

**FINAL REPORT  
PHASE III WATER RATIONING  
MONTEREY PENINSULA  
WATER MANAGEMENT DISTRICT**

May, 1992

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## **I. INTENT OF REPORT**

The intent of this report is threefold: (1) to summarize and document the process of the Monterey Peninsula Water Management District's Phase III water rationing program from the planning stages in 1988 through the inception of rationing in January, 1989 to its conclusion in May, 1991; (2) to identify issues of concern encountered by the District in the implementation of the rationing program; and, (3) importantly, to serve as a guide for future District actions should they become necessary.

## **II. PREPARATION FOR WATER RATIONING**

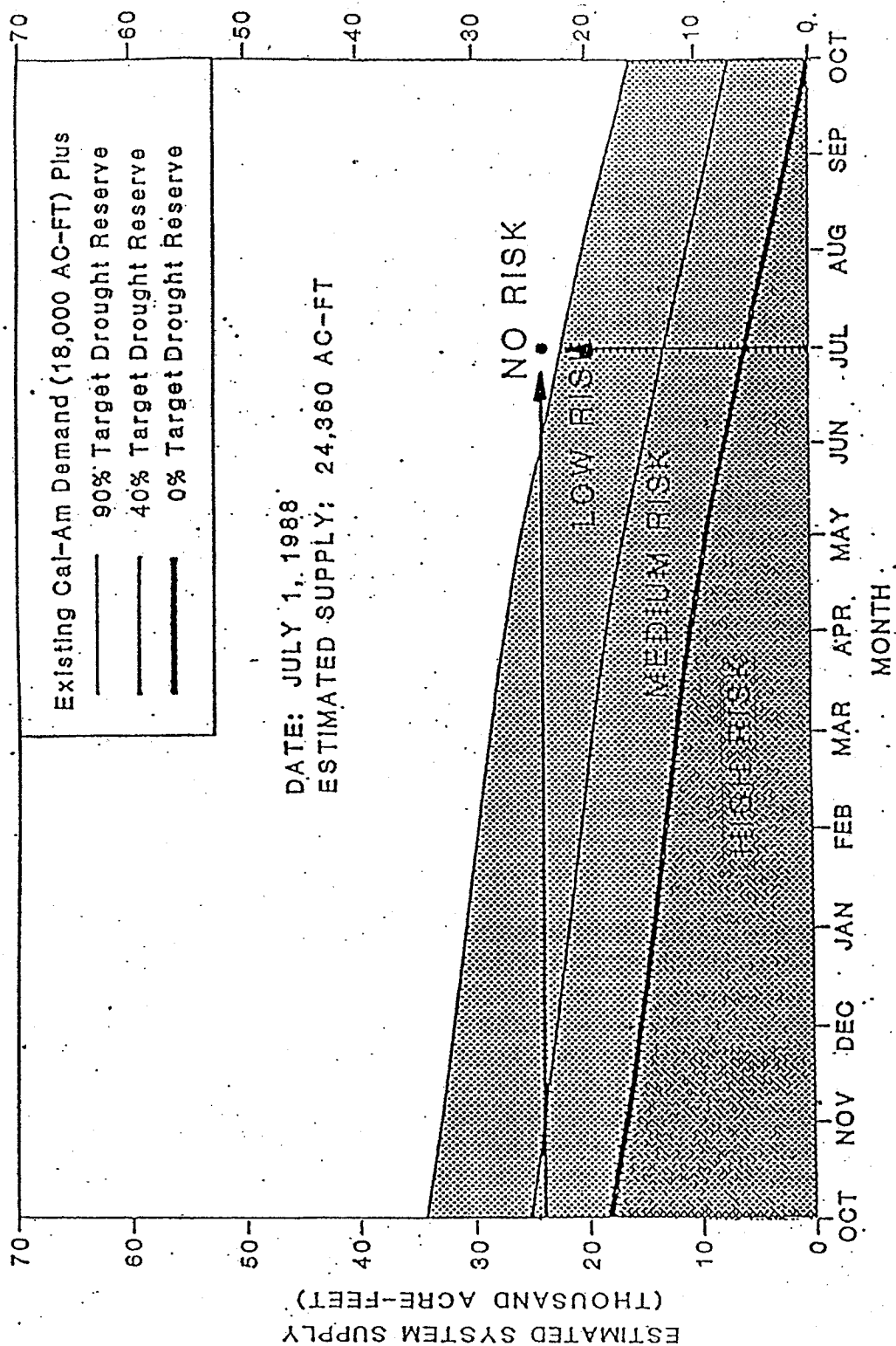
In August 1988, after two years of drought, the Board of Directors of the Water Management District (MPWMD) enacted Ordinance No. 35, declaring a water supply emergency, prohibiting water waste, and establishing a four-phase process for managing the emergency.

From its inception, the District has been monitoring the water supply. In March 1988, after two years of drought, the District developed a system to evaluate the levels of risk which the community might face based upon an increasingly scarce water. Those levels of risk--no risk, low risk, medium risk, and high risk--were determined by comparing the various levels of water supply with the projected water demand.

As of July 1, 1988 rainfall recorded at San Clemente Dam was 54 percent of long-term average; streamflow into the dam was only 13 percent of average; and system-wide usable storage was 72 percent of capacity. These factors created a water availability condition deemed to be just above the low-risk category. (Figure 1.) However, the District had concerns that production problems could limit the water company's ability to deliver the water to customers at the rate at which it was being demanded. The possibility of continuing drought, coupled with production problems, made the situation more serious than it first appeared. On August 8, 1988, in response to these concerns and the increasing levels of risk facing the community, the Board adopted a four-phase water supply emergency response plan. The four phases included in Ordinance No. 35 were as follows:

1. Phase I imposed mandatory water waste restrictions and requested voluntary conservation measures. No precise level of risk was identified, and no specific reduction goal adopted.
2. Phase II placed restrictions upon non-essential water use geared to the Board's determination of a low risk water availability factor. A voluntary reduction goal for potable water consumption of 10 percent was adopted for this phase.
3. Phase III imposed mandatory water use restrictions (rationing) based on the Board's determination of a medium risk water availability factor. A reduction goal of 25 percent was adopted.

FIGURE 1



Monterey Peninsula Water Resources System  
Water Availability Categories

4. Phase IV further escalated mandatory water restrictions based on the determination of a high risk water availability factor. A reduction goal of 40 percent was established.

The restrictions, under the four-phased system, applied to all water distribution systems and private wells within the Monterey Peninsula Water Resource System (MPWRS).

Changes in phases were to be based on trigger mechanisms which include general drought conditions, water-system production capability, capacity limitations, potential for equipment failure, and environmental concerns. Movement from one phase to another required a Board resolution, which was to be preceded by a public hearing.

Although Ordinance No. 35 had established Phase I as the District's initial response to the drought, comments were immediately received from community groups that Phase I was insufficient and that the District should move at once to implement Phase II. In response to community concern, the District requested a ten percent voluntary reduction in potable water use in addition to the water waste prohibitions formally instituted by Phase I.

In August, 1988 four temporary staff were hired in the Water Demand Division to enforce the provisions against water waste and to work with large water users on ways to increase water use efficiency. They formed the nucleus of what would later become the Rationing Office staff. Though an eight percent reduction in water use was achieved during the fall of 1988, by the end of the year an increasing disparity between usable supply and expected demand created a low-risk to medium-risk situation. Specifically, if water inflow comparable to that in the water year 1976-77 (the lowest years on record) occurred, a medium-risk situation would result. (See figure 2.) Based on this possibility and the uncertainty of the situation, plans were made to move to Phase III mandatory rationing.

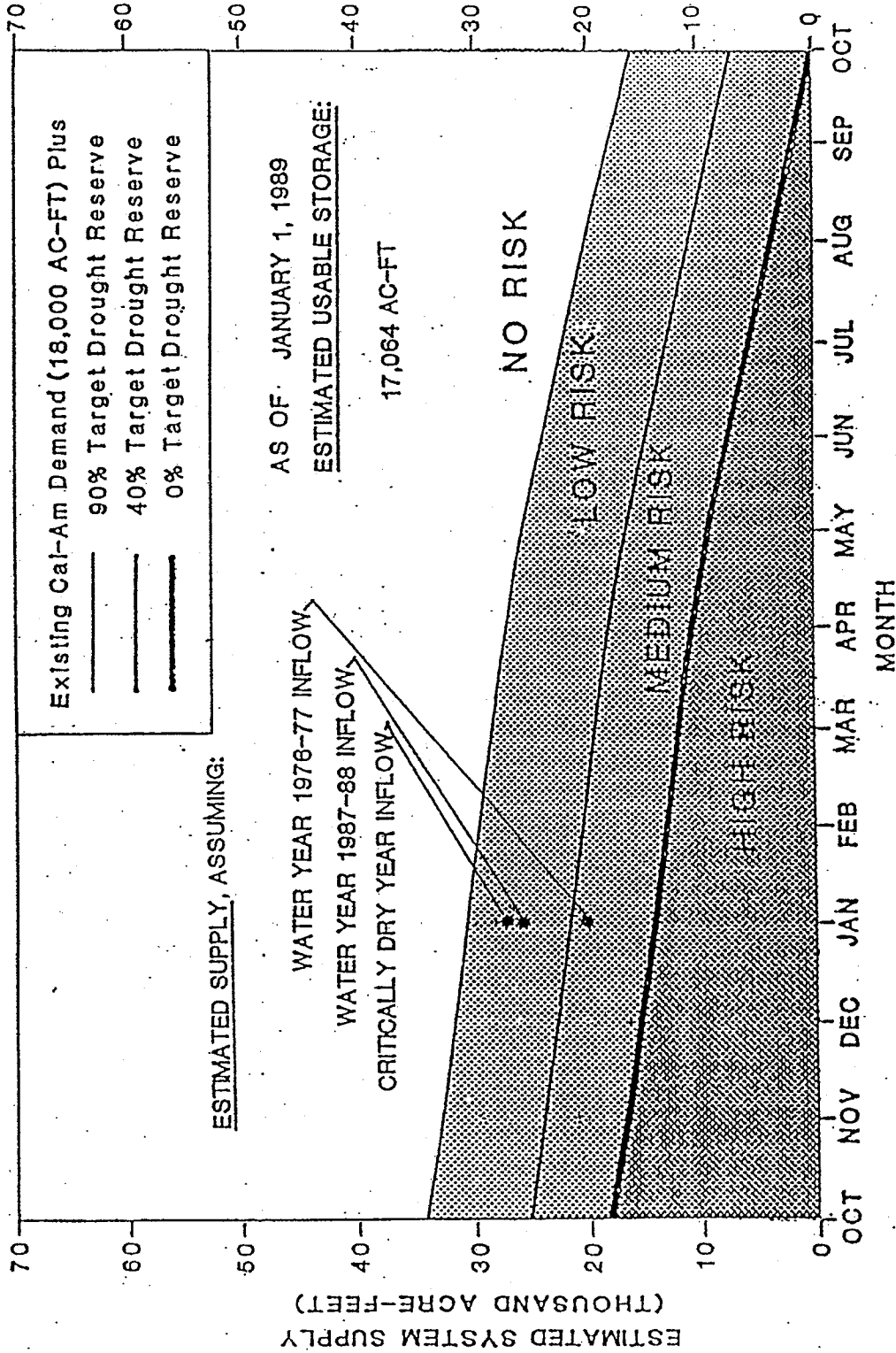
### III. THE PHASE III PROGRAM

#### UNDERLYING VALUES

After six months of public debate and hearings, the Board adopted Ordinance No. 37 on December 12, 1988, establishing Phase III water rationing, to be effective January 1, 1989. In adopting Ordinance No. 37, the Board changed the reduction goal of Phase III from 25 percent to 20 percent. After hearing public comment on Phase III, the Board was concerned that the higher figure might impose a financial hardship on the community and be difficult to achieve.

In making the decision to go to rationing, the Board considered two important issues. The first was effectiveness. The Board sought a rationing program that would be effective, and was concerned about the best way to ensure cooperation from the community. The board's second concern was equity. Their goal was to make an equitable rationing program, in which the assigned reductions would insure that all water users did their part and that no one was unfairly disadvantaged. These issues were important because of the concern raised after the 1976-77.

FIGURE 2



Monterey Peninsula Water Resources System  
 Water Availability Categories



drought. If a particular segment of the community felt it was being treated unfairly, its willingness to cooperate with the rationing effort could be impaired and the success of the program jeopardized. These considerations, particularly the second issue were the subject of six-months of debate by the community, and ultimately affected the design of the program which the Board adopted.

### PROGRAM DESIGN

Phase III rationing involved a two-part approach which was intended to accommodate the diverse needs and consumption patterns of different sectors of the community and still allow all water users sufficient water to meet their needs. The first part was the adoption of a "base year," from which all water users would be required to reduce consumption by the 20 percent goal. The year chosen to be the "base year" comprised the billing periods beginning with October 1, 1987, and ending September 30, 1988, as consumption figures for calendar year 1987 were not readily available.

The second part provided a per-capita ration for residential customers and an "optional baseline" for commercial customers, giving both these groups an alternate means by which they could meet the rationing standard. This alternative insured that customers without a water history during the base year would have a water ration. It also provided a floor below which no water customer's ration would go, regardless of base year usage. This was important to those who had been saving all along and were concerned about being "penalized" for their previous conservation efforts which had been requested by the District.

The per-capita ration was based on previous drought experience, and the type of residence and the number of occupants. A person living alone received a higher ration than a person living with others. The per capita ration structure was as follows:

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TABLE 1  
Phase III Residential Per Capita Water Ration  
In Gallons Per Day

---

	<u>Single Family Residence</u>	<u>Multi-family Dwelling Unit</u>
One person	122	68
Two or more persons	82	46

Source: MPWMD, 1988

The Phase III ration, for the most part, represented an increase over the 50 gallons per person allowed during the 1978 water rationing episode. It is important to understand that the residential program was designed as a dual test. That is, if a water user passed either one of the tests, the base year or per-capita ration, then the water user met the rationing requirements. This gave the resident the larger of these two methods.

Unlike the per-capita ration, the optional baseline assigned a ration based on regional water use factors for different types of businesses, and was an alternate approach to the base year method for commercial users. They had the option of picking one or the other to meet rationing goals. The size of the business (e.g. number of seats, number of rooms, square footage, etc.) was multiplied by a water use factor for that business category to determine the appropriate ration (Figure 3). The intent was to provide an allocation for businesses which did not exist during the base year, and to recognize that those which had been conserving all along, need not save beyond realistic amounts.

### PROGRAM DESIGN ISSUES

1. Census design. The District sent out census forms to all water customers (see Appendix B-1) within the rationing area to collect the per capita ration information. The census form was designed to be processed through the CTB-McGraw Hill test processing services. The census data was to be later downloaded to disks which could be transferred to the MPWMD computing system. Unfortunately, due to the design of the form which was confusing to large numbers of people, and the general public's lack of familiarity with that type of form, the process of collecting the census was encumbered and resulted in as many as forty percent of the census forms having to be entered by hand by the rationing office staff.
2. Complexity. The District was acutely concerned with equity. Six months of public debate resulted in an attempt to prepare the "most fair of all rationing plans." This led to an highly complex rationing law that got even more complex as administrative guidelines were added. In retrospect, it became clear that no program would satisfy all of the community, nor be completely "fair." While an across-the-board savings requirement of 20 percent was adopted as fair, in fact, some members of the community experienced more or less "hardship" depending upon their previous water use. However, the dual process recognized an important, fundamental issue--that some users had been saving and their ability to save further was not as great as those who hadn't been saving.
3. Too little lead time. Adoption of the rationing law so near to the implementation date put added pressure on the District, politicized the process and lengthened the adoption time considerably. Taking on a complex program with less than one month's lead time, from the date Ordinance No. 37 was adopted, resulted in a mountain of work from which the rationing office was never able to overcome during its 28 month life. Even with the addition of staff, program decisions had been, and would continue to be made based upon the inordinate workload that would continue to affect the program.

