

**Appendix 1-7**

**Documentation Regarding Urban Water Suppliers' Efforts to Ensure 2010  
Urban Water Management Plans Address CWC Requirements**

**City of Monterey Park**



861 Village Oaks Drive, Suite 100 • Covina, California 91724  
Phone: (626) 967-6202 • FAX: (626) 331-7065 • Web site: [www.stetsonengineers.com](http://www.stetsonengineers.com)

Northern California • Southern California • Arizona • Colorado

July 23, 2015

Mr. Frank M. Heldman  
Water Utility Manager  
City of Monterey Park  
320 West Newmark Ave.  
Monterey Park, CA 91754

Subject: Letter of Commitment to Complete the City of Monterey Park's 2010 and 2015 Urban Water Management Plan Updates

Dear Heldman:

In a letter dated June 29, 2015, Stetson Engineers Inc. (Stetson) provided a Proposal to the City of Monterey Park (City) to prepare both the 2010 and 2015 Urban Water Management Plan (UWMP) Updates, in accordance with UWMP guidelines. Consistent with the Scope of Work in the Proposal, the attached schedules indicate Stetson will have:

1. The final 2010 UWMP Update completed and provided to the City by December 1, 2015; and
2. The final 2015 UWMP Update completed and provided to the City by March 31, 2016.

This letter confirms Stetson's commitment to have both final 2010 and 2015 UWMP Updates completed and provided to the City by the above dates.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephen B. Johnson", is written over a faint, circular blue stamp or watermark.

Stephen B. Johnson, P.E.  
President  
Stetson Engineers Inc.







## MEMORANDUM

**TO:** Mr. Frank Heldman

**FROM:** Stetson Engineers Inc.

**SUBJECT:** City of Monterey Park  
Contingency Plan for 2010 and 2015 UWMP Updates

**JOB NO.:** M-0819

**DATE:** July 23, 2015

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### **BACKGROUND**

The Urban Water Management Planning Act was established by Assembly Bill 797 in 1983 and has been amended on numerous occasions. In particular, Assembly Bill 11X amended the UWMP Act in 1991, by including a requirement for a Water Shortage Contingency Plan. Section 10631(b) has been expanded to require additional information on groundwater basin management and reliability of water supply. Sections 10631(h) and 10631(i) were added and require additional information on water supply projects, including the use of desalination. Emphasis on the potential use of recycled water is included in Section 10633. Assembly Bill 1420, which amended Section 10631.5 and added Section 10631.7 in 2007, requires the terms of an eligibility for any water management grant or loan from the California Department of Water Resources (DWR) to be conditioned on the implementation of the water demand management measures described in the UWMP.

In accordance with the UWMP Act, Sections 10617 and 10621, each urban water supplier 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, shall prepare, update and adopt its UWMP at least once every five years ending in five and zero. Pursuant to Assembly Bill No. 2067, as well as California Water Code Section 10621.



The City of Monterey Park (City) is having Stetson Engineers Inc. (Stetson) prepare its 2010 and 2015 UWMP Updates. Stetson is committed to complete and provide the City with the final 2010 UWMP Update by December 1, 2015 and the final 2015 UWMP Update by March 31, 2016, as shown in the attached schedules. In response to the City's request, Stetson has prepared this "contingency plan" which summarizes potential delays or project challenges which the City and Stetson staff agree may occur while preparing the 2010 and 2015 UWMP Updates. For each delay/project challenge, City and Stetson staff have jointly developed a response to address the delay/project challenge to provide the City with the completed final 2010 and 2015 UWMP Updates by the proposed due dates.

### **CONTINGENCY PLAN**

**Potential Delay No. 1** – DWR had previously indicated the 2015 UWMP Guidebook will be released July 1, 2015. However, DWR staff now indicates the release date will be the end of August 2015. This would delay the start date to prepare the City's 2015 UWMP Update.

**Response** – A draft of the 2015 UWMP Guidebook is available. After authorization to proceed, Stetson will prepare each chapter of the 2010 UWMP Update and the 2015 UWMP Update almost at the same time. It is anticipated the "draft" 2015 UWMP Guidebook will have minimal changes. Once the 2015 UWMP Guidebook is released, Stetson will make the necessary modifications to the 2015 UWMP Update. This process will help maintain the proposed due dates.

