

Discussion Handout: Staff Proposal for Urban Water Supplier Monthly Water Conservation Monitoring Reports

Below is a list of items proposed for urban water supplier monthly reports.

- Each month an urban water supplier would provide the name of the supplier, reporter's name, reporting period, and provide monthly potable water production.
- Other data fields would only be updated when there is a change from the previous month. (See column on "Prepopulated Data". "Yes" means the information would be prepopulated with information from the prior month and the reporter would update the information, if needed).
- Some information would **only be collected** when the urban water supplier invokes a water shortage contingency plan response stage (items 10-12).

Item	Data item	When Reported	Prepopulate data
1.	Reporter Name	Monthly	
2.	Water Supplier Name	Monthly	
3.	Reporting Month and Year	Monthly	
4.	Total Monthly Potable Water Production	Monthly	
5.	Water Supplier Public Water System Identification (PWSID) (new item)	Monthly	Yes
6.	Water Shortage Contingency Plan (WSCP) response stage	Monthly	Yes
7.	Units of measure	Monthly	Yes
8.	Total Population Served	Monthly	Yes
9.	Percentage Residential Use	Monthly	Yes
10.	Triggered Shortage Response Actions	Monthly - Only in case of water supply shortage. Check list of common actions. Comment field.	Yes
11.	Communications Actions Conducted Each Month	Monthly - Only in case of water supply shortage. Check list of common actions. Comment field.	Yes
12.	Compliance and Enforcement Actions Conducted Each Month	Monthly - Only in case of water supply shortage. Check list of common actions. May include numeric information. Comment field.	Yes, except for any numeric responses
13.	Qualification to explain a correction to previously entered data	Optional	Yes
14.	Email to receive a copy of report	Optional	Yes

Discussion Topics

1. What stage should trigger additional monthly reporting?

Rather than collecting information on water shortage response actions each month, some information would only be reported when there is a water shortage. Water Shortage response levels are defined in Water Code section 10632, subdivision (a)(3)(A) to mean one of six standard water shortage levels: 10, 20, 30, 40, and 50 percent shortages and greater than 50 percent shortage.

2. What should be the due date for submitting monthly reports?

Monthly reports have been due the 15th of the following month since July 2014. Staff propose providing a one-week grace period.

Staff Proposed Timeline

Officially start the rulemaking process	September 13, 2019
End the public comment period	October 25, 2019
Board meeting to adopt regulation	December 17, 2019
Effective date	April 1, 2020