

## **North Platte Decree Committee Meeting**

### **Final Minutes**

October 22, 2015

#### **Attendees:**

##### Representatives of the North Platte Decree Committee:

Carlie Ronca, NPDC Chair / Bureau of Reclamation (Reclamation)

Erin Light, Colorado Division of Water Resources (CO-DWR)

Patrick T. Tyrrell, Wyoming State Engineer's Office (WY-SEO)

Gordon W. "Jeff" Fassett, Nebraska Department of Natural Resources (NE-DNR)

##### Others in Attendance:

Gordon Coke                      The Flatwater Group (NDNR)

Tracy Zayac                        North Platte NRD

Melissa M. Mosier                NE-DNR

Tom Hayden                        NE-DNR

Tim Freed                          NE-DNR

Lyle D. Myler                       Reclamation

Mahonri Williams                Reclamation

Art Hill                              Reclamation

Brad Cannon                       Reclamation

Matt Wells                          Reclamation

Michael Smith                     Reclamation

Rob Foreman                       WY-SEO

Matt Hoobler                       WY-SEO

Sue Lowry                          WY-SEO

Brian Pugsley                      WY-SEO

Beth Ross                          WY-SEO

Wray Lovitt                        WY-SEO

Kent Becker                        WY-SEO

Randy Tullis                        Self

The North Platte Decree Committee (NPDC) meeting began at 1:00 p.m. MT on October 22, 2015, at the Goshen County Fairgrounds in Torrington, WY. Carlie Ronca, the current NPDC chair, conducted the meeting.

#### **1. Introductions**

Mr. Fassett was officially introduced as Nebraska's representative on the NPDC.

#### **2. Review Agenda**

A draft proposed agenda was distributed to the NPDC members on September 24, 2015, and a Final Proposed Agenda was distributed on October 15, 2015. The meeting proceeded per the agenda, which is Attachment A.

#### **3. Review & Approve April 2015 Minutes – Regular Meeting**

The minutes to the April 7, 2015 meeting in Scottsbluff, NE were approved (Nebraska motioned for approval and Wyoming seconded) and the signature page was circulated to the committee members for signature. The signature page to the April 2015 minutes is Attachment B.

#### **4. Water Administration, Operational/Accounting, Allocation Issues, Other**

##### **4a. Wyoming:**

Mr. Brian Pugsley reported on water supply conditions. Due to low snowpack in April, 2015 was gearing up for a heavily administered year. Spring precipitation in the basin changed quickly, requiring no Decree administration. All of the ownerships except for the Inland Lakes filled. Wheatland #2, Wheatland #3, and Gray rocks Reservoirs filled. Hawk Springs filled in January. La Prele Reservoir filled in May. The peak flow at the Stateline was just over 6,000 cfs. The North Laramie River drainage had a precipitation event of about 7 inches. Basin Electric stored water in their surcharge space at Gray rocks to a storage of approximately 120,000 AF. The replacement water requirement for WY 2014 triangle irrigation wells from 251 active wells was 6,100 AF; Triangle tributaries added 23 AF. The May through August of WY 2015 triangle tributaries replacement requirement was 188 AF. This replacement water supplemented natural flow from August 1-16 and on September 10. The carryover requirement for next year from September 2015 is 61 AF. The 2015 estimated well count is approximately 245 wells. Alcova to Guernsey pumping diversions were monitored and a maximum amount of 4,776 AF was pumped in a two week period from August 15-August 28, 2015. There was approximately 41,000 AF of Wyoming and Environmental Account water delivered in September 2015.

##### **4b. Reclamation**

Mr. Mahonri Williams reported on water supply conditions. The Pathfinder, Kendrick, Glendo, and Guernsey Ownerships all filled in Water Year 2015. All Glendo contractors have enough carryover going into Water Year 2016 to provide a full contract delivery amount. In September, Reclamation released 2,463 AF for CNPPID, approximately 9,031 AF for the Pathfinder Wyoming Account, and 30,101 AF for the Wyoming Environmental Account. The Guernsey gate was closed on September 30.

##### **4c. Nebraska**

Tom Hayden reported on water supply conditions in Nebraska. Some of the storms that brought a lot of rain to western Nebraska also caused considerable crop damage in some areas. The Stateline river gage peaked at 6,645 cfs on May 29, 2015. The first delivery of storage water was in July. This spring was the first time Pathfinder Irrigation District diverted natural flow while transferring Inland Lakes ownership from the mainstem to the Inland Lakes. Tom stated that the flows at Lewellen, NE were controlled well. Lake McConaughy levels reached very close to operationally full this summer, and CNPPID was able to generate a good deal of power with their releases. The current inflow was 1,800 cfs and the release was at 2,000 cfs.

##### **4d. Colorado**

Ms. Erin Light reported on water supply conditions. Similar to Wyoming and Nebraska, they received good spring rains, particularly in May and July. Flows at Northgate are currently below average. Regarding water right administration, they only had one short call on a tributary. Colorado currently does not have numbers to report on irrigated acres, but those numbers will be reported at the spring meeting. Storage for irrigation will not exceed 17,000 AF. Colorado has an estimate of 10,000-12,000 AF of stored water in 2015. Preliminary numbers on the transbasin diversions are approximately 1,400 AF for the Michigan Ditch and only a couple hundred AF for the Cameron Pass Ditch. A new lysimeter was recently installed in the North Platte basin of Colorado.

## **5. Activities Due – Brief Status Reports/Updates**

### **5a. Discuss Appendix F, Paragraph 10; Jess v. West (Wyoming/Nebraska)**

Nebraska announced that the dismissal had been completed and passed out signed copies to the NPDC. This topic is considered complete and can be removed from future agendas. The Joint Motion to Dismiss, the Reassignment Order, and the Order of Dismissal are included as Attachment C.

### **5b. Pathfinder I.D. diversion of natural flow with transfer of Inland Lakes water**

Reclamation reported that natural flow and Inland Lakes storage water was transferred simultaneously on May 5-17. Approximately 20,000 AF of Inland Lakes water was moved over these days with approximately 8,000 AF of natural flow. There was regular communication during this timeframe between Pathfinder ID, Reclamation, Wyoming, and Nebraska.

### **5c. Agreement on 2014 Trigger Day calculation**

At the spring 2015 meeting, the 2014 trigger day calculation was approved pending the review and concurrence from the State of Nebraska. Nebraska gave their concurrence and the 2014 trigger day calculation was approved as 73 days.

## **6. Reports of the Subcommittees**

### **6a. Groundwater Wells Subcommittee (GWSC)**

Mr. Matt Hoobler stated there were no new groundwater well applications. The GWSC has no action or recommendations. Attachment D is the report of the GWSC, which was accepted by the NPDC.

### **6b. Control Crest Subcommittee (CCSC)**

Mr. Tom Hayden explained there is no fall subcommittee report. The CCSC will schedule a meeting in January 2016, and a report will be prepared for the spring NPDC meeting.

### **6c. Replacement Water Subcommittee (RWSC)**

Mr. Tim Freed presented the report of the RWSC. The five year survey schedule is going to continue. The next scheduled survey is in early spring of 2016 for the area above Guernsey. The survey for the triangle area will be in the fall of 2017. The RWSC recommends the NPDC to discuss the work to prepare the two surveys. Mr. Tyrrell asked a question about what preparing the surveys will entail. Mr. Hoobler answered that the

process five years ago was different than ten years ago. Five years ago, the committee approved the State of Wyoming to do the mailing and the response rate was twice as good as ten years ago at over 60%. The RWSC recommends doing a similar process as five years ago. There is value in keeping the surveys similar to past surveys. A question was included last time regarding an electronic survey, and there was an overwhelming response that paper surveys were preferred by the respondents over a potential electronic survey. Ms. Ronca asked if the data collected is useful and how is it being used. Mr. Hoobler responded that the survey is used to study trends in irrigation practices. The survey is required by the North Platte Decree. The concern was if there were trends over time in irrigation that impact the water available in the system. Mr. Fassett and Mr. Tyrrell were positive about continuing the surveys and the NPDC recommended that the RWSC discuss the work required for the next round of Guernsey and Triangle Area surveys. Attachment E is the report of the RWSC, which was accepted by the NPDC.

#### **6d. Consumptive Use Subcommittee (CUSC)**

Mr. Hoobler reported on CUSC activities. Mr. Hoobler discussed background on the High Plains Regional Climate Center (HPRCC) no longer being interested in maintaining the weather sites in Wyoming. At the April 2015 meeting, the NPDC approved the State of Wyoming to perform maintenance of stations and checking the data. Billing from HPRCC ended on June 30, 2015. All cellular and power accounts have been changed to the State of Wyoming. The final two invoices from HPRCC have been submitted. Mr. Hoobler will be collecting all costs and submitting an invoice for the April 2016 meeting. He anticipates the costs to be less than what has been paid to HPRCC in the past. Attachment F is the report of the CUSC accepted by the NPDC.

#### **6e. Finance Subcommittee (FSC)**

Mr. Williams provided a report and attachment from the Nebraska Community Foundation (NCF). The balance of the accounts as of June 30, 2015 are Nebraska \$2,820.22; Reclamation \$0.02; and Wyoming \$2,820.22. There are two outstanding invoices (\$6,783.03 and \$2,250.97) from the High Plains Regional Climate Center (HPRCC) for services from July 2014 through June 2015. The FSC report contained a NPDC approval page addressing both of these invoices. The first of the invoices covered the period of service until the contract with HPRCC ended in March 2015. HPRCC did not want to renew the contract. However, HPRCC continued to provide their services until June 2015, by which time other arrangements had been made for the ongoing operation and maintenance of the weather stations. After WY motioned and NE seconded, the NPDC agreed that the first invoice should be approved to be processed for payment per the contract between NCF and HPRCC. The members of the NPDC were agreeable to payment of the second invoice contingent on agreement by NCF. Even though the period of service extended beyond the contract end date, HPRCC continued to provide valuable service, and the NPDC wanted to insure that appropriate measures are taken to compensate them. As there were some questions regarding the charges on the second HPRCC invoice, Mr. Hoobler was going to contact HPRCC and verify that all the charges were appropriate. Mr. Williams was instructed to verify that NCF didn't need some other formal funding agreement in place before processing the second invoice for

payment. The FSC report needed to be revised to address these matters. The revised FSC report is Attachment G.

#### **6f. Ad-Hoc Official Files Subcommittee**

Mr. Tim Freed presented the report of the OFSC. Mr. Gordon Coke, with The Flatwater Group, gave a presentation that included demonstrating the checks and balances within the SharePoint database for the Official Files. This checks and balance system will show that each NPDC entity has reviewed the documents located in the database. The OFSC presented five action items: NE motioned for approval and WY seconded. All action items were approved by the NPDC:

1. Approval of the NPDC Official Files Repository as consisting of an electronic database only, instead of paper files with an accompanying electronic database back-up.
2. Approval of SharePoint as the online platform through which the Official Files Repository is made available to the NPDC members.
3. If no objections are raised on or before the April 2016 NPDC meeting, approval for the disposal of all paper NPDC Official Files dated prior to January 1, 2014. These files will be purged on or after June 1, 2016.
4. Effective January 1, 2016, approval for the biennial disposal of all paper NPDC Official Files that are retained during the Chair's term, on or after the June 1<sup>st</sup> immediately following the end of their term.
5. Approval of the revised Document Database Management Services funding agreement.

