

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: October 20, 2022

FROM: Laura Fischer, General Manager

INFORMATION ONLY: Senate Bill 552 – Drought Planning for Small water Suppliers and Rural Communities

BACKGROUND:

Under Senate Bill 552 (SB 552), passed and signed by Governor Gavin Newsom in September 2021, State and local governments will share the responsibility in preparing and acting in the case of a water shortage event. These new requirements are expected to improve the ability of Californians to manage future droughts and help prevent catastrophic impacts on drinking water for communities vulnerable to impacts of climate change. The bill outlines the new requirements for small water suppliers, county governments, DWR, and the State Water Board to implement more proactive drought planning and be better prepared for future water shortage events or dry years.

SB 552 requires small water suppliers - defined as those with fewer than 3,000 connections and serve fewer than 3,000 acre feet - to have an abridged water shortage contingency plan, annually report their water supply conditions and use by month, and upgrade their infrastructure to drought resilient standards, if needed. DWR and the State Water Board are working together to develop a template for the abridged water shortage contingency plan by December 2022.

Small water suppliers (or small water suppliers integrated into larger water suppliers) that voluntarily choose to instead comply with specified existing law relating to urban water management plans would be exempt from these provisions.

I attended the Water Shortage Contingency Plan Template Input Workshop for Small Water Systems, on September 30, 2022. During this webinar the draft template for the water shortage contingency plan was presented. I've attached the template for the water shortage contingency plan for your consideration.

Additionally, please read through the attached Primer of Senate Bill 552: Drought Planning for Small Water Suppliers and Rural Communities prepared by the State Department of Water Resources and the State Water Board. This primer outlines the action that HPUD must take and the timeline for implementation. This is a section from the primer attached.

Suppliers with 1,000 to 2,999 connections and NTNC systems that are schools Suppliers in this category must develop, adopt, and maintain on-site an abridged water shortage contingency plan (WSCP) that covers a subset of drought-planning elements included in the plans that urban water suppliers submit as part of their Urban Water Management Plan (Water Code §10609.60, subs. (a) (b)).

The first plan must be developed by July 1, 2023, and posted on the supplier's website, if any, or made available upon request. This abridged WSCP must be updated at least every 5 years. (Ibid.). The required elements must include:

- 1) Drought-planning contacts, including all of the following:
 - a. At least one contact at the water system for water shortage planning and response and the development of the plan.
 - b. Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.
 - c. State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.
 - d. Regional water planning groups or mutual aid networks, to the extent they exist.
- 2) Triggering mechanisms and levels for action, including both of the following:

Page 12 of 18

 - a. Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Water shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.
 - b. Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required by subparagraph (A) (Water Code §10609.60, subd. (a)).

As part of the technical assistance, DWR and the State Water Board will create a template for this abridged WSCP for small water suppliers serving 1,000 to 2,999 service connections and NTNC systems that are schools by December 31, 2022, (Water Code §10609.60, subd. (d)). In addition, subject to funding availability, the State Water Board will offer technical assistance to support NTNC systems that are schools in implementing this new requirement for improving drought and water shortage resiliency (Water Code §10609.60, subd. (e)).

Respectfully Submitted,

Laura Fischer,
General Manager

Attachment: Primer of SB 552
Sample Template WSCP
Appendix 2 WSCP Components of Small Water Systems

Primer of Senate Bill 552: Drought Planning for Small Water Suppliers and Rural Communities

Prepared by



And



May 2022

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GLOSSARY

Community water system: A public water system that serves at least 15 service connections used by yearlong residents or regularly serves at least 25 yearlong residents of the area served by the system, as defined in Section 116275 of the Health and Safety Code (Water Code §10609.51 subd. (a)).

County Drought Advisory Group: A state agency and stakeholder group that developed recommendations on which Senate Bill 552 was based.

Domestic well: A groundwater well used to supply water for the domestic needs of an individual residence or a water system that is not a public water system and that has no more than four service connections, as defined in Section 116681 of the Health and Safety Code (Water Code §10609.51 subd. (k)).

Drought and water shortage risk vulnerability tool: The water shortage vulnerability tool that Department of Water Resources developed to implement Chapter 10 (commencing with Water Code §10609.40) of Part 2.55 (Water Code §10609.51 subd. (i)).

Non-transient, non-community water system: A public water system that is not a community water system and that regularly serves at least 25 of the same persons over 6 months per year, as defined in Section 116275 subd. (k) of the Health and Safety Code. Example of this includes a school (Water Code §10609.51 subd. (g)).

Public water system: A system for the provision of water for human consumption through pipes or other constructed conveyances that has 15 or more service connections or regularly serves at least 25 individuals daily for at least 60 days out of the year (Health and Safety Code §116275 subd. (h).)

Rural community: A community with fewer than 15 service connections or regularly serving less than 25 individuals daily at least 60 days out of the year, including domestic wells (Water Code §10609.51 subd. (j)). In other words, rural community in this law covers all water systems or domestic wells for human consumption that are not a public water system.

Small water supplier: A community water system serving 15 to 2,999 service connections, inclusive, and that provides less than 3,000 acre-feet of water annually (Water Code §10609.51 subd. (k)).

State small water system: A system for the provision of piped water to the public for human consumption that serves at least five, but not more than 14, service connections and does not regularly serve drinking water to more than an average of

25 individuals daily for more than 60 days out of the year as defined in Section 116275 (n) of the Health and Safety Code (Water Code §10609.51 subd. (m)).

State smalls. Abbreviated form of state small water system.

Urban water management plan: A plan required per California Water Code §10610 et seq. for publicly and privately owned urban water suppliers that provides potable municipal water to more than 3,000 end users or that supplies more than 3,000 acre-feet of potable water annually at retail or wholesale cost for municipal purposes.

Water shortage contingency plan: A document required per California Water Code §10617.5 for publicly and privately owned urban water suppliers that incorporates the provisions detailed in California Water Code §106329(a).

Water shortage vulnerability tool: The drought and water shortage risk scoring of small water suppliers and rural communities, and the interactive webtool to explore the information, developed as part of the Department of Water Resources County Drought Advisory Group process (Water Code §10609.42 subd. (a)).