**Potential Delay No. 2** – San Gabriel Valley Municipal Water District (SGVMWD) completes its 2015 UWMP Update after the City's 2015 UWMP Update.

**Response** – Stetson will coordinate with SGVMWD to obtain preliminary numbers, data and DMMs. Stetson will move forward on the City's 2015 UWMP Update to be on schedule with the proposed due dates.

**Potential Delay No. 3** – City staff does not provide all the requested data and information needed to begin working on the 2010 and 2015 UWMP Updates in a timely manner.

**Response** – Stetson will be in constant contact with City staff to obtain all the requested data and information.

**Potential Delay No. 4** – City staff reviews the draft 2010 and 2015 UWMP Updates and does not provide comments to Stetson in a timely manner.

**Response** – Stetson will be in constant contact with City staff to obtain comments from the City within the scheduled time frame.

### **CONCLUSION**

Stetson and City staff developed a list of potential delays that may prevent the 2010 and 2015 UWMP Updates from being completed on the proposed due dates. For each potential delay, Stetson and the City staff have developed a strategy to address each delay. Stetson is determined to complete both the 2010 and 2015 UWMP Updates by the proposed due dates of December 1, 2015 and March 31, 2016, respectively.

**City of Lynwood**

**DEPARTMENT OF WATER RESOURCES**

1416 NINTH STREET, P.O. BOX 942836  
SACRAMENTO, CA 94236-0001  
(916) 653-5791



July 9, 2014

Ms. Sarah Withers  
City Manager  
City of Lynwood  
11330 Bullis Road  
Lynwood, CA 90262

Dear Ms. Withers:

The Department of Water Resources (DWR) has reviewed City of Lynwood's (City) 2010 Urban Water Management Plan (UWMP), received August 2, 2011. The California Water Code (CWC) directs DWR to report to the legislature once every five years on the status of submitted plans. In meeting this legislative reporting requirement, DWR reviews all submitted plan to ensure that they have addressed the required elements of the California Water Code.

DWR's review of the City's 2010 plan has determined the following required elements have not been addressed in accordance with the Water Code:

- 1.) Population Estimates: The method used for estimating the service area population for the baseline years (as found in Appendix E) is not in accordance with Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use, DWR 2010. (CWC 10608.20 (h) (A))
- 2.) Demand Management Measures: The UWMP did not adequately address Demand Management Measures A (Water survey programs for single-family residential and multi-family residential customers), B (Residential plumbing retrofit), E (Large landscape conservation programs and incentives), K (Conservation pricing). (CWC 10631(f))
- 3.) Wastewater: The UMWP did not provide a quantification of the volume of wastewater collected within the district, nor the volume treated. (CWC 10633)

To meet the requirements of the water code and to be eligible for state water grants and loans, the City should consider revising its 2010 UWMP to address the UWMP elements listed above. Revised plans must be adopted by the City's governing board following the public process specified in the UWMP Act.

DWR encourages water suppliers to send drafts of the revised sections to DWR for review before adopting the revised plan.

After adoption, copies of the revised plan should be sent to DWR, the State Library, and local cities and counties. On receiving the revised plan, DWR will review the revised sections for compliance with the UWMP Act.

Please feel free to contact me if you would like to discuss this further.

Sincerely,



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Peter Brostrom  
UWMP Program Manager  
brostrom@water.ca.gov  
(916) 651-7034

cc: Jose Molina  
11330 Bullis Road  
Lynwood, CA 90262

Sergio Fierro  
DWR Southern Regional Office

Gwen Huff  
DWR Headquarters



**CITY OF LYNWOOD  
11330 BULLIS ROAD, LYNWOOD, CA**

August 5, 2015

Ms. Gwen Huff  
Department of Water Resources  
1416 Ninth Street PO Box 942836  
Sacramento, CA 94236

Dear Ms. Huff:

The City of Lynwood is working closely with Mr. Peter Bostrom to provide revisions on the required elements on the UWMP. We have hired SA and Associates to work with us on required elements to expedite the process. It is to our understanding that on July 27<sup>th</sup> that you have reviewed our Demand Management Measures and quantification of wastewater collection and find that the amendments address the requirements of the water code. SA and Associates has also been in contact with SCAG on the census block data analysis.