**FIGURE 3**  
**OPTIONAL COMMERCIAL BASELINE STANDARD**  
**WORKSHEET**

Code	Type of Use	Please Fill In All Appropriate Spaces:	Multiply By: (Acre-Foot per year)
1	Bar	No. of Seats:	.0202/seat
2	Beauty Shop	No. of Stations:	.02576/station
3	Bed and Breakfast	No. of Units:	.0934/unit
4	Car Wash with Recycle	No. of Sq. Ft.:	.00052/sq. ft.*
5	Cleaners/Commercial Laundry	No. of Sq. Ft.:	.00064/sq. ft.*
6	Delicatessen/Sandwich Shop	No. of Sq. Ft.:	.00024/sq. ft.
7	Dental	No. of Sq. Ft.:	.00016/sq. ft.
8	Fast Food Restaurant	No. of Seats:	.0161/seat
9	Gas Station	No. of Pumps:	.1617/pump
10	General Retail: Department Store	No. of Sq. Ft.:	.00003/sq. ft.
11	Market	No. of Sq. Ft.:	.00003/sq. ft.
12	Auto Repair	No. of Sq. Ft.:	.00003/sq. ft.
13	Auto Dealer	No. of Sq. Ft.:	.00003/sq. ft.
14	Hotel/Motel	No. of Units:	.1208/unit
15	Hospital	No. of Sq. Ft.:	.0003/sq. ft.*
16	Launderette (Self-Serve)	No. of Machines:	.1275/machine*
17	Medical	No. of Sq. Ft.:	.00008/sq. ft.
18	Meeting Hall	No. of Sq. Ft.:	.00002/sq. ft.
19	Nursing Home	No. of Rooms:	.1323/room*
20	Office/Bank	No. of Sq. Ft.:	.00016/sq. ft.
21	Open Space (non-turf)	No. of Acres:	.88/acre
22	Open Space (turf)	No. of Acres:	1.76/acre
23	Photographic	No. of Sq. Ft.:	.0024/sq. ft.
24	Plant Nursery	No. of Sq. Ft. of Land:	.000016/sq. ft. of land
25	Public Restroom	No. of Toilets:	.1012/toilet
26	Restaurant	No. of Seats:	.0171/seat
27	Retail Photo	No. of Sq. Ft.:	.00008/sq. ft.
28	School/Childcare Facility	No. of Sq. Ft.:	.00024/sq. ft.
29	Swimming Pool	No. of 100 Sq. Ft. of Pool Surface:	.0208/each 100 sq. ft. of pool surface
30	Undesignated Commercial	No. of Sq. Ft.:	.00016/sq. ft.
31	Veterinary	No. of Sq. Ft.:	.00008/sq. ft.
32	Warehouse/Wholesale Distributor/ Corporate Yard (yard area)	No. of Sq. Ft.:	.00004/sq. ft.
33	Self Storage	No. of Sq. Ft.:	.000021/sq. ft.
34	Residential	No. of Occupants:	
35	Other		
		<b>TOTAL RATION:</b>	

Exempted from Phase III Rationing such that these categories are allowed to use 100% of the Baseline Standard; this is 0% reduction amount.

**REFERENCE INFORMATION:** One Acre-Foot = 325,851 gallons  
One Unit = 100 Cubic Feet = 748 gallons

#### IV. ADMINISTRATION/PROCESSING

##### STAFFING

In January, 1989 the rationing program began operations in an office at 1010 Cass Street. The staff consisted of the Rationing Manager and four Conservation Representatives, then called Field Representatives, all working as temporary employees under contract. Within a few weeks, an Office Specialist was added and one of the Conservation Representatives was promoted to (computer) Programmer. A part-time Clerical Assistant came on board in April, 1989.

Between July, 1989 and September, 1990 additional employees were hired, until the staff totalled fourteen persons, a number that would remain constant until the program's conclusion in May of 1991 (See Figure 4, Organizational Chart.) Most of these staff additions were the consequence of a Rationing Management Audit Committee (RMA) recommendation. This committee is discussed later on in this report.

As the staff became larger, it also became more specialized. Two Conservation Representatives were assigned to handle business and landscape variances: two handled Contractor's Variances for leaks and construction work, two worked on short-term Informal Variances, and one pursued unpaid fines and made referrals for liens. All Conservation Representatives were assigned times to answer the phone and assist the public in the office. Based upon other recommendations of the RMA Committee, the new Conservation Representatives were to spend time in the field performing inspections. However, few random inspections for compliance with rationing standards were conducted on residences receiving short-term Informal Variances or Contractor's Variances. Administrative demands left little time for inspections.

Staff were originally hired as "contract employees" with no benefits and a salary for rationing representatives of approximately \$7-8.00 per hour. Benefits were later offered as were higher salaries based upon a review of personnel law.

##### ADMINISTRATIVE ISSUES

1. Too little staff and equipment. In the early months of rationing, too few staff for the complex program created unrealistic workloads and insufficient equipment left the rationing program scrambling. As a result, morale declined rapidly and productivity could not meet program requirements. As the staff grew, the office became cramped and office equipment became inadequate. The lack of a sufficient number of desks, computers and telephones added to an already stressful work environment and did not serve the public effectively.
2. Administrative Problems. Inadequate assessment of staffing and equipment needs by the Rationing Program Manager, also a newly hired temporary, delayed resolution of these problems. Given the complexity of the program design, organization and management within the rationing office was minimal, at best. Documentation of work was scanty, files sometimes missing. Response time in answering the public's questions by phone was poor,

Figure 4  
 Organizational Chart  
 Water Rationing Office  
 Monterey Peninsula  
 Water Management  
 District

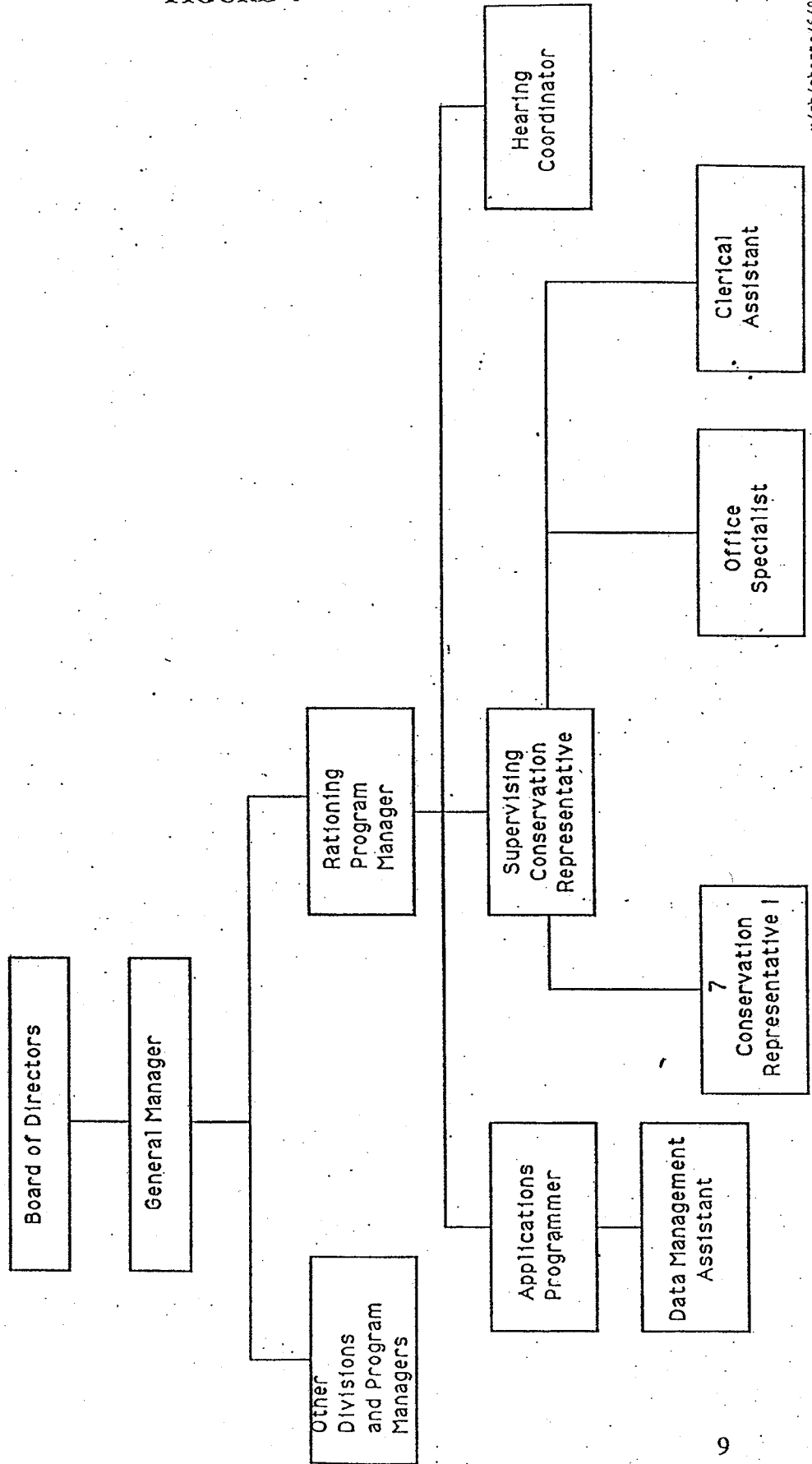


FIGURE 4

sometimes causing long delays and overflow of office traffic. A summary of the workload is provided in Appendix B-7.

3. Lack of initial information. As previously mentioned, during the first months of rationing the workload was especially heavy due, in part, to the census mailing and retrieval. Many additional hours were required by staff just to collect and manually enter the census data from the public. Another problem was the delay in the development of guidelines for rationing variances. This resulted in the public requesting and the staff processing many variances which were not needed.

Despite the problems, the community responded with a strong conservation effort and the Phase III program looked like a success. In January, 1989 water savings was about 18 percent, then shot up to about 45 percent in February. Savings continued around 30 percent for the rest of the year. Because of the reduction in water use the District and the Board were hesitant to make changes in the program. The Board was provided monthly reports on water savings.

#### MID-PROGRAM ADMINISTRATIVE CHANGES

The situation in the Rationing Office improved considerably after the Rationing Management Program Audit Committee submitted its report in March, 1990. Two additional staff members were hired, and the work became more specialized. This resulted in staff losing some understanding of the overall program but also resulted in faster processing of work. In the later stages of rationing, records were more complete, documentation better, and errors fewer. The move to the new office at 947 Cass in August of 1990 provided more space and better equipment. Each staff person was provided with a desk, a modern phone system was installed, and three computer terminals were added. All this was reflected in a more effective and less problem-filled relationship with the public.

It is likely that the program's complexity resulted in more staff at the height of the program than would otherwise have been needed. Most of the Conservation Representatives spent substantial amounts of their time reviewing variances for guest and/or contractors work. These proved to be of dubious value to the public as most people never used the additional water the variances granted for these two purposes.

#### Processing

The work of the Rationing Office involved eight main functions. Staff were required to:

1. answer customer inquiries (via phone calls, letters, or office visits);
2. maintain database and send allocation notification letters;
3. process variance requests; serve as staff to the water rationing hearing panel in processing

formal variance requests;

4. insure compliance with retrofit requirements (through inspections of businesses and some residences);
5. enforce rationing law (through mailing notices of excess usage);
6. present accounts out-of-compliance to the water rationing hearing panel; collect excess use fees and send delinquent accounts to lien;
7. investigate water waste complaints;
8. provide the programming, data processing, and clerical support for the above functions.

A customer inquiry might have been a request for information about the rationing program, a census change, an appeal for help regarding a water leak, a response to an excess use letter, or a variance request. The work that it generated might end with the initial inquiry or continue for days or weeks. Most customer inquiries required the conveying of simple information or the completion or sending out of a form. The more complicated inquiries could involve the filing of variances needing extensive documentation, field inspections, and an appearance before the rationing hearing panel.

#### Variances

Ordinance No. 37 and Ordinance No. 49, which succeeded it in June, 1990, provided a variance process which permitted an increase in a customer's water ration for:

1. a leak, when the problem was quickly rectified;
2. construction or pest control;
3. guests, when the visit totalled half a billing period or more;
4. a medical condition, when a note was provided by a doctor;
5. draining and cleaning a hot tub;
6. an alternate base year, when 1987-88 did not provide the customer with adequate water;
7. livestock;
8. landscaping required by city or county permit;
9. a documented business increase.

Variances were a means to adjust a customer's water ration based on unforeseeable circumstances, conditions which placed him/her at a disadvantage in regard to water use, and health and safety concerns. Most variances were simple and relatively easy to process. Business variances and residential variances involving extensive landscaping could be more complex and require significant time for their resolution. Because the processing of variances comprised the largest part of the workload in the Rationing Office (at least 60 percent of total work time), the number of variances necessitated a large rationing staff. The different steps in the variance process are depicted in the chart in Figure 5.

### Audit Committee Report

As a result of public concerns about the programs's fairness, and the staffing, equipment, and response problems the rationing program had experienced during its first year, the Board appointed a citizen's committee known as the Rationing Management Audit Committee to review management of the Phase III program and make recommendations. They were one outgrowth of issues raised in the election campaign for the Board of Directors.

The committee dedicated substantial amounts of time to this report and completed their work in March, 1990. Their findings and recommendations were presented in a report to the Board. Among other findings, the committee recommended improved supervision of the staff, an increase in the number of inspections for accounts requesting variances and for commercial water users, better administration of the hearing process, and an overall improvement in the management of the program. Importantly, the committee also found that equipment and staff resources needed to be increased or otherwise improved. Many of its recommendations were incorporated into revisions of the rationing law--Ordinance No. 49--which took effect in June, 1990.

### Ordinance No. 49

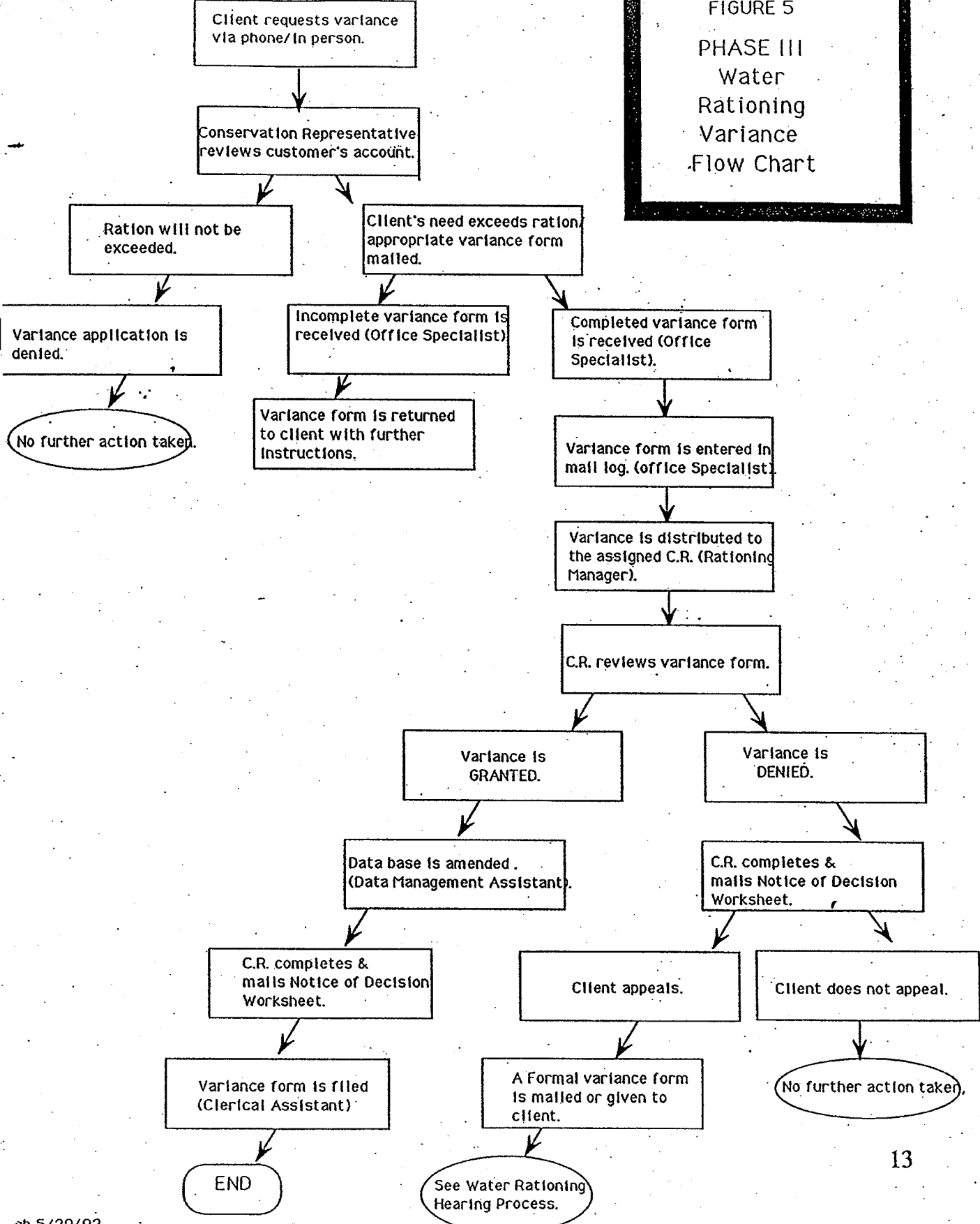
After the first year of rationing, the staff, the Board and members of the public began to agree that some of the aspects of the rationing program needed improvement. It was believed that (1) large water users, both commercial and residential, were not being required to do their share, (2) the enforcement process was haphazard and overly lenient, and (3) that the fine structure was excessively high and unrealistic. As a consequence of these concerns and the report of the RMA Committee, a new rationing ordinance was adopted.

Ordinance No. 49 deleted use of the optional baseline for commercial accounts (though it continued to be used informally for accounts without a base year water history); placed a cap of 70 units (1 unit=748 gallons) per billing period on residential water rations; required hearing panel approval for variances over 70 units for residential accounts and over 100 percent of base year usage for commercial accounts; changed the surcharge structure for accounts in excess; and tightened enforcement procedures.