The report of the OFSC is included as Attachment H. The revised NPDC Official Files Repository Protocol is included as Attachment I. The Document Database Management Services Funding Agreement is included as Attachment J.

WY motioned that the reports from the GWSC, RWSC, CUSC, FSC, and OFSC be approved. NE seconded and the reports were approved.

#### **7. Updated list of NPDC committee and subcommittee historic participants**

The list of historical subcommittee members was passed out to the NPDC. Ms. Ronca mentioned that Art Hill will be replacing Brad Cannon on the Control Crest Subcommittee. Mr. Tyrrell proposed keeping a list of the NPDC members and alternate members in order to maintain that history as well. Mr. Tyrrell also pointed out that the subcommittee membership needs to be looked over more closely. For example, the list showed no Wyoming members on the CCSC prior to February 2014. The NPDC directed the OFSC to maintain updates to both the NPDC subcommittees and NPDC official/alternate membership on an ongoing basis. This will be an agenda item in the future so that the membership lists can be reviewed periodically. The list of historical subcommittee members is included as Attachment K.

#### **8. Transition of NPDC Chair Responsibilities to Wyoming in January 2016.**

As of January 1, 2016, the NPDC chair responsibilities will be transferred to Mr. Tyrrell and the State of Wyoming, and Nebraska will become the Vice Chair.

## **9. Meeting Summary**

### **9a. Future Agenda Items**

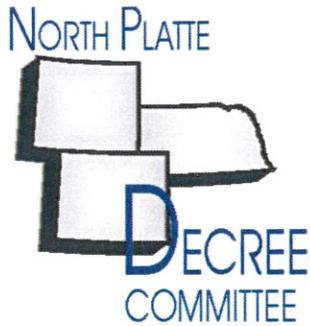
Ms. Ronca asked if there were any suggested agenda items for the spring 2016 meeting beyond the normal topics. Mr. Tyrrell recommended getting an update on the bendway weirs at the Stateline. Mr. Hoobler suggested contacting the University of Nebraska about potentially getting a short video from the time-lapse video project using the last two years of data.

### **9b. Schedule Spring 2016 NPDC Meeting and Location**

The spring 2016 meeting was scheduled for Thursday, April 7, 2016 in Scottsbluff, NE. Mr. Hayden will be responsible for securing the location. The water user meeting will be in the morning with the NPDC meeting in the afternoon.

FINAL AGENDA  
North Platte Decree Committee (NPDC) Meeting  
1:00 P.M., October 22, 2015  
Brand Room, Goshen County Fairgrounds  
Torrington, Wyoming

1. Introductions
2. Review Agenda
3. Review & Approve April 2015 Minutes – Regular Meeting
4. Water Administration, Operational/Accounting, Allocation Issues, Other
  - a. Wyoming
  - b. Bureau of Reclamation
  - c. Nebraska
  - d. Colorado
5. Activities Due – Brief Status Reports/Updates
  - a. Discuss Appendix F, Paragraph 10, Jess v. West (Wyoming/Nebraska)
  - b. Pathfinder I.D. diversion of natural flow with transfer of Inland Lakes water (Reclamation)
  - c. Agreement on 2014 Trigger Day calculation (Reclamation)
6. Reports of Subcommittees
  - a. Ground Water Wells Subcommittee (Chair: Hoobler )
  - b. Control Crest Subcommittee (Chair: Hayden)
  - c. Replacement Water Subcommittee (Chair: Bradley)
  - d. Consumptive Use Subcommittee (Chair: Hoobler)
  - e. Finance Subcommittee (Chair: Williams)
  - f. Ad-Hoc Official Files Subcommittee (Chair: Schellpeper)
7. Updated list of NPDC committee and subcommittee historic participants (Nebraska).
8. Transition of NPDC Chair Responsibilities to Wyoming in January 2016.
9. Meeting Summary
  - a. Future Agenda Items
  - b. Schedule Spring 2016 NPDC Meeting and Location



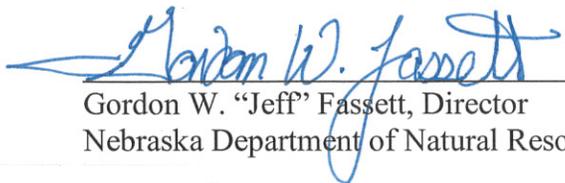
**NPDC Final Minutes – April 7, 2015, Spring Meeting Signature Page**

Final April 7, 2015, NPDC Spring Meeting Minutes

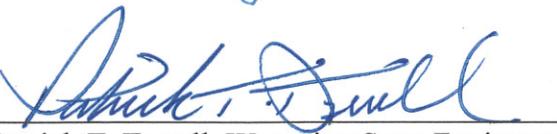
- Attachment A – 2015 Spring NPDC Agenda
- Attachment B – 2014 Fall NPDC Minutes Signature Page
- Attachment C – Consumptive Use Subcommittee Report
- Attachment D – 2015 Natural Flow and Accounting Procedures
- Attachment E – Groundwater Wells Subcommittee Report
- Attachment F – Control Crest Subcommittee Report
- Attachment G – Replacement Water Subcommittee Report
- Attachment H – Finance Subcommittee Report
- Attachment I – Official Files Ad-Hoc Subcommittee Report

These minutes were approved at the North Platte Decree Committee Meeting on October 22, 2015 in Torrington, Wyoming.

Signatures of Approval:

  
Gordon W. "Jeff" Fassett, Director  
Nebraska Department of Natural Resources

 FOR  
Dick Wolfe, Colorado State Engineer  
Colorado Division of Water Resources

  
Patrick T. Tyrrell, Wyoming State Engineer  
Wyoming State Engineer's Office

  
Carlie Ronca, Area Manager  
Bureau of Reclamation

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEBRASKA

GORDON W. FASSETT, in his )  
official capacity as the )  
Director of the Nebraska )  
Department of Natural Resources, )  
) )  
Plaintiff, )  
) )  
v. )  
) )  
COL. JOEL R. CROSS, in his )  
official capacity as District )  
Engineer, Omaha District, )  
Unites States Army Corps of )  
Engineers, and NOREEN WALSH, )  
in her official capacity as Regional Director, )  
United States Fish and )  
Wildlife Service, )  
) )  
Defendants. )  
) )  
STATE OF WYOMING, )  
) )  
Intervenor. )

4:88-cv-308

JOINT MOTION TO DISMISS

COMES NOW the Plaintiff, Gordon W. Fassett (successor to J. Michael Jess), and the United States of America on behalf of federal Defendants, Col. Joel R. Cross (successor to Col. Steven G. West as District Engineer, Omaha District, United States Corp of Engineers) and Noreen Walsh (successor to Galen L Buterbaugh as Regional Director, United States Fish and Wildlife Service, Region 6), and the Intervenor State of Wyoming, by and through their respective counsel, and jointly move the Court to dismiss this action with prejudice for the reason that all issues have been resolved pursuant to Appendix F, §10 of the Final Settlement Stipulation in *Nebraska v. Wyoming*, No. 108 Original, United States Supreme Court. The Final Settlement Stipulation was approved by the United States Supreme Court in *Nebraska v. Wyoming and Colorado*, 534 U.S. 40 (2001). Appendix F, §10 of the Final Settlement Stipulation states as follows:

10. Upon completion of the Pathfinder Modification Project, Wyoming will release the 404 permit and the water rights for the Deer Creek Project, a proposed and permitted reservoir with a capacity of approximately 66,000 acre feet and provide fee simple title to the 470 acres of habitat it owns in the critical habitat area in Central Nebraska to the USFWS or other entities as deemed appropriate by the USFWS. Nebraska will move to dismiss Jess v. West, No. 88-1-308 (D. Neb.).

On October 9<sup>th</sup> 2013, the North Platte Decree Committee, chartered pursuant to Appendix G of the Final Settlement Stipulation, approved a motion adopting the “Resolution Regarding Appendix F, Amendment of the 1953 Order to Provide for the Modification of Pathfinder Reservoir, Section 10” acknowledging completion of Wyoming’s obligations pursuant to Appendix F and directing Nebraska to move to dismiss *Jess v. West*.

As Wyoming has completed its requirements under Appendix F, § 10 of the Final Settlement Stipulation, Plaintiffs along with the Defendants and the Intervenor jointly request the Court to dismiss said action with prejudice.

DATED this 14<sup>th</sup> day of August, 2015.

GORDON W. FASSETT, Director of the  
Nebraska Department of Natural Resources,  
Plaintiff.

BY: Douglas J. Peterson, #18146  
Attorney General

BY: *s/Justin D. Lavene*  
Justin D. Lavene, #22178  
Assistant Attorney General  
Chief, Agriculture, Environment and  
Natural Resources Bureau  
2115 State Capitol  
Lincoln, NE 68509  
(402) 471-2682  
[justin.lavene@nebraska.gov](mailto:justin.lavene@nebraska.gov)

*Attorney for Plaintiff*

DATED this 10<sup>th</sup> day of August, 2015.

JOHN C. CRUDEN  
Assistant Attorney General

BY: James J. Dubois

James J. Dubois  
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*Attorneys for Defendants United States of America, COL. JOEL R. CROSS, District Engineer, Omaha District, United States Army Corps of Engineers, and NOREEN WALSH, Regional Director, United States Fish and Wildlife Service*

DATED this 13<sup>th</sup> day of August, 2015.

STATE OF WYOMING, Intervenor

BY: Abigail C. Boudewyns

Abigail C. Boudewyns  
Wyoming Attorney General's Office  
123 Capitol Building  
200 W. 24th Street  
Cheyenne, WY 82002  
[abigail.boudewyns@wyo.gov](mailto:abigail.boudewyns@wyo.gov)

*Attorney for Intervenor*

**CERTIFICATE OF SERVICE**

The undersigned hereby certifies that the above and forgoing was electronically filed with the Clerk of the Court using the CM/ECF system. A copy has been served by regular United States mail, first class postage prepaid on the 14<sup>th</sup> day of August, 2015, addressed to the Plaintiffs' and Defendants' current attorneys of record.

Abigail C. Boudewyns  
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Cheyenne, WY 82002

Sally R. Johnson  
United States Attorney  
100 Centennial Mall North  
Suite 487, Federal Building  
Lincoln, NE 68508-3865

James J. Dubois  
U.S. Department of Justice  
Environmental & Natural Resources Division  
999 18th Street  
South Terrace - Suite 370  
Denver, CO 80202

*s/Justin D. Lavene*  
Justin D. Lavene  
Assistant Attorney General

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEBRASKA**

**J. MICHAEL JESS, in his official  
capacity as the Director of the Nebraska  
Department of Water Resources;**

**Plaintiff,**

**vs.**

**STEVEN G. WEST, Col., in his official  
capacity as District Engineer, Omaha  
District, United States Army Corps of  
Engineers; and GALEN L.  
BUTERBAUGH, in his official capacity  
as Regional Director, United States Fish  
and Wildlife Service;**

**Defendants.**

**4:88CV308**

**REASSIGNMENT ORDER**

This case was previously assigned to the late District Judge Thomas M. Shanahan. Accordingly,

IT IS ORDERED that this case is reassigned to Chief District Judge Laurie Smith Camp for disposition and to Magistrate Judge F.A. Gossett for judicial supervision and processing of all pretrial matters.