Please be assured that having an approved UWMP is important to us. Once DWR provides us an approval on the population estimates we will promptly take this to the City Council for an approval. We also received funding to work on the 2015 UWMP. It is our intent to work on the 2015 UWMP as soon as possible. It would be useful for us to receive the determination from DWR on population estimates.

Should you have any questions, please do not hesitate to contact me at [lhempe@lynwood.ca.us](mailto:lhempe@lynwood.ca.us) or all me at 310-603-0220, ext. 500.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lorry Hempe", is written over a horizontal line.

Lorry Hempe  
Public Works Special Projects Manager

Cc: William Stracker, Director of Public Works /City Engineer

**City of Norwalk**

**DEPARTMENT OF WATER RESOURCES**

1416 NINTH STREET, P.O. BOX 942836  
SACRAMENTO, CA 94236-0001  
(916) 653-5791



July 10, 2014

Mr. Michael Egan, City Manager  
City of Norwalk  
12700 Norwalk Blvd, Rm. 3  
Norwalk, California 90650

Dear Mr. Norwalk:

The Department of Water Resources (DWR) has reviewed the City of Norwalk's (City) 2010 Urban Water Management Plan (UWMP) received August 1, 2011. The California Water Code (CWC) directs DWR to report to the legislature once every five years on the status of submitted plans. In meeting this legislative reporting requirement, DWR reviews all submitted plans to ensure that they have addressed the required elements of the Water Code.

DWR's review of the City's 2010 plan has determined the following required elements have not been addressed in accordance with the Water Code:

- The UWMP did not describe the method for estimating the population during the baseline period. The baseline population estimate should be developed using Technical Methodology 2: Service Area Population found in Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use, DWR 2010. CWC Section 10631 (a).
- Address each Demand Management Measure (DMM) listed in the Water Code by providing a description of the program currently being implemented, or, for any DMM not being implemented, provide either a cost/benefit analysis, or a plan of implementation. The descriptions of DMMs A (residential surveys), B (residential plumbing retrofits), and E (large landscape) did not properly address this requirement. CWC Section 10631 (f) (g) and (h).
- The plan did not provide a supply and demand comparison for single dry years or multiple dry years over the next 20 years in 5 year increments. CWC Section 10635 (a).
- Supply reliability under historic conditions is not provided. CWC Section 10631(c)(1-2).

Mr. Michael Egan  
July 10, 2014  
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To meet the requirements of the Water Code and to be eligible for State water grants and loans, the City should consider revising its 2010 UWMP to address the UWMP elements listed above. Revised plans must be adopted by the agency's governing board following the public process specified in the UWMP Act. DWR encourages water suppliers to send drafts of the revised sections to DWR for review before adopting the revised plan.

After adoption, copies of the revised plan should be sent to DWR, the State Library, and local cities and counties. On receiving the revised plan, DWR will review the revised sections for compliance with the UWMP Act.

Please feel free to contact me if you would like to discuss this further.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Brostrom', written over the word 'Sincerely,'.

Peter Brostrom  
UWMP Program Manager  
[Brostrom@water.ca.gov](mailto:Brostrom@water.ca.gov)  
(916) 651-7034

cc: Adriane Figueroa  
Admin Services Manager

Sergio Fierro  
DWR Southern Regional Office

Gwen Huff  
DWR Headquarters

## Bennett, Bill

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**From:** Adriana Figueroa <afigueroa@norwalkca.gov>  
**Sent:** Thursday, July 30, 2015 2:23 PM  
**To:** Huff, Gwen@DWR  
**Cc:** Bennett, Bill  
**Subject:** RE: Norwalk UWMP

Gwen, I wanted to keep you posted on what Norwalk is going to do with regards to the 2010 UWM Plan. We have decided to begin the preparation of the 2015 UWM Plan and incorporate in that document the revisions needed to update the 2010 UWMP. We believe this is the most efficient and cost effective way to compliance. I understand the 2015 UWMP guidelines will be released this September and if so, we will expedite the preparation of our Plan and anticipate having that document done and submitted by March 1, 2016. Please let me know if you think this is a good approach, thanks so very much.

Adriana

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**From:** Huff, Gwen@DWR [<mailto:Gwen.Huff@water.ca.gov>]  
**Sent:** Monday, July 27, 2015 10:36 AM  
**To:** Adriana Figueroa  
**Subject:** RE: Norwalk UWMP

Adriana –

Please excuse the long delay in responding to your email. I have been out of the office on family medical leave for 2 months and am just getting my feet back on the ground.