The optional baseline was discontinued for new accounts because it provided figures which were



**FIGURE 5**  
**PHASE III**  
**Water**  
**Rationing**  
**Variance**  
**Flow Chart**



often unrealistic (excessive) with respect to customers' actual requirements. However, existing accounts which operated under the optional baseline continued to benefit from it. Other changes reflected concerns expressed by various segments of the community. While not altering the fundamental aspects of Phase III rationing, Ordinance No. 49 provided a more detailed, and in some ways more stringent, model for the operation of the rationing program.

One exception to the more stringent aspect of the new law was that excess use fees were substantially reduced. When Ordinance No. 37 was amended by Ordinance No. 49, all outstanding fees (several hundred thousand dollars) imposed under the former law were dropped. Ordinance No. 49 remained in effect until the conclusion of rationing in May, 1991.

#### FEE RELATED ISSUES

1. Excessive and uncollectible fees. Under Ordinance No. 37, the fees for excess use started at \$25 for the first and second units over the ration and increased by \$25 every two units, up to a maximum of \$250 per unit. This system resulted in huge, sometimes astronomical fees, many of which proved uncollectible. Ordinance No. 49 changed the fees to \$25 per unit plus a \$25 flat fee for each month the account was in excess. The flat fee could be waived only when a notice was issued in error. Although the procedure for forgiving fees was more cumbersome, this system proved less onerous and more workable than the one which preceded it.
2. Inconsistent fee schedule and process. Program complexity (Ordinance No's. 37 and 49) and the associated demands that it placed upon staff and the public have already been mentioned. Excess water use fees also were complex, and, in hindsight, unfairly administered. Some people paid the fees as originally billed. Those that did not pay what they had been charged, but instead went to a hearing, received a reduced fee based upon more realistic amounts. And in many cases, excess water use fees billed to those who did not pay were never pursued. Unfortunately, due to these process changes, the District ended up treating violators differently.

#### ORDINANCE NO. 50

The rationing of golf courses was originally governed by the same law as the rest of the community. Later a separate ordinance was adopted as the drought persisted, and public concerns were raised that golf courses could save additional amounts without experiencing unnecessary hardship. This was another election year issue. After ten months of hearings, Ordinance No. 50, which was passed by the Board in November, 1990, provided a different rationing standard, method for determining usage, penalty structure, and variance procedure from those contained in the District's original and amended rationing laws.

Ordinance No. 50 imposed a mandatory reduction of 23 percent in the aggregate from base year usage upon the thirteen golf courses who were to form the Greater Monterey Bay Golf Course Association. Monitoring of usage was on a quarterly basis, and enforcement of the rationing

requirement occurred semi-annually. The excess use fee for violation of the rationing standard was \$11,000 per acre-foot, not to exceed a total of \$60,000 in any enforcement period. If, at the end of each water year, the Association met or surpassed the 23 percent mandatory reduction, any fines or penalties assessed for excessive use at the mid-year evaluation would be forgiven. Variances under Ordinance No. 50 were to be decided by a three-person subcommittee of the Board of Directors.

Golf course water use was recognized to be dependent on weather conditions as well as irrigation system capabilities, course acreage, and soil conditions. Water savings for the golf course water users increased in 1990 and then tailed off slightly in 1991; Golf courses as a whole had saved 15.6 percent in 1989, 29.7 percent in 1990 and 28 percent in 1991.

## V. ENFORCEMENT

### GENERAL

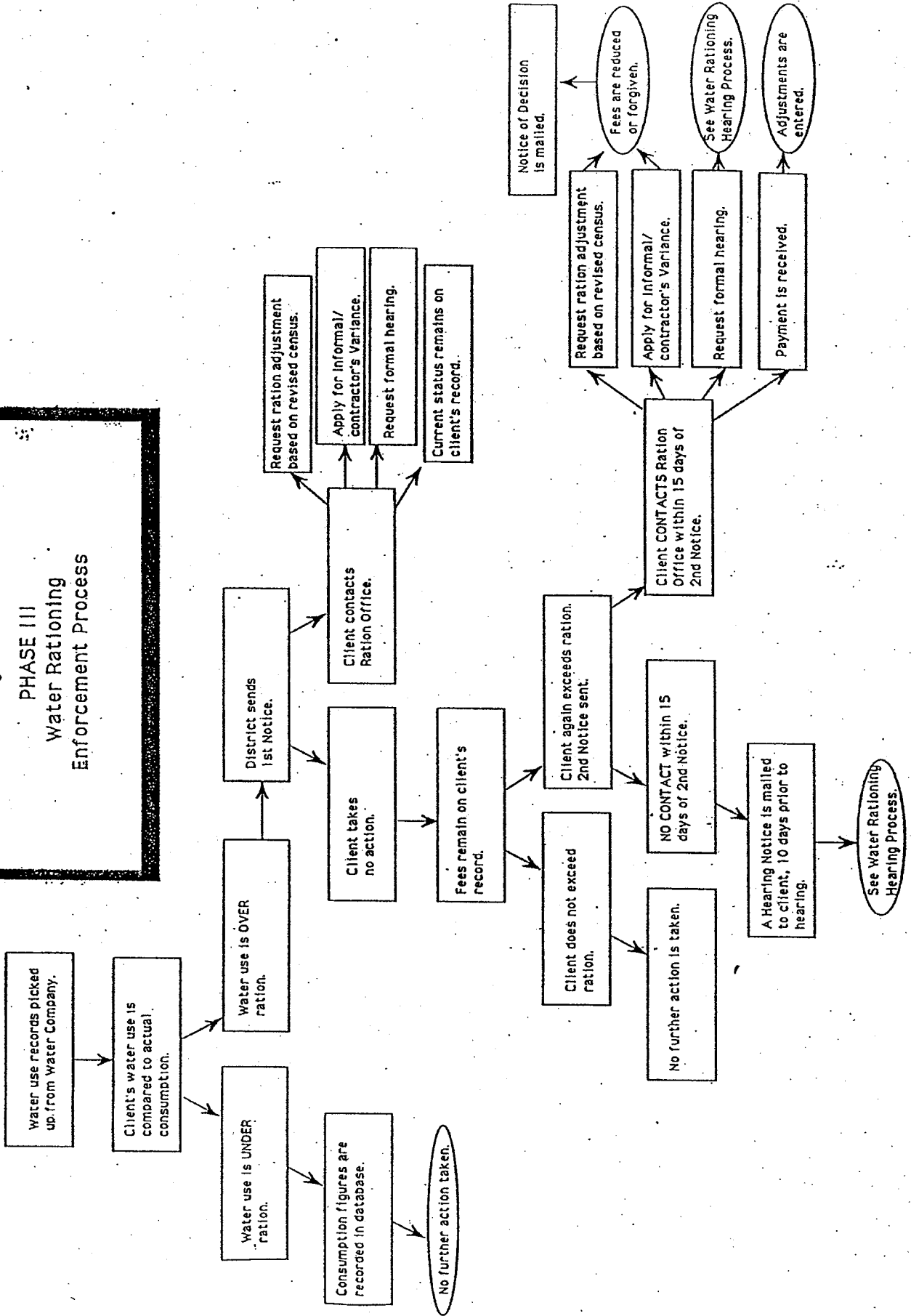
Under both Ordinance No. 37 and Ordinance No. 49, the enforcement process involved the tracking of water use, sending of excess use letters, imposing excess water use surcharges, and referral to the rationing hearing panel for disposition. The first notice was considered a courtesy notice; the District did not impose a fee. However, the second time an excess was recorded (under Ordinance No. 37 it was the second consecutive time) a surcharge was imposed for the initial, as well as second or repeat, overage. Fees not paid within 15 days were referred to a hearing panel. Surcharges could be forgiven or adjusted based on a census increase, the approval of a variance, or the confirmation of an office error. The main steps in the enforcement process are shown in Figure 6.

### HEARING PANEL

The Hearing Panel rendered decisions both on Formal Variances--ones submitted directly to the panel with only a staff recommendation--and instances of noncompliance with the rationing law. Formal Variances were processed by staff in the same manner as Informal Variances, except that approval or denial rested with the Hearing Panel. Few Formal Variances were requested, with the result that more than 90 percent of the Hearing Panel's time was devoted to enforcement.

The panel consisted of a group of seven citizens appointed by the Board of Directors. From this group, three were selected for each hearing with the members serving on a rotating basis from one hearing to another. A staff Hearing Coordinator was responsible for presenting cases to the panel with the assistance of the District's legal counsel. The Hearing Panel had the authority to (1) decide in the client's favor and waive or lessen any surcharges, (2) impose the surcharges that had been assessed, (3) add additional penalties for serious offenders, (4) require installation of

Figure 6  
 PHASE III  
 Water Rationing  
 Enforcement Process



a flow restrictor, or (5) refer the case for prosecution as a misdemeanor. The decision of the hearing panel was final. Failure to pay the surcharges levied by the Hearing Panel subjected the property owner to the imposition of a lien on the property in question. The stages of the hearing process are depicted in Figure 7.

### HEARING PROCESS ISSUES

1. Inconsistent decisions. Because the Hearing Panel was made up of any three of the seven members, inconsistencies did occur. Decisions by one panel of three were incompatible with decisions of another panel of three for the same set of circumstances. An orientation was provided by the District's legal counsel for hearing panelist, but sufficient training was likely not provided.
2. Preparation was a cumbersome process. Tremendous amounts of time were required to prepare an accurate, complete hearing packet. Due to the large numbers of hearings scheduled during the last year of rationing, there were two, and sometimes three, staff members working on hearing packet preparation. This resulted in long delays for the public in receiving a hearing. In many cases, on-going excess water use would continue to be forgiven until a panel could determine an outcome.
3. Confusion over responsibility for excess use. The rationing ordinances allowed both the water account holder and the property owner to be held liable for excess water use. This left some landlords feeling penalized for actions taken by their tenants which they could not control.

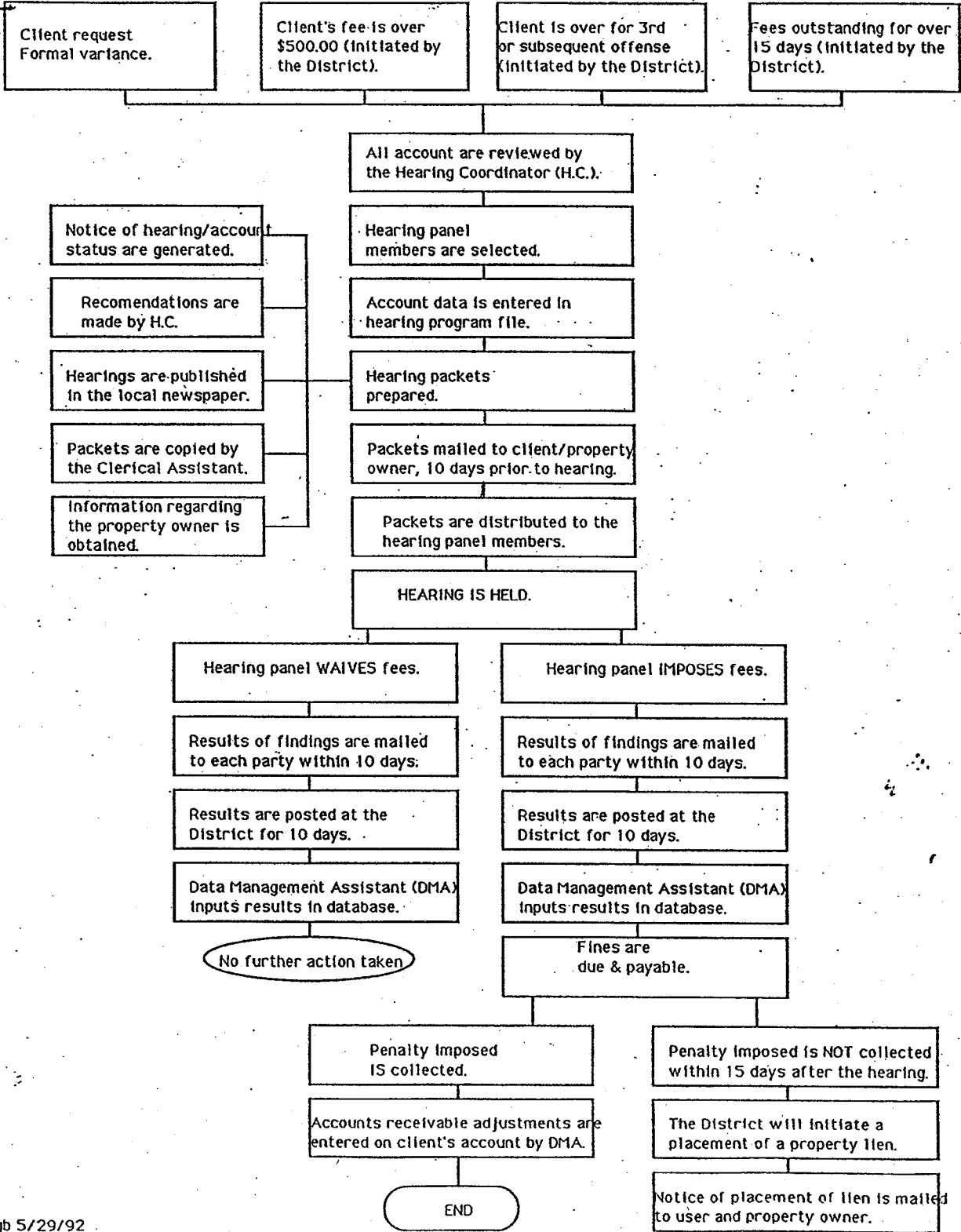
### VI. INFORMATION SYSTEMS

The information system utilized by the Rationing Office was designed to monitor the consumption of the District's water consumers, match it against their ration derived from their base year history, census, optional baseline, or variance allocation, and generate letters for those accounts exceeding their ration. It also provided a record of water usage, excess use, variances, hearing panel decisions, and surcharges for each account.

The original data base structure was similar to the one supplied by California-American Water Company, but was later modified and added to accommodate the needs of the Rationing Office. The main databases (in Foxbase+) were the following:

1. base year database, monthly and bi-monthly usage for the 1987-88 base year;
2. census database;
3. variance database;
4. closed account database;

**Figure 7**  
**PHASE III**  
**Water Rationing**  
**Hearing Process**



5. additional databases for surcharge adjustments, inspections, and various other system supporting functions.

The Rationing Office computer network, as it finally emerged some 15 months after inception, is shown in Figure 8. The network consisted of:

1. One file server (386 IBM PC compatible microcomputer with 40 megabytes hard disk and 1 megabyte RAM);
2. Three host terminals (286 IBM PC compatible microcomputers with 640 K of RAM);
3. One programming and data input computer (386 IBM PC compatible microcomputer with 140 megabytes hard disk and 2 megabytes RAM).

The file server was linked on NOVELL ELS-I LAN and supported the above connections, all of which operated on MS-DOS 3.3. The programming terminal was a stand alone and contained the Rationing Office applications and data input software. All database was written in Foxbase+. Everyday, databases on the programming terminal were updated and transferred to the file server. Though there were not enough computer terminals to provide immediate access for all staff, the system as outlined met the basic needs of the rationing program.

