

**Triunfo Sanitation District
Oak Park Water Service**

**Water Shortage
Contingency Plan
October 2009**

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TRIUNFO SANITATION DISTRICT OAK PARK WATER SERVICE WATER SHORTAGE CONTINGENCY PLAN

Section 1: Introduction

The Oak Park community has a population of approximately 14,800 people according to the 2000 census. The Oak Park Water Service (OPWS) consists of approximately 4,600 potable water service connections and in 2008 used 3,010 acre feet of water (1 acre feet = 326,000 gallons). The water delivery and storage system utilizes four reservoirs in five pressure zones. The water reservoir storage capacity of the system is 5.6 million gallons and the water usage rate is approximately half of the OPWS storage capacity per day. OPWS receives its water from the Calleguas Municipal Water District (CMWD) who receives its water from the Metropolitan Water District of Southern California (MWD). OPWS has no independent potable water supply in its service area.

Following two straight years of below average rainfall, very low snow melt run-off and the largest court-ordered water transfer restriction in State history, Governor Schwarzenegger proclaimed a statewide drought and ordered immediate action to address the situation on June 4, 2008. As a result, MWD declared a water supply alert urging cities, counties, local public water agencies and retailers to achieve extraordinary conservation by adopting and enforcing drought ordinances, accelerating public outreach, and developing local supplies in order to preserve existing reserves.

The OPWS Water Shortage Contingency Plan (WSCP) was first adopted in draft form in the draft 2005 Urban Water Management Plan (UWMP). The WSCP is a component of the Oak Park Water Service area UWMP. Current requirements for the WSCP are found in the California Water Code, Div.6, Part 2.6, Chapter 1, Section 10632 under the Urban Water Management Planning Act – see Appendix A.

This 2009 update has revisions that include supply and demand projections and an example rate structure design for each rationing stage, rationing allocations for each rationing stage, and drought/emergency planning actions.

OPWS's WSCP addresses demand reduction strategies for the Oak Park Water System. Trigger points of the OPWS rationing stages will be determined by use reduction specifications from the CMWD. The methods to reduce water consumption employed in this plan are public outreach, use restriction and residential per connection allocations.

All data presented in the WSCP is based on the standard calendar year (January-December).

Section 2: OPWS Water Supply

All potable water supplies for Oak Park are delivered from CMWD, which in turn receives water from its State water contractor, the Metropolitan Water District of Southern California (MWD). OPWS has no internal and independent service area sources of potable water supply. OPWS stays in close contact with CMWD and MWD regarding the supply status.

Section 3: Current and Projected Demand

Oak Park is a community of approximately 14,800 people according to the 2000 census with approximately 4,600 potable water connections serving 89% residential demand and the remaining 11% as commercial/institutional and landscape irrigation demand. Utility customers are classified into the following water use sectors: single-family residential, multi-family residential, commercial, institutional and landscape irrigation.

The following table summarizes 2008 potable water actual use and projected demand by customer category over the next three years. Projections take into account that Oak Park has been essentially built out since the 1990s and no other system wide expansions (annexations, development) are anticipated.

Table I – Customer Category, 2008 Actual Use, and Estimated Future Potable Demand

Customer Category	2008 Potable Connections	2008 Actual Use (AF)	2009 Estimated Demand (AF)	2010 Estimated Demand (AF)	2011 Estimated Demand (AF)
Single-Family Residential	4345	2524	2524	2524	2524
Multi-Family Residential	114	153	153	153	153
Commercial / Institutional	47	59	59	59	59
Landscape Irrigation	90	274	274	274	274
Target Allocation		3010	3010	3010	3010

1 Acre-Foot (AF) = 326,000 gallons (325,851).

Estimates are based on prior actual use and do not reflect the potential impact of voluntary conservation.