The guidebook for the 2015 UWMP will be released in September of this year. We are holding a public hearing on the draft guidebook in late August. If you go to our website <http://www.water.ca.gov/urbanwatermanagement/uwmp2015.cfm> (which will be updated this week) you will be able to follow the progress of the guidebook release.

2015 UWMPs will be due to DWR July 1 of 2016.

Regarding the Prop 84 funding and the UWMPs, your agency may apply for the funding even if the UWMP is not approved. If you are successful in your application, when it comes time to actually receive funds, DWR will not issue a check until an approved UWMP is in place. Getting to that point will probably take you past the date that the 2015 UWMP is due. Unless you see things moving faster with your Prop 84 application, I recommend that you preserve your efforts for an update of the 2015 UWMP.

I hope this is helpful.

Sincerely,

Gwen

*Gwen Huff  
Urban Water Use and Efficiency Unit*

Department of Water Resources  
(916) 651-9672  
[ghuff@water.ca.gov](mailto:ghuff@water.ca.gov)

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**From:** Adriana Figueroa [<mailto:afigueroa@norwalkca.gov>]  
**Sent:** Thursday, June 25, 2015 10:56 AM  
**To:** Huff, Gwen@DWR  
**Subject:** Norwalk UWMP

Hi Gwen, hope all is well. You contacted me a year ago regarding Norwalk's UWMP and the changes that needed to be made to the document. Because some of those changes were technical in nature and given the fact that we don't really have in-house staffing to provide that information, we needed to retain a consultant to assist us with this process. I indicated to you that it would be best to make those changes as we prepare our 2015 UWMP. We would like to do that and will be going out to bid for that soon. However, we would like to apply for funds during this round of Prop 84 and one of the requirements of course is that we have an approved UWMP. We will be expediting that process of course, but I would like to know for cost efficiency purposes, when the 2015 UWMP would be due and if the guidelines for that have come out yet or not. As I indicated, we'll need to contract for this service, and I'm trying to figure out if based on your comments (which I've attached) I should have the consultant update the 2010 document and prepare the 2015 or simply prepare the 2015 UWMP incorporating the comments from the 2010 Plan. Can you please let me know. Thanks very much.

Btw, I'll be gone tomorrow and next week, but will be back on Monday, July 6<sup>th</sup>.

***Adriana Figueroa***  
***Administrative Services Manager***  
**City of Norwalk - Administration**  
**(562) 929-5760 / (562) 929-5915**  
**(562) 929-5780 - Fax**  
**[afigueroa@norwalkca.gov](mailto:afigueroa@norwalkca.gov)**

**Pico Water District**

**DEPARTMENT OF WATER RESOURCES**

1416 NINTH STREET, P.O. BOX 942836  
SACRAMENTO, CA 94236-0001  
(916) 653-5791



June 30, 2014

Mr. Mark Grajeda  
General Manager  
Pico Water District  
Post Office Box 758  
Pico Rivera, California 90660

Dear Mr. Grajeda:

The Department of Water Resources (DWR) has reviewed the Pico Water District's (District) 2010 Urban Water Management Plan (UWMP) received on July 29, 2011. The California Water Code (CWC) directs DWR to report to the legislature once every five years on the status of submitted plans. In meeting this legislative reporting requirement, DWR reviews all submitted plans to ensure that they have addressed the required elements of the California Water Code.

DWR's review of the District's 2010 Plan has determined the following required elements have not been addressed in accordance with the Water Code:

1. The service area population for the baseline period was calculated incorrectly. This can affect the estimations of baseline and target water use. (CWC Section 10631 (a)). The baseline population estimate for the service area should be developed using Technical Methodology 2: Service Area Population found in Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use, DWR 2010. (CWC 10608.20 (f)).
2. The agency did not calculate gross water correctly. Gross water was calculated based on water delivery data, rather than water production. The miscalculation of gross water resulted in significant errors in the district's baseline per capita water use and the 2015 and 2020 targets. (CWC 10608.20 (h)(1)(A)).

Mr. Mark Grajeda  
June 30, 2014  
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To meet the requirements of the Water Code and to be eligible for State water grants and loans, the District should consider revising its 2010 UWMP to address the UWMP elements listed above. Revised plans must be adopted by the District's governing board following the public process specified in the UWMP Act. DWR encourages water suppliers to send drafts of the revised sections to DWR for review before adopting the revised plan.

