

State Water Resources Control Board  
**Division of Drinking Water**  
50 D Street, Suite 200, Santa Rosa, CA 95404

### **Water System Administrator Welcome**

Welcome! We understand that your water system has recently designated you as the Administrative Contact (AC) with the State Water Resources Control Board, Division of Drinking Water (Division). As the AC you will be receiving all correspondence related to your water system's activities. Included in this email are links to websites that will be helpful in your duties as the AC. In addition, you can designate a Carbon Copy (CC) contact who will also receive all correspondence from the Division.

The Division's website contains information on requirements, updates, and funding opportunities. The Sonoma District (District 18) regulates the public water systems in Sonoma and Marin counties. The District 18 site has links to many helpful documents including the Emergency Notification Plan (Form 21) and Bacteriological Sample Siting Plan (Forms 36, 36A and 37). These plans should be kept up to date with personnel or sample site changes and submitted to the Division for approval.

The DRINC Portal is an information and document clearinghouse. From this portal you can access the Electronic Annual Report or submit the Consumer Confidence Report and certification for your water system. We will send you emails with instructions and due dates for the reports that apply to your water system.

Drinking Water Watch is where the monitoring schedule for your water system can be accessed. Search for your water system using the water system number or name, then click the link in the "Water System No." column to access your water system's information. The links on the left pane include Monitoring Schedules for the system's sources and other monitoring locations.

If you are a new Board member of a Mutual Water System, you must complete a two-hour training regarding board member duties within six months. Rural Community Assistance Corporation (RCAC) provides AB54 Board Training and Board Basics online training courses for free.

Our office has drop-in office hours Monday to Friday from 2:30-4 pm. At these times an engineer is available to assist with water system business. You may also call our office to make an appointment outside of the drop-in hours. Please contact us with any questions related to your water system.

We look forward to a cooperative relationship to ensure your water system users have access to safe, wholesome drinking water.