Section 4: Drought/Emergency Planning Actions

In addition to responding to drought conditions, OPWS’s Water Shortage Contingency Plan can be used to respond to emergency conditions that interrupt water supplies to Oak Park. Water supplies may be interrupted due to water supply contamination, major transmission pipeline break, regional power outage, or a natural disaster such as an earthquake. In the event of an emergency, OPWS would respond as outlined in the OPWS 2005 Disaster Operations Plan. This plan provides operational detail and guidance for equipment failures and line breaks. During a disaster, OPWS will work cooperatively with CMWD and MWD through their Member Agency Response System (MARS) to facilitate the flow of information and respond to the requests for mutual aid. Actions that OPWS would take in the event of these emergencies are outlined below.

4.1 WATER SUPPLY INTERRUPTION

In the event that OPWS's supply from CMWD is interrupted or contaminated (i.e. due to a pipe break, chemical spill, or other environmental incident) it is possible that no water would be available to OPWS customers for a period of time. In such a case, OPWS would need to rely on water from its distribution system storage facilities and utilize resources available through the Water Agency Response Network (WARN). As participating members of WARN, water utilities are able to establish a contractual relationship under which they share resources during an emergency at the discretion of each participating agency.

Depending on water levels in its tanks, OPWS will have between 2.8 to 5.6 million gallons in storage (3.8 to 6.7 million gallons after Oak Canyon Reservoir construction). The minimum storage required to fight structure fires is 2.8 million gallons. The minimum health and safety allotment for Oak Park is about 1 million gallons based on American Water Works Association's recommendation of 69 gallons per person per day. It is important to note, this allocation for health and safety is exclusive to residents and does not include businesses or landscape irrigation.

In the event of an emergency situation where water service is interrupted, staff will notify OPWS customers through Ventura County's 'reverse 911' call system to enact emergency water conservation measures. Quick response from customers to limit their use is critical to maximize supply. Under normal circumstances (and after Oak Canyon Reservoir construction), OPWS would use its existing supply in one day. However, an immediate switch to emergency water conservation could allow up to 4 days of supply.

The emergency connection with Las Virgenes Municipal Water District (LVMWD) can supply close to 1 million gallons per day. An agreement exists between our agencies (and the facilities are in place) to move emergency LVMWD water throughout OPWS. The LVMWD connection combined with the Conifer Replacement Project, and the 'reverse 911' scenario should provide an adequate supply of water to meet the minimum health and safety supply on an interim basis until normal water supply services can be restored.

4.2 AREA-WIDE ELECTRICAL POWER FAILURE

If an area-wide electrical power failure were to occur within OPWS's service area, OPWS's supply could continue to be pumped throughout the service area by employing the use of emergency generators. OPWS has stationary emergency generators located at both the Bishopswood and Lindero Pump Stations.

4.3 EARTHQUAKE

Water system infrastructure, including pump stations, storage tanks, and pipelines, can be damaged during a strong earthquake. The OPWS facilities have been constructed in accordance with industry standard materials and construction practices. With recent retrofits, all the water tanks, with the exception of Conifer Tank, meet 2008 seismic standards.

However, it is expected that some facilities may be damaged as the result of a strong earthquake. OPWS has planned for this potential disaster scenario by constructing system redundancy into its

water system. Water can be supplied from any tank to any zone. OPWS has four water tanks, zone interconnections, and looped distribution pipelines to allow potentially damaged portions of the service area to be quickly isolated and repaired.

Section 5: Stages of Action for Demand Reduction up to 50%

Demand reduction strategies will be employed at all stages of a water shortage condition. This Section includes details of *Rationing Stages, Reduction Goals, Consumption Limits, Prohibitions on Water Use, and Water Shortage Rate Structure*. The entire strategy for demand reduction is summarized in Table II.

5.1 RATIONING STAGES: OPWS will use the following rationing stages for response to reduced supply and in a water shortage emergency:

Permanent – An expected 15% overall water use reduction goal. The basic, permanent conservation program is designed as a community-wide, long-term reduction goal. It describes practices identified to eliminate water waste, use inefficiencies and to prevent losses from leaks.

