

Work Plan for Fiscal Year 2004

I Program Title - Refuge Water Supply Program Refuge Water Conveyance (Wheeling)
Component CVPIA Sections 3406(d)(1), (2) and (5)

II Responsible Entities

	Agency	Staff Name	Role
Lead	USBR	Shana Kaplan	Refuge Water Conveyance Program Manager
Co-Lead	USFWS	Dale Garrison	Refuge Water Supply Coordinator

The Refuge Water Supply Program has three components; water acquisition, water conveyance and facilities construction. This work plan covers water conveyance (wheeling) as well as coordination between the other two components. The refuge water acquisition component is covered in the Water Acquisition Program work plan and the refuge facilities construction component is covered in the Long-Term Facilities Construction Program and in the San Joaquin Basin Action Plan Program work plans.

III Program Objectives for FY 2004

The Refuge Water Supply Program aims to meet the mandate of Section 3406(d)(1), (2), and (5) of the CVPIA; to provide long-term, firm and reliable water deliveries to certain Federal, State, and private wildlife refuges located in the Central Valley of California.

IV Status of the Program

The Program is interconnected with other refuge water related programs such as activities in the Water Acquisition Program, Facilities Construction and San Joaquin Basin Action Plan. The Program conveys set quantities of water based on refuge water service contracts using cooperative agreements with wheeling entities using Project or acquired water. There are allocations for both the Level 2 and Incremental level 4 water to be supplied to each refuge that serve as the program's targets for water conveyance quantities. However, each year in February and March the CVO and the Water Acquisition Program announce the actual available refuge water quantities for the contract, or water year, that begins in March. At this time an annual water delivery schedule is established for each refuge by the IRWMT. The schedules are reviewed by the CVO, Water Acquisition Program and the refuge water supply program manager in coordination with the IRWMT. Much of the Program's activities are focused on delivering water according to the annual schedules and in compliance with the water service contracts and associated conveyance cooperative agreements. If the CVO and/or the Water Acquisition Program cannot provide full level 2 or level 4 allocation, then this Program component (conveyance) cannot convey the water to the refuges. Likewise, if either of the construction programs have not completed water conveyance facilities this program cannot deliver water to the affected refuges. It is critical that the Refuge Water Supply Program (conveyance/wheeling), Refuge Construction (both the MP700 and the South Central California offices), and the Water Acquisition Program have close intra agency coordination to ensure the mandate of Section 3406(d)(1) and (2) of the CVPIA is met.

To meet the mandate of the CVPIA, the refuge water service contracts between Reclamation and Grassland Water District (GWD), USFWS, and CDFG identify the requirements of each party to the contract, which includes the quantities of Level 2 and Incremental Level 4 water supplies mandated by the CVPIA to be provided by Reclamation on an annual basis. There are five refuge water service contracts; two with DWR for water to Gray Lodge, Los Banos, Volta, Mendota and North Grasslands, two with the USFWS for water to Sacramento, Delevan, Colusa, Sutter, San Luis, Merced, Kern and Pixley and one with Grassland Water District for water to the district's privately-owned and managed wetlands. The costs shown in this Work Plan under conveyance cooperative agreement and water supply contract section represent the calculated costs of conveying the quantities of water identified in the contracts.

To meet the mandate of the CVPIA, eight long-term (25-30 year) and three interim conveyance cooperative agreements are currently in place and are administered by the Program. The long-term agreements are with San Luis Canal Company (two agreements), Central California Irrigation District, Grassland Water District, San Luis Delta Mendota Water Authority, Buena Vista Water Storage District, Biggs-West Gridley Water District and the Glenn-Colusa Irrigation District. The one interim agreement is with Department of Water Resources. The interim agreement will continue to provide for refuge water conveyance until a long-term agreement can be negotiated.

The area offices manage a significant portion of the agreement negotiation. The South Central California area office, including Tracy office manages California Department of Water Resources, Buena Vista Water Storage District, San Luis Canal Company, Grassland Water District, and Central California Irrigation District, cooperative agreements. The Shasta office in Willows manages the Glenn-Colusa Irrigation District, Biggs-West Gridley Water District and Tehama-Colusa Canal Authority cooperative agreements.

The program is waiting for the State Task Order to be funded in the State FY04 budget.

