

# EXHIBIT A

## Title 4 - WATER SYSTEMS Chapter 4.12 WATER SHORTAGE CONTINGENCY PLAN

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### Chapter 4.12 WATER SHORTAGE CONTINGENCY PLAN

#### Sections:

#### 4.12.010 Purpose.

It is the purpose and intent of this chapter to provide means by which the board of directors can restrict water use upon a determination that water supplies need to be conserved due to demands upon the water resource. The Water Shortage Contingency Plan contained in this Chapter is based upon the District's adopted 2020 Urban Water Management Plan, and the requirements of California Water Code Section 10632(a)(3)(A). Section 10632(a)(3)(A) provides for the inclusion of six standard water shortage levels corresponding to progressive ranges of up to 10, 20, 30, 40, and 50 percent shortages, and greater than 50 percent shortage in water shortage contingency plans.

#### 4.12.020 Definitions.

The definitions contained in Chapter 4.04, as amended, shall be used for interpreting this chapter. The following definitions are for specific application to this chapter:

"9P2/SS4 Gradient" means the difference in elevation measured as feet above mean sea level between the District's 9P2 monitoring well at the wastewater effluent percolation ponds and SS4 monitoring well near the San Simeon potable water production well field. A positive gradient means water level elevations at the well field are higher than water level elevations at the percolation ponds.

"Annual Water Supply and Demand Assessment" means the written decision-making process for determining supply reliability each year, along with key data inputs, evaluation criteria, and methodology used to evaluate reliability.

"Dry Season" begins when streamflow falls below one cubic feet per second at the upper end of the San Simeon Creek stream underflow measured at the Palmer Flats gauging station. Dry season ends when streamflow resumes and persistently remains above one cubic feet per second.

Groundwater Levels. In reference to water levels in the San Simeon and Santa Rosa basins, "groundwater levels" means the average of water levels in the district's three wells in the San Simeon basin and the average of water levels in the district's two wells in the Santa Rosa basin.

"Permanent resident" means any person residing in a household during the entire billing period or for three months out of the past six months.

"Permanent Resident Certification" means a form provided by the district that must be completed by the consumer and filed at the district office to receive an increased water allotment. It is the consumer's responsibility to complete and file an amended permanent resident certification with the district whenever there is a change in the number of "permanent residents" in the customer's household. Permanent resident certification forms shall be signed under penalty of perjury. Permanent resident certification forms shall not be used for any purpose other than administration of this chapter.

"Shortage Response Actions" means the actions that may be implemented or considered for each stage to reduce gaps between supply and demand as well as minimize social and economic impacts to the community.

"Unit" means a quantity of water equivalent to one hundred (100) cubic feet in volume. One cubic foot is equivalent to 7.48 gallons. Therefore, one "unit" is equivalent to seven hundred forty-eight (748) gallons.

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"Water Conservation Plan" means a plan identifying new water conservation measures that will be taken to reduce water consumption by commercial customers. This plan shall include an implementation schedule for conservation measures. A water conservation plan must be submitted with commercial applications for exceptions to the maximum commercial water use allotments.

"Water Customer" means the terms water user, water user account, service account, water customer, applicant, and consumer used herein shall apply to every person, firm, partnership, association, corporation, city, county, state or local agency, political subdivision, district, or entity of every kind receiving water services from the district. All water customers whose names are shown on district's account records shall be equally responsible and liable for water use by tenants, lessees, co-owners, and all other persons utilizing water on the premises through the account.

"Water Shortage Contingency Plan" (WSCP) means the board of directors-approved plan that specifies opportunities to reduce demand and augment supplies under numerous, and even unpredictable, water shortage conditions. The WSCP provides an action plan for a drought or catastrophic water supply shortage. As required by California Water Code Section 10632(a)(3)(A), the WSCP includes six standard water shortage levels to identify and respond to water shortage conditions, including three stages of water shortage emergency (stage 4, stage 5 and stage 6).

"Water Use and Retrofit Agreement" means a condition on restoration service after water service is discontinued for repeated violation of Shortage Response Actions. This agreement shall specify water use restrictions and retrofits that must be implemented by the customer within thirty (30) days from the date water service is restored.

#### **4.12.030 Stage 1 – Water Use Efficiency is a Way of Life.**

It is the purpose of a Stage 1 ("Water Use Efficiency is a Way of Life") to reduce consumption through voluntary conservation by up to ten (10) percent, as needed.

