

Attachment D

Fair Oaks Water District Water Shortage Contingency Plan



Policy Number:	6060
Policy Title:	Water Conservation

MANDATORY REQUIREMENTS: STAGES 1 - 5

WATER CONSERVATION STAGE DECLARATION:

Upon declaration or amendment by the Board of Directors of a specific Stage in effect, the following mandatory water conservation requirements shall be in effect.

The declaration of short-term stage 4 or stage 5 water conservation requirements may be declared by the agency's General Manager or his/her designee and subject to ratification by the agency's Board of Directors in a regular or special session. A short-term declaration is for water shortage conditions expected for a duration of 45 days or less.

STAGE 1 – NORMAL WATER SUPPLY

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within five (5) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, esthetic or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the water agency's conservation programs and rebates.

STAGE 2 – WATER ALERT

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
 2. Water shall be confined to the customer's property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
 3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
 4. Leaking customer pipes or faulty sprinklers shall be repaired within five (5) working days or less if warranted by the severity of the problem.
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5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
 6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, esthetic or sanitary purposes, is prohibited.
 7. Customers are encouraged to take advantage of the water agency's conservation programs and rebates.
 8. Reduce landscape and pasture irrigation by 5 – 10%. Customers with 'smart' irrigation timers or controllers are asked to set their controllers to achieve 90 to 95% of the evapotranspiration (ET) rate. Drip irrigation systems are excluded from this requirement.
 9. Reduce indoor water use by 5 – 10%. Contact your water provider for tips and techniques to reduce indoor water use.
 10. Users of construction meters and fire hydrant meters will be monitored for efficient water use.

STAGE 3 – WATER WARNING

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within two (2) working days or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health, esthetic or sanitary purposes, is prohibited.

7. Customers are encouraged to take advantage of the water agency's conservation programs and rebates.
8. Reduce landscape and pasture irrigation by 11 – 25%. Customers with 'smart' irrigation timers or controllers are asked to set their controllers to achieve 75 to 89% of the evapotranspiration (ET) rate. Drip irrigation systems are excluded from this requirement.
9. Reduce indoor water use by 11 – 25%. Contact your water provider for tips and techniques to reduce indoor water use.
- ~~10. Restaurants shall serve water only upon request.~~

11. Users of construction meters and fire hydrant meters will be monitored for efficient water use.

STAGE 4 – WATER CRISIS: SHORT-TERM

The declaration of Short-Term Stage 4 water conservation requirements may be declared by the agency's General Manager or his/her designee and subject to ratification by the agency's Board of Directors in a regular or special session. A short-term declaration is for water shortage conditions expected for a duration of 45 days or less.

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the water agency's conservation programs and rebates.
8. Reduce landscape and pasture irrigation by 26 – 50%. Customers with 'smart' irrigation timers or controllers are asked to set their controllers to achieve 50 to 74% of the evapotranspiration (ET) rate. Drip irrigation systems are NOT excluded from this requirement.
9. Reduce indoor water use by 26 – 50%. Contact your water provider for tips and techniques to reduce indoor water use.

10. Restaurants shall serve water only upon request.
 11. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations.
 12. Users of construction meters and fire hydrant meters will be monitored for efficient water use. Use of reclaimed water for construction purposes is encouraged.
 13. Installation of new turf or landscaping is prohibited.
 14. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.
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STAGE 4 – WATER CRISIS: LONG-TERM

The declaration of Long-Term Stage 4 water conservation requirements will be declared by the agency's Board of Directors in a regular or special session. A Long-term declaration is for water shortage conditions expected for a duration of more than 45 days.

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Water shall be confined to the customer's property and shall not be allowed to run-off to adjoining properties or to the roadside ditch or gutter. Care shall be taken not to water past the point of saturation.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired within 24 hours or less if warranted by the severity of the problem.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the water agency's conservation programs and rebates.
8. Reduce landscape and pasture irrigation by 26 – 50%. Customers with 'smart' irrigation timers or controllers are asked to set their controllers to achieve 50 to 74% of the evapotranspiration (ET) rate. Drip irrigation systems are NOT excluded from this requirement.
9. Reduce indoor water use by 26 – 50%. Contact your water provider for tips and techniques to reduce indoor water use.
10. Restaurants shall serve water only upon request.

11. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations.
12. Water for flow testing and construction purposes from water agency fire hydrants and blow-offs is prohibited. Use of reclaimed water for construction purposes is encouraged.
13. Installation of new turf or landscaping is prohibited.
14. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.
- ~~15. Water Crisis/Emergency tiered pricing will be implemented.~~
16. No commitments will be made to provide service for new water service connections.

STAGE 5 – WATER EMERGENCY: SHORT-TERM

The declaration of Short-Term Stage 5 water conservation requirements may be declared by the agency's General Manager or his/her designee and subject to ratification by the agency's Board of Directors in a regular or special session. A short-term declaration is for water shortage conditions expected for a duration of 45 days or less.

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Landscape and pasture irrigation is prohibited.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes or faulty sprinklers shall be repaired immediately. Water service will be suspended until repairs are made.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for ornamental ponds and fountains is prohibited.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the water agency's conservation programs and rebates.
8. Reduce indoor water use by more than 50%. Contact your water provider for tips and techniques to reduce indoor water use.
9. Restaurants shall serve water only upon request.
10. Water flow for testing and construction purposes from water agency fire hydrants and blow-offs is prohibited. No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting. Use of reclaimed water for construction purposes is encouraged.

11. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations.
12. Installation of new turf or landscaping is prohibited.
13. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

STAGE 5 – WATER EMERGENCY: LONG-TERM

The declaration of Long-Term Stage 5 water conservation requirements will be declared by the agency's Board of Directors in a regular or special session. A Long-term declaration is for water shortage conditions expected for a duration of more than 45 days.

1. Water shall be used for beneficial purposes only; all unnecessary and wasteful uses of water are prohibited.
2. Landscape and pasture irrigation is prohibited.
3. Free-flowing hoses for all uses are prohibited. Automatic shut-off devices shall be attached on any hose or filling apparatus in use.
4. Leaking customer pipes shall be repaired immediately. Water service will be suspended until repairs are made.
5. All pools, spas, and ornamental fountains/ponds shall be equipped with a recirculation pump and shall be constructed to be leak-proof. No potable water from the District's system shall be used to fill or refill swimming pools, artificial lakes, ponds or streams. Water use for commercial and multi-family residential ornamental ponds and fountains is prohibited.
6. Washing streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health or sanitary purposes, is prohibited.
7. Customers are encouraged to take advantage of the water agency's conservation programs and rebates.
8. Reduce indoor water use by more than 50%.
9. Restaurants shall serve water only upon request.
10. Water flow for testing and construction purposes from water agency fire hydrants and blow-offs is prohibited. No potable water from the District's system shall be used for construction purposes including but not limited to dust control, compaction, or trench jetting. Use of reclaimed water for construction purposes is encouraged.
11. Flushing of sewers or fire hydrants is prohibited except in case of emergency and for essential operations.
12. Installation of new turf or landscaping is prohibited.
13. Automobiles or equipment shall be washed only at commercial establishments that use recycled or reclaimed water.

14. New connections to the District water distribution system will not be allowed.
15. Water Crisis/Emergency tiered pricing will be implemented.
16. No commitments will be made to provide service for new water service connections.

