



**Barton Springs
Edwards Aquifer**
CONSERVATION DISTRICT

Annual Meter Reading Form
(Limited Production Permits - LPP)

Please complete all fields of this annual meter reading form. Failure to timely submit an annual meter reading form by September 5th can result in a late meter reading fee of \$50.

Permittee Name:
Physical Address:
City, State Zip:

When reading meters, please note the presence of any "fixed 0's" to the right of the movable numbers. These 0's should be included in the meter reading to correctly read the actual gallons metered.

Meter Reading Date:.....
Meter Reading:.....

If you are unsure if you are reading your meter correctly then you may email a current photo of your water meter to the District along with this completed and scanned meter reading form.

Have you recently taken ownership of this well/property since September of last year?

- Yes, I am a new owner. (Please provide the name of the previous owner if known: _____)
- No, I am the same owner.

Current Contact Information

Primary Email address: Primary Phone:.....
Secondary Email address:.....Secondary Phone:.....
 Check this box if your mailing address is the same as the physical address above.
Mailing Address:
City, State Zip:

Comments

.....
.....
.....

Return Form

You can drop this form off in person or mail this form to:
BSEACD
1124 Regal Row
Austin, TX 78748

You can scan and email this form to: meterreadings@bseacd.org

How to Read Your Water Meter

It is important that permittees know how to read their water meter accurately, as it is essential in tracking, managing, and conserving groundwater use.

Water meters come in a variety of makes and models and may measure water in different units (gallons, acre feet, or cubic feet). However, the following example is a commonly used throughout the District for domestic and livestock wells (5/8" x 3/4" line) and is read in gallons. **When reading your meter, it is important to include any "fixed zeros" to the right of the movable numbers. The meter reading in the example below is 105,310 gallons. Notice that the zero is included and no decimal points have been added.**



Low Flow indicator: Will rotate with very low flow through meter; can be used to detect small leaks.

Dial: Will rotate when water passes through meter; measures in gallons. One rotation of dial represents 10 gallons.

Odometer: Records total water use and is similar to a car odometer. This odometer reads in gallons, but can be in cubic feet or acre feet.

Fixed Zero: Does not move and should be included in meter reading. The fixed numbers are represented by the position of the rotating dial.

Meter Reading: 105,310

**Notice that the zero is included and no decimal points have been added.

Detecting a Water Leak

The best way to determine a leak is by monitoring your water meter. Turn off all water indoors and outdoors, including sprinklers, ice makers, etc and observe meter. If the low flow indicator moves, it may indicate a small, consistent leak. If the meter shows no obvious movement upon initial observation, record meter and return in a couple hours to see if there is any change; be sure not to use any water during the wait period.