- A. Baseline. Stage 1, as the baseline stage, shall be in effect at all times and includes mandatory prohibitions on water waste as outlined in Chapter 4.08 of this Code. Except as required in Chapter 4.08, Stage 1 shortage response actions shall be voluntary and no penalties or fines shall be enforced.
- B. B. Authority: Water Code Section 375 et seq; Water Code Section 10632(a)(3)(A).

#### **4.12.040 Stage 2 – Water Shortage Watch.**

It is the purpose of a Stage 2 Water Shortage Watch to reduce consumption by up to twenty (20) percent.

- A. Public Information. The general manager is authorized and directed to pursue a vigorous public information program about water supply conditions, mandatory shortage response actions in effect, and the need to reduce water consumption. This shall be by announcements in local newspapers and other news media, by mailings to customers, by handouts, by school outreach programs, and by such other means deemed appropriate by the general manager.
- B. Authority: Water Code Section 375 et seq, Water Code Section 10632(a)(3)(A).

#### **4.12.050 Stage 3 – Water Shortage Warning.**

It is the purpose of a Stage 3 Water Shortage Warning to reduce consumption by up to thirty (30) percent.

- A. Public Information. The general manager is authorized and directed to expand the public information program about water supply conditions, mandatory shortage response actions in effect, and the

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need to reduce water consumption to include a staffed booth at the Farmer’s Market and water efficient product giveaways.

B. Authority: Water Code Section 350 et seq., Water Code Section 10632(a)(3)(A)

**4.12.060 Stage 4 – Water Shortage Emergency.**

It is the purpose of a Stage 4 Water Shortage Emergency to reduce consumption by up to forty (40) percent.

A. Maximum Water Use Allotment.

1. Public Uses. The district will meet with all school districts, public park agencies, and all other public agencies to establish appropriate agreements to reduce water consumption. The objective of such agreements shall be to eliminate irrigation of decorative landscaping and reduce irrigation of turf and play areas to the minimum levels necessary to protect health and safety of school children and park visitors.
2. Commercial Uses. The maximum monthly water use allotment for all commercial uses shall be the lower of three (3) units per EDU assigned by the district, or actual average monthly water usage as measured during the twelve (12) months preceding implementation of a Stage 4 water shortage emergency. In the event a commercial use has not previously had an EDU allocation determined, the general manager shall determine and assign the EDU allocation according to the criteria provided in Title 8 of this code, as subsequently amended or replaced.
3. Residential Uses. A maximum monthly use limit of three units per permanent resident is established for separately metered individual residential dwellings and for each separate residence within residential uses with two or more residential dwellings on the same meter (e.g., apartments and mobile homes). Each residential customer account is allotted three units per month. Customers may request an increase in the allotment of units by completing a permanent resident certification form provided by the district. The breakdown by household size is as follows:

Household Size	Units/Month
1 permanent resident	3 Units
Each additional permanent resident	3 Units each

4. Vacation Rental Uses. A maximum monthly use limit of three units total is established for registered vacation rental units. Vacation rental does not include homestays, as defined by the County of San Luis Obispo’s Local Coastal Program (County Code 23.08.265), which are accessory residential uses and receive no water use allotment.
5. Adjustment of Maximum Water Use Allotment. Each customer shall have the right to request an adjustment of the number of permanent residents in his or her household used to compute the maximum water use allotment by completing the permanent resident certification form. The permanent resident certification is a form provided by the district that must be completed by the customer and filed at the district office in order to receive an increased water allotment. It is the customer’s responsibility to complete and file an amended permanent resident certification form with the district whenever there is a change in the number of "permanent residents" in the customer's household. Permanent resident certification forms shall be signed under penalty of perjury. Permanent resident certification forms shall not be used for any purpose other than administration of this chapter.

B. Public Information. The general manager is authorized and directed to continue the public information program about water supply conditions, mandatory shortage response actions in effect, and the need to

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reduce water consumption. The general manager shall provide notice to all water customers regarding the board of director's declaration of a water shortage emergency and activation of the Stage 4 shortage response actions. Such notice shall be mailed within fourteen (14) days of the board's action.

- C. Monitoring. Meters will be read monthly but bills will be prepared bi-monthly for the duration of the emergency. Customers with meter readings above the maximum use limits for Stage 4 shall be notified, but no penalties for excess use will be applied.
- D. Authority: Water Code Section 350 et seq., Water Code Section 10632(a)(3)(A)

#### **4.12.070 Stage 5 – Extreme Water Shortage Emergency.**

It is the purpose of a Stage 5 Extreme Water Shortage Emergency to reduce consumption by up to fifty (50) percent.

