

STAFF REPORT

To: Coastside County Water District Board of Directors

From: Cathleen Brennan, Water Resource Analyst

Agenda: May 12, 2026

Date: May 8, 2026

Agenda Title: Consider Approval of Resolution 2026-04 Updating the Water Shortage Contingency Plan.

Recommendation/Motion

Adopt Resolution 2026-04 Updating the Water Shortage Contingency Plan

Background

The District's current Water Shortage Contingency Plan (WSCP) was last updated in 2021 by Resolution 2021-03. The District is required (CWC Section 10632) to prepare and adopt a WSCP to manage water shortage emergencies whether they are from drought, infrastructure failures, or natural disasters. The Department of Water Resources encourages water suppliers to evaluate their current WSCP and make necessary updates.

Updates

The WSCP is a plan that should stand alone, even though it is required to be included in the Urban Water Management Plan. District staff determined that with the changes to total demand and with the updated Tier 2 Agreement, the WSCP should be updated. A copy of the draft updated WSCP can be found on the District's [website](#). There has not been any new legislation regarding the WSCP preparation and adoption since the 2021 Update to the WSCP.

List of Updates:

- 1) Updated Figure 1 – Service Area Map
- 2) Updated Figure 2 – Precipitation Chart
- 3) New Table 1 – Reduction in Production Due to Rationing
- 4) New Figure 3 – Upper Intake at Crystal Springs
- 5) Updated and Renumbered Table 2 - Historic Water Shortage Episodes
- 6) Updated and Renumbered Table 3 – Water Sources and Percent Total Supply

- 7) New Figure 4 – SFPUC Regional Water System
- 8) Updated and Renumbered Table 4 – Demand by Sales Class
- 9) Table 5 Renumbered – Share of Available Water from Tier 1
- 10) Updated language describing Tier 2
- 11) Updated and Renumbered Table 9 – Residential GPCD at Each Stage of Shortage
- 12) Updated and Renumbered Table 10 – Health and Safety R-GPCD for Residential
- 13) Updated and Renumbered Table 11 – Example of Water Supply Allocations at Different Stages of Shortage
- 14) Appendices Updated except for Appendix A – Legal Authority

The updates include the production and sales data between FY2021 and FY2025 and include updated information from the last water shortage (CY2021-2023) where the District implemented the Water Shortage Contingency Plan.

Outreach and Notifications

The District performed outreach to notify customers, the City of Half Moon Bay, the County of San Mateo, Regional Water Suppliers, and other interested parties. The District performed the required notifications for the public hearing. Samples of the outreach and notifications can be found in the attachments to this staff report.

Next Steps

The District will post the updated WSCP on the District’s website and make it available to customers, the City of Half Moon Bay, and the County of San Mateo within 30 days of adoption [CWC Section 10632(c)]. The WSCP will be sent to the Department of Water Resources within 30 days, and it will be included in the 2025 Update to the Urban Water Management Plan.

Fiscal Impact

No known fiscal impacts from updating the WSCP.

Attachments:

- (A) [Link to DRAFT Updated WSCP](#)
- (B) The 60-day notice sample letter sent by USPS
- (C) San Mateo Daily Journal Public Hearing Notice – Spanish and English
- (D) Bulletin Board: Library, City of Half Moon Bay, and Coastside CWD
- (E) Website Public Hearing Posting
- (F) Public Hearing to City and County and other Interested Parties (email)
- (G) Newsletter – notice to general public
- (H) Social Media – notice to general public
- (I) RESOLUTION 2026-04

Attachment B



January 2, 2026

Tom Smegal
Chief Executive Officer
Bay Area Water Supply and Conservation Agency
155 Bovet Road, Suite 650
San Mateo, CA 94402

Subject: Notice of Preparation of the 2025 Urban Water Management Plan and Water Shortage Contingency Plan

The Coastside County Water District (District) is in the process of updating its Urban Water Management Plan (UWMP). The Urban Water Management Planning Act (California Water Code Division 6, Part 2.6) requires that every 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, prepare and adopt an UWMP and update that plan at least every five years.

The District's 2025 UWMP is required to be submitted to the California Department of Water Resources by July 1, 2026. The District will hold a public hearing regarding its UWMP updates in the spring of 2026. The UWMP is a planning document and a source document which reports, describes, and evaluates, water deliveries and uses, water supply sources, and conservation efforts.

The District will also be updating its Water Shortage Contingency Plan (WSCP), which provides a plan for responses to various water supply shortage conditions. The WSCP is included in the UWMP and is required under California Water Code (CWC) Section 10632.

As an urban water supplier, the District coordinates with water management agencies, relevant public agencies, and other water suppliers on the preparation of the UWMP and WSCP updates. Pursuant to CWC Section 10621 (b) and Section 10620(d), the District is sending notice to inform the City of Half Moon Bay, the County of San Mateo, and other interested agencies about the UWMP and WSCP updates.