After adoption, copies of the revised plan should be sent to DWR, the State Library, and local cities and counties. On receiving the revised plan, DWR will review the revised sections for compliance with the UWMP Act.

Please feel free to contact me if you would like to discuss this further.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Brostrom', with a long horizontal flourish extending to the right.

Peter Brostrom  
UWMP Program Manager  
Brostrom@water.ca.gov  
(916) 651-7034

cc: Sergio Fierro  
DWR Southern Regional Office

Joanne Tang  
DWR Headquarters

Gwen Huff  
DWR Headquarters

## Bennett, Bill

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**From:** Mark Grajeda <msgrajeda@picowaterdistrict.net>  
**Sent:** Thursday, July 30, 2015 2:59 PM  
**To:** Bennett, Bill  
**Cc:** afigueroa@ci.norwalk.ca.us  
**Subject:** FW: Prop 84 Grant Application

Bill,

I also spoke with Gwen Huff today and we also are going to move forward to begin work on our 2015 UWMP. We will need to send out an RFP for the work and will send that RFP out before the end of August. Our plan will be to correct the problems encountered in our 2010 UWMP (Plan) when we submit the 2015 Plan. I hope to have the Plan submitted no later than May 2016.

*Thank you,*

**Mark Grajeda**, General Manager

**PICO WATER DISTRICT** | P.O. Box 758 | 4843 S. Church Street | Pico Rivera, CA 90660-0758

**Office:** 562-692-3756 Ext 14 | **Fax:** 562-695-5627 | [msgrajeda@picowaterdistrict.net](mailto:msgrajeda@picowaterdistrict.net)

**Los Angeles County Waterworks District No. 29**

**DEPARTMENT OF WATER RESOURCES**

1416 NINTH STREET, P.O. BOX 942836  
SACRAMENTO, CA 94236-0001  
(916) 653-5791



July 8, 2014

Mr. Alan Ariki  
General Manager  
Los Angeles County Water Works District No. 29  
900 South Fremont Avenue  
Alhambra, California 91803-1331

Dear Mr. Ariki:

The Department of Water Resources (DWR) has reviewed the Los Angeles County Water Works District No. 29 (District) 2010 Urban Water Management Plan (UWMP) received July 28, 2011. The California Water Code (CWC) directs DWR to report to the legislature once every five years on the status of submitted plans. In meeting this legislative reporting requirement, DWR reviews all submitted plans to ensure that they have addressed the required elements of the California Water Code.

DWR's review of the Company's 2010 plan has determined the following required elements have not been addressed in accordance with the Water Code:

- Agencies that are members of the California Urban Water Conservation Council (Council) may meet the Demand Management Measures (DMMs) requirement by submitting their evaluated 2009-2010 Council Best Management Practices (BMP) Report showing that all BMPs are "on-track". This report was not submitted in the 2010 UWMP. CWC Sections 10631(f)(g)(h) and (j)
- The service area population for the baseline period was not calculated in accordance with Technical Methodology 2: Service Area Population, found in Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use, DWR 2010. An adjustment to the baseline population may affect the baseline and target water use, which should be adjusted accordingly. CWC Section 10631 (a).

To meet the requirements of the Water Code and to be eligible for State water grants and loans, the District should consider revising its 2010 UWMP to address the UWMP elements listed above. Revised plans must be adopted by the agency's governing board following the public process specified in the UWMP Act. DWR encourages water suppliers to send drafts of the revised sections to DWR for review before adopting the revised plan.

Mr. Alan Ariki  
July 8, 2014  
Page 2

After adoption, copies of the revised plan should be sent to DWR, the State Library, and local cities and counties. On receiving the revised plan, DWR will review the revised sections for compliance with the UWMP Act.

Please feel free to contact me if you would like to discuss this further.

Sincerely,



Peter Brostrom  
UWMP Program Manager  
[Brostrom@water.ca.gov](mailto:Brostrom@water.ca.gov)  
(916) 651-7034

cc: Fong Trinh  
Los Angeles County Water Works District No. 29

Kirk Allen  
Los Angeles County Water Works District No. 29

Sergio Fierro  
DWR Southern Regional Office

Gwen Huff  
DWR Headquarters