- A. Maximum Water Use Allotment.
  - 1. Public Uses. The district will meet with all school districts, public park agencies, and all other public agencies to establish appropriate agreements to reduce water consumption. The objective of such agreements shall be to eliminate irrigation of decorative landscaping and reduce irrigation of turf and play areas to the minimum levels necessary to protect health and safety of school children and park visitors.
  - 2. Commercial Uses. The maximum monthly water use allotment for all commercial uses shall be the lower of two (2) units per EDU assigned by the district, or 75% of the actual average monthly water usage as measured during the twelve (12) months preceding implementation of a Stage 5 water shortage emergency. In the event a commercial use has not previously had an EDU allocation determined, the general manager shall determine and assign the EDU allocation according to the criteria provided in Title 8 of this code, as subsequently amended or replaced.
  - 3. Residential Uses. A maximum monthly use limit of two units per permanent resident is established for separately metered individual residential dwellings and for each separate residence within residential uses with two or more residential dwellings on the same meter (e.g., apartments and mobile homes). Each residential customer account is allotted two units per month. Customers may request an increase in the allotment of units by completing a permanent resident certification form provided by the district. The breakdown by household size is as follows:

Household Size	Units/Month
1 permanent resident	2 Units
Each additional permanent resident	2 Units each

- 4. Vacation Rental Uses. A maximum monthly use limit of two units total is established for registered vacation rental units. Vacation rental does not include homestays, as defined by the County of San Luis Obispo's Local Coastal Program (County Code 23.08.265), which are accessory residential uses and receive no water use allotment.
    - 5. Adjustment of Maximum Water Use Allotment. Each customer shall have the right to request an adjustment of the number of permanent residents in his or her household used to compute the maximum water use allotment by completing the permanent resident certification form. The permanent resident certification is a form provided by the district that must be completed by the customer and filed at the district office in order to receive an increased water allotment. It is the customer's responsibility to complete and file an amended permanent resident certification form

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with the district whenever there is a change in the number of "permanent residents" in the customer's household. Permanent resident certification forms shall be signed under penalty of perjury. Permanent resident certification forms shall not be used for any purpose other than administration of this chapter.

- B. Public Information. The general manager is authorized and directed to continue a public information program about water supply conditions, mandatory shortage response actions in effect, and the need to reduce water consumption. The general manager shall provide notice to all water customers regarding the board of director's declaration of an extreme water shortage emergency and activation of the Stage 5 shortage response actions. Such notice shall be mailed within fourteen (14) days of the board's action.
- C. Monitoring. Meters will be read monthly but bills will be prepared bi-monthly for the duration of the emergency. Customers with meter readings above the maximum use limits for Stage 5 shall be notified of a violation. Thirty (30) days after a water bill is mailed, the bill will become delinquent if the bill or any portion thereof which is not in dispute remains unpaid. A delinquent bill shall be increased by penalty of ten (10) percent of the amount of delinquency. If not paid within ten (10) days after receipt of notice of delinquency, service may be disconnected.
- D. Violations.
  - 1. Penalties for Violation of Maximum Water Use Allotment. A penalty will be levied on all water use in excess of the maximum water use allotment. Water use that exceeds allotment by less than 25% will be subject to a five-hundred percent (500%) penalty levied on all usage above the customer's allotment. Water use that exceeds the allotment by more than 25% will be subject to a one-thousand percent (1000%) penalty levied on all usage above the customer's allotment.
- E. Authority: Water Code Section 350 et seq., Water Code Section 10632(a)(3)(A)

#### **4.12.080 Stage 6 – Exceptional Water Shortage Emergency.**

It is the purpose of a Stage 6 Exceptional Water Shortage Emergency to reduce consumption by more than fifty (50) percent.