V FY 2003 Accomplishments

1. Finalized FY 2003 Annual Work Plan and presented program goals and accomplishments at stakeholder meetings.
2. Delivered Level 2 and Level 4 quantities of water per the Refuge Water service contracts according to the delivery schedules provided by GWD, USFWS, and CDFG: approximately 369,955 AF Level 2 water (321,700 AF delivered to refuge boundary) and approximately 107,373 AF Level 4 (93,368 AF delivered to refuge boundary).
3. Worked with the Interagency Refuge Water Management Team (IRWMT) to develop Level 2 and Level 4 water delivery schedule scenarios, expedite refuge monthly water delivery schedules, prioritize limited Level 4 water supplies, participate in the long range planning study “Evaluation of Groundwater Potential for Level 4 Refuge Water Supplies”, to and provide input to the summary of existing refuge related water quality standards.
4. Negotiated new 5-year contract with DWR for conveyance of water deliveries to Kern NWR (note – pending final negotiation)
5. Negotiated a new 25-year conveyance agreement with Biggs-West Gridley Water District for conveyance of water to Gray Lodge WA. (note – pending final negotiation)
6. Negotiated a new 25-year conveyance agreement with Buena Vista Water Storage District for conveyance of water to Kern NWR. (note – pending final negotiation)
7. Conveyance alternatives for Sutter National Wildlife were discussed with DFG and DWR to evaluate the potential for using Butte Creek as a conveyance system for refuge water deliveries. Changes in existing conditions from those outlined in initial conveyance planning and NEPA documents may necessitate additional analysis.
8. Continued development of integrated refuge water supply database for water accounting, delivery scheduling and invoicing.
9. Continued both intranet and internet website revisions, including links to related programs.
10. Developed FY 2005 Activity Plan
11. Initiated development of a report highlighting specific biological benefits documented on refuge units in the ten years since CVPIA has been implemented.

12. Coordinated with CALFED and California State University San Luis Obispo staff to install water monitoring and conservation equipment on Kern NWR on a trial basis.
13. Initiated project for new water measurement devices for the San Luis NWR through cooperative efforts with Grassland Water District.
14. Provided support to the refuge construction programs for work on East Bear Creek Unit Value Engineering Study and on the Kern NWR endangered species issues.

VI Tasks, Costs, Schedules and Deliverables

A. Narrative Explanation of Tasks.

1. Program Management.
 - 1.1 Cooperative Agreement Management and Negotiation. Staff manages existing long-term and interim and negotiable new long-term conveyance agreements and assists with facility improvement (construction) agreements with cooperating entities.
 - 1.2 Budget. The FY04 program budget will be tracked and future years through FY2010 will be developed. 25 percent of the program costs are funded by the State of California. Past and current cost-share obligations will be processed. Program funding is organized in two categories - program management and conveyance cooperative agreements and water supply contract execution. The \$7,800,000 total program budget will be split as follows:

BOR

\$379,952 program management
\$6,397,720 wheeling agreements
 \$6,777,672 Total

FWS

\$491,500 program management
\$530,828 wheeling agreements
 \$1,022,328 Total

The majority of the funds allocated to this program, approximately 93 percent, will be used for conveyance cooperative agreements and water supply contract execution; the program reimburses water delivering entities using cooperative agreements for costs of conveying Level 2 and Incremental Level 4 water supplies through Federal, State, and private water distribution systems to the refuges. Area office staff is responsible for requesting annual conveyance agreement budget and expending funds based on water district-submitted invoices for wheeling charges.

For FY 2004 the program expects to wheel approximately 100 percent of Level 2 in both the Sacramento and the San Joaquin Valleys. For Level 4 water, the program expects to wheel limited quantities (approximately 1,700 AF of permanent supply) in the Sacramento Valley. Limited Level 4 water acquisitions will most likely be used in the San Joaquin Valley. In the San Joaquin Valley the program expects to wheel 111,464 AF which is approximately 88% of the required Level 4 (approximately 94,744 AF delivered after losses). Conveyance facility delivery constraints at the Mendota, Pixley and East Bear Refuge prohibit 100% Level 4 deliveries.

- 1.3 Interagency Coordination. The program lead (BOR) organizes and chairs the Interagency Refuge Water Management Team (IRWMT) meetings. This includes coordination with the program partner, USFWS, and with cooperating entities, Grassland Water District (GWD), and the California Department of Fish and Game (CDFG). The team coordinates and develops the annual refuge water delivery schedule and facilitates ongoing water management issues.
- 1.4 Planning. Program planning is necessary to ensure the program meets both long-term and short-term refuge water supply needs. The program must comply with all Federal and State laws, monitor program progress, maintain adequate records and provide information to interested parties. Planning includes NEPA compliance, accounting and audits, IRWMT coordination, Level 2 and Level 4 scheduling, WORKS database modifications, Internet applications and refuge facilities maps.
2. Conveyance Cooperative Agreement and Water Service Contract Execution
 - 2.1 Using water service contracts the program has agreed to provide certain quantities of water to refuges. Contract execution consists of coordinating with Central Valley Operations office (CVO), the Water Acquisition Program and the refuges on water needs and delivery schedules to ensure the contract obligations are met. CVO is responsible for providing Level 2 water supplies and the water acquisition program component is responsible for acquiring Incremental Level 4 supplies.
 - 2.2 Using cooperative agreements as the funding mechanism, the program reimburses cooperating entities for conveying Level 2 and Incremental Level 4 water to the refuges. The area offices manage a significant portion of the conveyance agreement execution. The South Central California area office, in Tracy manages California Department of Water Resources, Buena Vista Water Storage District, San Luis Canal Company, Grassland Water District, and Central California Irrigation District, cooperative agreements. The Shasta office in Willows manages the Glenn-Colusa Irrigation District, Biggs-West Gridley Water District and Tehama-Colusa Canal Authority cooperative agreements.