If you have questions or concerns regarding the process, please contact Cathleen Brennan.

Sincerely,
Cathleen Brennan
Water Resource Analyst
(650) 276-0861 | cbrennan@coastsidewater.org

Coastside Water District | 766 Main Street, Half Moon Bay, CA 94019 | www.coastsidewater.org | (650) 726-4405

Attachment C April 24, 2026 | May 1, 2026 | May 8, 2026

**AFFIDAVIT OF PUBLICATION
SAN MATEO DAILY JOURNAL**

**STATE OF CALIFORNIA
County of San Mateo**

The undersigned declares: That at all times hereinafter mentioned, affiant was a permanent resident of the United States, over the age of eighteen years old, and was at and during all said times. The Office Manager of the San Mateo Daily Journal, a newspaper published daily in the County of San Mateo, State of California. The notice mentioned was set in type no smaller than nonpareil and was preceded with words printed in black face type not smaller than size 6, describing and expressing in general terms, the purpose and character of the notice intended to be given; that the

PUBLIC NOTICE

Of which the annexed is a printed copy was published and printed in said newspaper on 24th Day of April, the 1st Day of May and the 8th Day of May 2026.

I declare under penalty of perjury that the foregoing is true and correct.



JP Uganiza

Dated at San Mateo, California,
This 24th Day of April 2026

**Notice of Public Hearing
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019
(650) 726 4405
www.coastsidewater.org**

When: Tuesday, May 12, 2026, at 6:00pm

The Water Shortage Contingency Plan is required by California Water Code Section 10632. While the Water Shortage Contingency Plan is incorporated into the Urban Water Management Plan, it is a document that stands alone. The Coastside County Water District's Board of Directors will hold a public hearing to consider and receive comments and input on the 2025 update to the Water Shortage Contingency Plan. The District invites public participation. Upon conclusion of the public hearing, the Board of Directors of Coastside County Water District may revise, change, modify, and/or adopt the 2025 update to the Water Shortage Contingency Plan. A copy of the Draft 2025 update to the Water Shortage Contingency Plan is available for review at the Coastside County Water District's Office and on the District's website starting April 17, 2026.

**AFFIDAVIT OF PUBLICATION
SAN MATEO DAILY JOURNAL**

**STATE OF CALIFORNIA
County of San Mateo**

The undersigned declares: That at all times hereinafter mentioned, affiant was a permanent resident of the United States, over the age of eighteen years old, and was at and during all said times. The Office Manager of the San Mateo Daily Journal, a newspaper published daily in the County of San Mateo, State of California. The notice mentioned was set in type no smaller than nonpareil and was preceded with words printed in black face type not smaller than size 6, describing and expressing in general terms, the purpose and character of the notice intended to be given; that the

PUBLIC NOTICE

Of which the annexed is a printed copy was published and printed in said newspaper on 24th Day of April, the 1st Day of May and the 8th Day of May 2026.

I declare under penalty of perjury that the foregoing is true and correct.



JP Uganiza

Dated at San Mateo, California,
This 24th Day of April 2026

Aviso de Audiencia Pública
Distrito de Agua del Condado de Coastside
766 Main Street
Half Moon Bay, CA 94019
(650) 726-4405
www.coastsidewater.org
Cuándo: martes, 12 de mayo del 2026, a las 6:00 p. m.

El Plan de Contingencia ante la Escasez de Agua es requerido por la Sección 10632 del Código de Agua de California. Aunque el Plan de Contingencia ante la Escasez de Agua se incorpora al Plan de Manejo de Agua Urbana, constituye un documento independiente. La Junta Directiva del Distrito de Agua del Condado de Coastside tendrá una audiencia pública para considerar y recibir comentarios y aportes sobre la actualización del 2025 del Plan de Contingencia ante la Escasez de Agua. El Distrito invita la participación del público. Al concluir la audiencia pública, la Junta Directiva del Distrito de Agua del Condado de Coastside podrá revisar, modificar, enmendar y/o adoptar la actualización del 2025 del Plan de Contingencia ante la Escasez de Agua. Una copia del borrador de la actualización del 2025 del Plan de Contingencia ante la Escasez de Agua estará disponible para su revisión en la oficina del Distrito de Agua del Condado de Coastside y en el sitio web del Distrito a partir del 17 de abril de 2026.

Attachment D April 20 2026

Notice of Public Hearing

When: May 12, 2026, at 6:00pm

Coastside County Water District

766 Main Street
Half Moon Bay, CA 94019

The Water Shortage Contingency Plan is required by California Water Code Section 10632.

While the Water Shortage Contingency Plan is incorporated into the Urban Water Management Plan, it is a document that stands alone. The Coastside County Water District Board of Directors will hold a public hearing to consider and receive comments and input on the 2025 update to the Water Shortage Contingency Plan.