Stage 1 (moderate) – A mandatory program with a 25% overall reduction requirement. The method of allocation in stage 1 is by waste reduction and use restriction.

Stage 2 (severe) – A mandatory program with 35% overall reduction. The method of allocation in stage 2 is by waste reduction, use restriction, and by establishing a per-connection allotment for single and multifamily residential customers.

Stage 3 (critical) is a mandatory program with 50% overall reduction. The method of allocation in stage 3 is by waste reduction, use restriction and by establishing a per-connection allotment for single and multifamily residential customers.

TABLE II			
Water Supply Shortage: Stages & Conditions			
Supply Shortage	Rationing Stage*	Customer Water Reduction Goal	Type of Rationing Program
Up to 15%	Permanent – Minimal	15%	Mandatory - Waste Reduction
15 – 25%	1 – Moderate	25%	Mandatory – Waste Reduction, Use Restrictions
25 - 35%	2 – Severe	35%	Mandatory – Waste Reduction, Use Restrictions and Per Connection Allotment
35 - 50%	3 – Critical	50%	Mandatory – Waste Reduction, Use Restrictions and Per Connection Allotment

5.2 DEMAND REDUCTION GOALS: Overall demand reduction will be achieved through a combination of public outreach, waste restriction, use restrictions and residential water allotments. The following priorities have been established for use in developing demand reduction programs and allocations during a water shortage emergency. Priorities for use of available water, from highest to lowest priority, are:

- Residential health and safety
- Institutional and governmental services
- Commercial uses
- Landscape
- New demand - projects without permits when shortage is declared

5.3 PUBLIC OUTREACH:

To provide customers with the information and practical steps necessary for compliance with the water waste and use restrictions outlined in the WSCP, OPWS maintains an active public outreach program. Elements include:

- Regular communication of conservation tips through print and online media
- Availability of residential water audits from OPWS staff
- Access to rebates for the purchase of water-efficient household appliances and irrigation systems
- Sponsorship of public meetings and water-wise landscape workshops

5.4 RESTRICTIONS:

Permanent

- **Limits on Watering Hours:** Watering or irrigation of lawn, landscape or other vegetated area with potable water is prohibited between the hours of 9:00 a.m. and 5:00 p.m. on any day except by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off device, or for very short periods for the express purpose of adjusting or repairing an irrigation system.
- **Limits on Watering Duration:** Limit irrigation system watering to no more than 15 minutes per day per station. This does not apply to landscape irrigation systems that exclusively use very low-flow drip type irrigation systems when no emitter produces more than 2 gallons of water per hour and weather based controllers or stream rotor sprinklers that meet a 70% efficiency standard.
- **No Watering During Rain Events:** Irrigation is not permitted during periods of rain nor in the 24 hours following each rain event in the Oak Park area.
- **No Excessive Water Flow or Run-Off:** Watering or irrigation of any lawn, landscape or other vegetated area in a manner that causes or allows excessive water flow or run-off onto an adjoining sidewalk, driveway, street, alley, gutter or ditch must be remedied within 5 days of observation and/or notification by the District.
- **No Washing Down Hard or Paved Surfaces:** Washing down hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios or alleys is prohibited except when necessary to alleviate safety or sanitary hazards and only by use of a hand-held bucket or similar container, a low-volume high pressure cleaning machine equipped to recycle any water used or a low volume high pressure water broom.
- **Obligation to Fix Leaks, Breaks or Malfunctions:** All leaks, breaks, or other malfunctions in the water user's plumbing, distribution, or irrigation system must be remedied within five (5) days of observation and/or notification by the District.
- **Re-Circulating Water Required for Water Fountains and Decorative Water Features:** Operating a water fountain or other decorative water feature that does not use re-circulating water is prohibited.
- **Limits on Washing Vehicles:** Using water to wash or clean a vehicle including but not limited to any automobile, truck, van, bus, motorcycle, boat or trailer whether motorized or not is prohibited, except by use of a hand-held bucket or similar container or a hand-held hose equipped with a positive self closing water shut-off nozzle or device.
- **Drinking Water Served Upon Request Only:** Restaurants are prohibited from providing drinking water to any person unless expressly requested by that person.