Additional Funding Needs.

The budget of \$7,800,000 for Refuge Water Conveyance for FY03 is adequate, at this time, based on the quantities of Level 2 and Incremental Level 4 water supplies estimated to be requested by the refuges and wildlife habitat areas. However, it should be noted, if the budget is reduced or any portion of the budget prioritized to another program there will not be adequate funding to meet the mandate of Section 3406(d)(1) and (2) of the CVPIA.

B. Schedule and Deliverables

#	Task	Dates		Deliverable
		Start	Complete	
1	Program Management	10/01/02	09/30/03	
1.1		10/01/02	09/30/03	Conveyance Cooperative Agreements Management and Negotiation.
1.1.1		10/01/02	09/30/03	Regional Office - Monitor Conveyance Cooperative Agreement and Water Supply Contract Execution
1.1.2		10/01/02	09/30/03	Fresno area office - Respond with payment to DWR when previous 12 month wheeling invoice is submitted (waiting on modification from DWR), complete final paperwork on Buena Vista long-term agreement, no wheeling activity for Pixley NWR until environmental work and construction facilities identified by Construction Program (activities in MP 700).
1.1.3		10/01/02	09/30/03	Tracy office outline water accounting process, assist with Mendota WA water measurement issue resolution.
1.1.4		10/01/02	09/30/03	Willows office – complete final paperwork for BWGWD long-term conveyance agreement, continue negotiation for long-term conveyance agreement with Sutter Extension Water District pending construction (MP700) determination of preferred alternative
1.2		10/01/02	09/30/03	Budget Regional Office – finalize standard request form
1.2.1		10/01/02	09/30/03	Fiscal Year 2004. Track FY04 program obligations and expenditures. Monitor cooperative agreement obligations in coordination with area office staff, delivering entities, refuge managers and IRWMT.
1.2.2		10/01/02	09/30/03	Future Years. Prepare FY2005 activity plan
1.2.3				Cost-share. Track the State of California, Department of Fish and Game Task Order for program reimbursements per cost-share agreement. Develop FY01-03 costs reimbursement Task Order.
1.2.4		10/01/02	09/30/03	USFWS - develop coordinated budgets for partnership efforts
1.3		10/01/02	09/30/03	Interagency Coordination - Regional Office
1.3.1		10/01/02	09/30/03	Develop annual refuge water delivery schedule
1.3.2		10/01/02	09/30/03	Continue efforts on Level 4 groundwater study
1.4		10/01/02	09/30/03	Program Planning - Regional Office
1.4.1		10/01/02	09/30/03	NEPA. Develop environmental compliance fact sheet. Assess compliance issues to ensure water delivered is covered by existing documentation or develop appropriate documentation working with WAP.
1.4.2		10/01/02	09/30/03	Accounting. Reconcile level 4 accounts. Continue to improve Level 2 and Level 4 accounting by coordinating with Water Acquisition Program (WAP), MP3600, CVO, and the Area Offices.
1.4.3		10/01/02	09/30/03	Scheduling. Formalize policies and procedures with WAP, CVO, Area Offices, Refuge Managers and delivering Districts to maintain program flexibility while ensuring adequate funding.