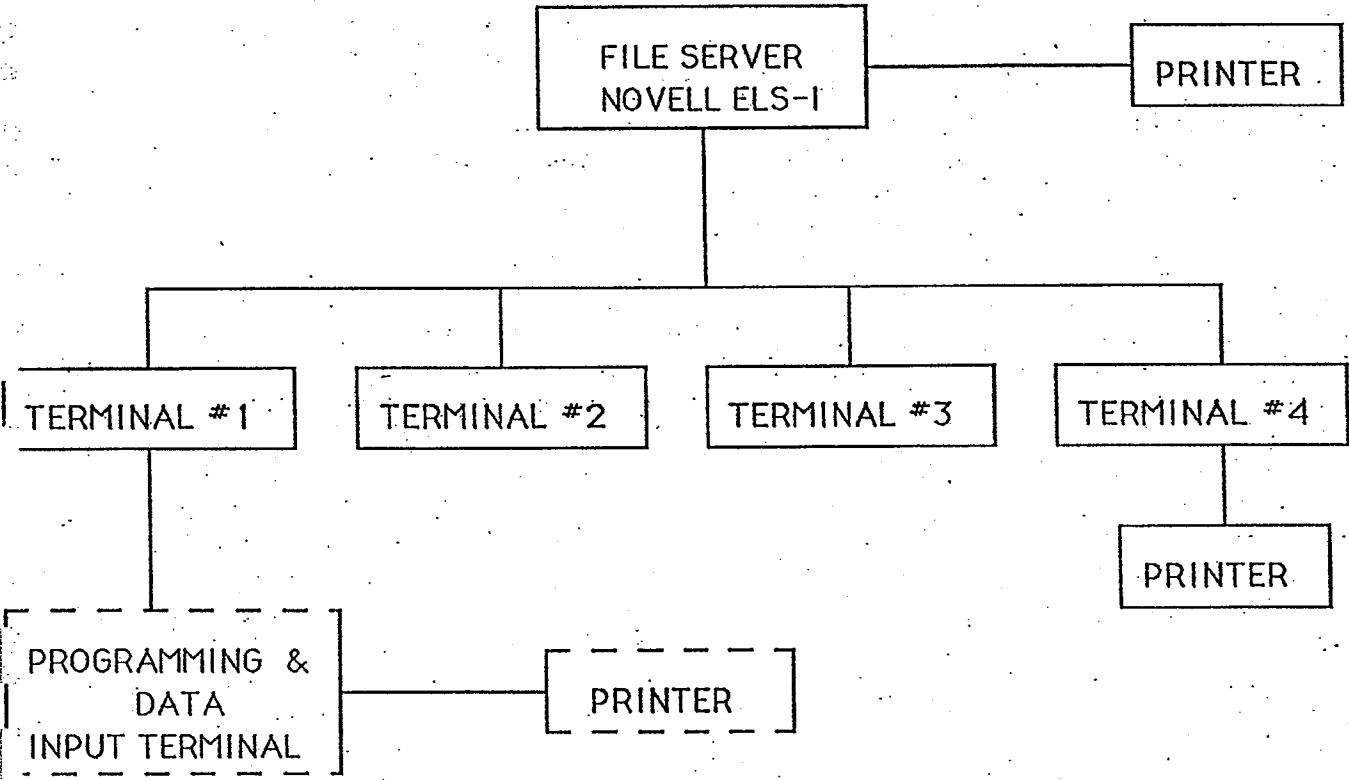
#### COMPUTER RELATED ISSUES

1. Inadequate computer hardware. The initial assumption that rationing could last only a short time probably resulted in underestimating computer hardware needs. For the first 18 months, the computing system was inadequate for the tasks required of the rationing program. Only one computer was provided for the program. That was shared by the programmer and staff who used it to access data.
2. Considerable turnover in programmers. During the 28 months of Phase III rationing, the Rationing Office employed five different programmers, full or part-time. This rapid turnover led to much disorganization and confusion. At one time, the information system included 57 different databases; they were eventually reduced to six. During the last nine months of rationing, information management improved considerably, after a programmer was hired who would remain through the conclusion of the program, and additional computer equipment was purchased. Programming became more sophisticated and streamlined and access to data made easier, thus making the workload more manageable.

#### **VII. PUBLIC EDUCATION**

The public education portion of Phase III water rationing had two main components: (1) direct one-to-one contacts with the public; and (2) broad-based educational programs conducted through

Figure 8  
Rationing Office  
Computer System





the media, mass mailings, and conferences, workshops, and forums. The former were handled by members of the Rationing Office staff, the latter primarily by the Water Demand Division.

Numerous brochures and handouts (Appendix D), including tip sheets for businesses and residents, guides for detecting leaks and reading water meters, and instructions for landscape watering, were made available to the public in the office and through the mail. Much staff time was devoted to explaining basic procedures for saving water in homes and businesses, both to customers who had received excess letters and those simply seeking information.

Mass media approaches included radio announcements, public service announcements, and display ads, and feature stories in the newspapers. TV interviews with Board members and senior staff were also significant in conveying essential information. Television was not used as an advertising medium because of the cost for production and air time. Major themes of the broad-based campaign were humor and equity. Humor was used to balance the seriousness of the issue, while trying not to make conservation sound like drudgery. "Save Your Share" was the initial campaign theme in response to early concerns regarding program fairness. News about water rationing, updates on the savings achieved, along with conservation tips, were used to encourage continued savings.

#### PUBLIC INFORMATION ISSUES

1. Split Responsibilities. The separation of the Rationing Office from the Water Demand Division created problems of coordination in the implementation of the public education program. Differing expectations caused delays in getting the necessary information to the public.
2. Timeliness. Haste in adopting the rationing program (the initial ordinance was adopted just 19 days before it became law), made the provision of public educational materials on a timely basis impossible. The implementation of water rationing did not always coincide with the information getting out to the public.
3. Overly Complex Program. The complexity of the rationing program itself and the frequent, though minor, changes in its structure made the written communication of the program details difficult.

#### VIII. BUDGET

Extensive public input and discussion preceded the adoption of the original rationing program budget. On November 14, 1988 a budget of \$500,000 was presented to the Board. It was to be funded by a user fee on customers' water bills of approximately 5 percent. The Board rejected the 5 percent user fee as being too high, and requested an alternative of about half this amount. The proposed budget was therefore not adopted.

Two of the difficulties encountered by the District and the Board in planning a budget were a lack of information on the cost of water rationing and uncertainty about how long the program would last. The Monterey Peninsula Water Management Agency, which had managed the prior rationing program in 1977-78, had operated on a budget of approximately \$5,000 per month. However, it had managed a much simpler program.

On December 12, 1988 the Board adopted a budget based upon a much lower user fee of 2.05 percent. This user fee was projected to raise revenue of \$384,000 which became the program's budget. Because this amount was insufficient to meet projected annual program cost on a pay-as-you-go basis, Ordinance No. 37 specified that the user fee could be collected for a period of eighteen months, twelve months longer than rationing was expected to last. By collecting revenue beyond the length of the program's duration, the Board felt they could afford to adopt a lower user fee percentage. This perspective was to change.

As the rationing program's deficit grew, the Board concluded that the 2.05 percent revenue was insufficient, even with an extended collection period. When Ordinance No. 49 was adopted, the user fee was changed to 6 percent, close to the original recommended amount. Revenues for the Phase III program ranged from a low of \$166,833 for fiscal 1989, (a six month period) when the user surcharge was 2.05 percent, to a high of \$789,618 for 1991 when the surcharge was 6.0 percent.

Due to the design of the program, revenues were slow in being received. For example, the excess use fees were not billed until water users had exceeded their ration for a second time. This would take four months at a minimum. In addition, the user surcharge was collected by the water company, Cal-Am, and transferred quarterly to the District.

The rationing program budget shows that expenses were significantly greater than revenues during the first year and one-half of the program. The deficit was so great during this period that even in 1991, a year in which revenues exceeded expenses by nearly \$104,000, the program year ended in a deficit of \$52,000. Table 2 provides a summary of the Phase III program expenses and revenues. Appendix C includes year-end budget statements, and audited budgeted reports for each year.

The actual expenditures for the first six months of the program amounted to \$243,255. The largest single expenditure (almost 30%) went for personnel cost. Salaries and other personal cost amounted to \$73,332. for the first six months of rationing. This was 56 percent of the amount budgeted for the year. Services and supplies were another large expenditure in the first six months, accounting for \$32,752. Data management services at \$35,780, and the public information and education program at \$45,000 were other large cost. In addition rent (\$14,109) and office supplies (\$32,752) represented substantial cost. Office supplies were running at 146 percent of budget by mid-year. All of these cost would continue to be a sizable portion of the rationing budget over the program's duration. Personnel costs, as will be shown, would grow substantially.

**TABLE 2**  
**PHASE III REVENUES AND EXPENDITURES**  
**For Fiscal Year Ending June 30:**

	1989	1990	1991
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	\$0	(\$76,422)	(\$156,377)
<b>REVENUES</b>			
WATER USE SURCHARGE	116,933	255,843	709,163
EXCESS USE FEES	49,900	67,810	80,455
<b>TOTAL REVENUES</b>	<b>\$166,833</b>	<b>323,653</b>	<b>\$789,618</b>
<b>EXPENDITURES</b>			
SALARIES & BENEFITS	73,330	241,597	420,881
SERVICES & SUPPLIES	168,531	153,243	245,323
CAPITAL OUTLAY/DEBT	1,394	8,768	19,441
<b>TOTAL EXPENDITURES</b>	<b>\$243,255</b>	<b>\$403,608</b>	<b>\$685,645</b>
<b>EXCESS (OR DEFICIT) OF REVENUES FOR YEAR</b>	<b>(\$76,422)</b>	<b>(\$79,955)</b>	<b>\$103,973</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>(\$76,422)</b>	<b>(\$156,377)</b>	<b>(\$52,404)</b>

*Source: Hayashi and Wyland, Audited Financial Statement 1989-1991*

The budget for the fiscal year beginning July 1, 1989 was \$334,000. Actual expenditures were \$403,608, with the bulk of the overage arising from the decision to grant full employee benefits to rationing staff originally hired as "contract employees" without benefits. Personnel costs for the nine member rationing staff was the greatest expense at over \$200,000. Of that amount, over \$27,000 was for cost not incurred in the first year--temporary personal, employee insurance, and retirement. Data processing continued to be a major program cost (\$40,956), exceeding budgeted amounts by approximately 20 percent. Public information programs amounted to \$37,000.

The budget for the fiscal year beginning July 1, 1990 was increased to \$730,000. This increase in the rationing budget was approved as a result of the changes in the administration of the program suggested in the Rationing Management Audit Committee Report. In August, 1990 the Board amended the user fee rate, increasing it from 2.05 percent to 6.0 percent to cover the increased program cost. Personnel costs went up to \$420,880 and public information was \$51,645.

Phase III rationing ended in May 1991 and the water bill surcharge was decreased to 2.11 percent for the Phase I conservation program. At the end of fiscal year 1991, there was a rationing program deficit of \$52,404. The original plan adopted by the Board would have extended the full surcharge to cover the entire cost of the Phase III program. However, this plan was abandoned to fund other District projects.

In addition to water bill user fees, excess use surcharges (some thought of these as fines) also provided revenue for the rationing program. By June 30, 1990 collection of surcharges totalled \$117,810. Another \$101,000 was owed. When rationing ended on May 1, 1991, approximately \$317,000 in surcharges remained to be collected. Much of this was eventually forgiven; some was collected by the Phase I staff. The amounts available from surcharges provided an important supplement to user fee revenues, however it was difficult to include them in the budgeting process because of the uncertainties involved in anticipating and collecting the fees.

#### BUDGETARY ISSUES

1. Underestimation of the costs of rationing. Uncertainty of how long rationing would last and what rationing would actually entail resulted in under-funding the program.
2. Lack of clarity on how to fund the program. The Board's reluctance to finance the program on a pay-as-you-go basis resulted in a long term user surcharge, which was prematurely eliminated to fund other programs leaving the Phase III program in a deficit. That deficit was later inherited by the post-rationing conservation program.
3. Lack of available bookkeeping expertise for the Rationing Office.

#### **IX. PROGRAM WRAP UP**

Heavy rains in February, 1991 significantly improved water supply conditions. On April 22, 1991, the District Board voted to end water rationing effective May 1, 1991--some 28 months after rationing first began. In its place, the community was requested to voluntarily save 10 percent. As Phase III ended, Phase I began.

Thus the rationing program that had gone on for almost two and one-half years needed to be dismantled. Decisions on staffing, record maintenance, outstanding fees, and other matters needed to be addressed. A reduction in force plan was developed that gave most staff 2 weeks notice; in some cases, senior staff were given longer notice. For the most part, the reduction in force plan was based upon seniority with the District. Three of the staff were retained to implement Phase I. The other staff were to be laid-off by early June, 1991.

While most of the hard copy files and records were discarded, the computerized data base was retained. The Rationing Office was closed at the end of May, and the three staff were moved

to the main District offices in June. Remaining furniture was subsequently sold at a District auction.

### WRAP-UP ISSUES

1. Productivity. Morale dropped with the realization that winter rains meant that jobs were to be eliminated. Although rationing staff were hired on a temporary basis, significant disappointment was felt by many staff. This was exacerbated by a poor economy that offered little in the way of job prospects. As morale deteriorated, productivity also declined. Many staff used office time to apply for positions elsewhere. Others simply did little work. This further compromised goal attainment. This resulted in months of work left over after the program's official end. Moving staff to their new offices to begin Phase I in June, rather than in May delayed the beginning of Phase I by one month. This also would affect that program.
2. Transition to Phase I. The transition between Phases III and I provided little continuity. Numerous valuable records were inadvertently thrown-out or lost. Tens of thousands of dollars in excess use fees went temporarily unaccounted for. Dozens of accounts pending hearings were left without documentation or a plan of action. The transition staff lacked broad knowledge of the Phase III program due to their specialized assignments. As a consequence, months of work were required to research files, determine which accounts still owed money, or had to go to hearing. The process was compounded by the many missing files. Extensive research and five additional enforcement hearings were held after the formal end of water rationing. The vast amount of time necessary to clean-up unresolved Phase III work prevented the full allocation of resources to Phase I for over six months.

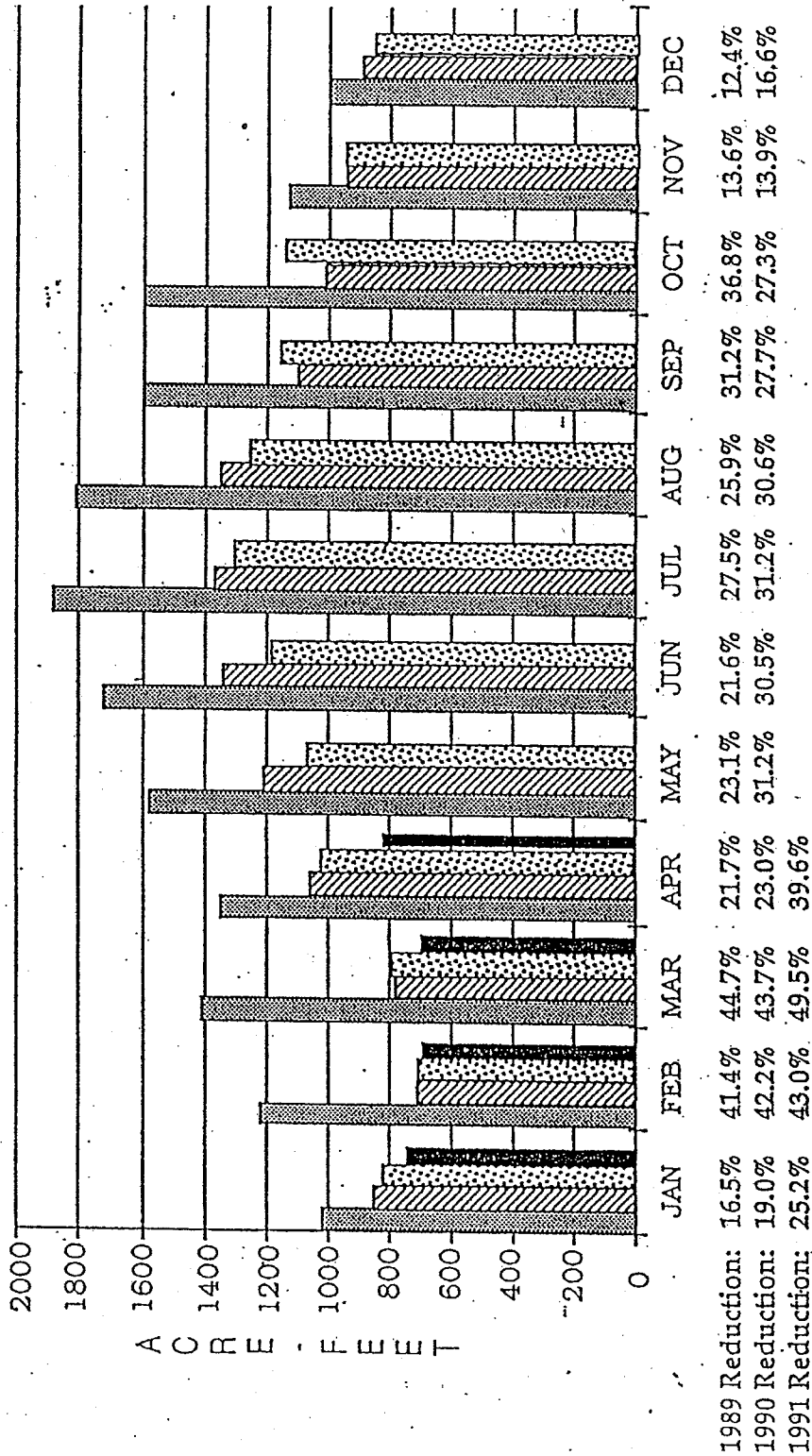
## X. PROGRAM RESULTS

By most yardsticks, Phase III water rationing has to be considered a success. The stated goal was a 20 percent reduction in total water usage. This was achieved 22 months out of the 28 rationing was in effect. The average reduction for the 28 month rationing period as a whole was almost 29 percent. There were 6 months when it ranged between 40 percent and 50 percent. The overall percentage reduction for each month of Phase III rationing is shown in the graph in Figure 9.