ACRONYMS AND ABBREVIATIONS

§	Section
CDAG	County Drought Advisory Group
DWR	California Department of Water Resources
ENP	emergency notification plan
ERP	emergency response plan
NTNC	non-transient, non-community water system
SB	Senate Bill
State Water Board	California State Water Resources Control Board
WSCP	water shortage contingency plan

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INTRODUCTION

This primer summarizes a 2021 drought planning legislation, referred to as Senate Bill (SB) 552 (Reg. Session 2021-2022, Stats. 2021, ch. 245). In September 2021, SB 552 was signed by Governor Newsom and enacted into law.

SB 552 includes new responsibilities and requirements at both the state and local levels to help small water suppliers and rural communities reduce their risk of inadequate water supply during a water shortage event. As the first step in implementing the provisions of SB 552, the California Department of Water Resources (DWR) and the California State Water Resources Control Board (State Water Board) prepared this primer to summarize the roles, responsibilities and requirements for state agencies, small water suppliers and schools, and counties for implementing SB 552.

BACKGROUND

Recognizing the challenges experienced in the 2012-2016 drought in California and potential increased frequency and severity of droughts under climate change, the Legislature passed Assembly Bill 1668 and SB 606 in 2018 to establish a new framework for long-term water use efficiency and conservation in California.¹ Among other things, this framework included new requirements to strengthen local drought resilience for urban water suppliers² and directed DWR to collaborate with stakeholders and the State Water Board to develop recommendations for improving drought planning of small water suppliers and rural communities, which vary widely in supply source reliability and organizational capacity and can be highly vulnerable to water shortages during droughts.

During the development of recommendations, DWR organized a County Drought Advisory Group (CDAG) with diverse stakeholders and collaborated closely with the State Water Board and the Office of Environmental Health Hazard Assessment. DWR, through collaboration with CDAG and state agencies, identified small water suppliers and rural communities that are vulnerable to drought and at risk of water shortage

¹ For a comprehensive overview of this landmark legislation, please see California Department of Water Resources, and California State Water Resource Control Board. 2018. "[Making Water Conservation A California Way of Life: Primer of 2018 Legislation on Water Conservation and Drought Planning Senate Bill 606 \(Hertzberg\) and Assembly Bill 1668 \(Friedman\).](#)" *Legislative Summary*.

² An "urban water supplier" is defined as a supplier, either publicly or privately owned, providing potable water for municipal purposes either directly at retail or indirectly at wholesale to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually (Water Code §10617).

and developed recommendations for how to improve drought preparedness through water shortage contingency planning. Figure 1 shows the disaster risk management framework that was used in the collaboration to guide the recommendation development. A Water Shortage Vulnerability Tool was also developed during the process to promote awareness and understanding of the potential water shortage risks for small water suppliers and rural communities.

DWR submitted the recommendation report, [Small Water Systems and Rural Communities Drought and Water Shortage Contingency Planning and Risk Assessment](#), to the Legislature and Governor Newsom in Spring 2021. Referred to as the 2021 Recommendation Report, it includes the findings and recommendations to support improving drought preparedness. This 2021 Recommendation Report has two parts: [Part I](#) addresses drought and water shortage contingency planning recommendations; and [Part II](#) presents a methodology of drought and water shortage vulnerability assessment and risk scoring. DWR's recommendations became the basis of SB 552.



Source: Small Water Systems and Rural Communities Drought and Water Shortage Contingency Planning and Risk Assessment: Part 1 - Recommendations for Drought and Water Shortage Contingency Plans (DWR 2021).

Figure 1. Disaster Risk Management Framework

NEW REQUIREMENTS FOR LOCAL AGENCIES, COUNTIES, AND STATE GOVERNMENT

SB 552 adds requirements that address gaps in local and state water management for drought resiliency and water shortage preparedness in recognition that, “No one should go without running water during a drought.” (Water Code §10609.50, subd. (e).) These new requirements are expected to improve the ability of small water suppliers and rural communities to improve drought planning and water shortage preparedness, resulting in reduced vulnerability during droughts or during other catastrophic events that impact water supply.

Meeting SB 552’s requirements for improving drought resilience and contingency response during water shortages will require the following:

- **Drought Resilience Planning:** Take actions now to avoid emergency conditions during future drought and other water shortages to the maximum extent practicable. This includes capacity building, mitigation and other preparation actions, monitoring, forecasting, and reporting.
- **Water Shortage Response Planning:** Create procedures for the event of an expected or unforeseen emergency that can directly improve the ability to manage an emergency water shortage condition.
- **Communication and Coordination:** Improve communication and coordination between local, regional, and state governments and the many types of water users in California.

Small Water Suppliers and Schools Non-Transient, Non-Community Water Systems

SB 552 defines a small water supplier as a community water system serving 15 to 2,999 service connections, and that provides less than 3,000 acre-feet of water per year (Water Code §10609.51 subd. (k)). It considers several categories of small water suppliers: those suppliers with under 1,000 connections, those with 1,000 to 2,999 connections inclusive, and non-transient, non-community (NTNC) water systems that are schools (see Table 1 at the end of this report). Water suppliers providing water to over 3,000 connections are considered “urban water suppliers” and are subject to the Urban Water Management Planning Act (Water Code §10610 et seq.) and other requirements.

All small water suppliers and NTNC water systems that are schools must implement the following drought resilience measures, subject to funding availability:

- a) *No later than January 1, 2023, implement monitoring systems sufficient to detect production well groundwater levels.*
- b) *Beginning no later than January 1, 2023, maintain membership in the California Water/Wastewater Agency Response Network (CalWARN) or similar mutual aid organization.*
- c) *No later than January 1, 2024, to ensure continuous operations during power failures, provide adequate backup electrical supply.*
- d) *No later than January 1, 2027, have at least one backup source of water supply, or a water system intertie, that meets current water quality requirements and is sufficient to meet average daily demand.*
- e) *No later than January 1, 2032, meter each service connection and monitor for water loss due to leakages.*
- f) *No later than January 1, 2032, have source system capacity, treatment system capacity if necessary, and distribution system capacity to meet fire flow requirements (Water Code §10609.62).*

There are additional requirements that are specific for small water suppliers with different numbers of connections, as described below.

