

SAVE WATER. SAVE CALIFORNIA.

DRAFT

Water Supply Contingency Plan

for

**Westwood Community
Services District**

Westwood, CA 96137

Public Water System CA #181002

April 2023

Job No. 3007.02

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ATTACHMENTS

- A Emergency/Disaster Response Plan

Section I: Declaration of Policy, Purpose, and Intent

In order to conserve the available water supply and protect the integrity of water supply facilities with particular regard for domestic water use, sanitation, and fire protection to protect and preserve public health, welfare, and safety and to minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the Westwood Community Services District (WCSD) hereby adopts the following regulations and restrictions on the delivery and consumption of water through this Water Shortage Contingency Plan (Plan).

Water uses regulated or prohibited under this Plan are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply condition are deemed to constitute a waste of water subjecting 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 WCSD by means of advertisement on the WCSD website and announced during Board meetings. Final adoption of the Plan occurred at a properly noticed Board meeting on _____.

Section III: Public Education

WCSD will regularly 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, including but not limited to the value of water, sources of water being used, and methods and opportunities for conservation. Detailed information on public education is provided in Section X of the Plan.

Section IV: Coordination with Regional Water Planning Groups

The service area of the WCSD is not located within a Groundwater Sustainability Agency (GSA). The nearest managed GSA is Big Valley GSA, approximately 95 miles to the north of WCSD. Chester Public Utility District, Clear Creek CSD, and Lassen County Planning and Building Services were notified of the preparation of this Plan.

Section V: Authorization

The WCSD General Manager, or 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 General Manager, or 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 properties utilizing water provided by WCSD. 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.

Base year: Average flows measure during a non-drought year.

Commercial and institutional water use: water use that 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 WCSD.

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, and 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:

- irrigation of landscape areas, including parks, athletic fields, and golf courses except as otherwise provided for under the Plan;
- use of water to wash any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle;
- use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- use of water to wash down buildings or structures for purposes other than immediate fire protection;
- flushing gutters or permitting water to run or accumulate in any gutter or street;
- use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
- use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;

- failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- use of water from hydrants for construction purposes or any other purposes other than firefighting or hauling water for a domestic water use.

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

Overflow: flow exiting a springhouse as measured by overflow weir.

Section VIII: Summary of Drought Response Stages and Response Actions

The General Manager, or designee, shall monitor water supply and/or demand conditions on a 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 and termination criteria described in subsequent sections of this document are based on:

- Spring source production capacities relative to system demands.
- Projected drought conditions on Department of Water Resources (DWR) California Water Watch Tool (<https://cww.water.ca.gov>).
- County, State, or Federal Drought Emergency Orders.
- Emergencies such as fire, earthquake, etc. resulting in potential water outages.

The response actions described in subsequent sections of this document are based on the following general precepts:

- Conservation techniques employed include progressively implementing stricter water use policies primarily focused on outdoor irrigation and increasingly restrictive water use in business functions. In natural disaster-type scenarios, water supplies are limited based on a per capita per day scenario.
- Notification of the public is performed in a variety of ways to ensure drought messaging is received by the residents. Depending on the severity of the drought stage, this may include messages on WCSD’s website and social media to house-to-house outreach services performed with community service groups. Whenever possible, messages will be provided.
- WCSD will coordinate with Lassen County Environmental Health and State Water Board’s Division of Drinking Water. In the event of severe water shortages, WCSD will also coordinate with Lassen County Public Health to support county-registered vulnerable persons, County Offices of Emergency Services (OES), CalWARN, community partners, and critical users.

Section IX: Drought Response Triggers

The drought response triggers and terminations, discussed below, provide details on when varying levels of drought responses, further discussed in Section X, will be implemented and then subsequently terminated. WCSD may choose to make modifications to the triggers and terminations depending on real-time scenarios; however, these response triggers stand in the absence of other Board decisions.

Stage 1 Triggers – WATCH Water Shortage Conditions

Requirements for Initiation

Customers shall be required to comply with the restrictions on certain non-essential water uses provided in Section X of this Plan when available overflow capacity is less than 10% of normal base year, the DWR Water Watch drought map¹ shows moderate drought conditions in our zip code, WCSD initiates voluntary conservation measures, or WCSD Directors propose basin-wide voluntary conservation measures.

Requirements for Termination

Stage 1 of the Plan may be rescinded when conditions listed as triggering events have ceased to exist for a period of ten consecutive days or as deemed appropriate by the General Manager.

Stage 2 Triggers – WARNING Water Shortage Conditions

Requirements for Initiation

Customers shall be required to comply with the restrictions on certain non-essential water uses provided in Section X of this Plan when overflow capacity is less than 20% of normal base year, WCSD initiates Stage 2 drought response measures, WCSD Directors recommend Stage 2 drought response measures, or the DWR Water Watch drought map shows severe drought conditions in our zip code.