Stage 1 – All prohibitions established in previous stage plus:

- **Limits on Watering:** Watering or irrigation of lawn, landscape or other vegetated area with potable water is limited to 3 days per week. During the months of November through March, watering or irrigation of lawn, landscape or other vegetated area with potable water is limited to no more than 2 days per week. This provision does not apply to landscape irrigation systems that exclusively use very low-flow drip type irrigation systems when no emitter produces more than 2 gallons of water per hour. This provision does not apply to use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self closing water shut-off device, or for very short periods for the express purpose of adjusting or repairing an irrigation system.
- **Obligation to Fix Leaks, Breaks or Malfunctions:** All leaks, breaks, or other malfunctions in the water user's plumbing, distribution, or irrigation system must be remedied within seventy-two (72) hours of observation and/or notification by the District.
- **Use only recycled water for construction site dust control and consolidation of backfill.**
- **Other Prohibited Uses:** The Board of Directors may implement other prohibited water uses as determined by the District after notice to customers.

Stage 2 – All prohibitions established in previous stage plus:

- **Limits on Watering:** Watering or irrigating of lawn, landscape or other vegetated area with potable water is restricted in accordance with the allotments in Table III. Watering or irrigation of lawn, landscape or other vegetated area with potable water is limited to 2 days per week. During the months of November through March, watering or irrigation of lawn, landscape or other vegetated area with potable water is limited to no more than 1 day per week. This provision does not apply to landscape irrigation systems that exclusively use very low-flow drip type irrigation systems when no emitter produces more than 2 gallons of water per hour. This provision does not apply to use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self closing water shut-off device, or for very short periods for the express purpose of adjusting or repairing an irrigation system.
- **Obligation to Fix Leaks, Breaks or Malfunctions:** All leaks, breaks, or other malfunctions in the water user's plumbing, distribution, or irrigation system must be remedied within forty-eight (48) hours of observation and/or notification by the District.
- **No filling, cleaning and/or refilling of decorative fountains, ornamental lakes or ponds except to the extent needed to sustain aquatic life, provided that such animals have been actively managed within the water feature prior to declaration of this supply shortage stage.**
- **Residential car washing prohibited. Use car washes available with water recycling systems.**

- The filling or topping off of any new or existing residential pools or outdoor spas is prohibited.
- Planting of new turf grass is prohibited.
- Outdoor evaporative mist coolers are prohibited.
- Main line flushing is allowed for emergency purposes only.
- Other Prohibited Uses: The District may implement other prohibited water uses as determined by the Board of Directors, after notice to customers.

Stage 3 – All prohibitions established in previous stage plus:

- Limited Watering or Irrigating: Watering or irrigating of lawn, landscape or other vegetated area with potable water is restricted in accordance with the allotments in Table III for residential customers. This restriction does not apply to the use of recycled water or to the following categories of use, subject to the hardship waiver provisions as described in Section 5.7:
 - I. Maintenance of existing landscape necessary for fire protection;
 - II. Maintenance of existing landscape for soil erosion control;
 - III. Maintenance of plant materials identified to be rare or essential to the well-being of protected species;
 - IV. Maintenance of landscape within active public parks and playing fields, daycare centers, golf course greens, and school grounds, provided that such irrigation does not exceed 2 days per week;
 - V. Actively irrigated environmental mitigation projects.
- Obligation to Fix Leaks, Breaks or Malfunctions: All leaks, breaks, or other malfunctions in the water user’s plumbing, distribution, or irrigation system must be remedied within twenty-four (24) hours of observation and/or notification by the District.
- Other Prohibited Uses: The District may implement other prohibited water uses as determined by the Board of Directors, after notifying customers.