Dated this 17th day of August, 2015

BY THE COURT:

s/Laurie Smith Camp  
Chief United States District Judge

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEBRASKA**

**J. MICHAEL JESS, in his official  
capacity as the Director of the Nebraska  
Department of Water Resources;**

**Plaintiff,**

**vs.**

**STEVEN G. WEST, Col., in his official  
capacity as District Engineer, Omaha  
District, United States Army Corps of  
Engineers; and GALEN L.  
BUTERBAUGH, in his official capacity  
as Regional Director, United States Fish  
and Wildlife Service;**

**Defendants.**

**4:88CV308**

**ORDER OF DISMISSAL**

This matter is before the Court on the Parties' Joint Motion to Dismiss (Filing No. 122). The Stipulation complies with Federal Rule of Civil Procedure 41(a)(1)(A)(ii), and the Court concludes that it the Joint Motion should be granted. The above-captioned action should be dismissed with prejudice. Accordingly,

**IT IS ORDERED:**

1. The Parties' Joint Motion to Dismiss (Filing No. 122) is granted; and
2. The above-captioned action is dismissed with prejudice.

Dated this 17th day of August, 2015

**BY THE COURT:**

s/Laurie Smith Camp  
Chief United States District Judge

## Report of the Groundwater Wells Subcommittee

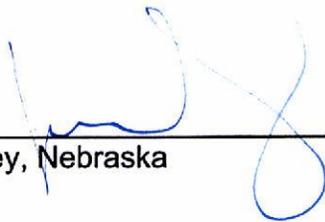
For the October 22, 2015 NPDC Meeting

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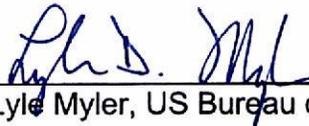
As of the October 22, 2015 meeting of the North Platte Decree Committee (NPDC), no new groundwater well applications were submitted to the Wyoming State Engineer's Office which requires the approval of the Groundwater Wells Subcommittee (GWSC).

Additionally, no actions or recommendations were generated by the GWSC which requires NPDC consideration or approval.

Respectively submitted by:

  
\_\_\_\_\_  
Jesse Bradley, Nebraska

10/22/15  
Date

  
\_\_\_\_\_  
Lyle Myler, US Bureau of Reclamation

10/22/2015  
Date

  
\_\_\_\_\_  
Matthew J. Hoobler, Wyoming  
Groundwater Wells Subcommittee Chair

10/21/15  
Date

  
\_\_\_\_\_  
Erin Light, Colorado

10/22/15  
Date

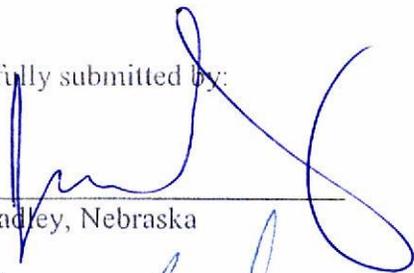
**Report of the Replacement Water Subcommittee**  
For the October 22, 2015, NPDC Meeting

At the April 2015 NPDC meeting, the Replacement Water Subcommittee (RWSC) reported that the 2012 Triangle Area questionnaire data had been entered into a database, in accordance with Paragraph D.5 of Exhibit 10, Paragraph B.3.b.ii of Exhibit 11 and Paragraph B.II.B & D of Exhibit B to Exhibit 6 of Appendix G of the Final Settlement Stipulation, which describes that the NPDC will review the data once every 5 years. The RWCS also reported that the 2012 survey data had been compared to the 2007 survey data and summarized for the purpose of tracking changes in irrigation practices. At the conclusion of the April 2015 NPDC meeting, all tasks assigned to the RWSC had been completed.

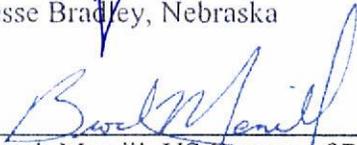
If the surveys continue to follow the 5 year schedule, the next survey for above Guernsey (previous surveys conducted for 2005 and 2010) would be scheduled to be mailed in early spring of 2016, requesting data from the 2015 irrigation season (in past years the CUSC has developed and coordinated the work on this survey). The next 5 year survey for the Triangle Area would be scheduled to be mailed in late fall of 2017. The RWSC recommends that the NPDC representatives discuss the work of preparing for the 2016 survey above Guernsey and the 2017 survey of the Triangle Area.

**Discussion Item: Preparing for the 2016 survey above Guernsey and the 2017 survey of the Triangle Area.**

Respectfully submitted by:

  
\_\_\_\_\_  
Jesse Bradley, Nebraska

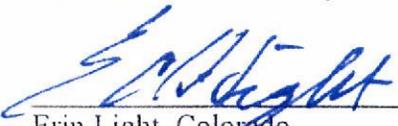
10/21/15  
Date

  
\_\_\_\_\_  
Brock Merrill, US Bureau of Reclamation

14 Oct. 2015  
Date

  
\_\_\_\_\_  
Matthew J. Hoobler, Wyoming SEO

10/20/15  
Date

  
\_\_\_\_\_  
Erin Light, Colorado

10/14/15  
Date

## **Report of the Consumptive Use Subcommittee**

For the October 22, 2015 NPDC Meeting

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### HPRCC Background

At the request of the High Plains Regional Climate Center (HPRCC), the NPDC is no longer under contract with the HPRCC for weather station installment, maintenance and data gathering and quality control on four weather stations for the NPDC located in the North Platte River Basin of Wyoming (Lingle, Elk Mountain, Encampment and Douglas). At the April 7, 2015 meeting of the NPDC, the members voted to have the Wyoming State Engineer's Office maintain the four weather stations. Listed below is an update of the progress to date:

- Services with HPRCC expired June 30, 2015
- Final two invoices from the HPRCC have been submitted for payment
- Wyoming SEO has assumed billing and payments of all four stations from Verizon Wireless, Union Cellular, Rocky Mountain Power and Carbon Power and Light
- Collection of operating cost invoices will be tabulated and submitted for reimbursement at the April 2016 NPDC meeting
- Waiting on the new cell modems for Union Wireless stations (Encampment and Lingle)
- The SEO continues to work with HPRCC on data quality control of the weather data

### NASS Background

The National Agricultural Statistics Service (NASS) announced that they will no longer collect annual data on non-forage crops in Wyoming. The Wyoming SEO investigated the potential impact to the data needed to complete the Exhibit 6A Consumptive Usage Report. Since forage crops have always dominated CU above Guernsey, and NASS forage-crop data will continue for the foreseeable future, SEO concluded this change for the minor, non-forage crops can be accommodated with the use of averages and Census of Agriculture updates. SEO will continue to document any necessary modifications in procedures for NPDC review as part of the annual CU reporting.

### Actions Items

No actions or recommendations were generated by the CUSC which requires NPDC consideration or approval.

### Report of the Consumptive Use Subcommittee

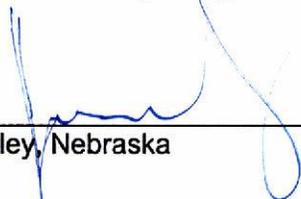
For the October 22, 2015 NPDC Meeting

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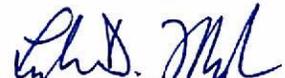
Respectively submitted by:

  
\_\_\_\_\_  
Matthew J. Hoobler, Wyoming

10/21/15  
Date

  
\_\_\_\_\_  
Jesse Bradley, Nebraska

10/22/15  
Date

  
\_\_\_\_\_  
Lyle D. Myler, US Bureau of Reclamation

10/22/2015  
Date

  
\_\_\_\_\_  
Erin Light, Colorado

10/22/15  
Date

## REVISED Fall 2015 Budget Status Report

### 1. Nebraska Community Foundation Financial Statement

The Nebraska Community Foundation (NCF) completed the financial statement report for the quarter ending June 30, 2015. As of June 30, 2015, the NCF reported the following net balances: Nebraska \$2,820.22; Reclamation \$0.02; and Wyoming \$2,820.22; with a total balance of \$5,640.46 in the North Platte Decree Foundation Fund.

1.1 The Quarterly Financial Statement, for the quarter ending March 31, 2015, from the NCF is attached as Attachment FSC-1.

1.2 The Quarterly Financial Statement, for the quarter ending June 30, 2015, from the NCF is attached as Attachment FSC-2.

### 2. NPDC Contracts / Funding Agreements

#### 2.1 Consumptive Use Subcommittee – Weather Stations Project:

Services under the NCF contract with the University of Nebraska High Plains Regional Climate Center (HPRCC) to maintain the weather stations ended on June 30, 2015. As described below, final invoices for HPRCC services will be presented for approval to be processed for payment at the October 22, 2015 NPDC meeting.

The Wyoming State Engineer's Office has assumed the maintenance of the four weather stations, with the HPRCC continuing to provide quality control of the weather data. The Consumptive Use Subcommittee will tabulate operating cost invoices and submit them for reimbursement at the April 2016 NPDC meeting.

#### 2.2 State of Nebraska – Document and Database Management Services:

At the April 2008 NPDC meeting, the NPDC members approved a funding agreement addressing Nebraska's in-kind services of managing the repository database. At the November 2009 NPDC meeting, the NPDC members approved the continuation of Nebraska's in-kind services. At the October 2010 NPDC meeting, the NPDC members voted to allow Nebraska to do the reporting and submit invoices to FSC chair and NPDC chair for database maintenance and storage of files.

#### 2.3 Replacement Water Subcommittee – Questionnaire Project:

Nebraska created a database, entered data, and summarized data from the questionnaire survey of irrigation practices, as agreed by the NPDC in their spring 2014 meeting. A voucher to reimburse the cost of this work was approved for payment at the April 2015 NPDC meeting. The voucher remains pending for payment.

### 3. Current Invoices and Total Disbursements

An invoice for item 2.3 above (the Questionnaire Project) dated November 18, 2014 for \$7,026.75 was received from the Nebraska Department of Natural Resources

**Report of the Finance Subcommittee**

For the October 22, 2015 NPDC Meeting

(NDNR) and approved to be processed for payment at the April 2015 NPDC meeting.

