

# Chapter 1

## Plan Preparation

This section provides guidance on determining whether or not a water supplier is required to write a UWMP and describes the various levels of regional coordination that an agency may employ.

In order to orient readers of the UWMP, water agencies are encouraged to include information in the beginning of their UWMP describing the purpose of the Plan (developing a long-term planning document for water management, complying with requirements in the CWC, and providing information to the public about the supplier's water management programs), as well as noting that the DWR Guidebook was used to prepare the plan.

This chapter contains the following sections:

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

## 1.1 Agencies Required to Prepare a Plan

**CWC 10617**

*“Urban retail water supplier” means a supplier, either publicly or privately owned, providing water for municipal purposes either directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually...This part applies only to water supplied from public water systems...*

**CWC 10620 (b)**

*Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier.*

**CWC 10621 (a)**

*Each urban water supplier shall update its plan at least once every five years on or before December 31, in years ending in five and zero.*

**CWC 10608.42 (d)**

*Each urban water supplier shall update and submit its 2015 plan to the department by July 1, 2016.*

UWMPs are to be prepared every five years by urban water suppliers with 3,000 or more service connections or supplying 3,000 or more acre-feet of water per year.

If an agency is under this threshold for the year that a UWMP is due, but meets this threshold before the next reporting cycle, the agency is required to adopt a UWMP within one year after meeting the reporting threshold.

### **Public Water Systems**

The determination as to whether or not a supplier has reached the reporting threshold (3,000 or more connections or 3,000 acre-feet of water supplied) is made by reviewing the number of connections and volume of water supplied by each public water system serving potable water and managed by the water supplier.

The State Water Resources Control Board (Board) regulates public water systems (PWS) and reporters file annual reports of water usage and other information. The information provided in the UWMP should be consistent with the data reported to the Board.

The eligibility for submitting a UWMP is determined by combining the service connections and/or the annual water deliveries from each public water system managed by the agency. If the sum is above the UWMP reporting threshold (3000 AFY or 3,000 urban connections) the agency must report on all the water systems it services, regardless of size.

### **Multiple Service Areas/Water Systems**

Water agencies with multiple water systems located throughout the State may group public water systems together into regional reporting units for purposes of submitting UWMPs.

In Table 1-1, water agencies shall provide the names and numbers of each public water system that they manage that is reported in this UWMP.

<b>Table 1-1: Public Water Systems</b>			
Water System Number	Water System Name	Number of Urban Connections	Volume of Water Supplied
TOTAL			

## 1.2 Coordination and Outreach

### CWC 10620(d)(2)

*Each urban water supplier shall coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.*

### CWC 10621 (b)

*Every urban water supplier required to prepare a plan pursuant to this part shall, at least 60 days prior to the public hearing on the plan required by Section 10642, notify any city or county within which the supplier provides waters supplies that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan.*

### CWC 10642

*Each urban water supplier shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan.*

Provide names of each agency and organization contacted or involved in the development of the UWMP in Table 1-2.

The data in a UMWP should be consistent with data found in other reports or planning documents, such as Water Master Plans, Groundwater Management Plans, or Public Water Systems reports. Suppliers are strongly encouraged to review for consistency between these documents. This can be done by soliciting participation from other agencies responsible for developing such documents.

A supplier may reach out to, but is not limited to:

- Public Agencies
  - Cities and counties that are served by agency REQUIRED
  - Local wastewater and/or stormwater entities
  - Regional boards/agencies
  - Economic development agencies
  - Park districts
  - Councils of Governments
- Water Management Organizations
  - Water agencies that share a common source
  - Integrated regional water management groups
  - Groundwater management entities
  - Watershed groups
- Customers
  - Large CII water users
  - Home Owners' Associations

- School districts
- Diverse Elements of the Population
  - Building industry
  - Native American tribes
  - Chambers of commerce
  - Environmental organizations
  - Civic organizations

**Notice to Cities and Counties**

CWC 10621 (b) requires that agencies notify cities and counties within which they serve water, that the plan is being reviewed. The CWC specifies that this must be done at least 60 days prior to the public hearing. However, DWR encourages water agencies to send this notification at the start of the UWMP process, well in advance of the required 60 days prior to the UWMP public hearing.