It is noted that these requirements and the ones listed below do not apply to small water suppliers and NTNC water systems that are schools that voluntarily choose to comply with the requirements specified in the Urban Water Management Planning Act (Water Code §10620 et seq.) for urban water suppliers. (Water Code §10609.63).

Suppliers with 15 to 999 connections

These suppliers must incorporate drought planning elements (including, but not limited to, drought-planning contacts and standard water shortage levels) into their Emergency Notification Plan (ENP) or Emergency Response Plan (ERP). The ENP or ERP is to be submitted to the State Water Board and updated every 5 years or when significant changes occur (Water Code §10609.60, subd. (c)).

Health and Safety Code §116460 requires all community water systems to have an ENP approved by the State Water Board that describes process and methods for meeting the public notification requirements specified in §116450 to §116485 when any primary drinking water standard is not complied with, when a monitoring requirement is not performed, or when the conditions of any variance or exemption are not complied with. In addition, America's Water Infrastructure Act of 2018 (Public Law 115-270) §2013(b) requires community water systems serving populations

greater than 3,300 to develop or update an ERP that incorporates findings of their risk assessment. Droughts and a wide range of incidents are considered in an ERP. This requirement is not based on number of connections, although the number of connections for a community water system serving a population of 3,300 is approximately 1,000. Therefore, there may be a small number of small water suppliers with less than 1,000 connections who have developed and maintained an ERP.

Subject to funding availability, the State Water Board will offer technical assistance to support water suppliers with less than 1,000 connections in implementing this new requirement for improving drought and water shortage resiliency (Water Code §10609.60, subd. (e)).

Suppliers with 1,000 to 2,999 connections and NTNC systems that are schools

Suppliers in this category must develop, adopt, and maintain on-site an abridged water shortage contingency plan (WSCP) that covers a subset of drought-planning elements included in the plans that urban water suppliers submit as part of their Urban Water Management Plan (Water Code §10609.60, subds. (a) (b)). The first plan must be developed by July 1, 2023, and posted on the supplier's website, if any, or made available upon request. This abridged WSCP must be updated at least every 5 years. (*Ibid.*). The required elements must include:

- 1) *Drought-planning contacts, including all of the following:*
 - a) *At least one contact at the water system for water shortage planning and response and the development of the plan.*
 - b) *Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.*
 - c) *State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.*
 - d) *Regional water planning groups or mutual aid networks, to the extent they exist.*
- 2) *Triggering mechanisms and levels for action, including both of the following:*

- a) *Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Water shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.*
- b) *Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required by subparagraph (A) (Water Code §10609.60, subd. (a)).*

As part of the technical assistance, DWR and the State Water Board will create a template for this abridged WSCP for small water suppliers serving 1,000 to 2,999 service connections and NTNC systems that are schools by December 31, 2022, (Water Code §10609.60, subd. (d)). In addition, subject to funding availability, the State Water Board will offer technical assistance to support NTNC systems that are schools in implementing this new requirement for improving drought and water shortage resiliency (Water Code §10609.60, subd. (e)).

Counties

SB 552 places the drought and water shortage planning responsibility on counties for state small water systems and domestic well communities within the county's jurisdiction (Table 2).

Note that SB 552's language allows for flexibility in how each county implements the new requirements. Plans and response arrangements could be developed by groundwater sustainability agencies that cover the county, in which case the county would need to also formally recognize its agreement and adoption or deference to these plans as part of its compliance with SB 552.

County Drought and Water Shortage Task Force

By January 1, 2022, each county must establish a standing county drought and water shortage task force to facilitate drought and water shortage preparedness for state smalls and domestic wells within the county's jurisdiction (Water Code §10609.70, subd. (a)). Counties must solicit task-force membership from representatives of state and other local governments, including groundwater sustainability agencies (GSAs), community-based organizations, local water suppliers, and local residents.

As an alternative, a county may implement a different process that facilitates drought and water shortage preparedness for state smalls and domestic wells within the county's jurisdiction. The alternative process will provide opportunities for coordinating and communicating with the state and other local governments,

community-based organizations, local water suppliers, and local residents on a regular basis and during drought or water shortage emergencies.

County Drought and Water Shortage Risk Mitigation Plan (Water Code §10609.70)

A county will develop a plan that includes potential drought and water shortage risks and proposed interim and long-term solutions for state smalls and domestic wells within the county’s jurisdiction. The plan may be a stand-alone document or may be included as an element in an existing county plan, such as a local hazard mitigation plan, emergency operations plan, climate action plan, or general plan. The plan must include:

- Potential drought and water shortage risk
- Proposed interim and long-term solutions for state smalls and domestic wells in the county

The plan must consider the following, at a minimum (Water Code §10609.70. subd. (b)):

- Consolidations for existing water systems and domestic wells
- Domestic well drinking water mitigation programs
- Provision of emergency and interim drinking water solutions
- An analysis of the steps necessary to implement the plan
- An analysis of local, state, and federal funding sources available to implement the plan

State Government

SB 552 identifies responsibilities for both the State Water Board and DWR and directs both agencies to work closely together to implement their new roles (Table 3). These responsibilities are designed to support and foster the capacity of small water suppliers and counties to avoid and mitigate drought impacts, and to better prepare for and respond to water shortage occurrences.

Standing Interagency Drought and Water Shortage Task Force

SB 552 directs DWR, in collaboration with the State Water Board and other relevant state agencies, to establish a standing interagency drought and water shortage task force for the State. The purpose and scope of this task force is to facilitate proactive state planning and coordination, both for pre-drought planning and post-drought

emergency response; to develop strategies to enhance collaboration between various fields; and to develop these plans, responses, and strategies in a way that considers all types of water users. The task force membership must include representatives from local governments, community-based organizations, nonprofit technical assistance providers, the public, and experts in land use planning, water resilience, and water infrastructure (Water Code §10609.80., subd. (b)).