Two invoices (\$6,738.03 and \$2,250.97) from the HPRCC for services from July 2014 through June 2015 were received. Attachment FSC-3 contains the invoices. The FSC report prepared for the October 22 NPDC meeting presented both invoices together to be approved for processing for payment. The invoice for \$6,738.03 was for HPRCC services up to the end of their contract in March 2015. When the contract ended, HPRCC did not want to renew the contract, but they continued providing operations and maintenance for the weather stations until other arrangements were put in place in June 2015. The HPRCC invoice for \$2,250.97 is for their services provided after their contract ended. In the October 22 meeting the NPDC instructed the Finance Subcommittee to prepare separate approval pages for each invoice. Prior to obtaining NPDC approval for the second invoice, Mr. Williams was to contact the NCF and determine if it was acceptable for them to process the second invoice upon NPDC approval or if another funding agreement needed to be developed prior to NPDC approval of the invoice. As there were some questions by the NPDC regarding what was included in the \$2,250.97 charges, Mr. Hoobler also offered to contact HPRCC and verify that the charges were appropriate.

**4. Action Items**

- Follow-up regarding the status of the unpaid NDNR invoice.
- Develop approval page for \$6,738.03 HPRCC invoice.
- Contact NCF regarding if they needed a new funding agreement to process the \$2,250.97 HPRCC invoice for payment.
- Develop approval page for the \$2,250.97 HPRCC invoice after discussion with NCF and receiving verification of costs from Mr. Hoobler.

Note that HPRCC invoice discussions in the Oct. 22, 2015 NPDC meeting resulted in this report being revised and resubmitted after the meeting.

Respectfully submitted by:

  
 Mahonri Williams, U.S. Bureau of Reclamation  
 Finance Subcommittee Chair

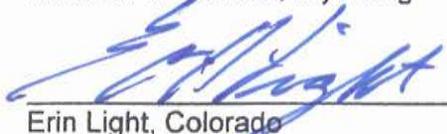
12/10/2015  
 Date

  
 Jennifer J. Schellpeper, Nebraska

12/10/2015  
 Date

  
 Matthew J. Hoobler, Wyoming

12/10/15  
 Date

  
 Erin Light, Colorado

12/11/15  
 Date

Quarterly Financial Statement  
 Nebraska Community Foundation  
 North Platte Decree Committee Fund  
 For the Quarter Ending March 31, 2015

Date of Initial Contribution	NPDC1 Bureau of Reclaim 1/22/15	NPDC1 Nebraska 1/22/15	NPDC1 Wyoming 1/22/15	Total Fund
<b>Beginning Balance</b>				
Petty Cash	-	-	-	-
Cash in Bank	-	-	-	2,708.33
Certificates of Deposit	-	-	-	-
Investments	-	-	-	-
<b>Total Beginning Balance</b>	-	-	-	<b>2,708.33</b>
<b>Activity for the quarter</b>				
Contributions	0.02	2,820.22	2,820.22	2,932.13
Investment Mkt. Value Chngs	-	-	-	-
Allocated Interest	-	-	-	-
Direct Interest Income	-	-	-	-
<b>Total Income for Period</b>	<b>0.02</b>	<b>2,820.22</b>	<b>2,820.22</b>	<b>2,932.13</b>
Grants & Disbursements	-	-	-	-
Support Fees-Non-Perm Accounts	-	-	-	-
Support Fee-Endowed Accounts	-	-	-	-
Affiliation Fee	-	-	-	-
Other Fees	-	-	-	-
<b>Total Expenses for Period</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Balance</b>				
Petty Cash	-	-	-	-
Cash in Bank	0.02	2,820.22	2,820.22	5,640.46
Certificates of Deposit	-	-	-	-
Investments	-	-	-	-
<b>Total Ending Balance</b>	<b>0.02</b>	<b>2,820.22</b>	<b>2,820.22</b>	<b>5,640.46</b>
<b>Endowment Payout Summary</b>				
12-Quarter Endowment Average	-	-	-	-
Annual Payout Percentage	-	-	-	-
FY 2015 Payout Available	-	-	-	-
FY 2014 Payout Carried Forward	-	-	-	-
<b>Total Endowment Payout Available Grants &amp; Disbursements Pd Fiscal YTD</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Endowment Payout Remaining</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# AUDIT TRAIL REPORT

For Date Range 1/1/2015 To 3/31/2015

Date	Donor/Payee	Description	Purpose	Amount
NPDECRNPDC1FED				
<b>CASH IN BANK</b>				
	ACCOUNT: 1111	Cash in Bank NPDECR - Bureau of Reclamation		\$0.02
<b>TOTAL CASH IN BANK</b>				<b>\$0.02</b>
<b>CONTRIBUTIONS</b>				
01/01/2015	ACCOUNT: 4900	Interfund Transfer NPDECR - Bureau of Reclamation		
		Trf bal to new subfunds	Trf bal to new subfunds	\$0.02
<b>TOTAL CONTRIBUTIONS</b>				<b>\$0.02</b>

# AUDIT TRAIL REPORT

For Date Range 1/1/2015 To 3/31/2015

Date	Donor/Payee	Description	Purpose	Amount
<b>NPDECRNPDC1NEB</b>				
<b>CASH IN BANK</b>				
	ACCOUNT: 1111	Cash in Bank NPDECR - Nebraska		\$2,820.22
<b>TOTAL CASH IN BANK</b>				<b>\$2,820.22</b>
<b>FEE INCOME</b>				
	ACCOUNT: 4011	State of Nebraska Revenue NPDECR - Nebraska		\$652.36
02/03/2015	NON DONOR	NPDC Nat Res HPRCC Inv #8		\$652.36
<b>TOTAL FEE INCOME</b>				<b>\$652.36</b>
<b>CONTRIBUTIONS</b>				
	ACCOUNT: 4900	Interfund Transfer NPDECR - Nebraska		\$0.01
01/01/2015		Trf bal to new subfunds	Trf bal to new subfunds	\$0.01
01/01/2015		Trf bal to new subfunds	Trf bal to new subfunds	\$2,167.85
<b>TOTAL CONTRIBUTIONS</b>				<b>\$2,167.86</b>

# AUDIT TRAIL REPORT

For Date Range 1/1/2015 To 3/31/2015

Date	Donor/Payee	Description	Purpose	Amount
<b>NPDECRNPDC1WYO</b>				
<b>CASH IN BANK</b>				
	ACCOUNT: 1111	Cash in Bank NPDECR - Wyoming		\$2,820.22
<b>TOTAL CASH IN BANK</b>				<b>\$2,820.22</b>
<b>CONTRIBUTIONS</b>				
	ACCOUNT: 4012	State of Wyoming Revenue NPDECR - Wyoming		
01/22/2015	NON DONOR	State of WY Inv #8		\$2,279.77
<b>TOTAL MONTHLY ACTIVITY</b>				<b>\$2,279.77</b>
	ACCOUNT: 4900	Interfund Transfer NPDECR - Wyoming		
01/01/2015		Trf bal to new subfunds	Trf bal to new subfunds	\$540.45
<b>TOTAL MONTHLY ACTIVITY</b>				<b>\$540.45</b>
<b>TOTAL CONTRIBUTIONS</b>				<b>\$2,820.22</b>

**Period End Summary for Fund: NPDECR****At June 2015**

Attachment FSC-2, Page 1 of 2

<u>Account Number</u>	<u>Account Description</u>	<u>Period Balance</u>
<b>ASSETS</b>		
<b>1111</b>		
1111-NPDECRNEBRASKA-P-NP-08	Cash in Bank NPDECR - Nebraska	\$0.00
1111-NPDECRNPDC1FED-P-NP-08	Cash in Bank NPDECR - Bureau of Reclamation	\$0.02
1111-NPDECRNPDC1NEB-P-NP-08	Cash in Bank NPDECR - Nebraska	\$2,820.22
1111-NPDECRNPDC1WYO-P-NP-08	Cash in Bank NPDECR - Wyoming	\$2,820.22
1111-NPDECRR12092BR-P-NP-08	Cash in Bank NPDECR - Bureau of Reclamation	\$0.00
1111-NPDECRR12092NE-P-NP-08	Cash in Bank NPDECR - Nebraska	\$0.00
1111-NPDECRWYOMINGA-P-NP-08	Cash in Bank NPDECR - Wyoming	\$0.00
		\$5,640.46
	<b>TOTAL ASSETS</b>	<b>\$5,640.46</b>
<b>LIABILITIES AND FUND BALANCE</b>		
<b>3500</b>		
3500-NPDECRDOIACCNT-P-NP-08	Fund Balance NPDECR - DOI	\$0.00
3500-NPDECRNEBRASKA-P-NP-08	Fund Balance NPDECR - Nebraska	\$0.00
3500-NPDECRNPDC1FED-P-NP-08	Fund Balance NPDECR - Bureau of Reclamation	(\$0.02)
3500-NPDECRNPDC1NEB-P-NP-08	Fund Balance NPDECR - Nebraska	(\$2,820.22)
3500-NPDECRNPDC1WYO-P-NP-08	Fund Balance NPDECR - Wyoming	(\$2,820.22)
3500-NPDECRR12092BR-P-NP-08	Fund Balance NPDECR - Bureau of Reclamation	\$0.00
3500-NPDECRR12092NE-P-NP-08	Fund Balance NPDECR - Nebraska	\$0.00
3500-NPDECRWYOMINGA-P-NP-08	Fund Balance NPDECR - Wyoming	\$0.00
		(\$5,640.46)
	<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>(\$5,640.46)</b>

**Period End Summary for Fund: NPDECR****For the Period Starting July 2014 and ending June 2015** Attachment FSC-2, Page 2 of 2

<u>Account Number</u>	<u>Account Description</u>	<u>Period Balance</u>
<b>ALL INCOME</b>		
<b>4011</b>		
4011-NPDECRNPDC1NEB-P-NP-08	State of Nebraska Revenue NPDECR - Nebraska	\$652.36
		<hr/>
		\$652.36
<b>4012</b>		
4012-NPDECRNPDC1WYO-P-NP-08	State of Wyoming Revenue NPDECR - Wyoming	\$2,279.77
		<hr/>
		\$2,279.77
<b>4900</b>		
4900-NPDECRNEBRASKA-P-NP-08	Interfund Transfer NPDECR - Nebraska	(\$2,167.85)
4900-NPDECRNPDC1FED-P-NP-08	Interfund Transfer NPDECR - Bureau of Reclamation	\$0.02
4900-NPDECRNPDC1NEB-P-NP-08	Interfund Transfer NPDECR - Nebraska	\$2,167.86
4900-NPDECRNPDC1WYO-P-NP-08	Interfund Transfer NPDECR - Wyoming	\$540.45
4900-NPDECRR12092BR-P-NP-08	Interfund Transfer NPDECR - Bureau of Reclamation	(\$0.02)
4900-NPDECRR12092NE-P-NP-08	Interfund Transfer NPDECR - Nebraska	(\$0.01)
4900-NPDECRWYOMINGA-P-NP-08	Interfund Transfer NPDECR - Wyoming	(\$540.45)
		<hr/>
		\$0.00
	<b>TOTAL ALL INCOME</b>	<b>\$2,932.13</b>
	<b>NET INCOME/(LOSS)</b>	<b>\$2,932.13</b>