#	Task	Dates		Deliverable
		Start	Complete	
1.4.4		10/01/02	09/30/03	Database Development. Continue work with IT to develop refuge specific water accounting database that can integrate the WAP with the Wheeling Program.
1.4.5		10/01/02	09/30/03	Website. Update existing Refuge Water Supply website and work with the WAP to examine the potential to merge program information onto the WAP public website that can be accessed by the Refuge Managers and the delivering Districts.
1.4.6		10/01/02	09/30/03	Mapping. Build on existing GIS maps to develop detailed maps of the Refuges and their associated existing and potential conveyance systems.
1.4.7		10/01/02	09/30/03	Conveyance Losses. Develop a fact sheet of conveyance agreement losses integrated with refuge maps.
1.4.8		10/01/02	09/30/03	Field work. Visit and inspect construction sites, refuges, and water districts.
1.4.9		10/01/02	09/30/03	Agreement/contract administration. Develop summary sheets for each.
2	Conveyance Cooperative Agreement and Water Supply Contract Execution	10/01/02	09/30/03	
2.1		10/01/02	09/30/03	Conveyance Cooperative Agreements
2.1.1		10/01/02	09/30/03	Regional Office -Summary spreadsheet of agreed upon losses versus actual losses.
2.1.2		10/01/02	09/30/03	Fresno Office - input Level 2 and Level 4 delivery data to databases and spreadsheets, process invoices
2.1.3		10/01/02	09/30/03	Tracy Office - input Level 2 and Level 4 delivery data to databases and spreadsheets, process invoices
2.1.4		10/01/02	09/30/03	Willows Office - input Level 2 and Level 4 delivery data to databases and spreadsheets, process invoices
2.2		10/01/02	09/30/03	Water service contracts
2.2.1		10/01/02	09/30/03	Regional Office - Monitor actual deliveries

Explanatory Notes: The above referenced long-term (30 years) cooperative agreements include the requirement to have funds obligated prior to paying invoices for water conveyed to the refuges and wildlife habitat areas. Some of the agreements include monthly invoicing while some include quarterly invoicing. Due to the method of availability of Restoration Funds, as soon as funds are available, the funds can, and will, be obligated against the agreement with the most urgent need of funds.

C. Summary of Program Costs and Funding Sources.

#	Task	Total Cost	Funding Sources
			RF
1	Program Management	\$ 871,452	\$871,452
2	Conveyance Cooperative Agreement and Water Service Contract Execution	\$ 6,928,548	\$6,928,548
Total Program Budget		\$ 7,800,000	\$7,800,000

Explanatory Notes: In accordance with Section 3406(d)(3) of the CVPIA, the State of California has an obligation through direct reimbursement or equivalent in-kind contributions to cover 25% of the costs related to Incremental Level 4 water supplies provided to the refuges and wildlife habitat areas. Based on historic information, to date, there has been no direct reimbursement to Reclamation by the State of California.

D. CVPIA Program Budget

#	Task	FTE	Direct Salary and Benefits Costs	Contracts Costs	Miscellaneous Costs	Admin Costs	Total Costs
BOR							
1	Program Management	1.7	\$248,551	\$0	\$18,450	\$112,951	\$379,952
2	Conveyance	0.0	\$0	\$6,397,720	\$0	\$0	\$6,397,720
	BOR Subtotal		\$248,551	\$6,397,720	\$18,450	\$112,951	\$6,777,672
FWS							
1	Program Management	1.0	\$416,525		\$0	\$74,975	\$491,500
2	Conveyance	0.0		\$507,969		\$22,859	\$530,828
	FWS Subtotal		\$416,525	\$507,969	\$0	\$97,834	\$1,022,328
	Total	2.7	\$665,076	\$6,905,689	\$18,450	\$210,785	\$7,800,000

Explanatory Notes:

FTE breakdown as follows.

BOR = 1.0 Manager (Program Lead), .5 Program Assistant, .2 MP-410 branch chief and secretary

FWS = 1.0 Manager (Program co-lead), .1 Senior Hydrologist

Contract breakdown as follows.

Wheeling Cooperative Agreements – 100 percent Level 2 and 115,000 AF Level 4

BOR Miscellaneous breakdown as follows.

MP-410, SSCAO, NCAO travel, training, supplies (\$18,450).

VII Future Years Commitments/Actions

In accordance with Section 3406(d)(1) and (2) of the CVPIA , commencing with FY02, the Secretary is obligated to provide the Level 2 water supplies and 100% of the Incremental Level 4 water supplies identified in the contracts. This will require the commitment of funds based mainly on the Activity Plans, which should then be reflected in the annual Mid-Pacific Region Budget justifications, and the Mid-Pacific Region Operating Budget.

To meet the mandate of Section 3406(d) of the CVPIA, in January 2001, Reclamation entered into long-term (25 year) water service contracts with GWD, CDFG, and USFWS which in part includes Reclamation’s obligation to convey the Level 2 and the Incremental Level 4 water supplies. Based on the mandate and Reclamation’s contractual commitment it is imperative that the dollar amounts identified in the Activity Plans, created for this Program, be included in the Mid-Pacific Region budget justifications, allocated in the Mid-Pacific Region Operating Budget and then not be reduced when the total Restoration Funds are limited, reduced and/or distributed between offices.