

Appendix 5  
Proposed Draft Water Shortage Contingency Plan  
Components for Small Water System Serving  
1,000 to 2,999 Service Connections

(Organized by AWWA M60 Manual Suggested Steps)

*Prepared for*

County Drought Advisory Group process  
as partial fulfillment of Assembly Bill 1668

*By*

California Department of Water Resources

California Department of Water Resources  
Water Use Efficiency Branch

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

<b>WSCP Component (AWWA M60, 2019)</b>	<b>Examples of CDAG Required Items</b>
<p><b>Step 1 Form a Water Shortage Response Team</b></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, drought task force.</p> <p>Identify events cause emergencies and contractors you will need. What are your goals/objectives for managing drought related problems and involve the public?</p> <p>Annually report progress and schedule</p> <p>Emergency Notification &amp; Effective Communication, Chain of Command – Lines of Authority, Emergency Contact info. Coordinate with county/regional planning</p>
<p><b>Step 2. Forecast Supply in Relation to Demand</b></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), Describe what indicates drought conditions for your system</p> <p>Document previous water shortage conditions, drought scenarios, annual monthly usage</p> <p>Document your anticipated drought related problems and thought process to determine if a water shortage is imminent.</p> <p>Response Actions for Specific Events (Fire actions should be included). Document highest stage-minimum usage and connection moratorium</p>

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<b>WSCP Component (AWWA M60, 2019)</b>	<b>Examples of CDAG Required Items</b>
<p><b>Step 3. Balance Supply and Demand and Assess Mitigation Options</b></p> <p>Supply Augmentation Methods</p> <p>Demand-Reduction Methods</p>	<p>Assess Supply &amp; Demand, Mitigation Measures &amp; Assessment Determine Long term mitigation measures- alternative water sources, improvements in supply</p> <p>Determine how to balance Supply and Demand</p>
<p><b>Step 4. Establish Triggering Levels</b></p> <p>Trigger Mechanisms</p>	<p>Drought Response Triggers</p>
<p><b>Step 5. Develop a Staged Demand-Reduction Program</b></p> <p>Criteria for Demand Reduction During a Water Shortage</p> <p>Establish Stages</p> <p>Measures</p> <p>Manages Customer Expectations</p>	<p>Criteria for Initiation and Termination of Drought Stages. Criteria for triggers. Triggers should be set at 10%, 25%, and 50%.</p> <p>Drought Response Stages</p> <p>Response actions</p> <p>Variations</p>
<p><b>Step 6. Adopt the Plan</b></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. Public involvement and outreach plan.</p> <p>Revenue &amp; expenditure analysis, Urgency ordinance for surcharges</p>

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<p><b>Step 7. Implement the Plan</b></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>Public involvement and outreach plan</p> <p>Returning to Normal Operation, Criteria for Initiating and termination of drought response stages</p>