5.5 PER-CONNECTION ALLOTMENTS

To achieve stage 2 or 3 mandatory water reduction goals, OPWS has established per-connection water allotments based on residential lot size groups. Multifamily homes are included in the residential group A. Each group’s water use was averaged for 2008 and allocations were assigned to each group to achieve water reduction goals for stages 2 and 3. Table III shows monthly allotments in hundreds of cubic feet (HCF). One HCF equals 748 gallons of water.

Upon successful implementation of allotments outlined in Table III, the District should be able to achieve water reduction goals as outlined in Table IV.

Table III - Per Connection Allotment by Parcel Groups

Per Connection Allotments (HCF/Month) [HCF = Hundred Cubic Feet = 748 gallons]

Residential A Lots <= 2455 sq.ft.	Dwellings 1429	2008 Average Use 5 HCF/Month	Jan/Feb/Mar (HCF/Month)	Apr/May/Jun (HCF/Month)	Jul/Aug/Sep (HCF/Month)	Oct/Nov/Dec (HCF/Month)
Stage 2 - 35%			5	5	5	5
Stage 3 - 50%			5	5	5	5

Residential B Lots between 2456-4955 sq.ft.	Dwellings 627	2008 Average Use 12 HCF/Month	Jan/Feb/Mar (HCF/Month)	Apr/May/Jun (HCF/Month)	Jul/Aug/Sep (HCF/Month)	Oct/Nov/Dec (HCF/Month)
Stage 2 - 35%			7	12	13	11
Stage 3 - 50%			7	12	13	11

Residential C Lots between 4956-7455 sq.ft.	Dwellings 1362	2008 Average Use 20 HCF/Month	Jan/Feb/Mar (HCF/Month)	Apr/May/Jun (HCF/Month)	Jul/Aug/Sep (HCF/Month)	Oct/Nov/Dec (HCF/Month)
Stage 2 - 35%			8	14	15	12
Stage 3 - 50%			7	12	13	11

Residential D Lots between 7456-9955 sq.ft.	Dwellings 772	2008 Average Use 27 HCF/Month	Jan/Feb/Mar (HCF/Month)	Apr/May/Jun (HCF/Month)	Jul/Aug/Sep (HCF/Month)	Oct/Nov/Dec (HCF/Month)
Stage 2 - 35%			11	18	20	16
Stage 3 - 50%			7	13	13	11

Residential E Lots greater than 9956 sq.ft.	Dwellings 577	2008 Average Use 44 HCF/Month	Jan/Feb/Mar (HCF/Month)	Apr/May/Jun (HCF/Month)	Jul/Aug/Sep (HCF/Month)	Oct/Nov/Dec (HCF/Month)
Stage 2 - 35%			18	30	32	26
Stage 3 - 50%			8	14	15	12

5.6 PENALTIES FOR VIOLATIONS OF WATER USE RESTRICTIONS AND ALLOTMENTS

The following penalties are authorized pursuant to California Water Code Section 356 as defined by ordinance applies to all use restrictions allotments in Sections 5.4 and 5.6. In addition, at the time of application for service, customers agree to comply with all of the OPWS Policy and Procedures, Rules and Regulations for the provision of water service, including regulations and restrictions established by ordinance. Therefore, the following penalties shall be imposed on any customer who violates any use restrictions for any declared stage of drought:

- a) **First Violation/Offense:** The District shall issue a written courtesy door hanger describing the violation and deliver a copy of the appropriate ordinance by mail for the first violation of the permanent and stage 1 restrictions. For stages 2 and 3 a first violation within the previous 12 calendar months is punishable by a fine as established by ordinance.
- b) **Second Violation/Offense:** A second violation within the previous 12 calendar months is punishable by a fine as established by ordinance.
- c) **Third Violation/Offense:** A third violation within the previous 12 calendar months is punishable by a fine as established by ordinance.
- d) **Fourth Violation/Offense:** A fourth violation within the previous 12 calendar months is punishable by a fine as established by ordinance.
- e) **Fifth Violation/Offense:** A fifth violation within the previous 12 calendar months is punishable by a fine as established by ordinance.
 - I. **Water Flow Restrictor:** In addition to any fines, the District may install a water flow restrictor device of approximately one gallon per minute capacity for services up to one and one-half inch in size and comparatively sized restrictors for larger services after written notice of intent to install a restrictor for a minimum of forty-eight (48) hours.
 - II. **Termination of Service:** In addition to any fines and the installation of a water flow restrictor, the District may disconnect and/or terminate a customer's water service.