The District invites public participation. Upon conclusion of the public hearing, the Board of Directors of Coastside County Water District may revise, change, modify, and/or adopt the 2025 update to the Water Shortage Contingency Plan.

A copy of the draft 2025 update to the Water Shortage Contingency Plan is available for review at the District's Office and on the District's website starting April 17, 2026.

www.coastsidewater.org
(650) 726-4405



Aviso de Audiencia Pública

Cuándo: martes, 12 de mayo del 2026, a las 6:00 pm

Distrito de Agua del Condado de Coastside

766 Main Street
Half Moon Bay, CA 94019

El Plan de Contingencia ante la Escasez de Agua es requerido por la Sección 10632 del Código de Agua de California.

Aunque el Plan de Contingencia ante la Escasez de Agua se incorpora al Plan de Manejo de Agua Urbana, constituye un documento independiente. La Junta Directiva del Distrito de Agua del Condado de Coastside tendrá una audiencia pública para considerar y recibir comentarios y aportes sobre la actualización del 2025 del Plan de Contingencia ante la Escasez de Agua.




El Distrito invita la participación del público. Al concluir la audiencia pública, la Junta Directiva del Distrito de Agua del Condado de Coastside podrá revisar, modificar, enmendar y/o adoptar la actualización del 2025 del Plan de Contingencia ante la Escasez de Agua.


Una copia del borrador de la actualización del 2025 del Plan de Contingencia ante la Escasez de Agua estará disponible para su revisión en la oficina del Distrito de Agua del Condado de Coastside y en el sitio web del Distrito a partir del 17 de abril de 2026.

www.coastsidewater.org
(650) 726 4405



Attachment E April 17 2026

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Notice of Public Hearing re Water Shortage Contingency Plan

APRIL 17, 2026

When: **May 12, 2026**, at 6:00pm
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

The Water Shortage Contingency Plan is required by California Water Code Section 10632.

While the Water Shortage Contingency Plan is incorporated into the Urban Water Management Plan, it is a document that stands alone. The Coastside County Water District Board of Directors will hold a public hearing to consider and receive comments and input on the 2025 update to the Water Shortage Contingency Plan.

The District invites public participation. Upon conclusion of the public hearing, the Board of Directors of Coastside County Water District may revise, change, modify, and/or adapt the 2025 update to the Water Shortage Contingency Plan.

A copy of the draft 2025 update to the Water Shortage Contingency Plan is available for review at the District's Office and on the District's website starting April 17, 2026.

[Notice of Public Hearing \(PDF\)](#)
[Water Shortage Contingency Plan – DRAFT 2025 Update \(PDF\)](#)

CONTACT US

Main Office / Account Questions
650-726-4405 M-F 8AM-5PM
[Email Customer Service →](#)

After Office Hours Emergency
650-363-6951 ANYTIME 24/7
[Report Emergency or Leak →](#)

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OUR ADDRESS

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Half Moon Bay, CA 94019

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Attachment F April 22 2026

Coastside County Water District is in the process of updating its Urban Water Management Plan and Water Shortage Contingency Plan. As an urban water supplier, the District coordinates with relevant public agencies and other water suppliers.

The District is sending this notice to inform the City of Half Moon Bay, the County of San Mateo, and other interested parties about the public hearing for the 2025 update to the Water Shortage Contingency Plan and the public hearing for the 2025 update to the Urban Water Management Plan. The columns below provide the information for the two public hearings.

Notice of Public Hearing

When: May 12, 2026, at 6:00pm
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

The Water Shortage Contingency Plan is required by California Water Code Section 10632. While the Water Shortage Contingency Plan is incorporated into the Urban Water Management Plan, it is a document that stands alone.

The Coastside County Water District Board of Directors will hold a public hearing to consider and receive comments and input on the 2025 update to the Water Shortage Contingency Plan.

The District invites public participation. Upon conclusion of the public hearing, the Board of Directors of Coastside County Water District may revise, change, modify, and/or adopt the 2025 update to the Water Shortage Contingency Plan.

A copy of the Draft 2025 Water Shortage Contingency Plan is available for review at the District's Office and on the [District's website](#) starting April 17, 2026.

Written comments will be accepted through the close of business on Tuesday, May 12. Comments may be submitted to Cathleen Brennan by hand delivery or by mail to 766 Main Street, Half Moon Bay, CA 94019, or by email to cbrennan@coastsidewater.org.

Sincerely,
Cathleen Brennan
cbrennan@coastsidewater.org
(650) 276-0861

Notice of Public Hearing

When: June 9, 2026, at 6:00 pm
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

The Urban Water Management Plan is required by California Water Code Section 10621 and the Coastside County Water District must review and update its Urban Water Management Plan every five (5) years.