Requirements for Termination

Stage 2 of the Plan may be rescinded when conditions listed as triggering events have ceased to exist for a period of ten consecutive days or as deemed appropriate by the General Manager. Upon termination of Stage 2, Stage 1 becomes operative unless otherwise specified.

Stage 3 Triggers – ACUTE Water Shortage Conditions

Requirements for Initiation

Customers shall be required to comply with the restrictions on certain non-essential water uses provided in Section X of this Plan when available flow capacity is less than 30% of normal base year, WCSD initiates Stage 3 drought response measures, WCSD Directors recommend Stage 3 drought response measures, or DWR's California Water Watch drought maps shows extreme drought conditions in our zip code.

Requirements for Termination

Stage 3 of the Plan may be rescinded when all triggering events have ceased to exist for a period of 20 consecutive days or as deemed appropriate by the General Manager. Upon termination of Stage 3, Stage 2 becomes operative unless otherwise specified.

¹ <https://cww.water.ca.gov/>

Stage 4 Triggers – CRITICAL Water Shortage Conditions

Requirements for Initiation

Customers shall be required to comply with the restrictions on certain non-essential water uses provided in Section X of this Plan when available overflow capacity is less than 40% of base year, WCSD initiates Stage 4 drought response measures, WCSD Directors recommend Stage 4 drought response measures, or a County, State, or Federal Drought Emergency is declared.

Requirements for Termination

Stage 4 of the Plan may be rescinded when triggering events have ceased to exist for a period of 20 consecutive days or as deemed appropriate by the General Manager. Upon termination of Stage 4, Stage 3 becomes operative unless otherwise specified.

Stage 5 Triggers – EMERGENCY Water Shortage Conditions

Requirements for Initiation

Customers shall be required to comply with the restrictions on certain non-essential water uses provided in Section X of this Plan when available overflow capacity is less than 50% of normal base year, WCSD initiates Stage 5 drought response measures, or WCSD Directors recommend Stage 5 drought response measures.

Requirements for Termination

Stage 5 of the Plan may be rescinded when all triggering events have ceased to exist for a period of 30 consecutive days or as deemed appropriate by the General Manager. Upon termination of Stage 5, Stage 4 becomes operative unless otherwise specified.

Stage 6 Triggers – CATASTROPHIC Water Shortage Conditions

Requirements for Initiation

Customers shall be required to comply with the restrictions on certain non-essential water uses provided in Section X of this Plan when available overflow capacity is less than 50% of normal base year, WCSD initiates Stage 6 drought response measures, or WCSD Directors recommend Stage 6 drought response measures. Triggers may also include earthquakes resulting in significant infrastructure damage, emergency conservation needed for fire protection, acts of sabotage, or other actual or threatened catastrophic water infrastructure failure as determined by the General Manager, or designee.

Requirements for Termination

Stage 6 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist and coordination with the health and safety authorities have indicated that the water source and distribution system are safe. Upon termination of Stage 6, Stage 5 becomes operative unless otherwise specified.

Section X: Drought Response Stages and Actions

The General Manager, or designee, shall monitor water supply and/or demand conditions on a monthly basis and, in accordance with the triggering criteria set forth in Section IX of this Plan, shall determine if a water shortage condition exists and the severity of any such water shortage

condition (e.g., 1-Watch, 2-Warning, 3-Acute, 4-Critical, 5-Emergency, 6-Catastrophic Water Shortage) and shall implement the following notification procedures accordingly:

Notification

Description of Customer Notification Methods:

The General Manager, or designee, shall notify the public by means of one of the following methods:

- Method 1: Notice on WCSD website and social media outlets
- Method 2: Notice in local newspaper, joint messaging with WCSD
- Method 3: Notice to local radio stations
- Method 4: Email to customer listing
- Method 5: Direct mail to each customer, in bill or flyer format
- Method 6: Personal phone calls to hospital, elder care facility, and school district
- Method 7: Door-to-door outreach in low-income, elderly communities, County-registered vulnerable residents, residences with high usage, and/or parts of the distribution system impacted by emergency
- Method 8: County Emergency Messaging text alert

Public Safety Contacts:

The General Manager, or designee, shall directly notify the individuals and entities listed in the Emergency/Disaster Response Plan (included in Attachment A) of restrictions and water shortages, as defined in the subsections below, as appropriate for each response stage.

Support Services Contacts:

The listing of support services that may be appropriate for a water shortage emergency are included in the Emergency/Disaster Response Plan in Attachment A.