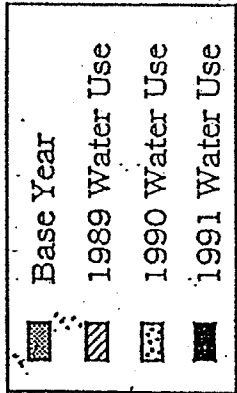
Savings for each category of water user is shown in Table 3. During calendar year 1990, single-family residences averaged nearly 35 percent, multi-family residences almost 33 percent, commercial and industrial accounts, exclusive of golf courses, about 25 percent, and public authorities more than 33 percent. Golf course consumption showed greater savings as the program continued. In the first year of rationing, golf course savings was 15.6 percent, less than the required 20 percent reduction. In the second year, savings increased to a high of 29.7, before falling back to 28 percent in 1991. Under Ordinance No. 50 (November 1990 to April

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
 WATER DEMAND  
 OCTOBER 1987 THROUGH APRIL 1991

FIGURE 9



Base Year:  
 October 1, 1987 through  
 September 30, 1988



1991), golf courses conserved approximately 35 percent--more than their 23 percent goal.

The consumption for the large agricultural water users could not be determined with precision prior to October 1990 when the well metering ordinance (Ordinance No. 48) was implemented and the District began reading well meters. Until that time, large wells were monitored through power consumption records provided on an annual basis. Power consumption methodology, which is less accurate and influenced by many variables, was also used to determine the base year's usage from which reductions could be compared once the meters were installed and monitored. It should be noted that calculations based on power consumption methodology changed over time as the District refined the method incorporating variations in changes in ground water elevation and new information on pump efficiency. Even the 1991 reductions shown in Table 3 should be viewed with caution as those reductions compare meter readings on the agricultural wells to power consumption usage estimates for the base year. The metering required by Ordinance 48 will allow the District to monitor the large wells more accurately in the future should mandatory rationing become necessary.

**TABLE 3**

**Phase III Reductions Compared with 1987-88 Base Year Use  
By Type of Use**

---

<u>Type</u>	<u>1989</u>	<u>1990</u>	<u>1991</u>
Residential	31.5%	34.3%	32.2%
Commercial/Indust.	20.7%	25.6%	28.1%
Golf Courses	15.6%	29.7%	28.0%
Public Authority	33.5%	29.0%	38.7%
Other Cal-Am	58.2%	29.2%	66.2%
Large Ag. Wells	00.9%	00.9%	39.8%

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*Source: MPWMD, 1992*

Other water districts achieved comparable savings through their water reduction programs. Goleta Water District asked for a 15 percent reduction during its first year of rationing and achieved 30 percent. During the second year this went up to 36 percent. Ventura County asked

for a 30 percent reduction, achieved 26 percent its first year, and is averaging about 40 percent during its second. Santa Barbara, which has never gone to mandatory rationing, asked for a uoluntary 40 percent reduction and achieved 50 percent for a time. Exact comparisons between different programs cannot be made because demographic and usage patterns differ and penalties for overuse vary considerably. But two conclusions seem justified. One is that a well-conceived rationing program will usually achieve savings in excess of what is being requested. The second is that an overall 30 percent reduction from normal usage is achievable. This includes commercial water reductions. Reductions greater than this amount may create some hardship for specific commercial uses.

## **XI. SUMMARY OF GENERAL ISSUES**

Phase III rationing met and exceeded the goal of a twenty percent reduction in water use and to that end must be viewed as effective. But there are lessons to be learned from the program for the benefit of future rationing programs, should they become necessary. To summarize:

1. The Phase III program was too complex and often difficult to understand.
2. There were frequent complaints that parts of the program were inequitable, as it appeared to reward customers who had overused water in the past.
3. It took ten months to analyze and develop a realistic process for attaining mandatory water reductions for golf courses. The ordinance which evaluated golf course reductions as a group rather than on an individual ration, struck some people as favoritism, even though they were required to save more than other types of water users.
4. The cramped office facilities and inadequate phone and computer systems made a timely and effective response to the public difficult to achieve.
5. The fact that management of the rationing program was in the hands of temporary employees caused decision-making to be tentative and less closely integrated with other District programs than is desirable.
6. The hearing panel process was inconsistent, as the panel treated people with the same circumstances differently and overly time consuming.

These are issues that will need to be considered in any return to rationing in the future. Water rationing is a difficult process, and no perfect system for managing it can be designed. In the event it becomes necessary to resume rationing, however, the following recommendations should be considered.



## XII. RECOMMENDATIONS

1. First and foremost, keep the rationing program and its guidelines simple. Rationing guidelines should be adopted before the start of the program, and changes should be minimized during the program.
2. Allow sufficient lead time to plan the details of the rationing program and prepare for rationing. Preparation of a water supply emergency plan containing various phases of restrictions should be prepared and adopted as required by the State of California Department of Water Resources. This should take place before rationing is a critical issue again. Planning will allow the program to be developed and adopted without undue pressure of a critical shortage. Levels of risk need to be established with triggers to move into and out of each phase which will guide Board action. This will inform the public of the priorities and goals of a rationing plan and what to expect upon its implementation. Even with the experience of Phase III to draw on, a minimum of three months' preparation time would appear to be needed just for the adoption process. Additional time would be required for production of a public information campaign and setting up the administration of the program.
3. Establish priorities for water use during a Water Supply Emergency as recommended by the State of California Department of Water Resources. Priorities for water use, such as health/safety and economic stability can provide the framework for water reduction programs necessary during a critical water shortage.
4. Assume the program will last at least a year. A rationing program requires the renting of new office space, the buying or leasing of additional equipment, the hiring of staff, and extensive public relations work. This commitment is necessary for implementation of an effective and smooth-running program.
5. Ensure that technical skills for data management and accounting are included in the rationing program staffing. The lack of computers and the turnover in programmers which characterized the first year-and-a-half of rationing made information management difficult. The absence of anyone with accounting skills in the Rationing Office made the tracking of fines and payments dependent on Administrative Services staff who lacked the time to deal with it. In any future rationing program, the Water Demand Division (rationing staff) should have a first-rate data processing and accounting capability so these problems do not recur.
6. Consider allocating water on a per-household basis as opposed to the per-capita and base year methodology for residential water users. The per capita ration is too labor intensive and subject to abuse. The base year method is outdated in light of on-going conservation programs and changing demographics, particularly relevant in light of the Peninsula's military population. In their place develop a per-household ration for all households for both single family and multi-family dwelling units.

7. Explore options other than base year reductions for non-residential water rationing. Many commercial and non-residential water users have less flexibility in how to reduce water consumption. The base year method of rationing is outdated in light of current conservation programs and the changing status of the commercial sector, reflected by new, growing and discontinuing businesses. Rations based on commercial water audits and/or industry specific per employee baseline allocations would provide these water users with industry specific conservation requirements that could meet the District's conservation goals.
8. Evaluate the across-the-board reduction plan. Treating all groups the same may not be the most effective way to ration. Across-the-board rations assume all types of water users have used extra water and can reduce consumption.
9. Streamline or eliminate the variance process. As recommended by the State of California Department of Water Resources, staff should handle exceptions to rationing rules and compliance cases. The public has the right to timely decisions on their requests by staff with expertise in that area. Hearing panels, while well-intentioned, make inconsistent decisions, require large amounts of time, and result in delayed decisions.
10. Re-evaluate the enforcement process. Consider an annual allocation for all water users, monitored with every water bill. Excess use fees could be refunded if water users meet the ration for the entire year, thus motivating those who exceeded their rations to reduce consumption during the balance of the year.
11. Allow at least 30 days for payment of excess use fees. Those who exceeded their ration were called to a hearing after only 15 days. Excess water users should be given at least 30 days to pay. Those who do not pay or provide a reason why they should not pay within 30 days, should be processed for a lien after 30 days. The Phase III process was just too time consuming for staff, and in many cases did not give the water user sufficient time.
12. Assume that follow-up work to mandatory rationing will last at least three months. The proper disposition of forms and equipment, the orderly termination of staff, the writing of after-action reports, and the resolution of surcharges will require an extensive amount of follow-up work which will continue for months.
13. Last, but not least, the District should give a higher priority to the rationing program. It is important that rationing be integrated with existing District programs and understood in terms of the District's ongoing responsibilities. This can best be accomplished by placing direction of the program in the Water Demand Division, with the Division Manager involved.

If a return to rationing becomes necessary in the future, planning ahead and limiting the scale and complexity of the program, including guidelines, should make it easier to comprehend and reduce accusations of unfairness. It should also be instrumental in saving staff time and District expense.

## APPENDICES

## APPENDIX A-5

### GUIDELINES FOR ADMINISTERING PHASE III RATIONING

#### 1. Identification of Customers with No Water Record.

The General Manager shall secure from each water system a listing of new connections and changes in account billing since the beginning of the base period. Additionally, the General Manager shall obtain a listing of new connections and changes in account billing for each new month during the duration of Phase III rationing. For each such residential customer, the General Manager shall ascertain the number of residents and the character of the residence. For each such commercial customer, the General Manager shall ascertain the type and character of the land use.

#### 2. Establishment of Ration for Water System Customers.

a. Water system customers with no water record during the base period, including new connections, shall receive a ration based on the residential-lifeline formula for residences and a comparable formula for non-residences. Customers that occupy an existing property with a water record from the base period shall receive a ration based on 80% of base usage for each billing cycle, not to exceed a total of 70 units per billing cycle for residential customers.

b. New commercial, industrial or public authority users, with no water baseline record shall comply with the informal variance procedure. A system ration shall be determined by the commercial standard worksheet, and a limit or cap determined by comparison with similar account records. The ration program manager shall approve/disapprove the ration allocation.

#### 3. Rationing for Water Systems without Individual Customer Meters.

Water systems without individual customer meters shall have a system ration equal to 80% of system production during the equivalent production period in the base year. Each owner and/or operator of a well which derives its source of supply from the Monterey Peninsula Water Resource System shall adhere to the mandatory water rationing provisions of Ordinance 49 and shall report that well's use to the Water District according to the Water Meter Method described in District Rule 56, the Power-Correlation Method, or the Land-Use Method.

#### 4. Rations for Individual Well Users Reporting under the Power-Correlation Method.

The General Manager shall secure power consumption records for each private well reporting under the power-correlation method, at the frequency for which such readings are available from the utility. The General Manager shall recover from files the power-consumption records provided by the utility during the base period. The General Manager shall estimate production based on the best available efficiency factor pertinent to that reading. The ration for each period shall be equal to 80% of estimated production of the base year. (See Ordinance #48)

5. Rations for Individual Well Users Reporting Under the Land-Use Method.

The General Manager shall advise each well owner reporting under the land-use method to reduce consumption by 20%.

6. Variances.

- a. Visitor Related - The General Manager shall adjust the lifeline-per-capita standard for residences that prove that a visitor occupied their residence for more than fifty percent (50% or 30 "visitor days") of the billing period, by 36 gallons per visitor day. No residential water user shall receive a water ration exceeding 70 units unless the residence receives a hearing panel approved variance allowing the account to exceed 70 units.
- b. Medical/Dental - The General Manager shall adjust the ration of doctor's offices, such that the office would be allowed to use one hundred percent (100%) of the water used during the base period. The General Manager shall adjust the per-capita baseline ration of dental/medical offices with no outside water use, based on one hundred percent (100%) of the regional average use per square foot of office space.
- c. Health Related - The General Manager shall adjust the lifeline-per-capita standard to residences that prove that medical or health reasons require additional water. Request must be accompanied by doctor's note, and provide a termination date. No residential water user shall receive a water ration exceeding 70 units unless the residence receives a hearing panel approved variance allowing the account to exceed 70 units.
- d. Alternate Year - Any party that provides a legitimate water record for consumption during the period of October 1, 1986 to September 30, 1987 may substitute consumption during this period for the normal base period. Records of period 1986-87 must be supplied from official water supplier.

- e. Multi-family Dwelling Unit Without Base Year Water History - The General Manager shall adjust the per-capita ration for a multi-family dwelling unit without a base year water history that: (a) irrigates outdoor landscape in excess of 500 square feet, or (b) which has an individual clothes washing machine on the premises. This adjusted per-capita ration for residences meeting the requirements of either (a) or (b) shall be 102 gallons per day per single-individual residence and 57 gallons per person per day for multiple-resident dwellings. The adjusted per-capita ration for residences meeting the requirements of both (a) and (b) shall be 122 gallons per day for single individual residences and 82 gallons per person per day for multi-resident dwellings.
- f. Livestock - The General Manager shall adjust the per-capita baseline ration of residences with livestock by 12 gallons per day, per horse or cow or similar large animal.
- g. Pest Control - The General Manager shall adjust the per-capita ration by one unit during any month in which a connection had major fumigation. No residential water user shall receive a water ration exceeding 70 units unless the residence receives a hearing panel approved variance allowing the account to exceed 70 units.
- h. Water Heater Replacement - The General Manager shall adjust the per-capita ration by one unit during any month in which a water heater has been replaced.
- i. Building Maintenance - The General Manager shall adjust the per-capita ration by two units during any month in which building maintenance activities occur which require intense water pressure, such as steam cleaning for roof revitalization.
- j. Recycling Car Washes - Car washes equipped with modern recycling processes designed to maximize reuse, shall be authorized to use up to one hundred percent (100%) of their sales in the base period.
- k. Landscaping Required by Permit Condition - The General Manager shall adjust the per capital standard for a twelve month period for consumers that have been required by permit to establish landscaping by an amount sufficient to establish that landscaping assuming prudent irrigation design and practice. Any amount exceeding the 70 unit cap for residential applicants must go to a Hearing Panel.
- l. Aggregation of Open Space Rations for Properties Held in Common Ownership - The General Manager shall upon the request of the water consumer, aggregate the ration of

all open space properties held in ownership by one party for comparison against aggregated sales.

- m. Aggregation of Commercial Complex Ration for Multiple Meters on Same Property - The General Manager shall upon the request of the water consumer, aggregate the ration and sales for all meters serving the same commercial complex on a singular property. Application requires approval of a Hearing Panel.
- n. Hot Tubs - The General Manager shall adjust a residence-per-capita ration (for the entire household) by one unit for cleaning and draining of a hot tub if a signed statement by a physician is provided indicating that use of the hot tub is required for therapeutic purposes. This adjustment shall be allowed not more than twice in any twelve-month period. A separate adjustment of one unit may be granted if the need to fill/empty a hot tub due to repairs of leaks is certified by a licensed contractor.
- o. Fire Hydrants - Testing of fire hydrants shall only be performed when a new hydrant is installed, has been recently repaired, or in the opinion of the fire chief, is essential. Use of unmetered/metered fire hydrant water by individuals or companies shall be regulated by permit from the General Manager.
- p. Change in Business Activity - The General Manager shall adjust up to 20% the allocation water sales as a function of increased business activity if the magnitude of that business activity is fully documented by the customer and furnish proof of retrofitting prior to the base year, and if the customer has an active education program promoting water conservation. More than a 20% increase must be approved by a hearing panel.
- q. Aggregation of Governmental Consumption - The General Manager, upon the request of a governmental agency, shall aggregate the ration and sales for all meters serving that governmental agency upon approval of a hearing panel member.
- r. No residential water user shall receive a water ration exceeding 70 units unless the residence receives a hearing panel approved variance allowing the account to exceed 70 units.
- s. Landscaping - The need for additional water for replaceable landscape (i.e. turf or annuals) shall not qualify for additional water.



Monterey Peninsula Water Management District

**WATER CENSUS FORM**

Please fill out this form and return it to the MPWMD, Water Demand Division, 187 Eldorado Street, P.O. Box 85, Monterey, CA 93942-0085. Please note that addresses for which we do not have a census form on file will be assigned the lowest single-resident conservation standard amount (76 gallons per day).

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Water Account Number\* \_\_\_\_\_

Service Address\* \_\_\_\_\_

\*Information from your water bill

<b>A</b>	<b>TYPE OF USE:</b>	<input type="checkbox"/> <b>RESIDENTIAL</b> <input type="checkbox"/> House - Single Family, Detached (Complete Sections B and D) <input type="checkbox"/> Townhouse/Condo/Apartment (Complete Sections B or C, and D)	<input type="checkbox"/> <b>MIXED RESIDENTIAL AND COMMERCIAL</b> (Complete Sections C and D)	<input type="checkbox"/> <b>COMMERCIAL</b> Retail/Office/ Government/Industrial (Complete Section D)
		Number of Full-Time Occupants at the Address:  (write number here)		
<b>B</b>	<b>RESIDENTIAL WATER SERVICE</b>			
<b>C</b>	<b>WATER SERVICE WITHOUT INDIVIDUAL METER:</b>	Number of Residential Units:  (write number here)	Total Number of Full-time Occupants in Residential Units:  (write number here)	Number of Units with One Resident:  (write number here)
<b>D</b>	Under penalty of perjury, based on my own information and belief, I certify that the above information is valid and correct.			
	Signature: _____		Signed at: (city/state) _____	
	Printed Name: _____		Date: _____	
	Daytime Telephone Number: (    ) _____			
	Home Telephone Number: (    ) _____			

PLEASE RETURN THIS FORM TO: MPWMD

Water Demand Division  
P.O. BOX 85  
Monterey, California 93942-0085

For assistance call: (408) 372-1148





MONTEREY PENINSULA  
WATER MANAGEMENT DISTRICT

947 Cass Street, Suite 5 • Monterey, CA 93940 • (408) 372-1148

# ONE TIME WATER RATIONING VARIANCE FOR CONTRACTOR'S CUSTOMERS

NAME OF COMPANY: \_\_\_\_\_

CONTRACTOR'S LICENSE #: \_\_\_\_\_

TYPE OF LICENSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

AMOUNT OF WATER USED ON JOB/  
AMOUNT OF WATER LOSS: \_\_\_\_\_

DATES WATER WAS USED: \_\_\_\_\_

DESCRIPTION OF JOB/WATER LOSS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF CUSTOMER: \_\_\_\_\_

ADDRESS OF JOB: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

WATER ACCOUNT: (from customer water bill) \_\_\_\_\_

**Minimal Standards for Approval of Variances - No Variance shall be granted without a condition that the water customer install minimum conservation standards including installation of toilet dams (unless they have a 2 1/2 gallon or less per flush toilet), 2.5 gallons per minute shower heads, and 2.5 per minute faucet aerators, and mulch in garden area. As per Resolution 89-10.**

I hereby certify that the information supplied on this application is correct.