TO:  
 Matt Hoobler  
 Consumptive Use Subcommittee Chair  
 Wyoming State Engineer's Office  
 122 W 25th Street, Herschler Bldg., 4th East  
 Cheyenne, WY 82002

OFFICE OF SPONSORED PROGRAMS  
 151 Whittier Research Center  
 2200 Vine Street, PO Box 830861  
 Lincoln, NE 68583-0861  
 FED ID # 47-0049123

AGREEMENT TITLE/CONTRACT NUMBER:  
 Automated Weather Data Network  
 Collecting in Parts of Wyoming

REPORT: 2662380514-05 Not a Final

PERIOD: 7/1/14 to 3/9/15

Directed by Martha Shulski

REFERENCE NUMBER: 26-6238-0514-001

Please reference on remittance

**Operation and maintenance of four automated data weather  
 network stations in Wyoming (Lingle, Douglas, Elk Mountain  
 and Encampment) per agreement**

**6,738.03**

**Payment Requested**

**\$6,738.03**

**NOTE: Payment due in 30 days -**

**May 30, 2015**

**PLEASE REMIT A COPY OF THE INVOICE ALONG WITH THE PAYMENT.**

*"I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the agreements noted above."*

*Belinda Gillam*

**Date: April 30, 2015**

Belinda Gillam - Project Specialist

(402) 472-7061

[bgillam1@unl.edu](mailto:bgillam1@unl.edu)

UNFORM1 10-01

RefDocNo	Postg Date	Cost Elem.	Assignment	Purch.Doc.	Document Header Text	Name	ValCOArCur	WBS Element
27005503	7/31/2014	521200	7/21/2014		UNION WIRELESS	ROEBKE-MONTHLY LINE CHG FOR WEATHER STATIONS	60.08	26-6238-0514-001
27015911	9/26/2014	521200	8/23/2014		UNION WIRELESS	Roebke-mo line chg for weather stations	60.08	26-6238-0514-001
27025356	10/17/2014	521200	9/19/2014		UNION WIRELESS	Roebke-Monthly line chg/weather stations	60.08	26-6238-0514-001
27045341	12/4/2014	521200	11/20/2014		UNION WIRELESS	Shulski-Monthly line chg for weather stations	120.16	26-6238-0514-001
27051604	1/23/2015	521200	12/14/2014		UNION WIRELESS	Roebke-Monthly line chg for weather stations	60.08	26-6238-0514-001
27059047	1/23/2015	521200	1/14/2015		UNION WIRELESS	Roebke-Monthly line chg for weather stations	60.08	26-6238-0514-001
27068915	2/24/2015	521200	2/14/2015		UNION WIRELESS	Shulski-Monthly line chg for weather stations	103.92	26-6238-0514-001
27080072	4/21/2015	521200	3/18/2015		UNION WIRELESS	Shulski-Monthly Line charges for weather stations	82.02	26-6238-0514-001
27001453	7/11/2014	529200	7/7/2014		CARBON POWER & LIGHT INC	HUBBARD-WEATHER STA-JUNE- MT, WY, ENCAMPMENT, WY	70.2	26-6238-0514-001
44006488	7/16/2014	529200	05275327-0017		ROCKY MOUNTAIN POWER	HUBBARD WEATHER STATION 6/9-7/9 METER 51479993	26.36	26-6238-0514-001
44034495	8/15/2014	529200	05275327-0017		ROCKY MOUNTAIN POWER	HUBBARD WEATHER STATION 7/9-8/8 METER 51479993	26.27	26-6238-0514-001
27010787	8/27/2014	529200	8/7/2014		CARBON POWER & LIGHT INC	HUBBARD-WEATHER STA-JULY- MT, WY, ENCAMPMENT, WY	69.96	26-6238-0514-001
27023300	9/19/2014	529200	9/15/2014		CARBON POWER & LIGHT INC	HUBBARD-WEATHER STA-AUG- MT, WY, ENCAMPMENT, WY	70.08	26-6238-0514-001
44092815	9/19/2014	529200	05275327-0017		ROCKY MOUNTAIN POWER	HUBBARD WEATHER STATION 8/8-9/9 METER 51479993	26.36	26-6238-0514-001
44125975	10/17/2014	529200	05275327-0017		ROCKY MOUNTAIN POWER	SHULSKI WEATHER STATION 9/9-10/8 METER 51479993	26.78	26-6238-0514-001
27030976	10/30/2014	529200	10/7/2014		CARBON POWER & LIGHT INC	SHULSKI-WEATHER STA-SEPT-MT, WY, ENCAMPMENT, WY	70.2	26-6238-0514-001
44161286	11/19/2014	529200	05275327-0017		ROCKY MOUNTAIN POWER	SHULSKI WEATHER STATION 10/8-11/6 METER 51479993	27.11	26-6238-0514-001
27042254	11/20/2014	529200	11/11/2014		CARBON POWER & LIGHT INC	SHULSKI-WEATHER STA-OCT-MT, WY, ENCAMPMENT, WY	70.8	26-6238-0514-001
27049164	12/15/2014	529200	12/5/2014		CARBON POWER & LIGHT INC	SHULSKI-WEATHER STA-NOV-MT, WY, ENCAMPMENT, WY	73.44	26-6238-0514-001
44185637	12/15/2014	529200	05275327-0017		ROCKY MOUNTAIN POWER	SHULSKI WEATHER STATION 11/6-12/10 METER 51479993	29.07	26-6238-0514-001
27057300	1/23/2015	529200	1/9/2015		CARBON POWER & LIGHT INC	SHULSKI-WEATHER STA-DEC-MT, WY, ENCAMPMENT, WY	74.04	26-6238-0514-001
44239885	1/26/2015	529200	05275327-0017		ROCKY MOUNTAIN POWER	SHULSKI WEATHER STATION 12/10-1/12/2015	29.74	26-6238-0514-001
44263945	2/17/2015	529200	05275327-0017		ROCKY MOUNTAIN POWER	SHULSKI WEATHER STATION 1/12-2/11	25.04	26-6238-0514-001
27066115	2/20/2015	529200	2/5/2015		CARBON POWER & LIGHT INC	SHULSKI-WEATHER STA-JAN-MT, WY, ENCAMPMENT, WY	73.56	26-6238-0514-001
44301962	3/25/2015	529200	05275327-0017		ROCKY MOUNTAIN POWER	SHULSKI WEATHER STATION 2/11-3/11	28.49	26-6238-0514-001
27087104	4/20/2015	529200	4/7/2015		CARBON POWER & LIGHT INC	SHULSKI-WEATHER STA-MAR-MT, WY, ENCAMPMENT, WY	71.87	26-6238-0514-001
27078185	4/20/2015	529200	3/12/2015		CARBON POWER & LIGHT INC	SHULSKI-WEATHER STA-FEB-MT, WY, ENCAMPMENT, WY	72.96	26-6238-0514-001
17026507	2/18/2015	531800	218151E		AUTOMATED WEATHER STATION	WEATHER STATION 7/1/14-2/28/15 4@ 1000 EACH	4,000.00	26-6238-0514-001
14000635	7/18/2012	533103	PO 4500249693		CAMPBELL SCI INC.	15797-57-034B-L11-MET ONE WIND SET **	1,169.20	26-6238-0514-001
1000136135	9/17/2014	541110	6600041392		GLEN T ROEBKE	NORTH PLATTE Lodging	218.43	26-6238-0514-001
1000136936	9/29/2014	541110	6600041825		GLEN T ROEBKE	SARATOGA, ROC Lodging	114.34	26-6238-0514-001
14007953	10/9/2014	541110	100914LE		GLEN T ROEBKE	SARATOGA, ROC LODGING 6600041825	-114.34	26-6238-0514-001
14007955	10/9/2014	541110	100914LE		GLEN T ROEBKE	NORTH PLATTE LODGING 6600041392	-218.43	26-6238-0514-001
1000136135	9/17/2014	541120	6600041392		GLEN T ROEBKE	NORTH PLATTE Meals	83.36	26-6238-0514-001
14007955	10/9/2014	541120	100914LE		GLEN T ROEBKE	NORTH PLATTE MEALS 6600041392	-83.36	26-6238-0514-001

6,738.03

\*\*This entry is correcting a previous credit. Equipment/supplies was not to be charged to this project, and it wasn't. However, when the charge originally hit, the credit was removed twice from the invoice. This entry just reverses the second credit.



**TO:**  
Matt Hoobler  
Consumptive Use Subcommittee Chair  
Wyoming State Engineer's Office  
122 W 25th Street, Herschler Bldg., 4th East  
Cheyenne, WY 82002

OFFICE OF SPONSORED PROGRAMS  
151 Whittier Research Center  
2200 Vine Street, PO Box 830861  
Lincoln, NE 68583-0861  
FED ID # 47-0049123

**AGREEMENT TITLE/CONTRACT NUMBER:**  
Automated Weather Data Network  
Collecting in Parts of Wyoming

**REPORT:** 2662380514-06 Final  
**PERIOD:** 3/10/15 to 6/30/15

Directed by Martha Shulski

**REFERENCE NUMBER:** 26-6238-0514-001

Please reference on remittance

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<b>Operation and maintenance of four automated data weather network stations in Wyoming (Lingle, Douglas, Elk Mountain and Encampment) per agreement</b>	<b>2,250.97</b>
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<b>Payment Requested</b>	<b>\$2,250.97</b>
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**NOTE: Payment due in 30 days - September 25, 2015**

**PLEASE REMIT A COPY OF THE INVOICE ALONG WITH THE PAYMENT.**

*"I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the agreements noted above."*

*Belinda Gillam*

**Date: August 26, 2015**

Belinda Gillam - Project Specialist

(402) 472-7061

[bgillam1@unl.edu](mailto:bgillam1@unl.edu)

UNFORM1 10-01

RefDocNo	Postg Date	Cost Elem.	Assignment	Purch.Doc.	Document Header Text	Name	ValCOArCur	WBS Element
27103121	6/4/2015	521200	5/22/2015		UNION WIRELESS	Shulski-Mo line chg for weather stations	165.14	26-6238-0514-001
27098897	5/28/2015	529200	5/11/2015		CARBON POWER & LIGHT INC	SHULSKI-WEATHER STA-APRIL-MT, WY, ENCAMPMENT, WY	47.72	26-6238-0514-001
17039019	5/14/2015	531800	51415LE		WEATHER STATION	WEATHER STATIONS 3/1/2015-6/30/2015 4@ 500 EACH	2,000.00	26-6238-0514-001
44346499	5/7/2015	529200	05275327-0017		ROCKY MOUNTAIN POWER	SHULSKI WEATHER STATION 4/9-4/22	11.27	26-6238-0514-001
44328556	4/21/2015	529200	05275327-0017		ROCKY MOUNTAIN POWER	SHULSKI WEATHER STATION 3/11-4/9	26.84	26-6238-0514-001
							2250.97	

**Report of the Ad-Hoc Official Files Subcommittee**  
For the October 22, 2015, NPDC Meeting

At the October 21, 2014, NPDC meeting, the functionality of the new NPDC Official Files SharePoint database was demonstrated and the ad-hoc Official Files Subcommittee (OFSC) was renewed. At the April 7, 2015, NPDC meeting the following action items were assigned by the NPDC representatives to the OFSC: 1) revise the "NPDC Repository of Documents Protocol" (Protocol) by adding a requirement that all NPDC Official Files are to be sent to the SharePoint database email address, as well as the inclusion of a new electronic stamping and approval procedure, 2) provide for a system of checks and balances between the NPDC parties to ensure that the necessary documents are entered into the database, and 3) compile updates to the lists of NPDC subcommittee membership.