Support for Small Suppliers (Water Code §10609.60, subd. (d))

- No later than December 31, 2022, Department of Water Resources and the California State Water Resources Control Board (State Water Board) will create a template for an abridged water shortage contingency plan for small water suppliers serving 1,000-2,999 service connections, inclusive, and non-transient, non-community (NTNC) water systems that are schools in order to assist these entities.
- To the extent that funding is made available, the State Water Board will offer technical assistance to small water suppliers serving fewer than 1,000 service connections and NTNC water systems that are schools to improve drought and water shortage resiliency, including requirements related to the emergency notification or response plan.

Support for Counties

The State Water Board will work with counties, groundwater sustainability agencies, technical assistance providers, nonprofit organizations, community-based organizations, and the public to address state smalls and domestic well community drought and emergency water shortage resiliency needs, including both of the following at a minimum (Water Code §10609.70, subd. (c)):

- Proactive communication to domestic well communities before a drought occurs, such as information on local bottled water and water tank providers
- Funding for installation of basic drought and emergency water shortage resiliency infrastructure, such as well monitoring devices

Water Shortage Vulnerability Tool

SB 552 directs DWR, in partnership with the State Water Board and other state agencies, to maintain and update the drought and water shortage risk vulnerability tool (Water Code §10609.80, subd. (a)).

- 1) *Maintain, in partnership with the State Water Board and other relevant state agencies, the risk vulnerability tool developed as part of the County Drought*

Advisory Group process and continue to refine existing data and gather new data for the tool, including, but not limited to, data on all of the following:

- a) Small water suppliers and NTNC water systems serving a school.*
 - b) State small water systems and rural communities.*
 - c) Domestic wells and other self-supplied residents.*
- 2) Update the risk vulnerability tool for small water suppliers and rural communities periodically, by doing all of the following:*
- a) Revise the indicators and construction of the scoring as more data becomes readily available.*
 - b) Make existing and new data publicly available on the California Open Data internet web portal.*
 - c) In consultation with other relevant state agencies, identify deficits in data quality and availability and develop recommendations to address these gaps (Water Code §10609.80, subd. (a)).*

The CDAG identified over 20 factors to estimate the vulnerability of small water suppliers, domestic wells, and state smalls. DWR will update the scoring and tool as new data becomes available and as the State's understanding of water shortage vulnerabilities evolves. Periodic data updates and new datasets are to be made readily available, including the environmental conditions that affect water shortage vulnerability (i.e., groundwater conditions and climate change projections to name a few), population characteristics that affect social vulnerability, and organizational set-up of water suppliers. DWR will continue to make the data updates publicly available through the California Natural Resources Open Data portal (<https://data.cnra.ca.gov/>), and as an interactive dashboard tool to allow the public to access and explore the data for use in planning, as relevant. This work will be updated in coordination with the Safe and Affordable Funding for Equity and Resilience Program Needs Assessment conducted by the State Water Board.

Table 1. Summary of Small Water Supplier Requirements for Implementation of Senate Bill 552

Task	Summary of Requirement	Community Water Systems 1,000-2,999 Connections	Community Water Systems 15-999 Connections	NTNC Water Systems That Are Schools	Water Code Section
1	Drought Resiliency Measures	Yes	Yes	Yes	10609.62 (a-f)
2	Abridged Water Shortage Contingency Plan	Yes	No	Yes	10609.60 (a)
3	Drought Element added to Emergency Notification or Response Plan	No	Yes	No	10609.60 (b)
4	Annual reporting of water supply condition information to the State Water Board	Yes	Yes	Yes	10609.61 (a)
5	Annual water demand reporting to the State Water Board	Yes	Yes	Yes	10609.61 (b)

Table 2. Summary of County Requirements for Implementation of Senate Bill 552

Task	Summary of Requirement	Timeline to Implement, If Any	Water Code Section
1	Establish a standing county drought and water shortage task force or alternative process that facilitates drought and water shortage preparedness for state small water systems and domestic wells.	January 1, 2022	10609.70 (a)
2	Assess potential drought and water shortage risk.	No mandated timeline	10609.70 (b)
3	Provide emergency and interim drinking water solutions in the county drought and water shortage risk mitigation plan (plan).	No mandated timeline	10609.70 (b)(3)
4	Consider consolidations for existing water systems and domestic wells in the plan.	No mandated timeline	10609.70 (b)(1)
5	Consider domestic well drinking water mitigation programs in the plan.	No mandated timeline	10609.70 (b)(2)
6	Consider an analysis of steps to implement the plan.	No mandated timeline	10609.70 (b)(4)
7	Consider an analysis of local, state, and federal funding sources available to implement the plan.	No mandated timeline	10609.70 (b)(5)

Table 3. Summary of State Agency Requirements for Implementation of Senate Bill 552

Task	Summary of Requirement	Lead Agency	Other Agencies Involved*	Timeline to Implement	Water Code Section
1	Water shortage contingency plan template	State Water Board, DWR	N/A	December 31, 2022	10609.60 (d)
2	Technical assistance for water suppliers with under 1,000 connections	State Water Board	DWR	Ongoing	10609.60 (e)
3	Water supply and program reporting	State Water Board	DWR	Annual; ongoing	10609.61
4	Technical assistance for counties to address systems with under 15 connections and domestic wells	State Water Board	DWR, Governor's Office of Emergency Services (CalOES), Governor's Office of Planning and Research (OPR)	No mandated timeline	10609.70
5	Water shortage vulnerability tool	DWR	State Water Board and other state agencies	Periodically update, no mandated timeline	10609.80 (a)
6	Interagency drought and water shortage task force	DWR	State Water Board, OPR, Department of Fish and Wildlife, CalOES, Department of Food and Agriculture, Tribal representatives, federal agencies, local governments, community-based organizations, others	No mandated timeline	10609.80 (b)

*Participation not necessarily specified in law

Abridged WSCP for Public Water Systems Between 1000 - 2999 Connections

Instructions: The following form is a template of a water shortage contingency plan (hereafter referred to as the Plan) for a retail public water supplier (hereafter referred to as water supplier). Not all items may apply to your system or situation. **This template is optional and is supplied for your convenience as a template example. Mandatory elements are specified in Section 10609.60 of Water Code.** Consult with your district office or primacy agency as to the relevance of this template for your situation.