The CWC only requires that the city or county is notified of the plan update. However, water agencies are encouraged to include the UWMP revision schedule, contact information of the UWMP preparer, and the location where the UWMP can be viewed.

Notification letters can be addressed to the City Manager or County Administrator for the cities and counties to be noticed.

Table 1-2: Coordination		
Contacted or Participating Agencies	Participation was Solicited	Agency Participated in UWMP Development
	(check box)	(check box)
	(check box)	(check box)
	(check box)	(check box)
<i>This table will be expandable.</i>		

**Coordination between Retailers and their Wholesalers**

*CWC 10631(k) Urban water suppliers that rely upon a wholesale agency for a source of water shall provide the wholesale agency with water use projections from that agency for that source of water in five-year increments to 20 years or as far as data is available.*

Retail agencies that receive a water supply from one or more wholesalers are required to provide water use projections to the wholesaler(s) of the retail agency's projected water use, from that source, in five year increments for 20 years, or as far as data is available.

This information should be provided in a timely manner, allowing the wholesaler adequate time to incorporate the information into its own UWMP.

### 1.3 Regional Planning

Before developing the UWMP, water suppliers should decide the level of regional coordination that they wish to engage in for the 2015 cycle of urban water management planning.

Regional planning reflects the desire for increasing regional self-reliance and the recognition that proper management of regional water assets is necessary to reduce the need for imported water. Good regional planning considers all interests and works across jurisdictional boundaries.

Agencies may choose:

- Individual Reporting – An agency develops a UWMP covering only their agency and addresses all requirements of the Water Code. The agency notifies and coordinates with appropriate regional agencies and constituents.
- Regional Reporting - Working with an IRWM, wholesaler, or other regional entity, an agency becomes part of a regional group that:
- Regional UWMP - Develops a regional UWMP that addresses all the requirements of the Water Code.
- Regional Alliance - Develops a regional alliance that addresses only the requirements of the Water Conservation Bill of 2009 (SBX 7-7), that is, planning, reporting, and complying as an Alliance with 2015 and 2020 water use targets. (See Methodology 9). **All other elements of the water code must be addressed through either an individual or regional UWMP.**

### Regional UWMP

*CWC 10620 (d) (1) An urban water supplier may satisfy the requirements of this part by participation in area wide, regional, watershed, or basin wide urban water management planning where those plans will reduce preparation costs and contribute to the achievement of conservation and efficient water use.*

Water agencies may find it more efficient to work with a regional group to develop a Regional UWMP.

The Regional UWMP would include some elements developed by the group, for example, a regional Water Shortage Contingency Plan. The Regional Plan would also include other elements specific to each agency, such as each agency's supply and demand information. The

Regional UWMP could also sum the supplies and demands from each agency to report the regional supply and demand.

A Regional UWMP may elect to determine and report progress toward achieving urban water use targets (See Chapter 5) on a regional basis. This would be considered a Regional Alliance reporting in a Regional UWMP. (See Section Below)

Each participating water supplier is required to adopt the regional plan and the adoption resolutions from each agency must be included in the UWMP.

If an agency participates in a Regional UWMP and also prepares its own individual UWMP, its governing board must adopt both the regional and individual plans.

## Regional Alliance

*CWC 10608.20 (a) (1) ...Urban retail water supplier may elect to determine and report progress toward achieving these targets on an individual or regional bases...*

A regional alliance allows water suppliers to work toward cooperatively developing programs and meeting water conservation targets, but not necessarily submitting a regional UWMP.

A group of water suppliers agreeing among themselves to plan, comply, and report as a region on the requirements of the Water Conservation Bill of 2009, SBX 7-7, is referred to as a regional alliance. Each regional alliance will develop its own set of interim (2015) and 2020 urban water use targets.

Being a member of a regional alliance does not take the place of submitting a UWMP, whether individually or regionally.

Each water supplier that is a member of one or more regional alliances will report in their UWMP the water use targets for the each alliance as well as for the agency itself.

A regional alliance will submit a Regional Alliance Report, which will include the alliance's water use targets for 2015 and 2020.

Specific guidance for a regional alliance is found in Appendix D. ([clickable link](#))