The OFSC has worked with The Flatwater Group on revising the Protocol and developing a system of checks and balances for entering documents into the database. The OFSC met via conference call on May 27<sup>th</sup>, July 15<sup>th</sup>, and August 26<sup>th</sup>, 2015, to discuss the updates to the Protocol, the proposed system of checks and balances, and corresponding revisions to other OFSC documents that will be required in order to implement and support the new database procedures.

Updates made to the Protocol include:

- A proposal to make the NPDC Official Files Repository (Repository) electronic only, rather than paper copies with an accompanying electronic database;
- A proposal to make SharePoint the online platform through which the Repository is made available to all NPDC representatives;
- Email integration of all Official Files into the SharePoint database;
- A system of checks and balances in the approval of documents as Official Files;
- Background information on the decision to migrate the Repository to SharePoint;
- Deleting the Electronic Data section and including in its place a general procedure directing each party to maintain supporting data used for calculations related to NPDC and to make the supporting data available at the request of any other NPDC party;
- A procedure for electronic stamping of documents;
- Instructions on how to use the new web-based platform.

Gordon Coke of The Flatwater Group will be demonstrating the proposed system of checks and balances for entering Official Files into the SharePoint database at the October 22, 2015, meeting. All revisions made to the Protocol document are available for review in the attached redline version.

The OFSC also discussed the necessary revisions that need to be made to the Document and Database Management Services funding agreement. Changes to the Document and Database Management Services agreement include updated costs for processing documents according to the revised Protocol and an updated term of agreement. The updated funding agreement is attached to this report.

The OFSC also compiled updates to the record of NPDC subcommittee membership. The compiled update to the NPDC subcommittee membership list is attached.

**Report of the Ad-Hoc Official Files Subcommittee  
For the October 22, 2015, NPDC Meeting**

The subcommittee recommends that the following action items related to the NPDC Official Files Repository be adopted by the NPDC.

**Action Items**

1. Approval of the NPDC Official Files Repository as consisting of an electronic database only, instead of paper files with an accompanying electronic database back-up.
2. Approval of SharePoint as the online platform through which the Official Files Repository is made available to the NPDC members.
3. If no objections are raised on or before the April 2016 NPDC meeting, approval for the disposal of all paper NPDC Official Files dated prior to January 1, 2014. These files will be purged on or after June 1, 2016.
4. Effective January 1, 2016, approval for the biennial disposal of all paper NPDC Official Files that are retained during the Chair's term, on or after the June 1<sup>st</sup> immediately following the end of their term.
5. Approval of the revised Document Database Management Services funding agreement.

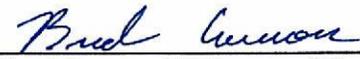
Respectfully submitted by:



Jennifer J. Schellpeper, Nebraska

10/15/2015

Date



Brad Cannon, US Bureau of Reclamation

10/14/15

Date



Rob Foreman, Wyoming SEO

10/14/2015

Date

Laura Nelsen

Digitally signed by Laura Nelsen  
DN: cn=Laura Nelsen, o=DWR, ou=DWR,  
email=laura.nelsen@state.co.us, c=US  
Date: 2015.10.14 12:33:20 -0600

Laura Nelsen, Colorado

Date



## **Repository of Documents Protocol**

As Adopted at their October 28, 2003 Meeting

With Revisions to Appendices A, B and C Adopted October 16, 2007  
Revised October 26, 2010  
Revised October 22, 2015

**North Platte Decree Committee (NPDC)**  
**Repository of Documents Protocol**  
As Revised October 22, 2015

## **I. Description of Protocol**

This protocol addresses Article IV, Paragraph I, of Appendix G to the Final Settlement Stipulation regarding the establishment of a “central repository of documents where official records of the NPDC shall be kept and where filing with the NPDC shall be made” and contains the procedures for managing the NPDC repository of documents. This protocol also addresses the storage of certain electronic data from Exhibits 6, 10, and 11 of the settlement documents.

This protocol is subject to revision by the NPDC.

## **II. NPDC Official Repository of Documents**

- A. The NPDC official repository of documents shall be changed from a file cabinet of hard copy files to a web-based repository of database information and associated PDF scans of all official NPDC stamped records. The web-based repository will be accessible by all parties of the NPDC.
- B. The NPDC repository of documents shall be maintained within a web-based electronic database format hosted by Microsoft SharePoint. The electronic repository maintains NPDC’s original Microsoft Access database format and official file folder organization. The SharePoint site enables improved access and accuracy to the database and reflects technological advances since original protocol was created in year 2003. The State of Nebraska shall act as steward of the online database in SharePoint. The NPDC chairperson shall maintain responsibility of approval of official repository documents and this duty shall move with the chairperson as the responsibility for chairing the NPDC rotates among the Bureau of Reclamation (Reclamation), Wyoming, and Nebraska. The official repository shall be kept separate from any documents the chairperson chooses to keep as a representative of the NPDC until such time the NPDC directs otherwise. More information about the SharePoint database can be found in Attachment C.
- C. The repository consists of the SharePoint website which includes the database, NPDC email inbox, and PDFs of all official NPDC records as referenced to pertinent topics of the Final Settlement Stipulation and its attached appendices and exhibits (hereafter referred to as the Settlement Agreement). An index for the file folders is shown in Attachment A.
- D. The NPDC repository’s database shall reside on the Microsoft SharePoint website that allows access to the database pursuant to paragraphs II.I and II.J below. Backup copies of the database shall be maintained by the State of Nebraska.
- E. Official NPDC documents shall include, but not be limited to correspondence to and from the chairperson, correspondence concerning specific items contained in the Settlement Agreement, and documents/reports required by the Settlement

**North Platte Decree Committee (NPDC)****Repository of Documents Protocol**

As Revised October 22, 2015

- Agreement. The NPDC chairperson's copy of the documents will be retained in the repository and recorded in the database. The NPDC SharePoint email inbox shall be used to manage NPDC correspondence. All NPDC parties will be responsible for emailing correspondence and other official files to the official NPDC email address. This process is outlined in Attachment C on page C-4. The procedure for processing documents in the NPDC email inbox is defined in Section III. The repository will be updated semi-annually in conjunction with NPDC's semi-annual meetings as outlined in Section III.
- F. Draft documents such as draft meeting minutes or reports as may be submitted to or generated by the NPDC shall be retained in the SharePoint database until the document is finalized, at which time the draft document will be removed from the SharePoint database and replaced by the finalized document. Only after a draft document has been finalized will an entry in the database for the document be created.
  - G. Working papers, notes or correspondence between subcommittee members, and draft reports will not be retained in the SharePoint database, except as described in paragraph II.E or II.F above.
  - H. Large format documents such as maps shall be electronically scanned and stored in the SharePoint database. At the direction of the NPDC, a storage cabinet to house large format documents will be obtained, if needed.
  - I. Each representative, their designated staff, and NPDC parties, as well as contractors of the parties and NPDC shall have access to review all documents and materials maintained by the NPDC in the SharePoint database.
  - J. Persons other than described in paragraph II.I above shall have access to review and copy at their expense all documents and materials maintained by the NPDC in the SharePoint database with reasonable notice.
  - K. Additions to or removals from the repository other than described above shall be at the discretion of the NPDC. The entry in the database for a removed document will be retained with reference to the date of removal being noted in the index.

**III. Processing of NPDC Official Repository Documents**

The processing of documents for entry into the NPDC repository and accompanying database is described below. An example of a document as prepared following the process below is shown in Attachment B for reference. The web-based Microsoft SharePoint electronic repository shall be the official database of NPDC records.

**North Platte Decree Committee (NPDC)**  
**Repository of Documents Protocol**  
 As Revised October 22, 2015

- A. At least one month prior to the April and October NPDC meetings, State of Nebraska staff will review NPDC SharePoint email inbox for relevant NPDC documents to be entered into database. Prior to database entry, a record of each relevant file will be entered into a checklist table. The checklist table will be posted on the NPDC SharePoint website homepage (see Attachment C) for NPDC Committee members to review at least one month before April and October meetings. Once approved by NPDC Committee, State of Nebraska staff will enter those approved records as official files into the database. Figure 1 below displays the review checklist fields for official files.

Relevant Document Approval Table				<i>INCLUDE INITIAL DATE</i>						
Doc ID	Folder ID	Doc Date	Title/Subject	Method Rcvd	Processed By (Initial)	NPDC Chair Approval (initial)	WY Review Initial	NE Review Initial	CO Review Initial	USBR Review Initial

Figure 1

A log of any documents sent to the site mailbox that are not official documents will also be provided to NPDC Committee for concurrence. This will ensure that all records that are sent to the site mailbox are accounted for. Figure 2 below displays the review checklist fields for documents that are not official.

Not Official Document Table			<i>INCLUDE INITIAL DATE</i>					
Doc Date	Title/Subject	Method Rcvd	Processed By (Initial)	NPDC Chair Approval (initial)	WY Review Initial	NE Review Initial	CO Review Initial	USBR Review Initial

Figure 2

Documents retained in the NPDC official file repository shall be stamped in the upper right hand corner with the NPDC received “date” stamp.

- B. Reference to the repository folder in which the document will be filed shall be typed below the received “date” stamp. This reference will be used to categorize the document in the correct folder following document review.
- C. Each document shall be assigned a unique record number. The recorded number for the document shall be included above the received “date” stamp and correspond to the Record Identification (ID) number assigned in the database.
- D. An entry for each document will be made in the database by populating the database fields listed below. Additional instructions for entering information into the database will be inserted as Attachment C - NPDC Repository Database User’s Guide.

Auto Generated Fields:

1. Record ID
2. Entry Date of Document into the Database

**North Platte Decree Committee (NPDC)**  
**Repository of Documents Protocol**  
As Revised October 22, 2015

Manual Entry Fields:

3. To
4. From
5. Subject
6. Date of Document
7. Date Document Received
8. Folder ID

Optional Entry Fields:

9. Remarks (special notes for a document)
10. Keywords (cross reference information for querying)
11. Link to PDF or other Electronic Document

- E. The processed document shall be initialed by the NPDC chairperson or the chairperson's designee near the received "date" stamp to acknowledge the document is ready for entry into the repository. See section III.A for details on document approval.
- F. A copy of any outgoing correspondence from the NPDC chairperson shall be processed in the manner described above in section III, paragraphs A through E and entered into the NPDC repository, pursuant paragraphs II.E and II.F above.