Table IV – Water Reduction Goals by Customer Category illustrates the overall reduction goals by the customer category within the OPWS area. The total water allocation is calculated by averaging water use for 2008 for each parcel size group.

**Table IV – Water Reduction Goals by Customer Category
(In Hundred Cubic Feet per Month - One Hundred Cubic Feet = 748 gallons)**

Customer Category	2008 Actual Use	Water Reduction Goal			
		Permanent (15%)	Stage 1 (25%)	Stage 2 (35%)	Stage 3 (50%)
Residential - A	6,835	6,835	6,835	6,835	6,835
		0%	0%	0%	0%
Residential - B	7,768	6,836	6,836	6,836	6,836
		12%	12%	12%	12%
Residential - C	27,872	23,412	20,068	16,444	14,912
		16%	28%	41%	46%
Residential - D	20,680	17,164	14,683	12,408	8,479
		17%	29%	40%	59%
Residential - E	25,356	21,045	18,003	15,214	7,100
		17%	29%	40%	72%
Commercial / Institutional	2,154	2,154	2,154	2,154	2,154
		0%	0%	0%	0%
Landscape Irrigation	9,864	7,990	6,806	5,425	3,946
		19%	31%	45%	60%
Total of Allotment for all Customer Categories	100,529	85,437	75,384	65,316	50,260

5.7 HARDSHIP WAIVER

Undue and Disproportionate Hardship: If, due to unique circumstances, a specific requirement of this Ordinance would result in undue hardship to a person using water or to property upon which water is used, that is disproportionate to the impacts to water users generally or to similar property or classes of water users, then the person may apply for a waiver to the requirements as provided in this section.

- a. **Written Finding:** The waiver may be granted or conditionally granted only upon a written finding of the existence of facts demonstrating an undue hardship to a person using water or to property upon which water is used, that is disproportionate to the impacts to water users generally or to similar property or classes of water use due to specific and unique circumstances of the user or the user's property:
 1. **Application:** Application for a waiver shall be on a form prescribed by the District and shall be at the discretion of the Board accompanied by a non-refundable processing fee in an amount set by resolution of the Board.
 2. **Supporting Documentation:** The application may be accompanied by photographs, maps, drawing and other information, including a written statement of the applicant.
 3. **Required Findings for Variance:** An application for a waiver shall be denied unless the appropriate authority finds, based on the information provided in the application, supporting documents, or such additional information as may be requested, and on water use information for the property as shown by the records of the District or its Agent, all of the following:
 - a. That the waiver does not constitute a grant of special privilege inconsistent with the limitations upon other residents and businesses;
 - b. That because of special circumstances applicable to the property or its use, the strict application of this Ordinance would have a disproportionate impact on the property or use that exceeds the impacts to similarly situated residences and businesses;
 - c. That the authorizing of such waiver will not be of substantial detriment to adjacent properties, and will not materially affect the ability of the District to effectuate the purpose of this Ordinance and will not be detrimental to the public interest; and
 - d. That the condition or situation of the subject property or the intended use of the property for which the waiver is sought is not common or general in nature.
- b. **Approval Authority:** The District Manager (or designee) shall exercise approval authority and act upon any completed application no later than ten (10) days after submittal and may approve, conditionally approve, or deny the waiver. The applicant requesting the waiver shall be promptly notified in writing of any action taken. Unless specified otherwise at the time a waiver is approved the waiver applies to the subject property during the term of the mandatory water supply shortage condition.
- c. **Appeals to the Board:** An applicant can appeal a decision or condition to the District Manager on a waiver application to the TSD Board within 10 days of the decision upon written request for a hearing. The request shall state the grounds for the appeal. At a

public meeting, the TSD Board shall act as the approval authority and review the appeal following the regular waiver procedure. The decision of the TSD Board is final.