Contractor's Signature \_\_\_\_\_ Customer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Send a copy of Contractor's Bill or other proof with this application to:  
MPWMD - Rationing Office  
947 Cass Street, Suite 5 - Monterey, California 93940  
(408) 372-1148

Request Date: \_\_\_\_\_



MONTEREY PENINSULA  
WATER MANAGEMENT DISTRICT  
Ration Office

947 Cass Street, Suite 5 • Monterey, CA 93940 • (408) 372-1148

**INFORMAL WATER RATIONING VARIANCE REQUEST**

*A list of questions is provided below to assist in developing the information and findings for action on your variance request.*

1. Billing Name \_\_\_\_\_  
(From Water Bill)  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
 Type Business \_\_\_\_\_  
(If Applicable)

2. Service Address: *(If not same as above)*  
 \_\_\_\_\_

3. Account Number *(From water bill):* \_\_\_\_\_

4. Reason for Additional Water Request:

MEDICAL: Attach a physician's letter listing medical condition with beginning and ending dates water is required.

VISITORS: List number of visitors with arrival and departure dates. (Use back of this form if necessary)  
 \_\_\_\_\_

CLOTHES WASHER: List number of full time occupants in Apt/Townhouse \_\_\_\_\_

BUSINESS INCREASE: See attached instructions.

OTHER: \_\_\_\_\_

5. Minimal Standards of Approval of Variances - No variance shall be granted without a condition that the water customer install minimum conservation standards including installation of toilet dams (unless they have a 2 1/2 gallon or less per flush toilet), 2.5 gallons per minute shower heads, and 2.5 per minute faucet aerators, and mulch garden area.

6. I have complied with the above (#5) conservation standards.
7. I agree and consent to an on site inspection to verify that I have complied with water conservation standards.



**MONTEREY PENINSULA  
WATER MANAGEMENT DISTRICT**

947 Cass Street, Suite 5 • Monterey, CA 93940 • (408) 372-1148

## FORMAL WATER RATIONING VARIANCE REQUEST

Provide the information requested below as fully and accurately as possible to complete your request for a Formal Water Rationing Variance. Inaccurate or incomplete information may result in the denial of your request.

1. Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

2. Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

3. Service Address: \_\_\_\_\_

4. List Account Number(s) (from water bill(s)): \_\_\_\_\_

5. Reason for Formal Water Rationing Variance Request. (Please check appropriate box below.)

Residential water use (70 unit cap). Additional amount requested \_\_\_\_\_

Formal variance for greater Commercial water use above 100% or more as compared to user's base year consumption. Additional amount requested \_\_\_\_\_

Visitors: List the number of visitors with arrival and departure dates.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: Explain in detail reason(s) for additional water if request exceeds 70 unit residential cap.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please circle type of water use: ( residential, commercial, government, industrial mixed commercial and residential ) which applies to each water meter on the real property.

7. Name of Water Supplier:  California American Water Company  
(Please check)  City of Seaside  
 Other: (list) \_\_\_\_\_



MONTEREY PENINSULA  
WATER MANAGEMENT DISTRICT  
Ration Office

947 Cass Street, Suite 5 • Monterey, CA 93940 • (408) 372-1148

Service Address:

NOTICE

Account Number:

Water use at the above service address exceeded the ration during the billing period. Your ration, actual water use and fees are as shown:

	Units	Gallons
Your ration		
Your actual use		
Ration exceeded by		
Flat fee for violation	\$	
Penalty fee	\$	
Total fees	\$	

**THIS IS A COURTESY NOTICE BECAUSE THIS IS THE FIRST TIME YOU EXCEEDED YOUR WATER RATION. NO PAYMENT IS NOW DUE.** However, if you exceed your ration again during any future billing cycle of Phase III rationing, all fees are due immediately.

If you do go over your ration a second time the cost to you could be substantial. Fees are calculated as follows: \$25 flat fee for each month your ration is exceeded plus a \$25 penalty fee for each unit of water which exceeds your ration. (A unit of water is 748 gallons.) Fees will then be due and will include the first and second violations. Enforcement action begins automatically if payment is not received within 15 days. It is, therefore, very much in your interest to avoid a second violation.

You need to take immediate steps to reduce your water usage. To help you do this the following information is enclosed:

- How to read your water meter and check for leaks.
- Water-saving benefits of replacing your toilets with new ultra-low-flush models that use far less water.
- Potential water savings from improvements in outdoor irrigation methods, including a list of local licensed members of the California Landscape Contractors Association who are qualified to do a landscape water audit.

If you believe this notice was sent in error or your ration was exceeded for reasons beyond your control (i.e. a broken pipe), contact our office immediately.

Feel free to call us at 372-1148 if you have any questions or if we can be of further assistance in helping you stay within your water ration. *Please have your account number available when you call or come into the office.*

Ration Office  
Monterey Peninsula Water Management District



**MONTEREY PENINSULA  
WATER MANAGEMENT DISTRICT**

947 Cass Street, Suite 5 • Monterey, CA 93940 • (408) 372-1148

Service Address:

PACIFIC GROVE, CA 93950-2737

April 3, 1991

**FINAL NOTICE**

Account Number:

Information received from your water supplier indicates you have exceeded your water ration for the second time. After the first violation you were sent a courtesy notice and informed that a second violation would result in the assessment of substantial penalty fees.

Fees in the amount shown below are due and payable immediately. If payment is not received within 15 days, enforcement action begins automatically. Failure to pay these fees within 15 days may result in installation of a water flow restrictor or other additional penalties as may be directed by the Water Rationing Hearing Panel.

*The details of your two violations are as follows:*

First Violation-	January 22, 1991	Billing Period	NOV-DEC
		Units	Gallons
Your water ration		10	7,480
Your water use		14	10,472
Ration exceeded by		4	2,992
Flat fee for violation			\$ 25.00
Penalty fee			\$ 100.00
<b>Total fees</b>			<b>\$ 125.00</b>

Second Violation	April 3, 1991	Billing Period	JAN-FEB
		Units	Gallons
Your water ration		13	9,724
Your water use		16	11,968
Ration exceeded by		3	2,244
Flat fee for violation			\$ 25.00
Penalty fee			\$ 75.00
<b>Total fees</b>			<b>\$ 100.00</b>

**TOTAL FEES NOW DUE AND PAYABLE** \$ 225.00

Fees are calculated as follows: there is a \$25 flat fee for each month you exceed your ration, plus a \$25 penalty fee for each unit of water which exceeds your ration. A unit of water is 748 gallons.

Waiver of penalty fees may be approved only upon presentation of evidence that excess use was beyond your control and not corrected in timely fashion due to special and unique circumstances. The flat fee will not be waived unless it is determined that this notice was sent in error. Only the Rationing Hearing Panel has authority to waive penalty fees in excess of \$500. The flat fee for repeat offenders is \$100 per month.

If you believe this notice was sent in error, please contact us immediately. Please also contact us if you have any questions or need assistance in helping you stay within your water ration. You may visit the Ration Office at 947 Cass St. Suite 5, Monterey, or call 372-1148. Please have your account number available.

Please return this portion with your payment.

Total fees and penalties due are \$ 225.00 as of 04/03/91

Please remit payment no later than 04/18/91

To: MPWMD Rationing Office  
947 Cass St., Suite 5  
Monterey, CA 93940

Service Address:  
Water Account Number:

*Please write account number on your check.*

RATION OFFICE SUMMARY SHEET - 1989

CATEGORY / MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
PHONE CALLS RECEIVED	3,934	1,704	1,820	1,791	1,801	3,000 +	1,755	2,578	2,830	2,125	2,115	1,496
INFORMAL RECEIVED	429	373	306	484	224	490	895	937	603	466	510	566
VARIANCE PROCESSED	379	423	306	484	224	350	595	784	393	727	354	418
APPROVED	247	337	267	448	159	299	539	711	342	667	337	387
DENIED	132	86	39	36	65	51	56	73	51	60	17	31
FORMAL RECEIVED	1	1	0	0	0	1	1	0	0	0	0	0
VARIANCE APPROVED BY BOARD	0	0	0	0	0	0	0	0	0	0	0	0
DENIED BY BOARD	0	0	1	0	0	0	0	0	0	0	0	0
NUMBER OF WALK-IN	854	301	208	236	339	400 +	588	650	589	345	354	292
OPTIONAL BASELINE RECEIVED	49	758	301	310	80	115	103	54	57	78	31	12
WATER WASTE CALLS RECEIVED	6	14	6	7	9	6	10	27	17	15	10	21
NON-COMPLIANCE ON WATER USE (BUSINESS)	0	30	535	600	210	263	205	238	296	156	320	231
NON-COMPLIANCE ON WATER USE (RESIDENTIAL)	0	0	2,056	2,665	764	1,195	1,306	1,348	1,176	353	1,089	508
EXCESS USE "A"					169	649	1,272	1,187	831	459	1,409	628
"B"							239	273	236	120	135	155
MAILED									364	0	148	0
RESOLVED AFTER MAILING									101	166	102	24
READY FOR HEARING										3	12	0
TOTALS FOR 1989	6,031	4,027	5,845	7,061	4,044	6,819	7,564	8,860	7,886	5,740	6,943	4,769

RATION OFFICE SUMMARY SHEET - 1990

CATEGORY / MONTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
PHONE CALLS RECEIVED	2,821	2,068	1,922	2,025	1,980	2,366	2,451	3,585	1,797	1,701	2,013	1,787
INFORMAL RECEIVED	340	373	353	468	453	529	629	561	467	403	603	607
VARIANCE PROCESSED	785	770	771	279	382	506	440	612	300	424	1,006	757
APPROVED	635	663	690	255	347	463	395	555	263	393	880	692
DENIED	150	107	81	24	35	43	45	57	37	31	126	65
FORMAL RECEIVED	2	0	0	0	0	8	8	13	58	26	18	13
VARIANCE APPROVED BY BOARD	0	0	1	0	0	0	0	12	0	24	37	14
DENIED BY BOARD	0	1	1	0	0	0	0	1	0	2	2	2
NUMBER OF WALK-IN	455	370	279	282	244	230	533	527	158	265	229	210
OPTIONAL BASELINE RECEIVED	15	25	25	6	9	4	5	5	0	0	0	0
WATER WASTE CALLS RECEIVED	5	8	174	17	29	19	22	23	25	29	15	15
NON-COMPLIANCE ON WATER USE (BUSINESS)	203	378	569	152	98	136	144	19	131	465	241	567
NON-COMPLIANCE ON WATER USE (RESIDENTIAL)	1,882	1,007	997	544	230	411	644	1,018	253	289	436	620
EXCESS USE "A"	1,765	1,146	1,267	507	272	457	700	786	384	686	313	980
"B"	213	270	299	241	56	90	88	251	0	68	123	207
MAILED	102	40	49	105	12	7	21	0	0	0	0	0
RESOLVED AFTER MAILING	69	86	58	88	64	95	105	57	0	0	0	20
READY FOR HEARING	3	42	30	24	12	44	40	20	12	82	58	32
TOTALS FOR 1990	9,445	7,354	7,566	5,017	4,223	5,408	6,270	8,102	3,885	4,888	6,100	6,588





APPENDIX C-1

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
STATEMENT OF REVENUE AND EXPENDITURE  
TWELVE MONTHS ENDED JUNE 30, 1989  
RATIONING ADMINISTRATION

121 EXHIBIT B-10

(Unaudited)

	1 Month Ended June 30, 1989	1 Month Ended Budget	Variance	Pct	12 Months Ended June 30, 1989	Annual Budget	Variance	Pct
<b>REVENUE:</b>								
User Fees	\$ 584.42	\$ 12,500.00	\$ 11,915.58	5	\$ 49,989.42	\$ 150,000.00	\$ 100,010.58	33
Water Rationing Surcharge	1,650.00	0.00	(1,650.00)	0	2,175.00	0.00	(2,175.00)	0
Refunds	0.00	0.00	0.00	0	(25.00)	0.00	25.00	0
<b>Total Revenue</b>	<b>\$ 2,234.42</b>	<b>\$ 12,500.00</b>	<b>\$ 10,265.58</b>	<b>18</b>	<b>\$ 52,139.42</b>	<b>\$ 150,000.00</b>	<b>\$ 97,860.58</b>	<b>35</b>
Interfund Transfers	0.00	4,542.87	4,542.87	0	0.00	54,514.00	54,514.00	0
<b>TOTAL REVENUE AVAILABLE</b>	<b>2,234.42</b>	<b>17,042.87</b>	<b>14,808.45</b>	<b>13</b>	<b>52,139.42</b>	<b>204,514.00</b>	<b>152,374.58</b>	<b>25</b>
<b>PERSONNEL COSTS:</b>								
Salaries	\$ 16,627.02	\$ 10,763.37	\$ (5,863.65)	154	\$ 71,800.74	\$ 129,160.00	\$ 57,359.26	56
Workers compensation	88.27	100.00	11.73	88	592.65	1,200.00	607.35	49
Medicare Tax Expense	194.69	0.00	(194.69)	0	880.23	0.00	(880.23)	0
Conference Registration	0.00	0.00	0.00	0	59.00	0.00	(59.00)	0
<b>TOTAL PERSONNEL COSTS</b>	<b>16,909.98</b>	<b>10,863.37</b>	<b>(6,046.61)</b>	<b>156</b>	<b>73,332.62</b>	<b>130,360.00</b>	<b>57,027.38</b>	<b>56</b>
<b>SERVICES AND SUPPLIES:</b>								
Occupancy	601.69	1,628.50	1,026.81	37	14,104.98	19,542.00	5,437.02	72
Office Supplies	6,139.36	1,866.50	(4,272.86)	329	32,752.72	22,398.00	(10,354.72)	146
Data Processing	13,497.43	3,858.37	(9,639.06)	350	35,780.71	46,300.00	10,519.29	77
Legal	691.50	833.37	141.87	83	3,013.13	10,000.00	6,986.87	30
Travel	6.67	558.26	551.59	1	154.34	6,700.00	6,545.66	2
Insurance	601.86	58.37	(543.49)	1031	4,581.49	700.00	(3,881.49)	654
Legal notices	194.40	333.37	138.97	58	4,147.07	4,000.00	(147.07)	104
Contingencies	0.00	1,333.37	1,333.37	0	0.00	16,000.00	16,000.00	0
Public Information/Educat	11,328.13	7,916.63	(3,411.50)	143	45,006.93	95,000.00	49,993.07	47
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 33,061.04</b>	<b>\$ 17,053.37</b>	<b>\$ (16,007.67)</b>	<b>194</b>	<b>\$ 139,541.37</b>	<b>\$ 204,640.00</b>	<b>\$ 65,098.63</b>	<b>68</b>
<b>FIXED ASSET ACQUISITIONS</b>	<b>715.50</b>	<b>0.00</b>	<b>(715.50)</b>	<b>0</b>	<b>1,973.14</b>	<b>0.00</b>	<b>(1,973.14)</b>	<b>0</b>
<b>PROJECT EXPENSES</b>	<b>0.00</b>	<b>2,750.00</b>	<b>2,750.00</b>	<b>0</b>	<b>30,262.00</b>	<b>33,000.00</b>	<b>2,738.00</b>	<b>92</b>
<b>TOTAL COSTS</b>	<b>50,686.52</b>	<b>32,000.11</b>	<b>(18,686.41)</b>	<b>158</b>	<b>245,109.13</b>	<b>384,000.00</b>	<b>138,890.87</b>	<b>64</b>
<b>NET REVENUE OVER EXPENSE</b>	<b>\$ (48,452.10)</b>	<b>\$ (14,957.24)</b>	<b>\$ 33,494.86</b>	<b>324</b>	<b>\$ (192,969.71)</b>	<b>\$ (179,486.00)</b>	<b>\$ 13,483.71</b>	<b>108</b>

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
 STATEMENT OF REVENUE AND EXPENDITURE  
 ELEVEN MONTHS ENDED MAY 31, 1990  
 RATIONING ADMINISTRATION

APPENDIX C-2  
 EXHIBIT 10

174

DRAFT

(Unaudited)