ENFORCEMENT

The District shall terminate water service to the property of a customer who receives two violations for noncompliance with conditions set forth herein. *In addition, as a condition of water service, the District shall require the installation of a water meter, and shall charge the approved metered service and commodity rate for water based on the actual volume of deliveries, as measured by a water meter.*

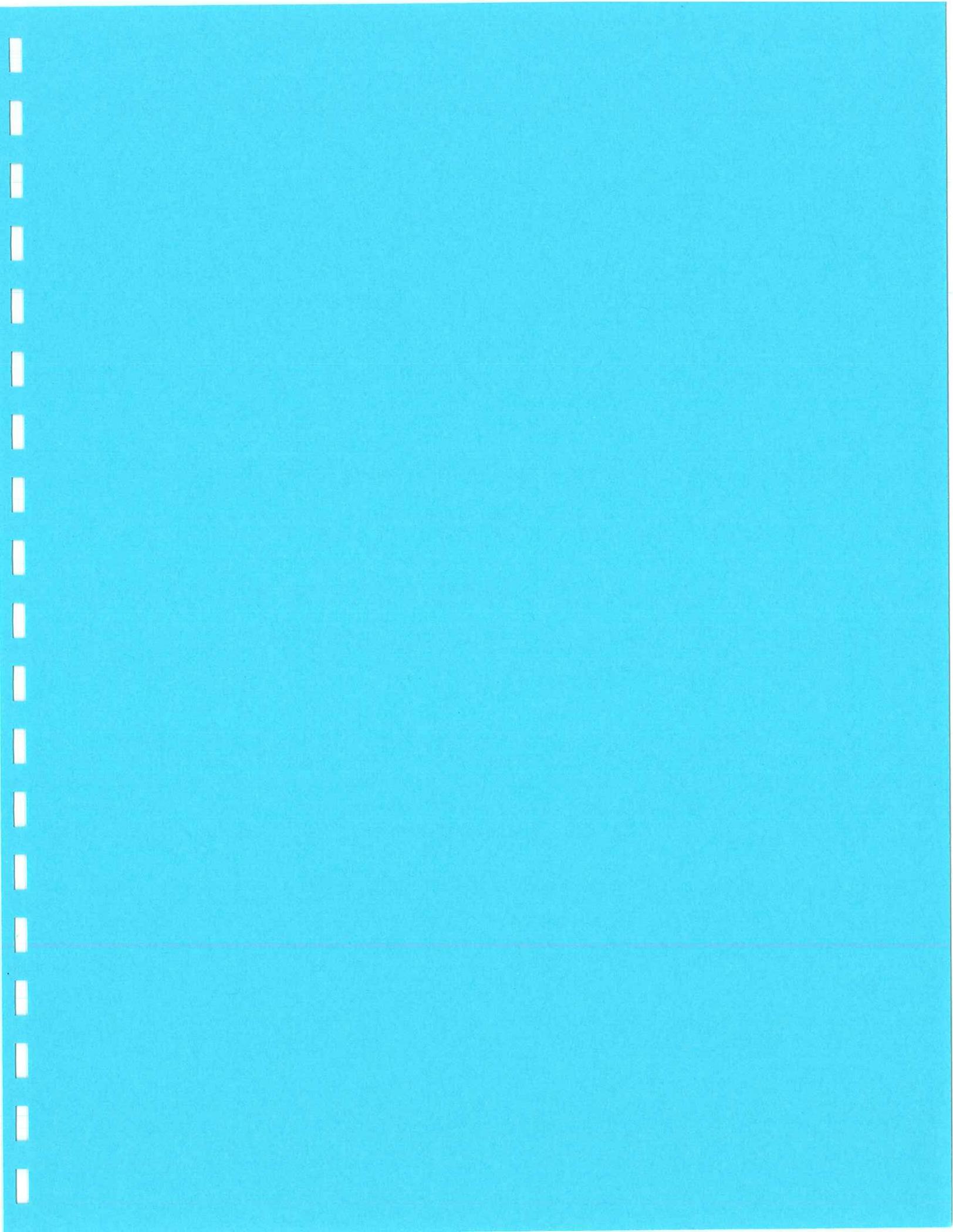
1. Upon observation by authorized District personnel of a water waste condition, the District shall issue a warning with the first two observations by personal service or by notice left on premises requesting compliance with the District's conservation rules.
2. Upon observation by authorized District personnel of a third water waste condition at the same property address, the customer shall be issued a violation by personal service or by notice left on premise and a copy mailed to customer at the premises. The customer shall be notified, in writing, that if an additional observation of water waste is documented, the District shall issue a 2nd violation notice, *require the installation of a water meter*, and begin termination actions of water service to the subject address. In lieu of service termination, the District may opt to impose a penalty charge for water waste. The District shall indicate in writing said penalty charge, if applicable, *and shall include the approved metered service and commodity rates* in the violation notice. If the customer is not the property owner, a copy of the writing shall be mailed to the owner of record.
3. Upon observation by authorized District personnel of a fourth, or subsequent water waste condition at the same property address, the customer shall be issued a violation notice by personal service or by notice left on premises and a copy mailed to the customer at the premises. The owner/customer shall then be notified, in writing by certified mail, that the water service to the subject address shall be terminated in fifteen (15) days. Reconnection to the District's system after said termination procedure shall be subject to a reconnect charge equal to the District's actual incurred costs to date, including penalty fees, or to a minimum charge as follows, whichever is greater:

1st reconnect charge	\$100.00 per service connection
2nd reconnect charge	\$200.00 per service connection
3rd reconnect charge	\$300.00 per service connection
4th reconnect charge	\$400.00 per service connection

In addition, as a condition of water service, the District shall install a water meter and shall charge the approved metered service and commodity rate for water based on the actual volume of deliveries to the premises.

4. Subsequent violations shall be treated in the same manner as a 4th water waste or 2nd violation (subsequent reconnect charges applied).

5. Prior to the scheduled termination, the customer may choose to pay the District's costs associated with the subject action, and any penalty costs in lieu of terminating service. The customer may, in writing, request a meeting with the District's General Manager to discuss the proposed termination of service. Payment of the penalty charge and fees shall avoid said termination and shall be considered a "waiver of appeal".
 6. If the customer requests a meeting with the General Manager, and said meeting does not resolve the proposed termination of service to the customer's satisfaction, the customer may request a hearing before the Board of Directors. Such request shall be made in writing and delivered to the District office within five (5) days from the date of the meeting between the customer and the District's General Manager.
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7. If such request is made for a hearing before the Board, the matter shall be scheduled at the earliest possible date. A written notice of such hearing shall be mailed to customer at the premises at least ten (10) days prior to the date of such hearing.
 8. Reconnection to the District's system after said termination procedure shall be subject to a reconnect charges equal to the District's actual incurred costs to date, including penalty fees, and other related charges. The District must receive payment for said charges before the water service is restored.
 9. The California Department of Health Services shall be notified upon termination and reinstatement of service.
 10. If the customer is not issued a warning or violation for a period of one year from the date of the last observed conservation rules violation, enforcement actions shall revert to paragraph (1) of this section.