Section 6: Water Shortage Rate Structure

The TSD Board of Directors sets rates for potable water customers by ordinance. The potable water rates are established to cover the water system operation, maintenance, capital improvement costs and for operational reserves. The current water rate structure consists of a fixed monthly service charge and a quantity rate for water used.

Water rates developed for normal water supply conditions are designed to meet revenue requirements under status quo conditions. Under drought conditions when mandatory water restriction is required, the reduction in water sales will impact the status quo rate and revenue assumptions.

The water rate ordinance defines water rates for the various rationing stages. The quantity rate will increase in sequence with higher rationing stages to compensate for loss of revenue from reduced water sales.

Table V is an example of how rate modifications will be necessary to maintain revenue requirements during rationing at each stage.

Table V – Water Shortage Condition Rate Impact

	Stage 1 (25%)	Stage 2 (35%)	Stage 3 (50%)
Tier 1	1%	3%	7%
Tier 2	5%	8%	18%
Tier 3	7%	10%	22%

Percentage increase is compared to non-water shortage conditions.

The example illustrates the impacts to a three-tiered water rate structure. The rate increase percentages shown are for example only and reflect the recovery of operating costs only; they do not incorporate the impact of water conservation incentives. Actual percentage increases may be higher or lower, depending on the specific impact from rationing, and would be established by ordinance.

Section 7: Implementation of the Plan

The waste restrictions are a permanent part of the Oak Park Water systems conservation program. When warranted at the time of a water shortage, the TSD Board will enact the appropriate stage of the Conservation Ordinance through a Board resolution.

Section 8: Monitoring Procedures

Stage 1 – Monthly delivery records from CMWD meters will be reported to the District Manager or designee. If overall reduction goals are not met, the District Manager will notify the TSD Board and more aggressive measures may be implemented.

Stage 2 - 3 – Weekly delivery records from CMWD meters will be reported to the District Manager or designee. If reduction goals are not met, the District Manager will notify the TSD Board and more aggressive action may be taken.

APPENDICES

Appendix A

**California Water Code Section 10632
Urban Water Management Planning**

Water Shortage Contingency Analysis

10632. The plan shall provide an urban water shortage contingency analysis, which includes each of the following elements, which are within the authority of the urban water supplier:

- (a) Stages of action to be undertaken by the urban water supplier in response to water supply shortages, including up to a 50 percent reduction in water supply, and an outline of specific water supply conditions which are applicable to each stage.
- (b) An estimate of the minimum water supply available during each of the next three water years based on the driest three-year historic sequence for the agency's water supply.
- (c) Actions to be undertaken by the urban water supplier to prepare for, and implement during, a catastrophic interruption of water supplies including, but not limited to, a regional power outage, an earthquake, or other disaster.
- (d) Additional, mandatory prohibitions against specific water use practices during water shortages, including, but not limited to, prohibiting the use of potable water for street cleaning.
- (e) Consumption reduction methods in the most restrictive stages. Each urban water supplier may use any type of consumption reduction methods in its water shortage contingency analysis that would reduce water use, are appropriate for its area, and have the ability to achieve a water use reduction consistent with up to a 50 percent reduction in water supply.
- (f) Penalties or charges for excessive use, where applicable.
- (g) An analysis of the impacts of each of the actions and conditions described in subdivisions (a) to (f), inclusive, on the revenues and expenditures of the urban water supplier, and proposed measures to overcome those impacts, such as the development of reserves and rate adjustments.
- (h) A draft water shortage contingency resolution or ordinance.
- (i) A mechanism for determining actual reductions in water use pursuant to the urban water shortage contingency analysis.