

# Guide to the Water District Database (WDD)

## ***What Is the Water District Database?***

The Water District Database (WDD) application is an integrated database designed and developed to replace over 160 standalone legacy systems representing over 5 million records of the former Texas Water Commission and the Texas Department of Health.

WDD contains a collection of data from Texas Water Districts that submit information to the TCEQ. You can use the database to search for local and regional entities associated with each district.

This guide focuses on Water Districts and explains the codes we use for them.

## ***How do I get to the Water District Database?***

The following link will take you to the: [Water District Database](#) (WDD)

Now, you should be on the Search the Water District Database (WDD) web page. From this page you can search by: Water District Name or Number. You can also run a report, look up which sites a person or company is affiliated with, and view the list of various documents filed with the TCEQ by this site.

Go to the Search by Water District Name or Number option. You can enter the first part of the legal name of the water district (capitalization does not matter) or the full district number (7 digits). Then click the SUBMIT button to go to the List of Texas Water Districts web page.

**TIP:** We usually just click the SUBMIT button **without** entering a district name or number to go directly to the List of Texas Water Districts web page.

## **I'm on the List of Texas Water Districts web page. Now what?**

If you know the unique, seven-digit number assigned by the TCEQ, you can enter that number in the DISTRICT NAME OR NUMBER search box to find that district in our database.

Or, you can search for a district by using a partial district name. For example, if you know the district's name begins with **H**, you can enter an **H** in the *DISTRICT NAME OR NUMBER* search box and click the *SEARCH* button. You will be taken to a screen which displays the first district with an H in its name. You may want to refine your search by entering a few more characters. For example, you might enter **Harris**

**County MUD** and click the *SEARCH* button. Notice that the district names are read from left to right and Harris County *MUD 11* comes after Harris County MUD 109.

To go from this screen to the next screen page, click on the Black Down (Up) arrow.

To view the details about a specific district, just click on the underlined district's name. Click on a district's name with an **Active** Activity Status. The detail page will open for that chosen district. You can click on the *Affiliations* icon to view that district's contacts or you can click on the *Documents* icon to view the things we have received or processed on that district.

Let's click on the *Affiliations* icon (the two people talking). You should see a listing of the chosen district's contacts (which comes from the most current Registration Form). Clicking on either an Organization (Company or Firm) or a Name (of an Individual) will take you to that person's or organization's detail screens. Click your browser's back button to return to the chosen district's detail page.

Now, click on the *Documents* icon (the sheet of paper) to see a listing of the chosen district's documents. Click on a Document Name to view that Document's details. The *AFFIDAVIT* document will show when the TCEQ received the district's most recent dormancy, financial, or audit report, and that document's fiscal year end. Click your browser's back button to return to the chosen district's detail page.

## ***What is an Advanced Search?***

Notice that on the *List of Texas Water Districts* web page there is a link that will perform an **Advanced Search** to the right of the *DISTRICT NAME OR NUMBER* search box. Click on this link to view the *Advanced Search List of Texas Water Districts* web page. We often use the *Advanced Search List of Texas Water Districts* web page to run our queries.

The **Advanced Search** option allows you to further refine your search using one or more filters. Using the drop-down list boxes, you can filter by Region, by District Type, by Creation Type, by Function Type, by County, by Financial Status, and/or by Activity Status.

After you have set up your filters, click the *SEARCH* button to search our database using your criteria. The database will return a screen displaying only those districts that have met the filters you have established.

**TIP:** You might want to bookmark the *Advanced Search List of Texas Water*

*Districts* web page in your Web browser for future use on *DISTRICT* searches.

**TIP:** There is a District Function Type called **Special Law District**. This means that a particular district has been either created by or altered by an act of the Legislature. A Special Law District must comply with its enabling legislation—that is, the act that created the district or altered its powers and functions. A district's

enabling legislation may indicate other laws that the district must follow—for example, by referring to “the general law of water districts” which is found in Texas Water Code Chapter 49. Consequently, you will have to research individual legislative acts to determine the District Type and all the powers and duties of a “special law” district or authority.

### **How can I print out a district's contact information?**

You would run a copy of the District's Information Report. The District Information Report contains a lot of information about a district. This report shows who the board members and consultants are (names, mailing addresses, telephone numbers, etc.), who created the district and when, what type of district it is, the amount of bonds approved by the TCEQ (if TCEQ approval is required), and various other items.

