

Introduction

The Bureau of Reclamation (Reclamation) developed this *Water Management Planner (Planner)* to assist its water service contractors (contractors) in the preparation and implementation of Water Management Plans (Plan) as required by the Reclamation Reform Act of 1982 (RRA) and the Central Valley Project Improvement Act of 1992 (CVPIA). The *Planner* is to be used by both agricultural and urban contractors of all sizes and complexities. The *Planner* can also be found on the Internet at www.usbr.gov/mp/watershare/.

The CD inside the front cover contains this *Planner* and working documents in Word and Excel that serve as format for your plan. There are also several publications that may be helpful to you while completing your Plan, such as The Methodologies for Evaluating Canal and Reservoir Lining Best Management Practices (BMP), along with BMP Implementation Calculators for urban contractors.

Chapter 1: Introduction.

Chapter 2: Guidebook. Step-by-step instructions on completing a Plan. It also includes examples of how contractors have implemented BMPs.

Chapter 3: Plan Format. The Plan Format is provided in hard copy and on the CD (a Word document) so that Contractors can “fill-in-the-blanks” on the computer (preferably) or by hand. If you need additional information about how to complete the Plan, refer to the Guidebook.

Chapter 4: Agriculture Water Inventory Tables and Instructions. An essential part of a Plan is a set of Water Inventory Tables (Tables) that show water inflows, uses and outflows. Instructions that guide you while filling out the agricultural Tables are included. These Tables are found on the CD as an Excel spreadsheet. If you provide both agricultural and urban water, a set of Combined Tables is also included on the CD.

Chapter 5: Urban Water Inventory Tables and Instructions. An essential part of a Plan is a set of Water Inventory Tables (Tables) that show water inflows, uses and outflows. Instructions that guide you while filling out the urban Tables are included. These Tables are found on the CD as an Excel spreadsheet. If you provide both urban and agricultural water, a set of Combined Tables is also included on the CD.

Chapter 6: Urban BMP Implementation Calculators. Urban BMPs are implemented on a schedule determined by the number of connections you serve. Two Excel spreadsheets are provided on the CD to assist you to determine how many of each BMP actions your agency is expected to provide. Instructions that guide you while filling out the urban BMP Implementation Calculators are included.

Chapter 7: 2005 Standard Criteria for Evaluating Water Management Plans (Criteria). The Criteria, upon which the *Planner* is based, is included for your reference.

Chapter 8: Plan Review Form. The form, which USBR staff complete to determine whether a Plan meets the standards of the Criteria, is provided for your information.

Chapter 9: Water Measurement. This section includes information on water measurement devices.

Chapter 10: Quantifiable Objectives (QOs) by Agency. The CalFed Bay Delta Authority developed a set of actions (QOs) that agencies could implement to improve the quantity and quality of water flowing to the Delta. This is an alphabetical list of agencies with the appropriate QOs listed for each agency.

Chapter 11: Other Useful Documents.

Chapter 12: Helpful Web Sites.

The *Planner* is not the complete or final authority in water management planning. Reclamation will continue to look for new information and ways that will assist contractors with their Plans. Finally, Reclamation would like your suggestions for improving this planning tool.

Draft Plans (one paper copy and an electronic version) should be submitted to your local area office for review at the below listed addresses.

After Plans are reviewed and deemed adequate, the Mid-Pacific (MP) Regional Office (Regional Office) will request submission of final Plans to your local area office at the addresses below.

Bureau of Reclamation
Central California Area Office
Attention: Pete Vonich
7794 Folsom Dam Road
Folsom, CA 95630-1707

Bureau of Reclamation
South-Central California Area Office
Attention: David Woolley
1243 N Street
Fresno, CA 97321-1813

Bureau of Reclamation
MP Construction Office - Willows
Attention: Dennis Perkins
PO Box 988
Willows, CA 95988-0988

Criteria - 2005 Five-Year Plan Review Process

The contractor submits the Plan to the appropriate Area Office water conservation specialist who performs the initial Plan review. Additional information may be requested from the contractor at this time.

After this initial review phase, the area office forwards the Plan to the Regional Office's Water Conservation Office for review. This review determines whether the Plan is adequate or needs additional work. If the Plan needs work, the Regional Office will call or send a letter to the contractor indicating the necessary changes and requesting submission of a revised plan to the Regional Office. The Regional Office will keep the Area Office informed of revisions and coordination with the contractor.

When the Plan is adequate, a letter will be sent to the contractor requesting that three paper copies and an electronic version of the Plan be sent to the Regional Office. Include a copy of the contractor's Board Resolution adopting the Plan. It is Reclamation's intention to complete this review process within 90 days. Once the Regional Office receives the complete Plan and the Board Resolution, a notice will be sent to the Federal Register advertising the Plan and requesting public comments. If there are no comments, the process is complete. If there are comments, the Regional Office will coordinate with the contractor regarding potential revisions to the Plan.

Annual Updates:

The contractor submits the Annual Update on-line via the following websites.

Agriculture: www.agwatercouncil.org

Urban: www.cuwcc.org

The area office will review the Annual Update and determine if it is adequate or requires revision or additional information. If it needs work, the area office will call or send a letter to the contractor indicating the suggested changes and requesting submission of a modified Annual Update. When the Annual Update is adequate it is sent to the Regional Office.

MP Region:

Contractors should use the Plan Format located in Chapter 3 in this *Planner* and on the enclosed CD. For assistance, please contact the water conservation specialist in your area. Contact information can be found on the inside cover of the *Planner*.

Who Should Use This Planner

Reclamation recommends that all contractors complete a Plan using this *Planner*. However, this *Planner* is much more useful if your Plan is subject to CVPIA Criteria. The Criteria are included in Chapter 7 of this *Planner* and apply to Plans submitted to Reclamation as required by applicable Central Valley Project (CVP) water delivery contracts or any other contracts that specifically invoke the Criteria.

Exceptions. The following contractors are excepted from the requirement to prepare a Plan using the Criteria:

- All contractors that receive **only** irrigation water from any Federal Reclamation project, and deliver water to less than 2,000 acres of land.
- All contractors that receive **only** municipal and industrial (M&I) (urban) water from any Federal Reclamation project, and provide water to fewer than 3,300 people.
- All contractors that receive less than an annual average of 2,000 acre-feet (AF) from any Federal Reclamation project.
- Contractors that do not receive water from the CVP, and the CVPIA Criteria are NOT a contractual condition of your contract.

Flexibility and Coordination

The Criteria recognizes the differences between contractors, and have been written to be flexible enough to allow each contractor to develop and implement the types of programs that will best accomplish improved water management within their boundaries. In some cases, the contractors may choose to pool resources and implement joint programs. The Criteria not only allow, but also encourage, joint efforts toward program implementation.