

Regulation
No. 1105-2-3

7 August 1995

Planning
STANDARD OPERATING PROCEDURES
FOR THE DEVELOPMENT AND MANAGEMENT
WATER SUPPLY AGREEMENTS

1. Purpose. This memorandum provides guidance and procedures to develop and manage water supply agreements within Little Rock District.
2. Applicability. This memorandum applies to all Little Rock District elements which perform work on or are associated with water supply agreements.
3. References.
 - a. The Water Supply Act of 1958, as amended.
 - b. The Water Resources Development Act of 1986, as amended.
 - c. Section 5 of Public Law 100-676.
 - d. Public Law 84-99, "Emergency Supplies of Clean Drinking Water," as amended.
 - e. Section 6, of the Flood Control Act of 1944.
 - f. Engineering Regulation (ER) 1105-2-100, dated 28 December 1990.
 - g. ER 1110-2-181, "Municipal and Industrial Water Supply Storage."
 - h. ER 1110-2-240, "Water Control Management," dated 8 October 1982.
 - i. ER 1110-2-1941, "Drought Contingency Plans," dated 15 September 1981.
 - j. Engineering Memorandum (EM) 1110-2-3600, "Management of Water Control Systems," dated 30 November 1987.
 - k. SWDED-XW memorandum, dated 16 August 1976, subject: Accounting Procedures for Conservation Storage in Multi-Purpose Projects.
 - l. CECW-RP multiple memorandum, dated 11 July 1988, subject:

7 Aug 95

Request for Withdrawal of Small Amounts of Water Over a Short Period of Time."

m. CESWL-PL-R memorandum, dated 18 January 1995, Water Supply Issue Management in Little Rock District.

4. General. There are numerous responsibilities related to the development, implementation, and management of water supply agreements. These responsibilities include development of a reallocation report and water supply agreement, coordination among the water supply user, environmental agencies, elected officials and public, monitoring of the user's construction and/or withdrawals, project storage accounting, and revision of payment schedule as dictated by the water supply agreement. In the event of a drought or other event which causes the pool to be drawn below the conservation pool or zone, all withdrawals will be made in accordance with the Drought Contingency Plan for Little Rock District projects. It is important that the responsible office be aware of their duties and that these tasks be performed. Also, District elements must keep each other informed of the status and major events associated with water supply agreements.

5. Management. Water supply agreements within Little Rock District will be managed on a team basis. The District's water supply point of contact (WSPOC) is to be located within Planning Division. Funding for the team will be from available allocations of Operation and Maintenance funds. Representatives from Construction-Operations (CESWL-CO-OM), Engineering (ED), Real Estate (RE), and Planning (PL) Divisions will serve on the team.

6. Assignment of Responsibilities. Attached is a table listing the tasks and District responsible offices involved in the development, supervision and management of water supply agreements. The column headings are the various District responsible offices. The rows contain the tasks associated with management of water supply agreements.

7. Water Supply Agreement Supervision and Maintenance.

a. CESWL-CO-OM will distribute the monthly water withdrawal reports to Hydrology and Hydraulics Branch (H&H) for their use in the water storage use accounting program.

b. Engineering Division's Hydrology and Hydraulics Branch (ED-H) will provide CESWL-CO-OM and PL a monthly accounting of the municipal and industrial water supply storage use at all projects that have water supply storage.

7 Aug 95

c. CESWL-CO-OM and RE will periodically inspect the water user's facilities on government property for compliance with their agreement and lease.

d. The WSPOC will continuously monitor all activities associated with the water supply agreements. The WSPOC will at the appropriate times request billing changes as per the water supply agreements and notify the water supply user that they negotiate for additional water supply storage or limit their use of project storage to that specified in their agreement.

e. The WSPOC will notify the water user of change in payments due to interest rate change.

f. The WSPOC serves as the liaison between the Corps and the customer or water supply user.

g. All water supply agreement correspondence will be routed through the team members.

h. Responsible offices should develop internal SOP's to cover each of the tasks for which they are assigned.

i. The WSPOC will provide monthly advisories to the users if they are nearing, or have exceeded, their firm yield or storage rights based on results of the water supply accounting program.

8. Water Supply Agreement Development Procedures.

a. The potential users makes a written request to the District Engineer for use of water from a Corps project.

b. The request is assigned to PL for coordination with District responsible offices and preparation of a reallocation report, if there is no authorized water supply storage in the project, and water supply agreement.

9. The WSPOC will create and maintain a water supply agreement database and official water supply files for Little Rock District water storage agreements and all related information. (See Appendix A.)



P. S. MORRIS
Colonel, Corps of Engineers
District Engineer

1 APP

1. App A, LRD Water Supply Agreement Responsibility Assignment Matrix

DISTRIBUTION A

Appendix A

LITTLE ROCK DISTRICT WATER SUPPLY AGREEMENT RESPONSIBILITY ASSIGNMENT MATRIX

Task	Con-Ops (CESWL-CO-OM)		Responsible Office	
	Engineering	Planning	Engineering	Planning
Receive and distribute water usage reports.	x			
(1) Monitor amounts withdrawn against withdrawal limits in agreements.	x		x	
Receive annual invoices and monitor payments.	x			
Assist in collection of annual payments as necessary.	x			
Coordinate various requests from water users among District Office staff and Resident Offices as necessary.	x			x
Make periodic site visits to project to assure water supply facility is not adversely affecting the project.	x			
Review engineering plans and specifications for construction and/or modifications to intakes, pumps and pipelines.	x		x	
Coordinate and negotiate with current or potential water users.				x
Create and maintain official water supply agreement file.				x
Prepare reallocation report.				x
Prepare water storage agreement.				x
Compute storage cost and repayment schedules.				x
Coordinate Little Rock District input and/or concerns.				x
Coordinate public and agency review.				x
Obtain approval at ASA(CM) and execute water storage agreements.				x
Understand and implement water supply regulations, policy, and laws.				x
Monitor contract requirements for recomputation and/or change of payments (i.e. Plainview).				x
Monitor status of water user's facilities for initiation of full payments.				x
Contact RMO for billing.				x
Notify water user of change of interest rate and annual payment.				x
(2) Send alert letter to user about the need for another water supply source or another water supply agreement for additional project storage.				x
Determine storage requirements for changes or additions to water supply contracts in each lake.			x	
Collect and validate accuracy of hydrologic data for water supply lakes.			x	
Receive water supply withdrawal report forms from Con-Ops for all water users.			x	
Compile and maintain water data files for all lakes for use in water management including water supply.			x	
(1) Determine the share of monthly lakes inflow and losses to be credited to each water user.			x	
(1) Determine extent to which each user utilized or over utilized their contract storage amount and furnish results to Con-Ops and Planning Divisions.			x	
Real Estate instruments for water supply intake construction or modification.				x
(1) This task should be done monthly when the lake level is within conservation pool elevation limits.				
(2) This task should address both excessive use of dependable yield and storage and it should be sent out each month that an overdraw occurs.				