

## Work Plan for Fiscal Year 2003

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

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 2003

The Refuge Water Supply Program aims to meet the mandate of Section 3406(d)(1) and (2) 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 lands. 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, five long-term (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, Central California Irrigation District, Grassland Water District, San Luis Delta Mendota Water Authority and the Glenn-Colusa Irrigation District. The three interim agreements are with Buena Vista Water Storage District, Department of Water Resources and Biggs-West Gridley Water District. These interim agreements will continue to provide for refuge water conveyance until the long-term recommended alternatives identified in the facilities construction component of the Program can be implemented.

Area offices manages 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 FY03 budget as it was removed from the State budget for funding in FY01.

#### V. FY 2002 Accomplishments.

1. Finalized FY 2002 Annual Work Plan and presented program goals and accomplishments at stakeholder meetings
2. Obligated \$8,400,000 wheeling budget.
3. Conveyed approximately 421,469 AF Level 2 water (358,249 AF delivered to refuge boundary).
4. Conveyed approximately 74,396 AF Level 4 (63,237 AF delivered to refuge boundary).
5. Delivered Level 2 and Level 4 quantities of water per the Refuge Water service

contracts that were executed in January 2001 between Reclamation and GWD, USFWS, and CDFG according to the delivery schedules provided by GWD, USFWS, and CDFG.

6. The Interagency Refuge Water Management Team (IRWMT) (established in 2001) developed Level 2 and Level 4 water delivery schedule scenarios, expedited refuge monthly water delivery schedules to BOR, prioritized limited Level 4 water supplies, participated in a CCID groundwater study, participated in USBR evapotranspiration rate research.
7. Negotiated new 5-year conveyance agreement with DWR for deliveries to Kern NWR. Negotiations continued with Biggs-West Gridley Water District on long-term wheeling agreement. Legal issues associated with OMB Circular A-87 are being analyzed. Renewed Biggs-West Gridley interim conveyance agreement for one year.
8. Conveyance alternative for Sutter National Wildlife were discussed with several local Sacramento Valley non-Federal wheeling entities, including Sutter Extension Water District. Changes in existing conditions from those outlined in initial conveyance planning and NEPA documents may necessitate additional analysis.
9. Initiated development of integrated refuge water supply database for water accounting, delivery scheduling, invoicing and tracking began.
10. Initiated, both intranet and internet website revisions, including links to related programs.
11. Initiated development of Level 4 water audit
12. Developed FY 2005 Activity Plan
13. Developed summary spreadsheet of water service contract quantities

## 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 assist with facility improvement (construction) agreements with cooperating entities.
  - 1.2 Budget. The FY03 program budget will be tracked and future years through FY09 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 \$7,500,245 total program budget will be split as follows:

#### **BOR**

\$406,550 program management

\$6,124,207 wheeling agreements

\$6,530,757 Total

#### **FWS**

\$507,678 program management

\$492,855 wheeling agreements

\$1,000,533 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 2003 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 110,000 AF which is approximately 90% of the required Level 4 in the approximately 93,000 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 \$7,500,245 for Refuge Water Conveyance for FY03 appears to be 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), extend agreement with BVWSD that expires on 2/28/03 for an additional three years, 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 -develop new 5-year budget for SLCC, GWD, and CCID agreements.
1.1.4		10/01/02	09/30/03	Willows office - continue negotiations with BWGWD for long-term conveyance agreement pending OMB Circular A-87 review, execute one year interim agreement with BWGWD while negotiating long-term 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
1.2.1		10/01/02	09/30/03	Fiscal Year 2003. Track FY03 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 FY2006 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 and FY 02 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	Develop scope of work for long range water acquisition plan
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.

#	Task	Dates		Deliverable
		Start	Complete	
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.
1.4.4		10/01/02	09/30/03	Database Modification. Work with IT to modify the refuge module for the BOR WORKS database in order to create a 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	\$ 1,001,228	\$1,001,228
2	Conveyance Cooperative Agreement and Water Service Contract Execution	\$ 6,530,062	\$6,530,062
<b>Total Program Budget</b>		<b>\$ 7,531,290</b>	<b>\$7,531,290</b>

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
<b>BOR</b>							
1	Program Management	1.7	\$255,043	\$87,000	\$14,000	\$137,507	\$493,550
2	Conveyance	0.0	\$0	\$6,037,207	\$0	\$0	\$6,037,207
	<b>BOR Subtotal</b>		\$255,043	\$6,124,207	\$14,000	\$137,507	<b>\$6,530,757</b>
<b>FWS</b>							
1	Program Management	1.3	\$384,500			\$123,178	\$507,678
2	Conveyance	0.0		\$492,855			\$492,855
	<b>FWS Subtotal</b>		\$384,500	\$492,855	\$0	\$123,178	<b>\$1,000,533</b>
	<b>Total</b>	3.0	<b>\$639,543</b>	<b>\$6,617,062</b>	<b>\$14,000</b>	<b>\$260,685</b>	<b>\$7,531,290</b>

Explanatory Notes:

FTE breakdown as follows.

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

FWS = 1.3 Manager (Program co-lead)

Contract breakdown as follows.

Wheeling Cooperative Agreements – 100 percent Level 2 and 110,000 AF Level 4

BOR Miscellaneous breakdown as follows.  
MP-410, SSSAO, NCAO travel, training, supplies (\$14,000).

#### 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.