	1 Month Ended May 31, 1990	1 Month Ended Budget	Variance	Pct	11 Months Ended May 31, 1990	Annual Budget	Variance	Pct
<b>VENUE:</b>								
User Fees	\$ 0.00	\$ 16,333.33	\$ 16,333.33	0	\$ 137,952.80	\$ 196,000.00	\$ 58,047.20	70
Water Rationing Surcharge	9,575.00	6,729.42	(2,845.58)	142	67,710.00	80,753.00	13,043.00	84
Refunds	(6,150.00)	0.00	6,150.00	0	(6,150.00)	0.00	6,150.00	0
<b>Total Revenue</b>	<b>\$ 3,425.00</b>	<b>\$ 23,062.75</b>	<b>\$ 19,637.75</b>	<b>15</b>	<b>\$ 199,512.80</b>	<b>\$ 276,753.00</b>	<b>\$ 77,240.20</b>	<b>72</b>
Carryover	0.00	0.00	0.00	0	(76,421.11)	(76,421.11)	0.00	100
<b>TOTAL REVENUE AVAILABLE</b>	<b>3,425.00</b>	<b>23,062.75</b>	<b>19,637.75</b>	<b>15</b>	<b>123,091.69</b>	<b>200,331.89</b>	<b>77,240.20</b>	<b>61</b>
<b>PERSONNEL COSTS:</b>								
Salaries	\$ 21,003.60	\$ 16,894.58	\$ (4,119.02)	124	\$ 193,233.98	\$ 202,615.00	\$ 9,381.02	95
P.E.R.S. Retirement	1,629.50	1,330.08	(299.42)	123	10,459.33	15,961.00	5,501.67	66
Workers compensation	145.94	93.67	(52.27)	156	1,447.39	1,124.00	(323.39)	129
Health Insurance	1,737.75	2,026.50	288.75	86	7,658.63	24,318.00	16,659.37	31
Medicare Tax Expense	290.39	0.00	(290.39)	0	2,751.79	0.00	(2,751.79)	0
<b>TOTAL PERSONNEL COSTS</b>	<b>24,807.18</b>	<b>20,334.63</b>	<b>(4,472.35)</b>	<b>122</b>	<b>215,551.12</b>	<b>244,018.00</b>	<b>28,466.88</b>	<b>88</b>
<b>SERVICES AND SUPPLIES:</b>								
Telephone	495.28	326.75	(168.53)	152	4,979.46	3,921.00	(1,058.46)	127
Insurance	0.00	83.33	83.33	0	0.00	1,000.00	1,000.00	0
Facility maintenance	0.00	62.50	62.50	0	0.00	750.00	750.00	0
Office Supplies	165.68	1,590.16	1,424.48	10	19,315.31	19,082.00	(233.31)	101
Photocopy	0.00	316.75	316.75	0	8,832.74	3,801.00	(5,031.74)	232
Legal notices	1,863.91	159.50	(1,704.41)	1169	2,409.46	1,914.00	(495.46)	126
Utilities	350.39	182.92	(167.47)	192	1,253.92	2,195.00	941.08	57
Rent	0.00	1,581.08	1,581.08	0	17,900.00	18,973.00	1,073.00	94
Legal	2,355.80	735.17	(1,620.63)	320	11,912.10	8,822.00	(3,090.10)	135
Travel	8.51	80.17	71.66	11	103.24	962.00	858.76	11
Public Information/Educate	374.44	5,172.51	4,798.07	7	36,866.87	62,070.00	25,203.13	59
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 9,745.14</b>	<b>\$ 11,739.76</b>	<b>\$ 1,994.62</b>	<b>83</b>	<b>\$ 138,834.53</b>	<b>\$ 140,877.00</b>	<b>\$ 2,042.47</b>	<b>99</b>
FIXED ASSET ACQUISITIONS	0.00	550.00	550.00	0	1,958.60	6,600.00	4,641.40	30
Contingencies	0.00	876.33	876.33	0	0.00	10,516.00	10,516.00	0
<b>TOTAL COSTS</b>	<b>34,552.32</b>	<b>33,500.92</b>	<b>(1,051.40)</b>	<b>103</b>	<b>356,344.25</b>	<b>402,011.00</b>	<b>45,666.75</b>	<b>89</b>
<b>NET REVENUE OVER EXPENSE</b>	<b>\$ (31,127.32)</b>	<b>\$ (10,438.17)</b>	<b>\$ 20,689.15</b>	<b>298</b>	<b>\$ (233,252.56)</b>	<b>\$ (201,679.11)</b>	<b>\$ 31,573.45</b>	<b>116</b>

Monterey Peninsula Water Management District  
Statement of Revenue Over Expense  
For The 12 Months Ended  
June 30, 1990

Rationing Program

	1 Month Ended June 30, 1990	1 Month Ended Budget	Variance	Pct	12 Months Ended June 30, 1990	12 Months Ended Budget	Variance	Pct
<b>REVENUES:</b>								
Other Revenues	\$ 0.00	\$ 16,333.37	\$ (16,333.37)	(100)	\$ - 137,952.80	\$ 196,000.00	\$ (58,047.20)	(30)
Charter Revenues	650.00	6,729.38	(6,079.38)	(90)	62,210.00	80,753.00	(18,543.00)	(23)
<b>Total Revenue</b>	<b>\$ 650.00</b>	<b>\$ 23,062.75</b>	<b>\$ (22,412.75)</b>	<b>(97)</b>	<b>\$ 200,162.80</b>	<b>\$ 276,753.00</b>	<b>\$ (76,590.20)</b>	<b>(28)</b>
Revenue	0.00	0.00	0.00	0	(76,421.11)	(76,421.11)	0.00	0
<b>Total Cash Available</b>	<b>\$ 650.00</b>	<b>\$ 23,062.75</b>	<b>\$ (22,412.75)</b>	<b>(97)</b>	<b>\$ 123,741.69</b>	<b>\$ 200,331.89</b>	<b>\$ (76,590.20)</b>	<b>(38)</b>
<b>OPERATING COSTS:</b>								
Salaries & Wages	\$ 15,239.13	\$ 16,884.62	\$ (1,645.49)	(10)	\$ 200,218.48	\$ 202,615.00	\$ (2,396.52)	(1)
Personnel	0.00	0.00	0.00	0	8,254.63	0.00	8,254.63	0
Benefit	1,275.69	1,330.12	(54.43)	(4)	11,735.02	15,961.00	(4,225.98)	(26)
Workers Comp Insurance	112.82	93.63	19.19	20	1,560.21	1,124.00	436.21	39
Employee Insurance	698.15	2,026.50	(1,328.35)	(66)	8,356.78	24,318.00	(15,961.22)	(66)
Vehicle Tax Expense	220.97	0.00	220.97	0	2,972.76	0.00	2,972.76	0
Office Development	40.00	0.00	40.00	0	40.00	0.00	40.00	0
<b>Total Personnel Cost</b>	<b>\$ 17,586.76</b>	<b>\$ 20,334.87</b>	<b>\$ (2,748.11)</b>	<b>(14)</b>	<b>\$ 233,137.88</b>	<b>\$ 244,018.00</b>	<b>\$ (10,880.12)</b>	<b>(4)</b>
<b>OTHER AND SUPPLIES:</b>								
Utilities	\$ 0.00	\$ 1,581.12	\$ (1,581.12)	(100)	\$ 17,900.00	\$ 18,973.00	\$ (1,073.00)	(6)
Telephone	75.45	182.88	(107.43)	(59)	1,329.37	2,195.00	(865.63)	(39)
Electricity maintenance	350.16	326.75	23.41	7	5,329.62	3,921.00	1,408.62	36
Office Supplies Expense	0.00	62.50	(62.50)	(100)	0.00	750.00	(750.00)	(100)
Locomotive Expense	463.43	1,590.24	(1,126.81)	(71)	19,778.74	19,082.00	696.74	4
Printing Processing	178.81	215.13	(36.32)	(17)	975.13	2,582.00	(1,606.87)	(62)
Printing Supplies	283.16	1,550.50	(1,267.34)	(82)	40,956.47	18,606.00	22,350.47	120
Printing Supplies	0.00	0.00	0.00	0	38.33	0.00	38.33	0
Professional Fees	2,959.00	735.13	2,223.87	303	17,457.31	8,822.00	8,635.31	98
Travel Expenses	21.85	80.13	(58.28)	(73)	125.09	962.00	(836.91)	(87)
Insurance	0.00	83.37	(83.37)	(100)	0.00	1,000.00	(1,000.00)	(100)
Printing Expenses	1,022.40	159.50	862.90	541	3,431.86	1,914.00	1,517.86	79
Public Information Education	4,695.35	5,172.39	(477.04)	(9)	41,562.22	62,070.00	(20,507.78)	(33)
<b>Total Services &amp; Supplies</b>	<b>\$ 10,049.61</b>	<b>\$ 11,739.64</b>	<b>\$ (1,690.03)</b>	<b>(14)</b>	<b>\$ 148,884.14</b>	<b>\$ 140,877.00</b>	<b>\$ 8,007.14</b>	<b>6</b>

Monterey Peninsula Water Management District  
Statement of Revenue Over Expense  
For The 12 Months Ended  
June 30, 1991

APPENDIX C-3

Rationing Fund

	Month Ending June 30, 1991	1 Month Budget	Variance	Pct	12 Months Ended June 30, 1991	Annual Budget	Variance	Pct
<b>REVENUE</b>								
User Fees	\$230,382.82	\$164,731.00	\$65,651.82	140	\$709,162.88	\$658,921.00	\$50,241.88	108
Rationing Surcharge Prior Yr	0.00	0.00	0.00	0	7,340.00	0.00	7,340.00	0
Surcharge Rev Billed 90-91	0.00	1,166.63	(1,166.63)	0	322,490.01	14,000.00	308,490.01	2304
Refunds	0.00	0.00	0.00	0	(425.00)	0.00	(425.00)	0
<b>Total Revenue</b>	<b>\$230,382.82</b>	<b>\$165,897.63</b>	<b>\$64,485.19</b>	<b>139</b>	<b>\$1,038,567.89</b>	<b>\$672,921.00</b>	<b>\$365,646.89</b>	<b>154</b>
Carryover	0.00	0.00	0.00	0	(156,377.28)	(156,377.00)	(0.28)	100
<b>Total Cash Available</b>	<b>\$230,382.82</b>	<b>\$165,897.63</b>	<b>\$64,485.19</b>	<b>139</b>	<b>\$882,190.61</b>	<b>\$516,544.00</b>	<b>\$365,646.61</b>	<b>171</b>
<b>PERSONNEL COSTS:</b>								
Salaries & Wages	\$28,126.98	\$30,563.12	\$ 2,436.14	92	\$334,372.91	\$366,757.00	\$32,384.09	91
Unemployment Compensation	44.00	0.00	(44.00)	0	44.00	0.00	(44.00)	0
Temporary personnel	0.00	0.00	0.00	0	3,264.00	0.00	(3,264.00)	0
Retirement	1,538.90	2,723.13	1,184.23	57	30,870.75	32,678.00	1,807.25	94
Worker's Comp Insurance	243.14	317.38	74.24	77	3,687.44	3,809.00	121.56	97
Employee Insurance	4,249.03	4,009.13	(239.90)	106	38,963.08	48,110.00	9,146.92	81
Medicare Tax Expense	260.98	405.63	144.65	64	4,589.77	4,868.00	278.23	94
State Development	0.00	0.00	0.00	0	45.00	0.00	(45.00)	0
<b>Total Personnel Cost</b>	<b>\$34,463.03</b>	<b>\$38,018.39</b>	<b>\$ 3,555.36</b>	<b>91</b>	<b>\$415,836.95</b>	<b>\$456,222.00</b>	<b>\$40,385.05</b>	<b>91</b>
<b>EXPENSES AND SUPPLIES:</b>								
Director's Fees	\$ 661.50	\$ 245.00	\$ (416.50)	270	\$ 3,882.01	\$ 2,940.00	\$ (942.01)	132
Rent	3,188.55	3,500.00	311.45	91	41,737.04	42,000.00	262.96	99
Utilities	566.59	358.37	(208.22)	158	3,468.29	4,300.00	831.71	81
Telephone	971.61	445.25	(526.36)	218	4,155.28	5,343.00	1,187.72	78
Facility maintenance	144.00	100.00	(44.00)	144	756.28	1,200.00	443.72	63
Office Supplies Expense	7,165.53	3,358.37	(3,807.16)	213	48,419.16	40,300.00	(8,119.16)	120
Photocopy Expense	800.68	192.00	(608.68)	417	3,073.43	2,304.00	(769.43)	133
Job Processing	3,510.81	1,009.37	(2,501.44)	348	18,382.69	12,112.00	(6,270.69)	152
Operating Supplies	37.80	83.37	45.57	45	585.21	1,000.00	414.79	59
Professional Fees	3,820.20	2,895.87	(924.33)	132	45,929.77	34,750.00	(11,179.77)	132
Transportation Costs	13.23	41.63	28.40	32	160.34	500.00	339.66	32
Travel Expenses	65.75	83.37	17.62	79	561.88	1,000.00	438.12	56
Conference Costs	0.00	0.00	0.00	0	22.05	0.00	(22.05)	0
Insurance	659.45	1,564.63	905.18	42	17,907.64	18,776.00	868.36	95
Interest Expense	0.00	1,409.00	1,409.00	0	0.00	16,908.00	16,908.00	0
Legal notices	1,143.12	1,416.63	(273.51)	274	9,041.31	5,000.00	(4,041.31)	181
Miscellaneous	857.50	14.62	(842.88)	5865	857.50	175.00	(682.50)	490
Public Information Education	10,034.74	5,000.00	(5,034.74)	201	56,880.55	60,000.00	3,119.45	95
Professional Services & Supplies	33,641.06	20,717.48	(12,923.58)	162	255,820.43	248,608.00	(7,212.43)	103
Fixed Asset Acquisitions	215.54	2,111.38	1,895.84	10	14,986.79	25,337.00	10,350.21	59
<b>Total Costs</b>	<b>\$68,319.63</b>	<b>\$60,847.25</b>	<b>\$(7,472.38)</b>	<b>112</b>	<b>\$686,644.17</b>	<b>\$730,167.00</b>	<b>\$43,522.83</b>	<b>94</b>
<b>Net Revenue Over Expense</b>	<b>\$162,063.19</b>	<b>\$105,050.38</b>	<b>\$(57,012.81)</b>	<b>154</b>	<b>\$195,546.44</b>	<b>\$(213,623.00)</b>	<b>\$(409,169.44)</b>	<b>(92)</b>

APPENDIX C-4

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND  
 CHANGES IN FUND BALANCES - SPECIAL REVENUE FUND  
 FOR THE YEAR ENDED JUNE 30, 1989

	CRMP FUND	CRIZ FUND	IRRIGATION FUND	CONSERVATION FUND	EMERGENCY IRRIGATION FUND	RATIONING FUND
REVENUES:						
Special assessments levied	\$ 159,768	\$ 46,430			\$ 49,412	\$ 116,933
User fees			\$ 16,630			49,900
Water use surcharge		244		\$ 283,657	7,279	
Other surcharge revenues		2,136				
Project reimbursements						
Interest income						
Total revenues	<u>159,768</u>	<u>48,810</u>	<u>16,630</u>	<u>283,657</u>	<u>56,691</u>	<u>166,833</u>
EXPENDITURES:						
Salaries and employee benefits	66,040		41,741		25,569	73,330
Services and supplies	49,144	4,199	22,902	313,549	222,407	168,531
Capital outlay and debt service	3,661		563		38,664	1,394
Total expenditures	<u>118,845</u>	<u>4,199</u>	<u>65,206</u>	<u>313,549</u>	<u>286,640</u>	<u>243,255</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	40,923	44,611	(48,576)	(29,892)	(229,949)	(76,422)
OTHER FINANCING SOURCES (USES) - Fund transfers	<u>84,737</u>					
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	125,660	44,611	(48,576)	(29,892)	(229,949)	(76,422)
FUND BALANCES (DEFICIT) - JULY 1, 1988	<u>(22,436)</u>	<u>12,157</u>	<u>(24,953)</u>	<u>(180,070)</u>		
FUND BALANCES (DEFICIT) - JUNE 30, 1989	<u>\$ 103,224</u>	<u>\$ 56,768</u>	<u>\$ (73,529)</u>	<u>\$ (209,962)</u>	<u>\$ (229,949)</u>	<u>\$ (76,422)</u>

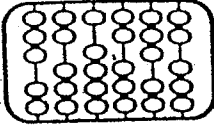
APPENDIX B

APPENDIX C-5

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND  
 CHANGES IN FUND BALANCES - SPECIAL REVENUE FUND  
 FOR THE YEAR ENDED JUNE 30, 1990