Company Logo (*if desired*)

Water4All Mobile Home Park (MHP)
(*Name of Utility*)

2000 Water Road, Sacramento, CA 95813
(*Address, City, Zip Code*)

CA0000002
(*PWS #*)

January 1, 2023
(*Plan Effectiveness Date*)

Table of Contents

Section I: Declaration of Policy, Purpose, and Intent.....	3
Section II: Public Involvement.....	3
Section III: Public Education.....	3
Section IV: Coordination with Regional Water Planning Groups	3
Section V: Authorization	4
Section VI: Application	4
Section VII: Definitions	4
Section IX - Drought Response Triggers.....	7
Stage 1 Triggers -- Water Shortage WATCH Conditions	7
Stage 2 Triggers -- Water Shortage WARNING Conditions.....	8
Stage 3 Triggers -- ACUTE Water Shortage Conditions.....	8
Stage 4 Triggers -- CRITICAL Water Shortage Conditions.....	8
Stage 5 Triggers -- EMERGENCY Water Shortage Conditions	9
Stage 6 Triggers -- CATASTROPHIC Water Shortage Conditions	9
Section X: Drought Response Stages	10
Stage 1 Response -- Water Shortage WATCH Conditions.....	11
Stage 3 Response -- EMERGENCY Water Shortage Conditions.....	14
Stage 4 Response -- CRITICAL Water Shortage Conditions	15
Stage 5 Response -- EMERGENCY Water Shortage Conditions	16
Stage 6 Response -- CATASTROPHIC Water Shortage Conditions	17
Optional Response -- Water Allocation.....	17
Section XI: Enforcement	19
Section XII: Variances	20

Section I: Declaration of Policy, Purpose, and Intent

In order to conserve the available water supply and protect the integrity of public water system (PWS) supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the [Water4All MHP](#) (*name of your water supplier*) hereby adopts the following regulations and restrictions on the delivery and consumption of water through an ordinance/or resolution.

Water uses regulated or prohibited under this Water Shortage Contingency Plan (the Plan) are considered to be non-essential. Continuation of such uses during times of water shortage or other emergency water supply condition are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section XI of the Plan.

Section II: Public Involvement

Opportunity for the public to provide input into the preparation of the Plan was provided by the [Water4All MHP](#) (*name of your water supplier*) by means of [hard copy mailers and emails notifying the public of the opportunity for public input at a public meeting that occurred December 1, 2022](#) (*describe methods used to inform the public about the preparation of the plan and provide opportunities for input; for example, scheduling and providing public notice of a public meeting to accept input on the Plan*).

Section III: Public Education

The [Water4All MHP](#) (*name of your water supplier*) will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of [hard copy mailers, emails, press release dated December 1, 2022, and a public meeting that occurred December 1, 2022](#) (*describe methods to be used to provide information to the public about the Plan; for example, public events, press releases or utility bill inserts*).

Section IV: Coordination with Regional Water Planning Groups

The service area of the [Water4All MHP](#) (*name of your water supplier*) is located within the [Sacramento River Basin](#) (*name of regional water planning area or areas*) and [Water4All MHP](#) (*name of your water supplier*) has provided a copy of this Plan to [the Sacramento County LPA, Sacramento Regional Water Quality Control Board, and DDW District Office, etc.](#) (*name of your regional water planning group or groups*).

Section V: Authorization

The [property manager](#) (*designated official; for example, the mayor, city manager, utility director, general manager, etc.*), or his/her designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The [property manager](#) (*designated official*), or his/her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

Section VI: Application

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the [Water4All MHP](#) (*name of your water supplier*). The terms “person” and “customer” as used in the Plan may include individuals, corporations, partnerships, associations, and all other legal entities.

Section VII: Definitions

For the purposes of this Plan, the following definitions shall apply:

Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as schools, hospitals, clinics, retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by your water supplier

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use: water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, rights-of-way and medians.

Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection;
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street;
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;
- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than firefighting.

Odd numbered address: street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

Section VIII: Criteria for Initiation and Termination of Drought Response Stages

The [property manager](#) (*designated official*), or his/her designee, shall monitor water supply and/or demand conditions on a [monthly](#) (*monitoring schedule: daily, weekly, monthly*) basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified “triggers” are reached.

The triggering criteria described below are based on: [projected strain on well capacity limits and source vulnerabilities based on current / projected drought conditions, well water level conditions, and/or elected official announcement \(e.g., Governor E.O.\)](#).

(Provide a brief description of the rationale for the triggering criteria. Are triggering criteria and trigger stages based on a statistical analysis of the vulnerability of the water source under drought of record conditions, or based on known system capacity limits? Are there actions to be taken in the event of an elected official announcement regarding water conservation?).

This table summarizes each water shortage stages as well as PWS-specified triggers, and response actions. Additional information for each response action and communication action can also be provided if desired in subsequent pages.

Response Stage	Shortage Range	Trigger	Response Action	Termination Action
Stage 1 WATCH	Up to 10%	<i>e.g., projected lack of normal regional rain patterns</i>	<i>e.g., initiate conversations with the water operator about current water usage levels</i>	<i>e.g., normal rain patterns</i>
Stage 2 WARNING	Up to 20%	<i>e.g., TBD; elected official declaration</i>	<i>e.g., initiate preventative best management practices and water level monitoring</i>	<i>e.g., normal rain patterns; elected official declaration</i>
Stage 3 ACUTE	Up to 30%	<i>e.g., county drought declaration</i>	<i>e.g., limit irrigation by 30%, or as required by law; intensive water conservation efforts</i>	<i>e.g., end of county drought declaration</i>
Stage 4 CRITICAL	Up to 40%	<i>e.g., well levels decreased by 30%</i>	<i>e.g., limit irrigation by 70%, or as required by law; intensive water conservation efforts</i>	<i>e.g., increase in well level depth by 40%</i>
Stage 5 EMERGENCY	Up to 50%	<i>e.g., well levels decreased by 60%</i>	<i>e.g., no irrigation, prepare for hauled water/bottled water delivery, if necessary</i>	<i>e.g., increase in well level depth by 70%</i>
Stage 6 CATASTROPHIC WATER LOSS	> 50%	<i>Pump failure, water outage, critically low water pressure, etc.</i>	<i>Shut-off irrigation. Contact operator immediately. Determine if water supply is adequate for drinking and sanitation needs.</i>	<i>Normal water pressure resumed.</i>

Note: The full six (6) Stages may not be applicable to your water supplier. Please maintain the 1-6 numbering format to be consistent with the State-standard water shortage response language. (i.e., do not change Stage 6 even if your WSCP only has 3 stages). Key Stages to include are Stages 1, 2, and 6; tailor as applicable.