## **IV. Electronic Data**

While the electronic data are not the official files of record for the repository, it is recognized that the settlement documents indicate that data be maintained by the NPDC to perform calculations using certain data described in the settlement. To facilitate access to the data by all members, the NPDC has agreed that all of the reports and supporting data from Exhibit 6, 10, and 11 be maintained electronically by the source party and available upon request. The electronic files would be supporting data only for the purpose of performing analysis.

The electronic data will be stored in a folder structure outside of the Microsoft SharePoint site used to store scans of the official repository documents. The folder structure for storing the data is shown in Figure 1 below. The data to be stored is described in Table 1 below. The climate data collected by the HPRCC for the ADWN stations will not be stored separately by the NPDC; rather the NPDC will rely upon the expertise of the HPRCC to maintain the data from the ADWN weather stations.

## North Platte Decree Committee (NPDC) Repository of Documents Protocol As Revised October 22, 2015

**Figure 1: Folder Structure for NPDC Data**



**Table 1: Data from Exhibits 6, 10 and 11**

Data	Description	Settlement Reference		Source of Data	Storage Location	Digital Data Available	Report or Review Period	
		Page	Paragraph					
<b>Exhibit 6</b>								
<u>Consumptive Use Report - Supporting Data</u>								
Exhibit A - consumptive use input data								
	Climate Data	Exhibit 6	208	Beginning one year after court approval of the Final Settlement Stipulation, the NPDC shall cooperatively develop, fund and implement a data collection, analyses, and methodology review program as outlined and present in Exhibit B to investigate potential methodologies to calculate consumptive use of irrigation water. Exhibit B. D. Database Maintenance : A database including all data collected in accordance with this exhibit will be maintained by the NPDC in a manner and format that facilitates access by all members of the NPDC and calculation of consumptive use by both Exhibit A and potential alternative methods	WSEO	Official Files	Yes	Annual
	Max. Temp	Exhibit 6	208		WSEO	Official Files	Yes	Annual
	Min. Temp	Exhibit 6	208		WSEO	Official Files	Yes	Annual
	Total Precip.	Exhibit 6	208		WSEO	Official Files	Yes	Annual
	Evapotranspiration	Exhibit 6	210		WSEO	Official Files	Yes	Annual
	Crop Proportions	Exhibit 6	216	WSEO	Official Files	Yes	Annual	
	Surface water right permit total acreage	Exhibit 6	219	WSEO	Official Files	Yes	Annual	
	NASS acreage	Exhibit 6	219	WSEO	Official Files	Yes	Annual	
	crop yields	Exhibit 6	269	WSEO	Official Files	Yes	Annual	
<u>Exhibit B - procedures to evaluate</u>								
	Climate Data	Exhibit 6	279	HPRCC	HPRCC	Yes	Ongoing	
	Irrigation Inventory	Exhibit 6	279	NPDC	Official Files	No	5 year	
	Diversion Data	Exhibit 6	281	WSEO	Official Files	Yes	Annual	
	Remote Sensing (Water Balance Study Sites)	Exhibit 6	281	NPDC	Official Files	Yes	Ongoing	
<b>Exhibit 10</b>								
	Required Replacement Water	Exhibit 10	312	D.5. Every 5 years...the NPDC will review the collected information provided in section D. Each representative of the NPDC may develop and complete analyses with this information that could be used by the NPDC to review and approved adjustments to the unit replacement water requirements...	WSEO	Official Files	Yes	
	Baseline Well List (Annual # of Active Wells)	Exhibit 10	313		NPDC	Official Files	Yes	Annual
	New Irrigation Wells (Annual # of Active Wells)	Exhibit 10	317		WSEO	Official Files	Yes	Annual
	Estimated Amount of GW Pumped	Exhibit 10	317		WSEO	Official Files	Yes	Annual
	Survey of basic parameters	Exhibit 10	318		NPDC	Official Files	No	5 years
	Trigger Days Spreadsheets	Exhibit 10	318	BOR	Official Files	Yes	Annual	
	Torrington Weather Station Data	Exhibit 10	319	HPRCC	HPRCC	Yes	Ongoing	
<b>Exhibit 11</b>								
	Adjudicated Surface Water Right in Triangle	Exhibit 11	346	B.3 b.ii. The average irrigation efficiency and time period for replacement will be reviewed at least once every five years and maybe modified by the NPDC	WSEO	Official Files	Yes	Once
	Monthly reports of SW Diversions	Exhibit 11	345		WSEO	Official Files	Yes	Monthly
	Monthly reports of replacement water	Exhibit 11	345		WSEO	Official Files	Yes	Monthly

**North Platte Decree Committee (NPDC)**  
**Repository of Documents Protocol**  
As Revised October 22, 2015

## **V. Document Archival**

The official NPDC Repository will be changed from hard copy files to an electronic only format in accordance with Section II. NPDC Official Repository of Documents. All hard copy files that have been electronically stamped with a date prior to January 2014, will be purged by the Nebraska DNR on or after June 1, 2016. Official NPDC hard copy records for 2014 and 2015 will be purged by the Bureau of Reclamation on or after June 1, 2016. Beginning on January 1, 2016, official hard copy files that have been electronically stamped will be collected by the NPDC Chair and then purged biannually on or after the June 1<sup>st</sup> immediately following the end of that Chair's term.

## **VI. Background on New Database Format**

In 2012, Nebraska DNR staff identified discrepancies between NPDC electronic database and hard copy files provided by NPDC members. In addition, different versions of the database existed between NPDC members. Nebraska DNR reviewed alternatives to existing desktop Microsoft Access database. Based on cost and ease of database migration from existing Microsoft Access database, the chosen alternative was web-based Microsoft SharePoint.

For the first step, the NPDC database was rebuilt in an Access 2010 web database. The primary purpose of rebuild was to allow use of SharePoint lists as data tables. SharePoint is a web application platform that supports Access data tables. SharePoint lists are stored on a SharePoint website and are "linked" to the local or client database. As the lists are updated (i.e. database updated) either via the client database or on the web version of the database, the lists are synchronized with all other client copies of the database. With the requirement of login credentials and the synchronization feature, the possibility of multiple database versions will no longer be an issue.

The new database format was proposed to the NPDC Chair at the April 2015 meeting. After conceptual approval by NPDC in April 2015, OFSC members have worked on updates to the Repository of Documents Protocol to reflect the new database format.

**Attachment A – NPDC Repository File Folder Index**

**Attachment A – NPDC Repository File Folder Index**

## Attachment A – NPDC Repository File Folder Index

## Folder Index

Attachment A - NPDC Repository File Folder Index

FolderID	FolderTitle	FilingNotes
F001.0	F001.0 - Index	Index to the Official NPDC files
F001.1	F001.1 - File Review Log	File Review Log (log of persons reviewing the repository of documents – Date, Time, Name, Organization)
F010.0	F010.0 - **Divider - Final Settlement Stipulation	Final Settlement Stipulation (Proposed Joint Settlement)
F010.1	F010.1 - Final Settlement Stipulation: Copy of November 13, 2001 FSS	Copy of November 13, 2001 FSS
F010.2	F010.2 - Final Settlement Stipulation: Revisions of NPDC procedures (Exhibits 2 - 15) and log of changes	Revisions: Most current version of NPDC procedures (Exhibits 2-15) and a log of changes
F010.3	F010.3 - Final Settlement Stipulation: Old versions of NPDC procedures (Exhibits 2 - 15)	Older versions of NPDC procedures (Exhibits 2-15)
F020.0	F020.0 - **Divider - Appendix A - Modified North Platte Decree	
F020.1	F020.1 - Appendix A - Colorado Acreage Reports	Colorado Acreage Reports, sub folders by year in the paper files
F020.2	F020.2 - Appendix A - Wyoming Consumptive Use Reports	Wyoming Consumptive Use Reports, sub folders by year in the paper files
F020.3	F020.3 - Appendix A - Wyoming Acreage/Reservoir Reports	Wyoming Acreage/Reservoir Reports, sub folders by year in the paper files
F030.0	F030.0 - **Divider - NPDC Business: Appendix G - North Platte Decree Committee Charter	
F030.1	F030.1 - NPDC Business: Proposed agenda and final minutes with attachments	Proposed agenda and final minutes with attachments, sub folders by meeting date in the paper files
F030.2	F030.2 - NPDC Business: General Correspondence	General Correspondence, sub folders by year in the paper files
F030.3	F030.3 - NPDC Business: Dispute Resolution	Dispute Resolution, sub folders by individual case in the paper files
F030.4	F030.4 - NPDC Business: Financial Agreements / Records	Financial Agreements/Records
F030.5	F030.5 - NPDC Business: NPDC Representatives' Mailing Addresses:	NPDC Representatives' Mailing Addresses: Exhibit 1, update as necessary
F040.0	F040.0 - **Divider - Basin Electric: Exhibit 3 – Water Administration of the Lower Laramie River System Relating to Basin Electric Power Cooperative's Water Rights	
F040.1	Basin Electric and Lower Laramie Water Administration	Basin Electric/Lower Laramie Water Administration
F050.0	F050.0 - **Divider - Acreage Mapping and Hydrologically Connected Wells: Exhibits 4 and 12 – Procedure for Administration Upstream of Guernsey Reservoir and In the Lower Laramie River Basin	Revisions found in revisions folder; correspondence in NPDC or Subcommittee Folder

Tuesday, January 30, 2007

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## Attachment A – NPDC Repository File Folder Index

FolderID	FolderTitle	FilingNotes
F050.1	F050.1 - Exhibit 4: Base Map Listing	Base Map Listing, remarks field should give reference to where the paper basemaps are stored
F050.2	F050.2 - Exhibit12: Base Map Listing	Base Map Listing, remarks field should give reference to where the paper basemaps are stored
F060.0	F060.0 - **Divider - Allocation Year: Exhibit 5 - Procedure for Administration Upstream of Guernsey Reservoir During Allocation Years	Revisions found in revisions folder; correspondence in NPDC or Subcommittee Folder
F060.1	F060.1 - Exhibit 5: Allocation Year - Correspondence and reports	Allocation Year: Correspondence and reports, sub folders by year in the paper files
F060.2	F060.2 - Exhibit 5: Allocation Year - Main stem diversions between Pathfinder and Guernsey	Main stem diversions between Pathfinder and Guernsey, sub folders by year in the paper files
F070.0	F070.0 - **Divider - Consumptive Use: Exhibit 6 - Procedure for Consumptive Use Accounting	Revisions found in revisions folder; correspondence in NPDC or Subcommittee Folder; Exhibit B Data Collection (backup copies of access, excel or other data files on CD/DVD etc should be kept in these folders with a reference in the remarks field stating that the data is also stored in its own place and telling where it is stored)
F070.1	F070.1 - Exhibit 6: Consumptive Use - Climate Data	Climate Data
F070.2	F070.2 - Exhibit 6: Consumptive Use - Irrigation Inventory	Irrigation Inventory
F070.3	F070.3 - Exhibit 6: Consumptive Use - Diversion Data	Diversion Data
F070.4	F070.4 - Exhibit 6: Consumptive Use - Water Balance Study Sites	Water Balance Study Sites
F080.0	F080.0 - **Divider - Negative Natural Flow: Exhibits 7 to 9 - Procedures to Eliminate Negative Natural Flow Upon Occurrence, for Reservoir Storage Right Evaporation Losses and for River Carriage Losses	
F080.1	F180.1 - Exhibit 7: Negative Natural Flow	Studies/data regarding Negative Natural Flow
F090.0	F090.0 - **Divider - Storage Evaporation/River Carriage Loss	Procedures for reservoir storage right evaporation and for river carriage losses - studies/data
F090.1	F090.1 - Exhibit 8: Storage Evaporation Losses	Studies/data regarding Storage Evaporation Losses
F090.2	F090.2 - Exhibit 9: River Carriage Losses	Studies/data regarding River Carriage Losses
F100.0	F100.0 - **Divider - Exhibit 10: Procedure for Whalen Diversion Dam to the State Line Reach Administration of Irrigation Ground Water Rights	Baseline Wells: Exhibit 10 - Procedure for Whalen Diversion Dam to the State Line Reach Administration of Irrigation Ground Water Rights – Revisions found in revisions folder; correspondence in NPDC or Subcommittee Folder
F100.1	F100.1 - Exhibit 10: Baseline Wells List	Baseline Wells List
F100.2	F100.2 - Exhibit 10: Active report for wells in triangle area	Active report for wells in triangle area
F100.3	F100.3 - Exhibit 10: Pumpage report of active wells	Pumpage report of active wells

