

# Guidebook for Retailers’ 2015 Urban Water Management Plans

*The Guidebook to Assist Retail Urban Water Suppliers Prepare a 2015 Urban Water Management Plan* (Guidebook) has been developed by the California Department of Water Resources (DWR) to assist retail urban water suppliers in preparing and adopting Urban Water Management Plans (UWMPs or Plans) that meet the requirements of the California Water Code (CWC) and provide useful information to the public about water suppliers and their current and future water management programs.

Existing law requires a city or county, upon the adoption or revision of its general plan, on or after January 1, 1996, to utilize as a source document, any urban water management plan submitted to the city or county by a water agency.

## Urban Water Management Plans and the California Water Code

In accordance with the Urban Water Management Planning Act (UWMP Act), urban water suppliers with 3,000 or more service connections or supplying 3,000 or more acre-feet of water per year are required to prepare a UWMP every five years for the years ending in “0” and “5”.

After a supplier submits its Plan, DWR will review the plan utilizing the provided checklist (Appendix F) and make a determination as to whether or not the UWMP addresses the requirements of the CWC.

The Guidebook is meant to help urban water suppliers better understand requirements of the CWC, and summarizes major water legislation impacting UWMP development. Urban water suppliers are advised to consult legal counsel as they are solely responsible for ensuring that all CWC requirements and applicable laws have been met.

### **Urban Water Management Planning Act** *(Click for link to code in Appendix H)*

The UWMP Act directs water agencies in carrying out their long-term resource planning responsibilities to ensure adequate water suppliers are available to meet existing and future demands.

The UWMP Act requires urban water suppliers to report, describe, and evaluate:

- Water deliveries and uses
- Water supply sources
- Efficient water uses
- Demand management measures

The UWMP Act also requires water shortage contingency planning and drought response actions to be included in the Plan.

**Water Conservation Bill of 2009 (SBX 7-7)** *(Click for link to code in Appendix I)*

The Water Conservation Bill of 2009 requires retail urban water suppliers to report in the UWMPs base daily per capita water use (baseline), urban water use target, interim urban water use target, and compliance daily per capita water use. Development of UWMPs will also enable water agencies and, in turn, the State of California to set targets and track progress toward decreasing daily per capita urban water use throughout the state.

Beginning in 2016, water suppliers are required to comply with the water conservation requirements in SBX 7-7 in order to be eligible for State water grants or loans.

**Applicable Changes to the Water Code since 2010 UWMPs** *See Appendix B for a detailed table of these changes.*

- Demand Management Measures CWC Section 10631 (f) (1) and (2) – AB 2067
- Submittal Date – CWC Section 10621 (d) AB 2067
- Standardized Forms – CWC Section 10644 (a) (2) SB 1420
- Water Loss – CWC Section 10631 (e) (1) (J) and (e) (3) (A) and (B) SB 1420
- Voluntary reporting of passive savings CWC Section 10631 (e) (4) SB 1420
- Voluntary reporting of energy intensity CWC Section 10631.2 (a) and (b) (SB 1036)
- Voluntary reporting of decreased reliance on the Delta- CWC Section 5003(c) (1) (C)

## **Guidebook Organization**

This document provides guidance specific to urban retail water suppliers. For guidance specific to wholesalers, **click here**. For water suppliers that are both wholesaler and retailer, **click here**.

The Guidebook provides specific guidance for addressing stated UWMP requirements identified in the CWC.

The Guidebook also provides recommendations for including context that will assist readers to better understand the resource management of the water agency. Required elements are clearly distinguished from recommended elements.

Each water supplier has a variety of unique circumstances; water suppliers need not limit themselves to the requirements and recommendations found in the Guidebook. Suppliers may include any additional information that will better describe their agency and water management to the reader.

The order of the section topics in the Guidebook is the same as the recommended order for UWMPs.

## **Standardized Forms, Tables, or Displays** *(See Appendix E)*

CWC 10644 (a) (2) The plan, or amendments to the plan, submitted to the department ... shall include any standardized forms, tables, or displays specified by the department.

DWR, in collaboration with the Guidebook Advisory Committee, has developed standardized tables for the reporting and submittal of UWMP data. The standardization of data tables allows for more efficient data management, expedited review of UWMPs, and easier compilation of data for analysis of statewide water use.

### **Water agencies are required to use the standardized tables in their UWMPs.**

Each section in the Guidebook will contain all applicable, standardized tables in a PDF format, for quick viewing, and links to the active tables, in the form of Excel spreadsheets.