Section IX - Drought Response Triggers

Stage 1 Triggers -- Water Shortage WATCH Conditions

Requirements for initiation

Customers shall be requested to voluntarily conserve water and adhere to the prescribed restrictions on certain water uses, defined in Section VII-Definitions, when

(Describe triggering criteria; see examples below).

Following are examples of the types of triggering criteria that might be used in one or more successive stages of a water shortage contingency plan. One or a combination of such criteria must be defined for each drought response stage, but usually not all will apply. Select those appropriate to your system:

Example 1: Annually, beginning on May 1 through September 30.

Example 2: When the water supply available to the water supplier is equal to or less than ____ (acre-feet, % of storage, etc.).

Example 3: When, pursuant to requirements specified in the _____ (name of your water supplier) wholesale water purchase contract with _____ (name of your wholesale water supplier), notification is received requesting initiation of Stage 1 of the Plan.

Example 4: When flows in the _____ (name of stream or river) are equal to or less than ____ cubic feet per second.

Example 5: When the static water level in the _____ (name of your water supplier) well(s) is equal to or less than ____ feet above/below mean sea level.

Example 6: When the specific capacity of the _____ (name of your water supplier) well(s) is equal to or less than ____ percent of the well's original specific capacity.

Example 7: When total daily water demand equals or exceeds ____ million gallons for __ consecutive days or __ million gallons on a single day (e.g., based on the "safe" operating capacity of water supply facilities).

Note: The public water supplier may devise other triggering criteria tailored to its system.

Requirements for termination

Stage 1 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of ____ (e.g., 3) consecutive days.

Stage 2 Triggers -- Water Shortage WARNING Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section IX of this Plan when _____ (describe triggering criteria; see examples in Stage 1).

Requirements for termination

Stage 2 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of ____ (e.g., 3) consecutive days. Upon termination of Stage 2, Stage 1 becomes operative.

Stage 3 Triggers – ACUTE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 of this Plan when _____ (describe triggering criteria; see examples in Stage 1).

Requirements for termination

Stage 3 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of ____ (e.g., 3) consecutive days. Upon termination of Stage 3, Stage 2 becomes operative.

Stage 4 Triggers -- CRITICAL Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 of this Plan when _____ (describe triggering criteria; see examples in Stage 1).

Requirements for termination

Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of ____ (e.g., 3) consecutive days. Upon termination of Stage 4, Stage 3 becomes operative.

Stage 5 Triggers -- EMERGENCY Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 5 of this Plan when _____
(describe triggering criteria; see examples in Stage 1).

Requirements for termination

Stage 5 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of ____ (e.g., 3) consecutive days. Upon termination of Stage 5, Stage 4 becomes operative.

Stage 6 Triggers – CATASTROPHIC Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 of this Plan when _____
(describe triggering criteria; i.e., complete water loss, critically low water pressure, severe well contamination that is hazardous to human health, infrastructure failure, etc.).

Requirements for termination

Stage 6 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of ____ (e.g., 3) consecutive days. Upon termination of Stage 6, Stage 5 becomes operative.

Section X: Drought Response Stages

The property manager (*designated official*), or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section VIII of this Plan, shall determine if a water shortage condition exists and the severity of any such water shortage conditions (e.g., 1-Watch, 2-Warning, 3-Acute, 4-Critical, 5-Emergency, 6-Catastrophic Water Loss), and shall implement the following notification procedures accordingly:

Notification

Notification of the Public:

The property manager (*designated official*), or his/her designee, shall notify the public by means of:

Examples:

- publication in a newspaper of general circulation,
- direct mail to each customer,
- public service announcements

Additional Notification:

The property manager (*designated official*), or his/ her designee, shall notify directly, or cause to be notified directly, the following individuals and entities:

Examples:

- State Water Resources Control Board or County LPA (Environmental Health Dept)
- Mayor / Chairman and members of the City Council / Utility Board
- Fire Chief(s)
- City and/or County Emergency Management Coordinator(s)
- County Judge & Commissioner(s)
- State Disaster District / Department of Public Safety
- Major water users
- Critical water users, e.g., hospitals
- Parks / street superintendents & public facilities managers

Note: *The Plan should specify direct notice only as appropriate to respective Response Stages (i.e., direct notice at Response Stage 1 may not be appropriate whereas direct notice at Response Stage 6 would be considered absolutely necessary.)*

Stage 1 Response -- Water Shortage WATCH Conditions

Target: Achieve a voluntary **10%** percent reduction in **total water usage** (e.g., total water use, daily water demand, etc.).

Best Management Practices for Supply Management:

(Describe additional measures, if any, to be implemented directly by your water supplier to manage limited water supplies and/or reduce water demand. Examples include: discontinued flushing of water mains, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.)

Voluntary Water Use Restrictions for Reducing Demand:

Examples:

- (a) Water customers are requested to voluntarily limit the irrigation of landscaped areas to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Saturdays and Wednesdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and to irrigate landscapes only between the hours of midnight and 10:00 a.m. and 8:00 p.m. to midnight on designated watering days.
- (b) All operations of the _____ (*name of your water supplier*) shall adhere to water use restrictions prescribed for Stage 2 of the Plan.
- (c) Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes.

Stage 2 Response -- Water Shortage WARNING Conditions

Target: Achieve a **20%** percent reduction in **total water usage** (e.g., total water use, daily water demand, etc.).

Best Management Practices for Supply Management:

(Describe additional measures, if any, to be implemented directly by your water supplier to manage limited water supplies and/or reduce water demand. Examples include: discontinued flushing of water mains, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.)

