



# Use the Annual Water Use Report as a Management Tool

**T**his June will mark my twentieth year working in the water and wastewater industry. I started with the City of Enterprise in June of 1999. The buzz word at that time was Y2K, are you ready? There were great predictions for world-ending calamities that would befall us at midnight on New Year's eve that year. My city also operates the electric utility; had it not been for the fear of being fired I thought it would have been fun to be in our substation and flip the switch on our reclosers to shut off the power at midnight, just to turn it on a minute or so later just to see the reaction of all the dooms-day predictors!

Little did I know what the new year would bring me. When I took the job, I knew most of the physical aspects of the job, but little did I know of the paperwork that I would face in the new year. As usual the annual water use report was the first to arrive. I had many years of old reports to review but I found out quickly the reports had not been completed using correct figures, and that, in the words of our auditor for the city, they were "massaged numbers".

Perhaps those persons who had completed the reports prior to me did not take the warnings seriously about filling out the reports correctly and that there are civil and criminal penalties for fraudulently completing the forms. Do I think that they were trying to defraud anyone? No, I don't. I would say it was just being lazy or not knowing how to arrive at the numbers that were needed.

Among the first issues I encountered was that there were months that on paper indicated that we sold more water than was produced. I was rapidly becoming frustrated trying to get the numbers to come out right and then it

dawned on me. The water use report is based on a calendar month. Our city's billing cycle is from the 15th of the month to the 15th of the next month so in order to make the master meter readings agree with the monthly sales you have to take the readings on the same dates that the meters are read-

## Use the Annual Water Use report

One of the greatest tools that the annual water use report can be used to identify is the unaccounted-for loss of water. One quality of a good water operator is to know how much

### Kansas Water Use Reporting System

**Welcome to the Kansas Water Use Reporting System!**

Annual water use can be reported online to comply with the water use reporting requirements of the Kansas Water Appropriation Act. Owners of water rights in Kansas must report the previous years' use for all beneficial uses, except domestic use, by **March 1** of each year. Filing a complete and accurate report will help protect your water right.

Failure to file a water use report by **March 1**, or filing an incomplete report, subjects the owner(s) to a civil penalty of \$250 per file number. Failure to file a water use report by **June 1** subjects the owner(s) to a civil penalty of \$1,000 per file number and could result in a suspension of all water use until the report has been submitted. See [K.S.A. 82a-732](#).

As of **October 2018**, a filing fee of **\$20 per file number** must accompany a **mailed** water use report. Online water use reporting is **FREE**.

PIN:     Person ID:     [Log In](#)

[Is my report late?](#)

---

**Online Water Use Reporting Tutorials**

[Getting Started](#)

[PIN/Person ID Help](#)

The Water Appropriation Program of the Division of Water Resources encourages you to use the online reporting system. Learn more about the [Water Appropriation Program](#).

If you have a problem using the system, or you are a new owner and you don't have your ending meter reading from last year, please call the Water Use Unit at **785-564-6638**.

To report a change in water use correspondent, ownership, or mailing address, please login with the PIN and Person ID sent to you and follow the onscreen instructions.

For general questions, contact your **local field office**:  
 Topeka: **785-296-5733**    Garden City: **620-276-2901**    Stockton: **785-425-6787**    Stafford: **620-234-5311**

Contact us: **785-564-6638**    [KDA.WaterUse@ks.gov](mailto:KDA.WaterUse@ks.gov)

Annual water use can be reported online to comply with the water use reporting requirements of the Kansas Water Appropriation Act. Owners of water rights in Kansas must report the previous years' use for all beneficial uses, except domestic use, by March 1 of each year. The login screen is at this link: <https://www.kswaterusereport.org/report/login.cfm>

water loss there is in the system. Without such knowledge the operator and others don't know factual operating costs of the system. This past year my system had several significant leaks that did not surface until we started receiving consistent precipitation. Our data loggers were indicating that we had leaks but could not find them even after using ultrasonic leak detectors and isolating valves. One leak even was showing up in our sewer system. When it finally surfaced it had reached about a 50-gallon per minute rate.