Drought Response and Actions:

The General Manager shall monitor Stage 1 conservation and water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section IX shall determine that a water shortage condition exists and shall implement the following actions upon publication of notice on the WCSD website:

Stage 1 – WATCH Water Shortage Conditions (Voluntary Conservation Practices and Best Practices)

Goal: Eliminate wasteful practices in order to help preserve and protect our finite water resources. Widespread adherence to common sense voluntary conservation practices will eliminate or delay the requirement to initiate mandatory restrictions required under Stages 2 through 6 of the Plan.

Voluntary Landscape Watering Conservation Practices:

1. Landscape watering with hose-end sprinklers or automatic irrigation systems is strongly discouraged at all times except on the following days between the hours of midnight and 7:00 a.m. and again on the same day between the hours of 9:00 p.m. until midnight:
 - a. Customers whose street addresses end with an odd number should water only on Wednesday, Friday, and Sunday and only within the designated time period.

- b. Customers whose street addresses end with an even number should water only on Tuesday, Thursday, and Saturday and only within the designated time period.
2. **Best Management Practices.** Customers within the water service area should engage in the following best management practices:
 - a. Potable water should be applied to outdoor landscapes in a manner that does not cause runoff such that water flows onto adjacent property, non-irrigated areas, private and public sidewalks, roadways, parking lots, or structures.
 - b. Customer should not use a hose that dispenses potable water to wash a motor vehicle unless the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.
 - c. Potable water should not be applied to driveways and sidewalks for routine cleaning or debris removal. The use of a pressure washer to clean hard surfaces including driveways, sidewalks, and outdoor dining areas is permissible when such action is necessary to protect the public health and safety.
 - d. Potable water should not be used in a fountain or other decorative water feature, except where the water is part of a recirculating system.
 - e. Customers should not apply potable water to outdoor landscapes during and up to 48 hours after measurable rainfall.
 - f. The serving of drinking water, other than upon request, in eating or drinking establishments including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink is served is prohibited.
 - g. To promote water conservation, operators of hotels and motels should provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel should prominently display notice of this option in each bathroom using clear and easily understood language.
3. **Public Facilities:** Water service to landscape maintenance districts, parks, cemeteries, and other public facilities are encouraged to comply with the restrictions set forth in this Section.
4. **Construction Projects:** Water service for construction projects is encouraged to implement common sense water conservation practices.

Stage 2 – WARNING Water Shortage Conditions

Goal: Achieve a reduction in total monthly water demand by 20%. All Stage 1 voluntary best management practices are mandatory in Stage 2, plus the following:

1. Landscape watering by any means, including automatic irrigation systems, hose-end sprinklers, drip irrigation, hand-held hose, or bucket, is prohibited except on the following days between the hours of midnight and 7:00 a.m. and again on the same day between the hours of the hours of 9:00 p.m. until midnight:
 - a. Customers whose street addresses end with an odd number may water only on Wednesday, Friday, and Sunday and only within the permitted time period.
 - b. Customers whose street addresses end with an even number may water only on Tuesday, Thursday, and Saturday and only within the permitted time period.
2. **Public Facilities:** Water service to landscape maintenance districts, parks, cemeteries, and other public facilities shall comply with the restrictions set forth in Stage 1.
3. **Construction Projects:** Water service for construction projects shall be addressed on a case-by-case basis.

4. Penalty: Any customer in violation of Stage 2 requirements shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not timely corrected, any continued violation of mandatory Stage 2 requirements after the second notice and warning is provided shall be punishable by an administrative fine of **\$50** per day or per occurrence.

Stage 3 – ACUTE Water Shortage Conditions

Goal: Achieve a reduction such that the seven-day running average daily water demand is less than 30%.

1. All Stage 2 requirements apply plus the following:
 - a. Water Restrictions: Watering shall be kept to a maximum of 30 hours per week when utilizing a sprinkler system and 18 hours a week when utilizing drip and/or hand watering.
 - b. Enhanced Penalty: Any customer in violation of Stage 3 requirements shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not timely corrected, any continued violation of mandatory Stage 3 requirements after the second notice and warning is provided shall be punishable by an administrative fine of **\$100** per day or per occurrence.

Stage 4 – CRITICAL Water Shortage Conditions

Goal: Achieve a reduction such that the daily average water demand is less than 40%.

1. All Stage 3 requirements apply, plus the following:
 - a. Watering shall be kept to a maximum of 18 hours per week when utilizing a sprinkler system and 18 hours a week when utilizing drip and/or hand watering.
 - b. The following uses of water are prohibited:
 - i. Operation of any ornamental fountain, pond, or other ornamental water feature for aesthetic purposes except where necessary to support aquatic life.
 - ii. Washing down buildings or structures for purposes other than immediate fire protection.
 - c. Vehicle washing at a commercial vehicle wash facility is prohibited at all times except between the hours of 7:00 a.m. and 7:00 p.m. A person owning or operating a vehicle wash facility shall take affirmative action to prevent use of the vehicle wash facility during the prohibited hours specified herein. Such actions shall include posting a sign indicating that the vehicle wash facility is closed and preventing vehicular access onto the property or into the washing bays. In addition, the owner/operator may also choose to disable the washing mechanisms so as to prevent operation.
 - d. Enhanced Penalty: Any customer in violation of Stage 4 requirements shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not timely corrected, any continued violation of mandatory Stage 4 requirements after the second notice and warning is provided shall be punishable by an administrative fine of **\$200** per day or per occurrence.