Attachment E

Fair Oaks Water District Rules and Regulations

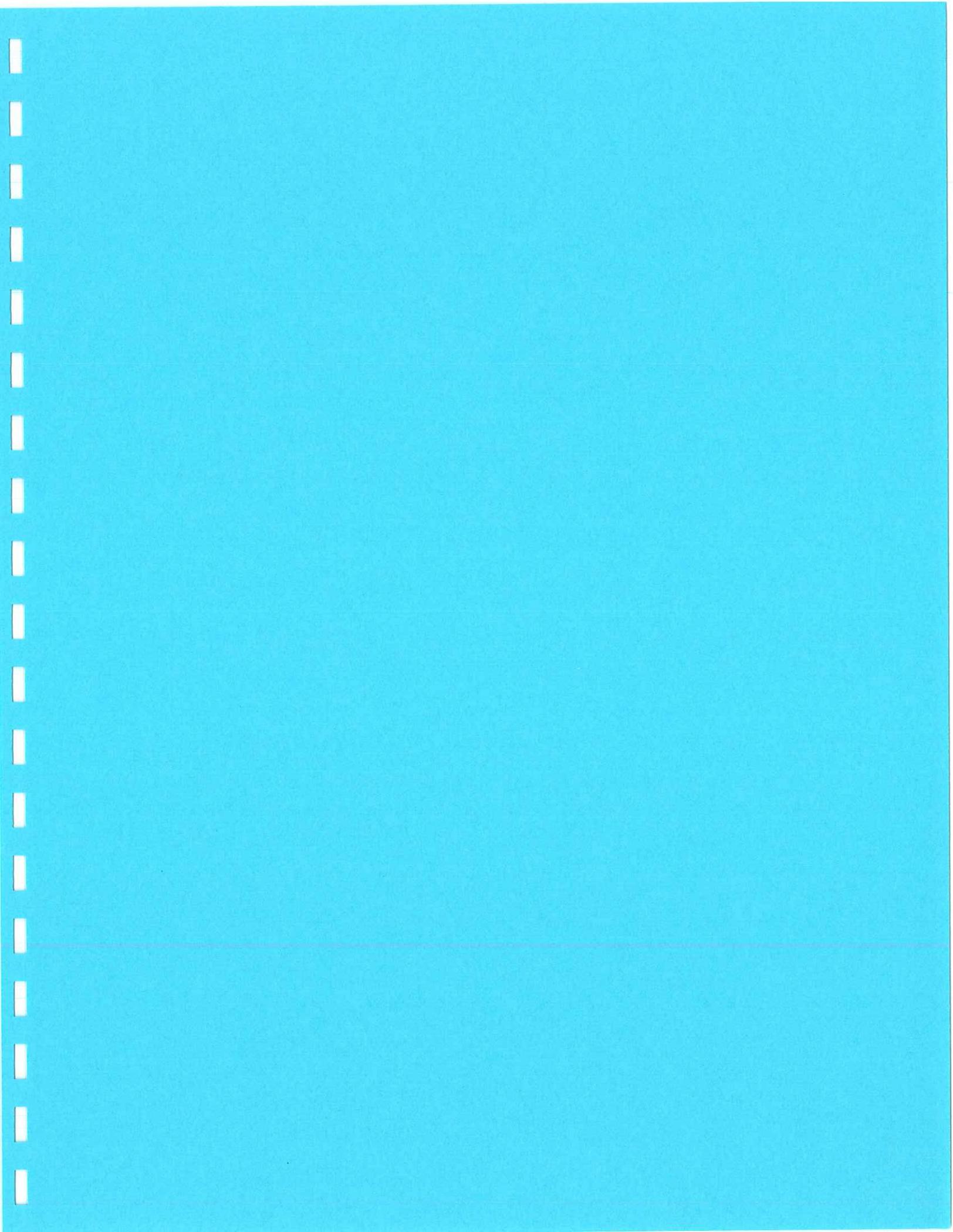


FAIR OAKS
WATER DISTRICT

INDEX OF HISTORY OF POLICIES

Policy #	Title	Adoption & Revision Dates
1000	Adoption/Amendment of Policies	04/14/92; 09/13/94; 08/08/00
1010	Conflict of Interest	12/28/76; 12/08/92; 08/08/00; 12/13/04
1020	Public Relations	10/10/88; 05/12/92; 06/14/94; 08/08/00
1030	Emergency Operations Plan	07/14/92; 08/08/00
1040	Smoking	05/05/88; 04/13/93; 08/08/00
2000	Authority of Board of Directors	05/12/92; 01/17/95; 08/08/00
2010	Rules of Decorum	05/12/92; 06/19/94; 01/17/95; 07/09/96; 08/08/00
2020	Attendance at Meetings	05/12/92; 01/17/95; 08/08/00
2030	Committees	07/14/92; 06/14/94; 01/01/95; 05/14/96; 08/08/00
2040	Compensation	03/09/93; 01/17/95; 05/14/96; 08/08/00; 06/03/04
2050	Duties of Pres & Vice Pres	07/14/92; 06/14/94; 08/08/95; 08/08/00
2060	Expenses Incurred for App	05/09/89; 12/08/92; 05/14/96; 03/09/99; 10/12/99; 02/08/00; 08/08/00; 06/03/04
2070	Attendance at Educational...	03/10/92; 09/13/94; 01/17/95; 05/14/96; 06/10/97; 08/08/00; 06/03/04
2080	Directors' Benefits	07/26/65; 07/01/66; 01/07/86; 12/12/89; 01/11/94; 09/13/94; 01/17/95; 08/08/00
2090	Bonds for Directors and Officials	11/05/85; 12/08/92; 08/08/00; 07/15/03
2100	Association Memberships	06/15/93; 08/08/00
2110	Ethical Procedures and Prevention...	10/04/04
3000	Board Meetings	04/14/92; 06/14/94; 08/08/00; 01/14/03; 08/12/03, 06/03/04; 07/01/04
3010	Board Meeting Agendas	04/14/92; 06/14/94; 09/13/94; 08/08/00
3020	Presiding Officer	04/14/92
3030	Board Actions and Decisions	04/14/92; 06/14/94
3040	Board Meeting Conduct	04/14/92; 06/14/94; 05/14/96
3050	Recording of Meetings	09/06/83; 04/14/92; 04/11/00
3060	Minutes of Board Meetings	04/14/92
4000	Executive Officer	05/12/92
4010	Personnel Manual	07/14/92
4020	Injury & Illness Prevention	06/14/88; 01/12/93
4030	Job Descriptions	07/12/88; 01/12/93
4040	Post Offer Employment Med....	04/13/93
4050	General Manager Performance.....	08/09/94; 06/03/04