Rather than waiting until the annual water use report needs to be completed, systems should be comparing data each month and flagging data that indicates increases in unaccounted for water loss. If this is determined monthly, the system operator and other staff will then have the data collection already done and it will make easier work of completing the water use report. The one leak I referred to skewed our entire year as it was not discovered until July 18. The monthly data indicated that after the leak was repaired our water loss was cut by two-thirds. The remainder of 2018 brought the discovery of four more leaks and additional reduction in unaccounted for loss.

There are many other contributors to unaccounted for water -- among those being aging water meters. KRWA offers meter testing -- and does so without any cost to utilities. The service is a benefit of the contract funded through the Clean Drinking Water Fee and administered by the Kansas Water Office and operated by KRWA. It is a good practice to sample a percentage of the meters on the system to provide an idea of the accuracy of the meters. Many of the meters on my system have begun to fail and we are in a program of switching to radio read meters.

Another source of loss that many forget about is use of water by fire departments. It does not have to be a major fire but when our fire department takes their pumpers out to exercise them and they fire up a 1,250 gpm master

stream on the ladder truck they can use a large quantity of water fast! I am working with our fire chief to document when they use water so It can be accounted for.

A reminder that this year if you choose to complete your water use report on paper that there is a new \$20 per file fee; there is no charge for filing online. I found the online reporting to be very user friendly. If you do run into trouble completing your report your KRWA staff is available to help, and the Kansas Department of Agriculture Division of water resources staff would much rather work with you to collect "good" data than to take enforcement action for improper reporting.

The 52nd Annual Conference and Exhibition will be held March 26 - 28 at Century II in Wichita. There are many great training sessions for you to attend and take great information back home. Agencies will also be among the vendors that again will have a full EXPO Hall. The KRWA conference is a great experience; I hope you will be part of it.

*Paul Froelich is City Superintendent at Enterprise, Kansas. Since 1983, he has worked extensively in law enforcement, emergency management and municipal operations. He holds numerous accreditations in Emergency Management and Fire and is a certified water and wastewater operator.*



### **KRWA Officers & Directors**

**Paul Froelich**, President, City of Enterprise  
**Bill Shroyer**, Vice-President, City of Sabetha  
**Patricia Shaffer**, Secretary, Butler Co. RWD 5, Benton  
**Allan Soetaert**, Treasurer, Johnson Co. RWD 7, Gardner  
**Carl Chalfant**, Director, City of Washington  
**Mike Fulkerson**, Director, Leavenworth Cons. RWD 1, Basehor  
**Scott Robertson**, Director, City of Hesston  
**Bill Shroyer**, Director, National Rural Water Association  
**Mays & Associates, LLC**, Legislative Liaison

### **KRWA Staff**

**Elmer Ronnebaum**, General Manager  
**Greg Duryea**, Assistant General Manager  
**Laurie Strathman**, Administrative Assistant  
**Bret Beye**, Technical Assistant  
**Lonnie Boller**, Technical Assistant  
**Doug Guenther**, Technical Assistant  
**Doug Helmke**, Water Rights/Source Water Specialist  
**Tony Kimmi**, Technical Assistant  
**Ken Kopp**, Water Rights/Source Water Specialist  
**Jeff Lamfers**, Consultant  
**Pat McCool**, Consultant  
**Linda Osterhaus**, Office Assistant  
**Charlie Schwindamann**, Wastewater Tech  
**Joe Schmelzle**, KAN STEP Tech Assistant  
**Jason Soloman**, Wastewater Tech  
**Jon Steele**, Technical Assistant  
**Mark Thomas**, GPS/GIS Mapping Coordinator  
**Monica Wurtz**, Technical Assistant  
**Delbert "Bert" Zerr**, Consultant

**KRWA offers meter testing – and does so without any cost to utilities. The service is a benefit of the contract funded through the Clean Drinking Water Fee and administered by the Kansas Water Office and operated by KRWA.**