Stage 5 – EMERGENCY Water Shortage Conditions

Goal: Achieve a reduction such that the average daily water demand is less than 50%.

1. All Stage 4 requirements apply, plus the following:
 - a. Use of water for dust control.
 - b. Use of bulk potable water obtained from WCSD for construction purposes.
 - c. Use of residential water to wash any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle other than by a person washing any public safety vehicle on public property.
 - d. Filling, refilling, or adding water to swimming pools, wading pools, and jacuzzi-type pools that are located outside.
 - e. Using a fire hydrant pursuant to a temporary fire hydrant permit.
 - f. Outdoor landscape watering, including handheld irrigation, with potable water is prohibited at all times.
 - g. No permits for new, additional, or expanded water service connections, meters, or service lines shall be granted. An exception applies where WCSD has already issued either a final plan for a residential lot or a commercial building permit for the site or the construction project that requires the water service.
 - h. Enhanced Penalty: Any customer in violation of Stage 5 requirements shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not timely corrected, any continued violation of mandatory Stage 5 requirements after notice and warning is provided shall be punishable by an administrative fine of \$400 per day or per occurrence.

Stage 6 – CATASTROPHIC Water Shortage Conditions

Goal: Achieve a reduction such that the seven-day running average daily demand exceeds 50%.

1. All Stage 5 requirements apply, plus the following:
 - a. Vehicle washing at a commercial vehicle wash facility is prohibited at all times.
 - b. Enhanced Penalty: Any customer in violation of Stage 6 requirements shall be first notified of the regulations and warned of the penalty associated with continued violation. If the violation is not timely corrected, any continued violation of mandatory Stage 6 requirements after notice and warning is provided shall be punishable by an administrative fine of \$500 per day or per occurrence.

Agencies Contacted:

Daily or weekly coordination and status updates to all agencies depending on the severity of the issue.

CATASTROPHIC Interim Replacement Water Supply for Water Outages:

In the event that water outages occur, the Emergency/Disaster Response Plan shall be enacted and followed.

Public Notification Regarding Access to Alternative Water Supplies:

Methods: 1, 2, 3, 4, 5 (flyer/door hanger), 6, 7, and 8 will be utilized to inform residents of the locations of alternative water and sanitation access and the availability of additional services for the elderly/disabled or those without transportation.

CATASTROPHIC Notification of Emergency Service Providers:

If adequate water supply will potentially become unavailable for fire response, medical services, public services, etc., then emergency providers will be notified as soon as possible to ensure that adequate planning, response, and assistance may be provided.

Local Fire Agency: Shall be contacted immediately when any water outages are believed to be potentially imminent or is occurring in any part of the distribution system.

Critical Service Providers (e.g., hospital, school, elderly care): The hospital, elderly care facility, and school district shall be immediately contacted when any water outage is believed to be potentially imminent or is occurring in the distribution system that may in any way impact that user. These users should have backup plans for water provision and hauling that must be implemented immediately.

State Water Board and/or County Environmental Health: The State Water Board's Division of Drinking Water and County Environmental Health shall be contacted when any water outage is believed to be potentially imminent or is occurring in the distribution system.

County Office of Emergency Services: The County Office of Emergency Services shall be contacted when any water outage is believed to be potentially imminent or is occurring in the distribution system as the result of a natural disaster and/or if additional county or state support is needed.

Section XI: Enforcement

1. No person shall knowingly or intentionally allow the use of water from this water system 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 the General Manager, or designee, in accordance with provisions of this Plan.
2. Any person, including a person classified as a water customer of the water system, 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 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.
3. 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, WCSD shall, after the second warning notice to the customer, be authorized to provide a financial penalty of up to \$50 per day for the third notice (not to exceed \$500) and \$200 per day for the fourth and future notices.

Section XII: Variances

The General Manager, or designee, may grant in writing a 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:

1. 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.
2. Alternative methods can be implemented that 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 water system within five days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the General Manager, or designee, and shall include the following:

1. Name and address of the petitioner(s).
2. Purpose of water use.
3. Specific provision(s) of the Plan from which the petitioner is requesting relief.
4. 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.
5. Description of the relief requested.
6. Period of time for which the variance is sought.
7. 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.
8. Other pertinent information.

A decision on the variance request will be returned to the customer within no more than five business days.