Water Use Restrictions for Demand Reduction:

Under threat of penalty for violation, the following water use restrictions shall apply to all persons:

Examples:

- (a) Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Saturdays and Wednesdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and irrigation of landscaped areas is further limited to the hours of 12:00 midnight until 10:00 a.m. and between 8:00 p.m. and 12:00 midnight on designated watering days. However, irrigation of landscaped areas is permitted at any time if it is by means of a hand-held hose, a faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
- (c) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic

purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.

- (e) Use of water from hydrants shall be limited to firefighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the _____ (*name of your water supplier*).
- (f) Use of water for the irrigation of golf course greens, tees, and fairways is prohibited except on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight. However, if the golf course utilizes a water source other than that provided by the _____ (*name of your water supplier*), the facility shall not be subject to these regulations.
- (g) All restaurants are prohibited from serving water to patrons except upon request of the patron.
- (h) The following uses of water are defined as non-essential and are prohibited:
 - 1. washdown of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
 - 2. use of water to wash down buildings or structures for purposes other than immediate fire protection;
 - 3. use of water for dust control;
 - 4. flushing gutters or permitting water to run or accumulate in any gutter or street; and
 - 5. failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

Stage 3 Response -- EMERGENCY Water Shortage Conditions

Target: Achieve a **30%** percent reduction in **total water usage** (e.g., total water use, daily water demand, etc.).

Best Management Practices for Supply Management:

(Describe additional measures, if any, to be implemented directly by your water supplier to manage limited water supplies and/or reduce water demand. Examples include: discontinued flushing of water mains, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.)

Water Use Restrictions for Demand Reduction:

All requirements of Stage 2 shall remain in effect during Stage 3 except:

Examples:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, drip irrigation, or permanently installed automatic sprinkler system only. The use of hose-end sprinklers is prohibited at all times.
- (b) The watering of golf course tees is prohibited unless the golf course utilizes a water source other than that provided by the _____
(name of your water supplier).
- (c) The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.

Stage 4 Response -- CRITICAL Water Shortage Conditions

Target: Achieve a **40%** percent reduction in **total water usage** (e.g., total water use, daily water demand, etc.).

Best Management Practices for Supply Management:

(Describe additional measures, if any, to be implemented directly by your water supplier to manage limited water supplies and/or reduce water demand. Examples include: discontinued flushing of water mains, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.)

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2 and 3 shall remain in effect during Stage 4 except:

Examples:

- (a) Irrigation of landscaped areas shall be limited to designated watering days between the hours of 6:00 a.m. and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, or drip irrigation only. The use of hose-end sprinklers or permanently installed automatic sprinkler systems are prohibited at all times.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety, and welfare is prohibited. Further, such vehicle washing at commercial car washes and commercial service stations shall occur only between the hours of 6:00 a.m. and 10:00 a.m. and between 6:00 p.m. and 10 p.m.
- (c) The filling, refilling, or adding of water to swimming pools, wading pools, and Jacuzzi-type pools is prohibited.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.

Stage 5 Response – EMERGENCY Water Shortage Conditions

Target: Achieve a 50% percent reduction in total water usage (e.g., total water use, daily water demand, etc.).

Best Management Practices for Supply Management:

(Describe additional measures, if any, to be implemented directly by your water supplier to manage limited water supplies and/or reduce water demand. Examples include: discontinued flushing of water mains, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.)

Water Use Restrictions for Reducing Demand:

All requirements of Stage 4 shall remain in effect during Stage 5 except:

Examples:

- (a) Standard irrigation of landscaped areas shall be prohibited. Watering shall be by means of limited use of hand-held hoses, hand-held buckets, or drip irrigation only. The use of hose-end sprinklers or permanently installed automatic sprinkler systems are prohibited at all times.
- (b) Additional commercial water restrictions (e.g., vehicle washing at commercial car washes and commercial service stations).
- (c) Additional penalties for unresolved leaks (e.g., sprinkler leaks, pipe leaks)

Stage 6 Response -- CATASTROPHIC Water Shortage Conditions

Target: Achieve a **greater than 50%** percent reduction in **total water usage** (e.g., total water use, daily water demand, etc.).

Best Management Practices for Supply Management:

(Describe additional measures, if any, to be implemented directly by your water supplier to manage limited water supplies and/or reduce water demand. Examples include: discontinued flushing of water mains, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.)

Water Use Restrictions for Reducing Demand:

All requirements of Stage 5 shall remain in effect during Stage 6 except:

Examples:

- (a) Irrigation or watering landscape is prohibited
- (b) Determine if water supply is adequate for drinking and sanitation needs and implement water hauling or other potable water delivery as possible

Optional Response – Water Allocation

(Select the most relevant allocation plan for your water supplier and remove non-applicable allocation plans. In this example, the Single-Family Residential Customers allocation plan would be applicable to the Water4All MHP.)

In the event that water shortage conditions threaten public health, safety, and welfare, the property manager (*designated official*) is hereby authorized to allocate water according to the following water allocation plan:

Single-Family Residential Customers

The allocation to residential water customers residing in a single-family dwelling shall be as follows:

Persons per Household	Gallons per Month
1 or 2	6,000
3 or 4	7,000
5 or 6	8,000
7 or 8	9,000
9 or 10	10,000
11 or more	12,000

“Household” means the residential premises served by the customer’s meter.

Master-Metered Multi-Family Residential Customers

The allocation to residential water customers billed from a master meter which jointly measures water to multiple permanent residential dwelling units (e.g., *apartments, mobile homes, etc.*) shall be allocated as follows:

Master-Metered Dwelling Units	Gallons per Month per Unit
2	6,000

Commercial Customers

A monthly water allocation shall be established by the [property manager](#) (*designated official*), or his/her designee, for each nonresidential, non-industrial commercial water customer who uses water for processing purposes. The allocation to nonresidential, non-industrial commercial water customers shall be as follows: (e.g., *percentage of customers' water usage in past 12 billing months*)

Industrial Customers

A monthly water allocation shall be established by the [property manager](#) (*designated official*), or his/her designee, for each industrial customer, which uses water for processing purposes. The allocation to industrial water customers shall be as follows: (e.g., *percentage of customers' water usage in past 12 billing months*)

Section XI: Enforcement

- (a) No person shall knowingly or intentionally allow the use of water from the [Water4All MHP](#) (*name of your water supplier*) for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by [property manager](#) (*designated official*), or his/her designee, in accordance with provisions of this Plan.
- (b) Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is in repeated violation of this Plan, the [property manager](#) (*designated official*) shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a re-connection charge, hereby established at \$[200](#) (*charge/fee for re-connection set by your water supplier*), and any other costs incurred by the [Water4All MHP](#) (*name of your water supplier*) in discontinuing service. In addition, suitable assurance must be given by the [connected site property manager](#) (*connected site designated official*) that the same action shall not be repeated while the Plan is in effect.
- (c) Any person, including a person classified as a water customer of the [Water4All MHP](#) (*name of your water supplier*), in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation.