4060	Chain of Command	04/12/95
4070	Employee Compensation	07/19/04
4080	Employee Recognition & Retention	05/08/06
5000	Budget Preparation	05/12/92; 06/03/04; 06/17/04

Policy #	Title	Adoption & Revision Dates
5010	Audit	12/08/92; 06/03/04
5020	Authorization of Expenditures	05/13/86; 01/12/93; 03/09/99; 05/11/99; 02/08/00; 10/16/03; 12/18/03; 06/03/04; 07/10/06
5030	Accounts with Fiscal Agents	01/12/93; 06/09/98; 07/13/99
5040	Fixed Assets Accounting Control	01/12/93; 04/13/09
5050	District Reserve Funds	04/21/88; 01/12/93; 11/14/00; 5/14/07
5060	Check Signing Authority	01/12/93; 07/13/99; 08/08/00; 02/11/03; 04/15/04; 6/13/05; 01/08/07
5070	Investment of District Funds	01/12/93; 04/07/97
5080	Petty Cash	11/10/92; 07/11/00
5090	Credit Card Use	
5100	Remote Network Access, Usage/Reimb.	11/14/05
5110	Procurement Policy	07/10/06
6000	Standard Specifications	02/11/92
6010	Easement Abandonment	05/12/92
6020	Environmental Review Guidelines	05/12/92
6030	Cross Connection & Backflow Pre...	01/12/93
6040	In Line Booster Pumps	11/14/89
6050	Metering of Services	03/10/92; 03/08/02
6060	Water Conservation	04/13/93; 07/09/07
6070	Annexations	01/12/93
6080	Processing of Claims	02/04/86; 01/12/93
6090	Competitive Bidding for Purchases	01/12/93; consolidated into Policy 5020 05/11/99
6100	Records Retention & Destruction	01/12/93
6110	Vehicle Repair/Preventive Maint.	01/12/93
6120	Waste Recycling	11/13/07
7000	Returned Checks	12/08/92; 02/08/00; 09/11/06
7010	Assessment Master List Copy Fees	10/04/83; 01/12/93
7020	Connection Fees	04/21/88; 03/08/94
7030	Construction Fees	01/12/93
7040	Military Family Relief Program	06/12/06



Attachment F
Groundwater Management Plan

The background is a collage of four images: a water pump in a field (top left), a boat on a river (top right), a map of the Sacramento region (center), and a water tap with water flowing (bottom center).

Sacramento Groundwater Authority Groundwater Management Plan

SGA

December 2005

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