- A. Maximum Water Use Allotment.
  - 1. Public Uses. The district will meet with all school districts, public park agencies, and all other public agencies to establish appropriate agreements to reduce water consumption. The objective of such agreements shall be to eliminate irrigation of decorative landscaping and reduce irrigation of turf and play areas to the minimum levels necessary to protect health and safety of school children and park visitors.
  - 2. Commercial Uses. The maximum monthly water use allotment for all commercial uses shall be the lower of two (2) units per EDU assigned by the district, or 75% of the actual average monthly water usage as measured during the twelve (12) months preceding implementation of a Stage 6 water shortage emergency. In the event a commercial use has not previously had an EDU allocation determined, the general manager shall determine and assign the EDU allocation according to the criteria provided in Title 8 of this code, as subsequently amended or replaced.
  - 3. Residential Uses. A maximum monthly use limit of two units per permanent resident is established for separately metered individual residential dwellings and for each separate residence within residential uses with two or more residential dwellings on the same meter (e.g., apartments and mobile homes). Each residential customer account is allotted two units per month. Customers may request an increase in the allotment of units by completing a permanent

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resident certification form provided by the district. The breakdown by household size is as follows:

Household Size	Units/Month
1 permanent resident	2 Units
Each additional permanent resident	2 Units each

4. Vacation Rental Uses. A maximum monthly use limit of two units total is established for registered vacation rental units. Vacation rental does not include homestays, as defined by the County of San Luis Obispo's Local Coastal Program (County Code 23.08.265), which are accessory residential uses and receive no water use allotment.
  5. Adjustment of Maximum Water Use Allotment. Each customer shall have the right to request an adjustment of the number of permanent residents in his or her household used to compute the maximum water use allotment by completing the permanent resident certification form. The permanent resident certification is a form provided by the district that must be completed by the customer and filed at the district office in order to receive an increased water allotment. It is the customer's responsibility to complete and file an amended permanent resident certification form with the district whenever there is a change in the number of "permanent residents" in the customer's household. Permanent resident certification forms shall be signed under penalty of perjury. Permanent resident certification forms shall not be used for any purpose other than administration of this chapter.
- B. Public Information. The general manager shall provide notice to all water customers regarding the board of director's declaration of an exceptional water shortage emergency and activation of the Stage 6 shortage response actions. Such notice shall be mailed within fourteen (14) days of the board's action. The general manager is authorized and directed to continue a vigorous public outreach campaign.
- C. Monitoring. Meters will be read monthly but bills will be prepared bi-monthly for the duration of the emergency. Customers with meter readings above the maximum use limits for Stage 6 shall be notified of a violation. Thirty (30) days after a water bill is mailed, the bill will become delinquent if the bill or any portion thereof which is not in dispute remains unpaid. A delinquent bill shall be increased by penalty of ten (10) percent of the amount of delinquency. If not paid within ten (10) days after receipt of notice of delinquency, service may be disconnected.
- D. Violations.
1. Penalties for Violation of Maximum Water Use Allotment. A penalty will be levied on all water use in excess of the maximum water use allotment. Water use that exceeds allotment by less than 25% will be subject to a five-hundred percent (500%) penalty levied on all usage above the customer's allotment. Water use that exceeds allotment by more than 25% will be subject to a one-thousand percent (1000%) penalty levied on all usage above the customer's allotment.
- E. Authority: Water Code Section 350 et seq. , Water Code Section 10632(a)(3)(A)

#### **4.12.090 Implementation criteria for a Water Shortage Stage**

The district will perform an Annual Water Supply and Demand Assessment ("Annual Assessment"), as set forth in the approved Water Shortage Contingency Plan and summarized in Appendix 4.12A, to forecast water supply availability for the upcoming anticipated dry season. If results of the assessment or subsequent analysis indicate that Stage 2, Stage 3, Stage 4, Stage 5, or Stage 6 water shortage criteria have been met, the general manager shall report in writing to the board at their next regularly scheduled meeting the results and recommended water shortage stage declaration.

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#### **4.12.100 Procedure to initiate a Water Shortage Stage.**

The general manager or his/her designee shall report in writing to the board the results of the Annual Assessment and subsequent analysis at least once per month throughout the dry season, including a recommendation, if warranted, to initiate a Stage 2, Stage 3, Stage 4, Stage 5 or Stage 6 water shortage. The board shall, no later than four weeks after receipt of a recommended water shortage declaration, consider the general manager's report in a public hearing. Notice of the time and place of the public hearing shall be published one time at least seven days prior to the date of the hearing in a newspaper of general circulation published within the district. If the board concurs that a shortage declaration is warranted, it shall immediately consider adopting a resolution implementing the appropriate program pursuant to 4.12.040, 4.12.050, 4.12.060, 4.12.070, or 4.12.080.

- A. Shortage Response Actions. Each water shortage stage is prescribed specific shortage response actions as outlined in the approved Water Shortage Contingency Plan. Nothing in this chapter shall preclude the board of directors from modifying, adding, or suspending shortage response actions by resolution.

