner@wsoglobal.com).

Sincerely,

A handwritten signature in blue ink that reads 'Kate Gasner'. The signature is written in a cursive, flowing style.

Kate Gasner, Vice President – WSO