

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

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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>

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<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>

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<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>