The Coastside County Water District's Board of Directors will hold a public hearing to consider and receive comments and input on the proposed revisions and updates to the 2025 Urban Water Management Plan.

The District invites public participation. Upon conclusion of the public hearing, the Board of Directors of Coastside County Water District may revise, change, modify, and/or adopt the 2025 update to the Urban Water Management Plan.

A copy of the Draft 2025 Urban Water Management Plan is available for review at the Coastside County Water District's Office and on the [District's website](#) starting May 15, 2026.

Written comments will be accepted through the close of business on Tuesday, June 9. Comments may be submitted to Cathleen Brennan by hand delivery or by mail to 766 Main Street, Half Moon Bay, CA, or by email to cbrennan@coastsidewater.org.



Coastside County Water District | 766 Main Street | Half Moon Bay, CA 94019 US



Urban Water Management Plan Water Shortage Contingency Plan

Coastside County Water District updates its Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP) every five years. The WSCP is a stand-alone document but it is incorporated into the UWMP as an appendix.

The 2020 plans were last updated in 2021 and can be found on the District's website. The draft plans for the 2025 update should be released in spring of 2026.

The intent of publishing these plans is to help the public and other public agencies understand Coastside County Water District's water system, service area, water supplies, water reliability, and contingency planning.

[Link to 2020 UWMP](#)

Coastside County Water District | 766 Main Street | Half Moon Bay, CA 94019 US

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Coastside County Water District ✓

Water Resource Analyst Cathleen Brennan · Just now



Coastside County Water District updates its Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP) every five years. The WSCP is a stand-alone document, but it is incorporated into the UWMP as an appendix. The 2020 plans were last updated in 2021 and can be found on the District's website. The draft plans for the 2025 update should be released in spring of 2026. The intent of publishing these plans is to help the public and other public agencies understand Coastside County Water District's water system, service area, water supplies, water reliability, and contingency planning. https://coastsidewater.org/reports_and_studies/2020-Urban-Water-Management-Plan.pdf

Posted to **Subscribers of Coastside County Water District**

RESOLUTION 2026-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COASTSIDE COUNTY WATER DISTRICT ADOPTING
THE UPDATED WATER SHORTAGE CONTINGENCY PLAN**

WHEREAS, Section 10632 of the California Water Code requires the Coastside County Water District (“District”) to prepare and adopt a Water Shortage Contingency Plan, as part of its 2020 Urban Water Management Plan; and

WHEREAS, Section 350-359 and 31026-31029 of the California Water Code provides authority for the District to declare a water shortage emergency and implement regulations to manage the water shortage emergency; and

WHEREAS, the District maintains a Water Shortage Contingency Plan that is a guidance document for management of water shortages within the District’s jurisdiction; and

WHEREAS, Section 10632(b) of the California Water Code requires that water suppliers shall analyze and define water features that are artificially supplied with water separately from swimming pools and spas; and

WHEREAS, the Board of Directors, after a notified public hearing, adopted Resolution 2021-03 on June 8, 2021, approving an updated Water Shortage Contingency Plan; and

WHEREAS, the updated Water Shortage Contingency Plan has been reviewed in light of the current water supply reliability analysis; and

WHEREAS, the District has determined that its updated Water Shortage Contingency Plan continues to adequately enable the District to prepare for and respond to various levels of shortage as required by statute; and

WHEREAS, the District notified the City of Half Moon Bay and the County of San Mateo at least 60 days prior to adoption that it is updating the Water Shortage Contingency Plan; and

WHEREAS, the District notified the County of San Mateo and City of Half Moon Bay that the District will be reviewing the Water Shortage Contingency Plan and considering its adoption at least 14 days prior to the public hearing; a copy of the Water Shortage Contingency Plan was available on the District’s website; published a notice of the public hearing in the local newspaper once a week for two successive weeks beginning at least fourteen days prior to the public hearing and posted that notice on the District's website; held a public hearing inviting public input regarding the draft Water Shortage Contingency Plan; and considered all comments received during the public hearing.

RESOLUTION 2026-04

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Coastside County Water District hereby approves and adopts the updated Water Shortage Contingency Plan, as presented to the Board.

BE IT FURTHER RESOLVED that the Board authorizes the General Manager to incorporate comments from the public hearing as approved by the Board after the close of the public hearing.

BE IT FURTHER RESOLVED that the General Manager is authorized and directed to include the adopted Water Shortage Contingency Plan in the Urban Water Management Plan, make it available to the public, and submit copies to the Department of Water Resources, the California State Library, the City of Half Moon Bay and the County of San Mateo within 30 days of adoption.

PASSED AND ADOPTED this 12th day of May 2026 by the following votes of the Coastside County Water District’s Board of Directors:

AYES:

NOES:

ABSENT:

ABSTAIN:

Robert Feldman
President Board of Directors

Attest:

Mary Rogren
General Manager, Secretary of the District