**Placeholder** – method for submitting data tables.

### **Appendices**

The appendices provide detailed and specific information, or supporting documents related to preparing a UWMP.

## **Recommended UWMP Organization**

DWR recommends, but does not require, that an urban water supplier use the organization outlined below to prepare its 2015 UWMP. (The Guidebook uses this same organization.)

This organization groups the requirements by topic and presents the topics in the order in which a water supplier may consider including them in a UWMP. This does not follow the order of the legislation.

### **Section 1- Plan Preparation**

- Agencies Required to Prepare a Plan
- Coordination and Outreach
- Regional Planning

### **Section 2 - System Description**

- General Description
- Service Area Map(s)
- Service Area Climate
- Service Area Population

**Section 3 - Water Demand**

- Water Demands by Sector
- Distribution System Losses
- Water Savings from Codes, Ordinances, or Transportation and Land Use Plans **(Optional)**
- Coordination between Wholesalers and Retailers
- Water Use for Lower Income Households
- Climate Change (Optional)

**Section 4- Baselines and Targets**

- Baselines and Targets
- 2015 Target Compliance

**Section 5 - System Supplies**

- Summary of Existing and Planned Water Sources
- Wholesale Supplies
- Supplier Produced Groundwater
- Supplier Produced Surface Water
- Wastewater and Recycled Water
- Desalinated Water Opportunities
- Exchanges or Transfer
- Climate Change Impacts to Supply
- Future Water Projects

**Section 6— Water Supply Reliability**

- Supplementing Inconsistent Sources
- Water Quality
- Reliability by Water Year Type
- Supply and Demand Comparison
- Regional Supply Reliability
- Climate Change (Optional)

**Section 7 – Water Shortage Contingency Planning**

- Stages of Demand Reduction
- Prohibitions and Consumption Reduction Methods
- Penalties, Charges, Other Enforcement
- Determining Reductions
- Revenue and Expenditure Impacts
- Water Shortage Contingency Resolution or Ordinance
- Catastrophic Supply Interruption
- Minimum Supply Next Three Years

**Section 8 — Demand Management Measures**

- DMMs
- Implementation Plan

**Section 9 — Plan Adoption and Submittal**

- 60 Day Notice Prior to Public Hearing
- Notice of Public Hearing

- Public Hearing
- Plan Adoption
- Plan Submittal
- Public Availability
- Amending an Adopted UWMP

## **Section 10 — Climate Change (optional)**

## **Section 11 — Water Energy (optional)**

### **Grant or Loan Eligibility**

A UWMP is required for an urban water supplier to be eligible for a water management grant or loan administered by DWR. A current UWMP must also be maintained by the water supplier throughout the term of any grant or loan administered by DWR.

Changes to California law require that, beginning in 2016, water suppliers comply with water conservation requirements established by the Water Conservation Act of 2009 in order to be eligible for State water grants or loans. For 2015 UWMPs, this will mean that water agencies have met their 2015 target GPCD. (See Section 4)

### **Tips for UWMP Preparers**

**Consider developing a regional plan or forming a regional alliance** (*Appendix D*). Before developing the UWMP, decide whether to write an individual or a regional plan. Suppliers who have been heavily involved in regional coordination may consider developing a regional plan, or forming a regional alliance.

**Review the legislative changes since the 2010 UWMP cycle** (*Appendix B*). Changes to the California legislative directly addressing preparation of UWMPs is discussed in Appendix XX.

**Review the UWMP deadline and adoption processes during plan development.** (Section XX). Suppliers must submit their UWMP to DWR by Friday, July 1, 2016. The adoption and notification processes are detailed in Section XX. Suppliers should take into account the time needed for the plan to be developed, adopted, and submitted.

**If a requirement does not seem to apply to your agency, include an explanation in the UWMP.** If an urban water supplier considers that a UWMP requirement does not apply to it, a useful approach is to identify the requirement and provide a brief description of why the requirement does not apply. If a required element is not discussed, it could result in the UWMP not being determined to be 'complete'.

**Ask for guidance or clarification.** If there is a question about what to include in a UWMP prior to adoption, please contact a DWR regional team member. This could avoid the need to have additional information requested by DWR during the review process and the subsequent need to adopt an addendum or amendment.

**Provide an executive summary.** An executive summary provides useful and concise summary of the plan for readers.

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