Section XII: Variances

The [property manager](#) (*designated official*), or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with the [Water4All MHP](#) (*name of your water supplier*) within 5 days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the [property manager](#) (*designated official*), or his/her designee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Other pertinent information.

Appendix 2
Proposed Water Shortage Contingency Plan
Components for Small Water Systems
Serving 1,000 to 2,999 Service Connections

Prepared for

County Drought Advisory Group Process as Partial Fulfillment of
Assembly Bill 1668

By

California Department of Water Resources

Water Use Efficiency Branch

March 2021

Part 1: Appendix 2
WSCP Components for Small Water Systems

This appendix contains recommended components of a water shortage contingency plan for small water suppliers. The appendix is part of the report *Small Water Systems and Rural Communities Drought and Water Shortage Contingency Planning and Risk Assessment, Part I – Recommendations for Drought and Water Shortage Contingency Plans*. The report is submitted pursuant to California Water Code (CWC) Section 10609.42, which directs the California Department of Water Resources (DWR) to identify small water suppliers and rural communities that may be at risk of drought and water shortage vulnerability, and to propose recommendations and provide information in support of improving their drought preparedness.

The table included in this appendix contains the basic planning components recommended for small water suppliers' water shortage contingency plans (WSCP), related to Recommendation S3 in the report.

Recommendation S3: All small community water systems serving 1,000 to 2,999 service connections should be required to develop an abridged drought and water shortage contingency plan and coordinate with groundwater sustainability agencies, where applicable.

The proposed WSCP elements for small water suppliers are consistent with the 2019 American Water Works Association M60 Manual (Drought Preparedness and Response).

**Proposed Water Shortage Contingency Plan Components for
Small Water Systems**

Water Shortage Contingency Plan (WSCP) Component (American Water Works Association M60, 2019)	Examples of Elements Department of Water Resources (DWR) Suggests as Required Items
<p>Step 1. Form a Water Shortage Response Team</p> <p>Select the Water Shortage Response Team</p> <p>Set Priorities</p> <p>Establish Schedules and Maintain Momentum</p> <p>Coordination, Cooperation, and Communications</p>	<p>Identify responsible staff for coordinating with Regional Water Planning Groups and drought task force.</p> <p>Identify potential events that may cause emergencies. Identify contractors you will need.</p> <p>What are your goals/objectives for managing drought-related problems and involving the public?</p> <p>Annually report progress and schedule.</p> <p>Emergency notification and effective communication; chain of command with lines of authority, and emergency contact information; coordinate with county/regional planning on drought response.</p>
<p>Step 2. Forecast Supply in Relation to Demand</p> <p>Data Collection</p> <p>Data Analysis</p> <p>Is There a Predicted Shortage?</p> <p>Catastrophic Supply Interruptions</p>	<p>Summary inventory of water supply and demand, water system background (sources), and describe what indicates drought conditions for your system.</p> <p>Document previous water shortage conditions, drought scenarios, and annual monthly usage.</p> <p>Document your anticipated drought-related problems and thought process to determine if a water shortage is imminent.</p> <p>Develop response actions for specific events (wildfire actions should be included).</p> <p>Document highest stage-minimum usage and connection moratorium.</p>

Part 1: Appendix 2
WSCP Components for Small Water Systems

Water Shortage Contingency Plan (WSCP) Component (American Water Works Association M60, 2019)	Examples of Elements Department of Water Resources (DWR) Suggests as Required Items
<p>Step 3. Balance Supply and Demand and Assess Mitigation Options</p> <p>Supply Augmentation Methods</p> <p>Demand-Reduction Methods</p>	<p>Assess supply and demand, mitigation measures, and assessments. Determine long-term mitigation measures: alternative water sources and improvements in supply.</p> <p>Determine how to balance supply and demand.</p>
<p>Step 4. Establish Triggering Levels</p> <p>Trigger Mechanisms</p>	<p>Set drought response triggers.</p>
<p>Step 5. Develop a Staged Demand-Reduction Program</p> <p>Criteria for Demand Reduction During a Water Shortage</p> <p>Establish Stages</p> <p>Measures</p> <p>Manage Customer Expectations</p>	<p>Identify criteria for initiation and termination of drought stages. Criteria for triggers. Triggers should be set at 10%, 25%, and 50% shortage levels.</p> <p>Establish drought response stages.</p> <p>Develop response actions.</p> <p>Identify variances to water use restrictions.</p>
<p>Step 6. Adopt the Plan</p> <p>Involve the Community</p> <p>Prepare the Community</p> <p>Prepare a Revenue Program</p> <p>Formalize Cooperation with Local Agencies in the Region</p> <p>Review and Finalize the Plan</p>	<p>Declaration of policy, purpose, and intent. Develop public involvement and outreach plan.</p> <p>Revenue and expenditure analysis and urgency ordinance for surcharges.</p>

Part 1: Appendix 2
WSCP Components for Small Water Systems

Water Shortage Contingency Plan (WSCP) Component (American Water Works Association M60, 2019)	Examples of Elements Department of Water Resources (DWR) Suggests as Required Items
<p>Step 7. Implement the Plan</p> <p>Essential Elements of Implementing a Water Shortage Plan</p> <p>Shortage Plan</p> <p>Public Information and Media Program</p> <p>Drought Recovery and Water-Shortage Plan Termination</p>	<p>Mechanism for determining actual water use reductions.</p> <p>Completed public involvement and outreach plan.</p> <p>Returning to normal operation: criteria for initiating and termination of drought response stages.</p>