	CRMP FUND	CRIZ FUND	IRRIGATION FUND	CONSERVATION FUND	EMERGENCY IRRIGATION FUND	RATIONING FUND
REVENUES:						
Special assessments levied	\$ 153,414	\$ 42,596			\$ 107,390	\$ 255,843
User fees			\$ 47,145		16,607	
Water use surcharge			10,675			
Other surcharge revenues		3,916				
Project reimbursements					123,997	323,653
Interest income		46,512	57,820			
Total revenues	153,414	46,512	57,820		123,997	323,653
EXPENDITURES:						
Salaries and employee benefits	100,256	21,774	23,448		54,255	241,597
Services and supplies	46,511	53,341	33,296		109,179	153,243
Capital outlay and debt service	8,394	4,079	1,862		26,585	8,768
Total expenditures	155,161	79,194	58,606		190,019	403,608
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(1,747)	(32,682)	(786)		(66,022)	(79,955)
OTHER FINANCING SOURCES (USES) - Fund transfers	(75,558)			\$ 75,558	95,000	
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	(77,305)	(32,682)	(786)	75,558	28,978	(79,955)
FUND BALANCES (DEFICIT) - JULY 1, 1989	103,224	56,768	(73,529)	(209,962)	(229,949)	(76,422)
FUND BALANCES (DEFICIT) - JUNE 30, 1990	\$ 25,919	\$ 24,086	\$ (74,315)	\$ (134,404)	\$ (200,971)	\$ (156,377)

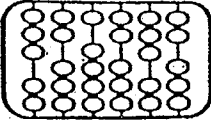
APPENDIX C-6



MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

STATEMENT OF REVENUES AND EXPENDITURES  
SPECIAL REVENUE FUND:  
RATIONING FUND - BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 1991

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE OVER/(UNDER) BUDGET</u>
<b>REVENUES:</b>			
User fees	\$ 709,163	\$ 658,921	\$ 50,242
Water use surcharges	80,455	14,000	66,455
Total revenues	<u>789,618</u>	<u>672,921</u>	<u>116,697</u>
<b>EXPENDITURES:</b>			
Salaries and employee benefits:			
Salaries	337,681	366,757	(29,076)
Employee benefits	<u>83,200</u>	<u>89,465</u>	<u>(6,265)</u>
Total salaries and employee benefits	<u>420,881</u>	<u>456,222</u>	<u>(35,341)</u>
Services and supplies:			
Occupancy	43,807	46,300	(2,493)
Office supplies and expense	61,874	54,716	7,158
Operating supplies and expense	168	1,000	(832)
Professional fees	48,744	37,690	11,054
Travel and transportation	1,326	1,500	(174)
Insurance	13,263	18,776	(5,513)
Advertising	56,881	60,000	(3,119)
Interest		16,908	(16,908)
Legal notices	9,041	5,000	4,041
Miscellaneous	<u>10,219</u>	<u>6,718</u>	<u>3,501</u>
Total services and supplies	<u>245,323</u>	<u>248,608</u>	<u>(3,285)</u>
Capital outlay and debt service:			
Capital outlay	14,811	25,337	(10,526)
Reduction of long-term debt	<u>4,630</u>		<u>4,630</u>
Total capital outlay and debt service	<u>19,441</u>	<u>25,337</u>	<u>(5,896)</u>
Total expenditures - Forward	\$ 685,645	\$ 730,167	\$ (44,522)



MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

STATEMENT OF REVENUES AND EXPENDITURES  
SPECIAL REVENUE FUND:  
RATIONING FUND - BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 1991  
(Continued)

	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE OVER/(UNDER BUDGET</u>
Total expenditures - Forward	\$ 685,645	\$ 730,167	\$ (44,522)
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	103,973	(57,246)	161,219
OTHER FINANCING SOURCES (USES): Carryover		<u>(156,377)</u>	<u>156,377</u>
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES (USES) OVER EXPENDITURES	103,973	<u>\$ (213,623)</u>	<u>\$ 317,596</u>
FUND BALANCE (DEFICIT) - JULY 1, 1990	<u>(156,377)</u>		
FUND BALANCE (DEFICIT) - JUNE 30, 1991	<u>\$ (52,404)</u>		



**APPENDIX D**

**SAMPLE OF EDUCATIONAL MATERIALS DEVELOPED**

# It has never made sense to waste water. Now it's a luxury we can't afford.

The rains that can end our two-year drought are still months away, and the Peninsula's water situation is getting critical. Conservation efforts are helping some, but warm weather has kept water consumption high. Unless we get rain this November and December, rationing by early winter is a distinct possibility.

Because the community cannot be caught by surprise, the directors of the Monterey Peninsula Water Management District have declared a Water Supply Emergency and will be cracking down on water waste. **Beginning September 8, no individual, business or public agency is allowed to:**

- \*Hose down driveways and sidewalks with potable water.
- \*Water lawns, turf and gardens between 9 a.m. and 5 p.m. except with drip irrigation systems or a hand-held hose that has a quick-acting shut-off nozzle.
- \*Wash cars or the exterior of buildings without using the same type of shut-off nozzle.
- \*Restaurants are banned from serving water unless the customer requests it, hotels must tell guests of the need to conserve and any business with a public restroom must alert the public to the need to conserve water.

**Flagrant violations are subject to fines of up to 250 per day.**

Conservation still doesn't have to mean major disruptions in your way of life or for the local economy. But a failure to conserve now can mean big problems in the future.

If you are doing your part to conserve but see water being wasted — by individuals, businesses or public agencies — you can let the District know by calling the Water Conservation Hotline: 649-1993.

**The water we conserve today we can use tomorrow.**



**YOUR SHARE**

**A water conservation message brought to you by the Monterey Peninsula Water Management District**

# Drought is a community problem, a problem that needs a community solution.

The Monterey Peninsula will end this summer with less water underground and in reservoirs than in 1976-77, when the entire community was forced to ration water.

We hope to avoid rationing again, or at least make rationing less painful than before. But just as in 1976-77, the entire community will have to cooperate.

At the Monterey Peninsula Water Management District, we believe the **10 Percent Solution** is the answer — **A Voluntary** 10 percent cut in water use by Everyone.

This doesn't mean your roses die. It doesn't mean driving a dust-coated car or taking a shower once a week. Because residents don't have to suffer.

It doesn't mean turning city parks and golf courses brown. It doesn't mean tourists shouldn't visit here. Because local businesses and visitors shouldn't have to suffer, either.

It does mean that everyone — Visitors, Businesses and Homeowners — has to pitch in and Save Their Share. It means installing the free home water — saver kits being distributed now. It means using a broom instead of a hose to clean paved areas. It means watering your garden in the early morning hours before hot air and winds make watering wasteful. It means restaurants serving water only upon request, and landscape managers at city parks and golf courses cutting irrigation to a minimum.

Together, we can beat the drought and avoid hardships. Be part of the solution — **Save your Share!**



**YOUR SHARE**

A water conservation message brought to you by the  
**Monterey Peninsula Water Management District**

**If you see water  
being wasted**



**T**he Monterey Peninsula is experiencing a drought. Everyone needs to do his or her part to conserve. That's why the Monterey Peninsula Water Management District is requiring everyone to "**Save Your Share**" by cutting water usage by 20 percent. And why we have set up a Water Conservation Hotline where you can call if you want conservation tips or to let us know when you see water being wasted.

**we want to know about it.**

**Call the Hotline 372-1148**

A water conservation message from the Monterey Peninsula Water Management District.

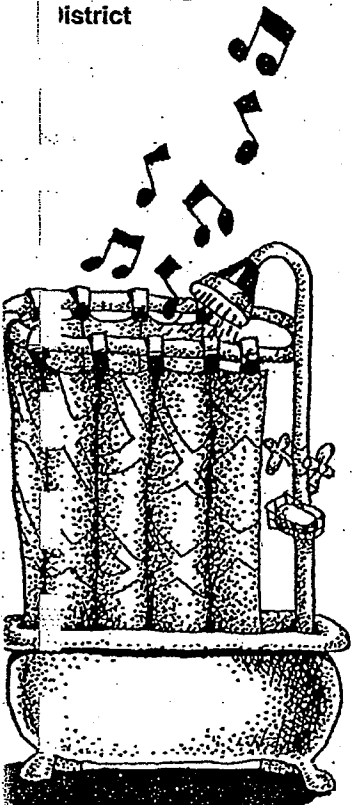
**SAVE  
YOUR SHARE**

## Sing shorter songs.

You can get clean with a 4-5 minute shower; any more it's water down the drain. So skip the second rinse and save. You can save even more by turning the shower off while lathering up.



A water conservation message from the Monterey Peninsula Water Management District

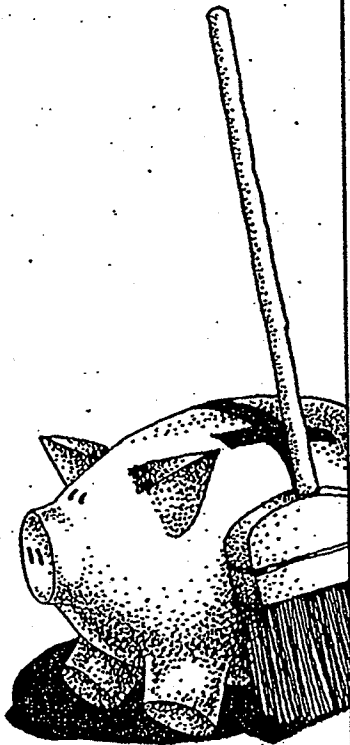


## Sweep it and save.

Sweeping it up instead of hosing it down will help in putting valuable water in the bank.



A water conservation message from the Monterey Peninsula Water Management District

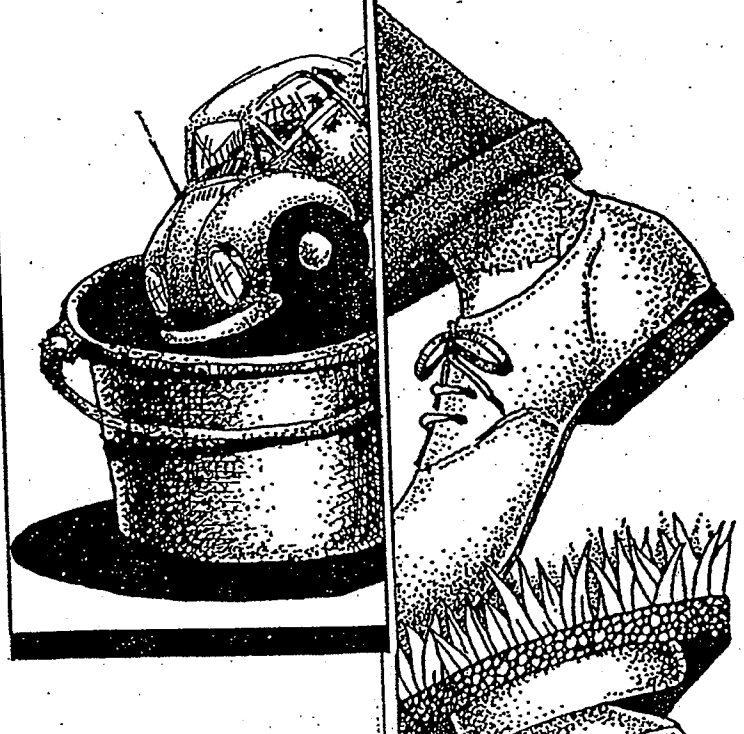


## The one bucket car wash saves.

Wash your car with a bucket of water and use a hose (with a shut-off) only to rinse.



A water conservation message from the Monterey Peninsula Water Management District



## Give your lawn the spring test.

Before watering your lawn, be sure it needs watering. Step on the grass and if it springs back, it doesn't need watering. If it doesn't, be sure to water during the evening or the early morning.



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# Mulch Appreciated!

When there isn't any rain, your plants need all the help they can get to keep the ground moist.

A mulch of straw, plastic, wood chips or newspapers will do the job—and hold down weeds, too.

**Common-sense  
Conservation can protect**

**your garden. And  
help us all survive  
the Drought.**



MONTEREY PENINSULA WATER MANAGEMENT DISTRICT



# Shower with a frond.

Your garden will be getting thirsty this summer because of the drought and water rationing. Putting a bucket in the shower to catch the cold water before you step in will give you several gallons for your flowers.

Common sense can save your garden. And help us all survive the Drought.



**SAVE**  
**SAVING WATER**

**YOUR SHARE**

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT





# You've gotten us this far. But we still have a way to go.

Peninsula residents and businesses have shown tremendous support for water conservation since it became critical last year. This year alone, you have made water rationing a tremendous success by saving 30 percent—10 percent greater than our goal! Those savings will help all of us have the water we need for the short term.

Unfortunately, the drought is far from over, and winter rains are only a hope at this time. Maybe there will be enough water to end water rationing. Maybe. The next five months will tell. Until then, the only sure bet is that with your continued cooperation the community will get through. So even if you see sprinkles, we still need you to use water efficiently.

At the Monterey Peninsula Water Management District, we're here to help. If you would like tips on how to meet rationing requirements for your home or business, call us at 649-2500.

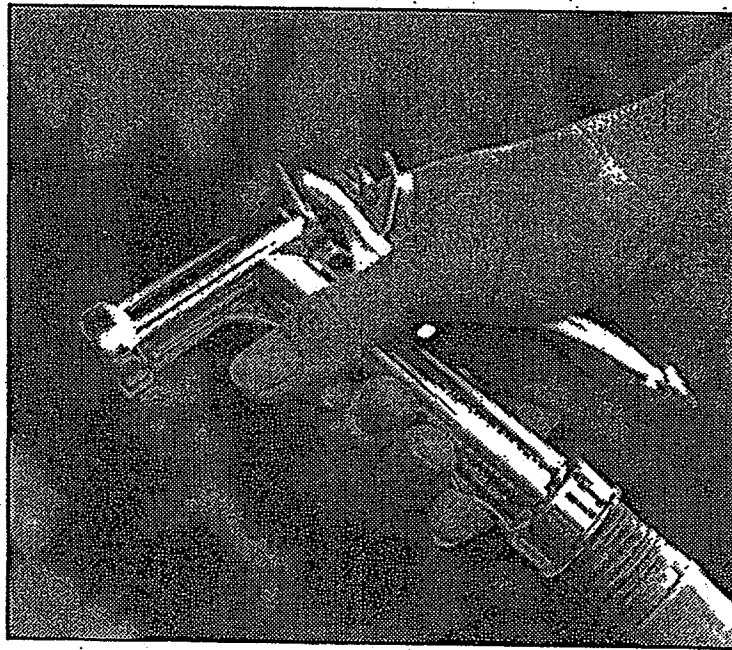
It's your water, it's your life; it's your move!

**SAVE**  
**OUR SHARE**

MONTEREY PENINSULA  
WATER MANAGEMENT DISTRICT



# IT'S IN YOUR HANDS



A message from your  
Monterey Peninsula Water Management District  
187 ELDORADO, MONTEREY, CA 93940 649-4866

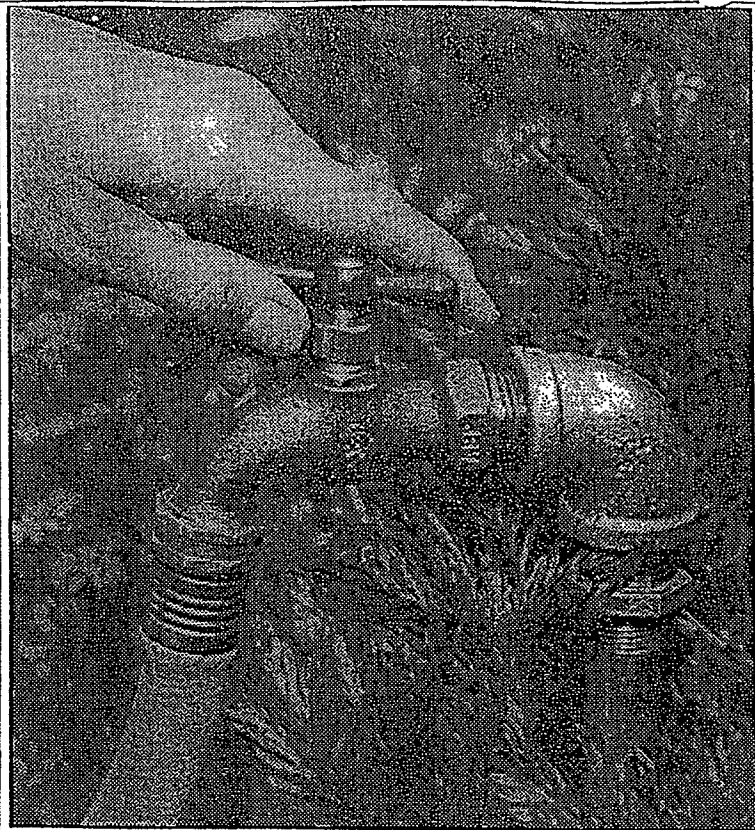
# It's In Your Hands.



A message from your Monterey Peninsula Water Management District



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# It's In your hands



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Monterey Peninsula Water Management District

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## Water Savings for October, 1990

20%

Water Rationing Goal

27%

Savings This Month

Thank-you for your continued cooperation, The Monterey Peninsula Water Management District