**TIP:** The District Information Report has been designed to run on only one district at a time over the Web. If you need this information on many districts, you may want to contact the TCEQ's data clearinghouse at 512-239-3282 (DATA) for assistance.

#### **Option 1: You are on the selected district's detail page**

Go to the bottom right-hand corner of the chosen district's detail page. Click on the link Run District Information Report

The report will run and you may choose to print it out using your web browser's print commands.

#### **Option 2: You are on the Search the Water District Database (WDD) web page**

Click on the **REPORTS** button.

Use the drop-down list box to select the report you want to run. The District Information Report is the second report on this list.

Click the **Select Report** button.

The next screen will inform you that the District Information Report has been designed to run on only one district at a time over the Web. If you need this information on many districts, you may want to contact the TCEQ's data clearinghouse at 512-239-3282 (DATA) for assistance.

If you know the chosen district's unique seven-digit district number, you can enter it. Or, click on the *Magnifying Glass* icon to the right of the search box to search for the district you want to run a report on. You can enter a partial district name and then click the **SEARCH LIST** button. When you have found the district you want to run a report on, click on that district's underlined name. The chosen district's unique seven-digit district number will appear in the search box.

Now, click the ***RUN REPORT*** button to generate the **District Information Report** for the chosen district. The report will run and you may choose to print the report out using your web browser's print commands.

## ***Codes and Key WDD Terms We Use for Districts***

**Affiliations** are the people and firms to contact about a site (district, utility, public water system). This includes a district's board members and consultants.

**Affiliation Types** are used for all site types. The codes listed to the left of each affiliation's contact information are affiliation types. The Affiliation Types are:

RP = Responsible Party / Board  
President or Chairman  
BVP = Board Vice President  
BS = Board Secretary  
BT = Board Treasurer  
BD = Board Director  
AT = Attorney  
DBC = District Bond Counsel  
CPA = Certified Public Accountant

DAN = District Agent for Notice  
DB = District Bookkeeper  
DBC= District Bond Counsel  
DE=District Engineer  
DFA= District Financial Advisor  
DT = District Tax Collector  
GM = General Manager  
OP = Operator  
OT = Other

**Activity Status** The activity status options used for districts are: Active, Inactive, Dissolved, and Unknown

*Active* is used to identify those districts that cannot be defined as Inactive, Dissolved, or Unknown.

*Inactive* is used to identify those districts that we know to be financially dormant. Financial dormancy is defined by the Legislature in Texas Water Code Section 49.197 as: "A district that had: (1) \$500 or less of receipts from operations, tax assessments, loans, contributions, or any other sources during the calendar year; (2) \$500 or less of disbursements of funds during the calendar year; (3) no bonds or other long-term (more than one year) liabilities outstanding during the calendar year; and (4) no cash or investments that *exceeded* \$5,000 at any time during the calendar year."

*Dissolved* is used to identify those districts that were, at some point, in existence, but have since been dissolved by some means (by operation of law or by failure to be confirmed, if a confirmation election was a requirement to its creation), or authoritative body (legislative act, city ordinance, board resolution, commission order).

*Unknown* is used to identify those districts about which we have received information concerning their existence, but we have not been able to identify whether the district currently exists, who created it (including when and where),

what type of district it is/was, and who its board members and consultants are. Nor has anyone representing the unknown district ever contacted the TCEQ as required by statute (Texas Water Code Section 49.010).

**Creation Type** indicates how a district was originally created.

**District Function** refers to the general law powers and duties by district type as authorized by the statutes. It is not a listing of the services currently being provided by a district.

**Documents** are the things we receive and/or process. These are broken out into Document Type categories.

### **Document Type**

Affidavit—used to record the receipt of the filing affidavit for a district’s audit report, financial report, or financial dormancy affidavit.

Applications—for a bond issue, standby fee, fire plan approval, etc.

**Financial Status** indicates a district’s most current financial report filing document, either a dormancy affidavit (D), a financial report (R), or an audit report (A). If the Financial Status is an E (Exempt by Law from Filing Financial Information), you will need to look at that district's documents to see what report was filed as a courtesy copy only.

**Site.** A site is the thing we regulate. A district or authority. A utility—which includes water supply corporations, sewer service corporations, and investor owned utilities. A public water system. A water source. A water plant.

**District Type** is determined by which Texas Water Code Chapter or Texas Local Government Code statute provides a district its powers and duties. If a district is governed by two or more chapters (excluding Texas Water Code Chapters 49 and 50), then a district's type is listed as “Other.”