#### **4.12.110 Integration with other water conservation rules and regulations.**

Whenever water shortage response actions have been instituted by the board of directors pursuant to this chapter, all other district water conservation rules, regulations, restrictions, definitions, enforcement procedures, violation provisions and appeal procedures which are in force shall remain in force, except where they are in conflict with the provisions of this chapter, in which case the provisions established by this chapter shall prevail and govern.

(Ord. 3-2000 § 9)

#### **4.12.120 Cessation of a Stage 2, 3, 4, 5 or 6 water shortage.**

- A. The district shall utilize all metrics contained within the Annual Assessment and any other indices or measures, including water supply replenishment or augmentation, to determine the extent that a Stage 2, Stage 3, Stage 4, Stage 5 or Stage 6 condition is no longer necessary.
- B. The board of directors may terminate the Stage 2 or Stage 3 water shortage by resolution based upon findings that the district's water supply is sufficient to meet the ordinary demands and requirements of the water consumers without imposition of shortage response actions;
- C. The board of directors may terminate the Stage 4, Stage 5 or Stage 6 water shortage emergency by resolution based upon findings that the district's water supply has been replenished or augmented such that the water supply is sufficient to satisfy the ordinary demands and requirements of the water consumers;
- D. The board of directors may, by resolution, upgrade or downgrade between Stage 1, Stage 2, Stage 3, Stage 4, Stage 5 or Stage 6 condition based upon the implementation criteria set forth in Section 4.12.090.

#### **4.12.130 Enforcement.**

The general manager or his/her designee shall be the officer primarily charged with enforcement of this chapter.

(Ord. 3-2000 § 11)

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#### **4.12.140 Penalties for violations of water shortage response actions.**

Except for violations of prohibition of waste (Chapter 4.08), fines will not be assessed for violations of Stage 1 or Stage 2 shortage response actions. Violations of the Stage 3, Stage 4, Stage 5 or Stage 6 water shortage response actions shall be subject to the following:

- A. First Violation. Except as provided in 4.08.050, for a first violation, the district shall issue a written notice of violation. Written notice shall be given to the owner by certified mail.
- B. Second Violation. A second violation of this chapter within a twelve (12)-month period is subject to a fine of fifty dollars (\$50.00). Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.
- C. Third Violation. A third violation of this chapter within a twelve (12)-month period is subject to a fine of one hundred fifty dollars (\$150.00). Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.
- D. Subsequent Violations. Subsequent violations of this chapter within a twelve (12)-month period are subject to a fine of five hundred dollars (\$500.00) per violation. Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.
- E. Failure to Pay Fines. The district may discontinue water service to any customer who fails to pay fines billed on the regular bi-monthly water bill. Service will be restored upon full payment of all outstanding balances. The charge for reconnection and restoration of normal service shall be twenty-five dollars (\$25.00).
- F. Discontinuance of Service. Repeated violations (i.e., more than three violations) of the Stage 3, Stage 4, Stage 5, or Stage 6 shortage response actions shall be subject to discontinuance of service. The district will send a "Discontinuance Notice" for repeated violation of shortage response actions. The water customer shall have ten (10) days to enter into a mandatory "Water Use and Retrofit Agreement" with the district. The "Water Use and Retrofit Agreement" shall specify mandatory water use restrictions and retrofits that must be implemented by the customer within thirty (30) days. Failure to enter into this agreement within ten (10) days after receipt of the "Discontinuance Notice" shall result in discontinuance of water service.

The general manager or his or her designee may only restore service under a "Water Use and Retrofit Agreement" between the customer and the district. Failure to comply with the "Water Use and Retrofit Agreement" within thirty (30) days from the date water service is restored shall result in discontinuance of water service.

The district will send a reminder notice via certified mail at least forty-eight (48) hours prior to discontinuance of service, and will attempt to contact an adult person at the premises of the customer by telephone or personal contact, at least twenty-four (24) hours prior to discontinuance of service.

#### **4.12.150 Exceptions.**

- A. The general manager may, in his or her discretion, grant exceptions to the terms of this chapter not already provided for, if he or she finds and determines that:
  - 1. Restrictions herein would cause an undue hardship or emergency condition; or
  - 2. That the granting of the exception will not adversely affect the water supply or service to other existing water consumers.

