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State of Utah

DEPARTMENT OF NATURAL RESOURCES

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Division of Water Rights

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State Engineer/Division Director

November 16, 2009

Todd Covolo
Henry's Fork Tributaries Water Commissioner
P.O. Box 1165
Lyman, WY 82939

RE: Reporting water deliveries

Dear Todd:

Compliance notice letters were sent to three water users on the Henry's Fork Tributaries Distribution System. You should have received copies of these notices. Interstate Irrigation Company requested that we extend their due date from July 1 to September 1, 2010. I agreed to make this change at their request in order to enable them to not interrupt the flow during the middle of the irrigation season.

The purpose of this letter is to address Utah's reporting needs. As we indicated at the annual distribution meeting held in McKinnon, the Utah Division of Water Rights should receive a commissioner's distribution report each year. Such reporting is a requirement under Utah laws and rules, and this report is available to the water users and others. The state of Wyoming likely also has a reporting requirement, and perhaps a report of all the regulated diversions in both states is the ideal goal but we only require a report of deliveries in Utah at this time.

Your annual report for the Henry's Fork Tributaries could be as detailed as you feel is necessary to satisfy the water users in Utah and our need to allocate distribution assessments based on water deliveries. Each system and its associated reporting are somewhat unique. Most systems report a summary of each water user's deliveries on a one-page data sheet with an annual ac-ft total for each user. Sometimes less data is reported. Sometimes we receive only an outline showing when the regulated water rights are used in full or in part or shut off due to the priority of the rights and the operation of the system, which is also an acceptable report method because the daily deliveries can be determined based on the report. Storage water deliveries are usually reported separately or identified as part of the total annual measured delivery. Our intent is to not require measuring water more frequently, but simply report the data you normally use in performing your duties of distributing the water. This would include reporting the observed flow before and after changes are made or at times of inspections to keep a record of the individual diversions as close as practicable. Since this system covers a very wide area and many streams in rugged terrain with smaller diversions, we realize that some of the reported flows must be estimated based on limited field measurements.

Lee
This is the
Final for the
Dist File &
your copy.
Ben



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In addition to the flow data, other information that is usually helpful and included is a paragraph or two explaining some of the unique occurrences during the past year. Example items are:

- Gauge data or telemetry data related to the system that is already or soon will be available in either or both states.
- Storage totals, filling dates, use dates, empty dates, transmission and evaporation losses, etc.
- Water supply in comparison to past years of record (the data often shows this). Perhaps report the total deliveries each year on the system or in Utah so this can be compared to the average of the period of record. Other options include looking at gage data at particular gage locations.
- Identify the water rights associated with each diversion in Utah. These should be included on individual assessments accounts to help document the operation. Perhaps also identify any existing Wyoming water rights diverted in Utah to help identify and document them and their diversions as part of the operating records important to both states.
- Identify the diversions or systems that were inspected or visited by the Wyoming and/or Utah water right offices during the past year and note any compliance issues needing attention.
- Progress of telemetry installations and how helpful they will be to the overall system operation and reporting.
- Items or problems that were resolved in the past year and how they were resolved. Items not yet resolved. This could be related to water right interpretation, operation procedures, measuring devices, headgate controls, access to diversion gates, needed maintenance, etc.
- Simple or basic maps or schematic of the system layouts and relative locations of diversions.

We recommend that you decide what diversion records and other helpful information to include in your report, realizing the intent of the report is to record water deliveries. If you observe and record various flows during the year, reporting them at the end of the year is a good place to start this reporting process. More data can be added as you become more familiar with the reporting.

Enclosed is a daily data report form that many commissioners use to record or report deliveries into canals or ditches. Also enclosed is a listing of the Utah assessment accounts, which is our recommended list of regulated diversions. Data may be entered directly into our database by station name or multiple stations simultaneously. After the data is entered, it is available on our web page. Printouts from our database and web page may comprise most of the annual report. Adding a table of contents and the above written information would then complete the annual report. Two common methods of reporting are outlined as follows:

- To enter the data directly to the database all you need to do to set this up is E-mail me a listing of the descriptions of water user diversions or gauging stations to be included in your

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report. This list should be sent from the E-mail address and computer that you will normally use to enter the diversion data. We reply with an E-mail containing a web link to a data entry screen for entering diversion data into our database from your home computer.

- To compile a report using an Excel spreadsheet you may design your own custom report or use Excel as a tool to enter data into our database by using a specified format by simply Emailing us the Excel file with the reported data. It is best to have you set this up with a standard date column and tabular diversion data that correspond with column headings that identify the diversions in whatever order or sequence is best for you. I can provide an example worksheet format if you are interested in this report method.

Many commissioners record periodic "spot check" flow readings and must estimate daily records between readings by copying data forward or prorating daily deliveries based on the observed readings. Our database entry method is mostly used for daily data entry but it can also record monthly or annual totals. Excel has many time saving functions that make it much more versatile than our data entry web page. Some commissioners create reports using their own Excel spreadsheet format that we must manually enter in our database, which is acceptable but not as efficient for us. The annual report is typically provided to the water users at the annual meeting, which is scheduled for March 11, 2010. We look forward to receiving your reports at these meetings if that time frame works for you.

Our database data is available under our www.waterrights.utah.gov web site under Programs, Distribution, Distribution Systems, Water Records, Henrys Fork, and the name of the station. There are some Birch Creek stations and data from past years. We can update and add stations as needed to reflect new ownership or new ditch or canal names. Certainly your help and expertise is needed to help keep the information updated and correct. Also, the stations can be arranged in a numbered list that is most meaningful to you as the commissioner if you specify the order. If not, the default is alphabetical order.

If you have any questions or concerns with creating your commissioner reports, or other items relating to the operation and reporting, please feel free to call me at (801) 538-7469 or E-mail benanderson@utah.gov, or Bob Leake, Regional Engineer, at (435) 781-5327.

Sincerely,



Ben L. Anderson, P.E.
Water Rights Distribution Engineer

Enclosures

cc: Robert Leake, Regional Engineer
Lee Sim, Assistant State Engineer