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Such exceptions may be granted only upon application in writing. Applications for exceptions from maximum commercial use allotments must be accompanied by a water conservation plan which identifies specific conservation measures to be implemented according to a detailed implementation schedule. Upon granting any such exception, the general manager may impose any conditions he or she determines to be just and proper. The terms and conditions of any exception shall be set forth in writing, the original to be kept on file with the district, and a copy to be furnished to the applicant. All exceptions granted shall be reported to the board of directors at a regularly scheduled meeting.

B. Specific Exceptions.

1. The intent of exceptions for laundromats and restaurants with public restrooms shall be to reduce water consumption and provide for penalties at Stage 4 levels.
2. Medical exceptions shall be allowed based on an additional two units of water a month. The general manager shall issue exceptions consistent with current district policy.
3. Exceptions for governmental agencies shall be consistent with water conservation policies of the district.

- C. An applicant for an exception under this section may appeal the general manager's decision to the board of directors. A request for appeal must be submitted to the district in writing not more than ten (10) days after the general manager's decision. The board of directors shall consider the appeal within thirty (30) days of the request for appeal.

## **Appendix 4.12A ANNUAL WATER SUPPLY AND DEMAND ASSESSMENT**

The CCSD continuously tracks water supply conditions to help forecast the estimated supply availability based on either the estimated dry season start date and length, streamflow monitoring, or the hydrologic year-type classification. The specific metrics that the CCSD utilizes to assess supply availability are included below.

A. Water Shortage Evaluation Criteria.

1. Dry season start date

- a. Santa Rosa: May 1, per the CCSD's water license issued by the State Water Resources Control Board. The maximum amount allowed to be diverted from the Santa Rosa Creek aquifer during the dry season is 155.3 acre-feet.
- b. San Simeon: The date of surface flow cessation at Palmer Flats, per the CCSD's water license issued by the State Water Resources Control Board. The maximum amount allowed to be diverted from the San Simeon Creek aquifer during the dry season is 370 acre-feet.

2. Rainfall totals

- a. Rainfall data will be obtained from the County of San Luis Obispo's Public Works Department. The two gauges associated with the CCSD service area are Rocky Butte and Santa Rosa at Main. Data from both gauges will be analyzed for the assessment.

3. Groundwater levels

- a. Groundwater levels are measured at a total of 31 well sites each month, but the critical well sites for the purpose of this assessment include the San Simeon Well Field production wells (SS1, SS2 and SS3), Santa Rosa Well 4, and the Windsor Bridge monitoring wells (WBE and WBW). When the water level at the Windsor Bridge wells

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falls below 3.0 feet above mean sea level, the CCSD must cease diversions from the Santa Rosa wells.

4. 9P2/SS4 gradient

- a. The 9P2/SS4 gradient is measured twice per month and represents the difference in groundwater elevation between monitoring wells 9P2, located at the CCSD wastewater percolation ponds, and monitoring well SS4, located just south-west of the San Simeon Well Field. A positive gradient means groundwater elevation at the San Simeon Well Field is higher than groundwater levels at the percolation ponds. Conversely, a negative gradient indicates that groundwater levels at the percolation ponds are higher than at the well field, which could result in migration of impaired water from the percolation ponds and saltwater lagoon towards the freshwater aquifer beneath the well field. When the 9P2/SS4 gradient falls to -0.9 for more than three months during the dry season, operation of the percolation ponds for wastewater disposal must cease.

B. Each spring, staff will prepare the Annual Assessment for presentation to the board of directors with a request that the board vote on the findings and appropriately trigger any recommendations for shortage response actions resulting from the assessment.

C. The Annual Assessment will be prepared as follows:

1. Beginning April 1 of each year, the Utilities Department will gather and analyze key inputs and historical data to determine potential supply and demand gaps, as described within the WSCP. Water shortage evaluation criteria will be analyzed as a percent of normal with "normal" being represented as each metric's average as of April 1st. If needed, the CCSD's contract hydrogeologist will be consulted to validate assumptions about the conditions of the groundwater aquifer.
2. No later than June 15, staff will present the findings of the Annual Assessment to the Board, including recommendations to adopt a specific water shortage stage, if warranted. Should the Board determine criteria have been met to declare a water shortage stage, it shall immediately consider adopting a resolution implementing the appropriate program.
3. The Annual Assessment is due to the Department of Water Resources each year, starting July 1, 2022.
4. At least once per month during the dry season, staff will provide an update to the Annual Assessment in the General Manager's or Utilities' Report. The update will include a brief comparison of the current percent of average for each water shortage indicator used in the report, along with any recommendation for movement within the stages.