Tuesday, January 30, 2007

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## Attachment A – NPDC Repository File Folder Index

FolderID	FolderTitle	FilingNotes
F100.4	F100.4 - Exhibit 10: 5 year data collected on parameters used to estimate replacement water requirements	5 year data collected on parameters used to estimate replacement water requirements
F100.5	F100.5 - Exhibit 10: Annual Trigger days report & Data	Annual Trigger days report & Data
F100.6	F100.6 - Exhibit 10: Torrington Weather Station Data	Torrington Weather Station Data
F100.7	F100.7 - Exhibit 10: Five year review of replacement water requirements	Five year review of replacement water requirements
F110.0	F110.0 - **Divider - Exhibit 11: Procedure for Whalen Diversion Dam to the State Line Reach Administration of Surface Water Rights from Tributaries and Drains	Revisions found in revisions folder; correspondence in NPDC or Subcommittee Folders
F110.1	F110.1 - Exhibit 11: Surface water adjudications list	Surface water adjudications list
F110.2	F110.2 - Exhibit 11: Monthly Reports for irrigation season	Monthly Reports for irrigation season
F120.0	F120.0 - **Divider - Exhibits 13 - 15: Procedure for Reporting Post 2000 Irrigation Wells Within Wheatland Irrigation District; New Municipal, Industrial, and Export Permits; Permits for New Dams, Enlargements or Groundwater Recharge Projects	Revisions found in revisions folder; correspondence in NPDC or Subcommittee Folders
F120.1	F120.1 - Exhibit 13: Wheatland Irrigation District Pumpage Reports	Wheatland Irrigation District Pumpage Reports
F120.2	F120.2 - Exhibits 13 - 15 Monthly Reports	Exhibits 13, 14 & 15 Monthly Reports
F130.0	F130.0 - **Divider - Subcommittees	Applies to all Subcommittee Folders: Something the SC submits to the NPDC or correspondence between SC members that is CC'd to the NPDC Chairperson, unless either are submitted via an attachment to meeting minutes, then they will be filed with the minutes only.
F130.1	F130.1 - Subcommittee: By-Laws Ad Hoc (BLSC)	Same as above except copy of the By-laws kept here in addition to the copy found as an attachment to the minutes.
F140.1	F140.1 - Subcommittee: Control Crest (CCSC)	same as above
F150.1	F150.1 - Subcommittee: Groundwater Wells (GWWSC)	same as above except copy of the procedures written for the processing of hydrologically connected well permits and the green area maps
F160.1	F160.1 - Subcommittee: Official Files Ad Hoc (OFSC)	same as above
F170.1	F170.1 - Subcommittee: Consumptive Use (CUSC)	same as above
F180.1	F180.1 - Subcommittee: Finance (FSC)	same as above

**Attachment B – Sample of Processed NPDC Document**

**Attachment B – Sample of Processed NPDC Document**

Attachment B – Sample of Processed NPDC Document



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DAVE FREUDENTHAL  
GOVERNOR

PATRICK T. TYRRELL  
STATE ENGINEER

October 5, 2004

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U.S. Bureau of Reclamation  
PO Box 1630  
Mills, WY 82644-1630

Mr. Hal D. Simpson, State Engineer  
Colorado Division of Water Resources  
1313 Sherman Street, Room 818  
Denver, CO 80203

Mr. Roger Patterson, Director  
Department of Natural Resources  
PO Box 94676  
Lincoln, NE 68509-4676

RE: Proposed Agenda – Fall 2004 North Platte Decree Committee (NPDC) Meeting

Gentlemen:

Enclosed is the proposed agenda for the Fall 2004, NPDC meeting. The meeting will be held Tuesday, October 19, 2004, in the Rendezvous Center, Goshen County Fairgrounds in Torrington, Wyoming. The meeting will start at 10 a.m. Mountain Time.

Sincerely,

Patrick T. Tyrrell  
Chair, North Platte Decree Committee

Enclosure: Proposed Agenda for October 19, 2004 NPDC meeting

cc: Mr. Patrick T. Tyrrell, Wyoming State Engineer  
Mr. Ken Knox, NPDC Alternate (Colorado)  
Mr. Randy Tullis, NPDC Alternate (Wyoming)  
Ms. Ann Bleed, NPDC Alternate (Nebraska)

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**Attachment C – NPDC Repository Database User’s Guide**

**Attachment C – NPDC Repository Database User’s Guide**

## Attachment C – NPDC Repository Database User’s Guide

### Background on New Web-Based NPDC Database

DNR staff determined that discrepancies existed between the NPDC database and the official hard copy files. A hard copy file review was conducted to compare the official files with database records and discrepancies were noted and recorded. A variety of options were considered and the selected solution was a web-based database supported by Microsoft SharePoint.

SharePoint was chosen due to its low monthly cost and continuity with the existing database format. To maintain continuity between existing official database, the new database was rebuilt in Access 2010 web database. The primary purpose of this rebuild was to allow use of SharePoint lists as data tables.

SharePoint sites are comprised of a collection of pages, site templates, lists, and libraries. Lists and libraries have the same properties and could be considered similar to a database table. SharePoint lists are stored on the SharePoint site and are “linked” to the local or client database. The web-based repository can be accessed in web form or downloaded through the SharePoint site for a client (local user) version.

Traditional use of the repository database involved copying database to the end user’s computer but numerous versions could theoretically exist. To ensure that only one copy of the official repository database exists, the SharePoint version of the database requires a single set of login credentials to match a single version of the database. As the lists are updated in SharePoint (i.e. database updated) either via the client database or on the web version of the database, the lists are synchronized with all other client copies of the database. This ensures that only one version of the database exists.

As described above, the user can access the database in web-form or in a client version. The recommended user format of the database is the client version. The web-based version (found on SharePoint site as “NPDC Document Database”) can be used but it has limited functionality. A client version can be downloaded through the Site Mailbox in the SharePoint site. The login credentials for the client version are the same as below.

The final element of new online database is the email integration. By using the SharePoint Site Mailbox, the user can review emails and attachments to determine relevance and process the emails and attachments accordingly (e.g. draft documents, official documents, and unofficial documents). Email address is: SMO-NPDCDocumentDatabase@NPDC000.onmicrosoft.com. This address can be abbreviated as "NPDC Database" in user email contacts. Manual integration of emails and attachments is still required. Due to guidelines of NPDC Database Protocol, official NPDC stamping is required and subsequent scanning is necessary. Emails will be reviewed in Site Mailbox. Relevant emails and attachments will be printed, stamped, scanned, and data will be entered into the online database. After data entry, the document will be filed in the official files.

## Attachment C – NPDC Repository Database User’s Guide

### I. Getting Started

The first step in the process is to login to the SharePoint website through an internet browser (Figure I.1)

The URL and login credentials are listed below:

https://npdc000.sharepoint.com

User name: [user@npdc000.onmicrosoft.com](mailto:user@npdc000.onmicrosoft.com)

Password: Npdc@123 or Npdc@456  
(SharePoint requires password change occasionally)

In Figure I.2 below, the NPDC SharePoint homepage is displayed. From this homepage, select “NPDC Document Database Forms” to get to the web-based version of the database (Figure I.3). The web-based version is not the preferred format for use but it will work for document browsing, some query processes, and committee membership lists.



Figure I-1

Sign in with your work or school account

Keep me signed in

Sign in

[Can't access your account?](#)

Don't have an account assigned by your organization?

[Sign in with a Microsoft account](#)

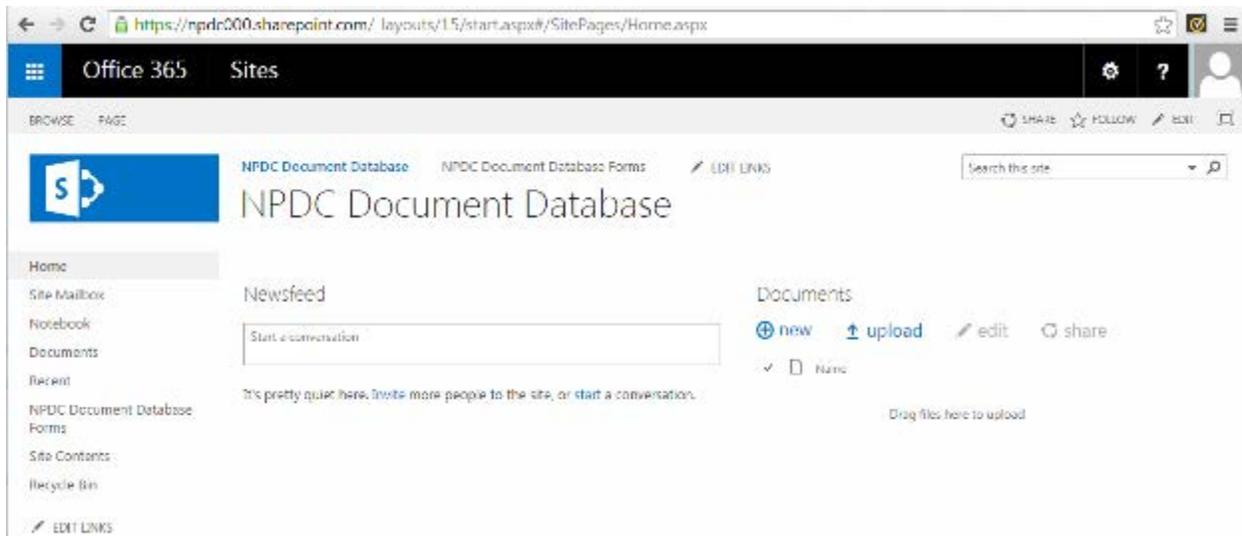
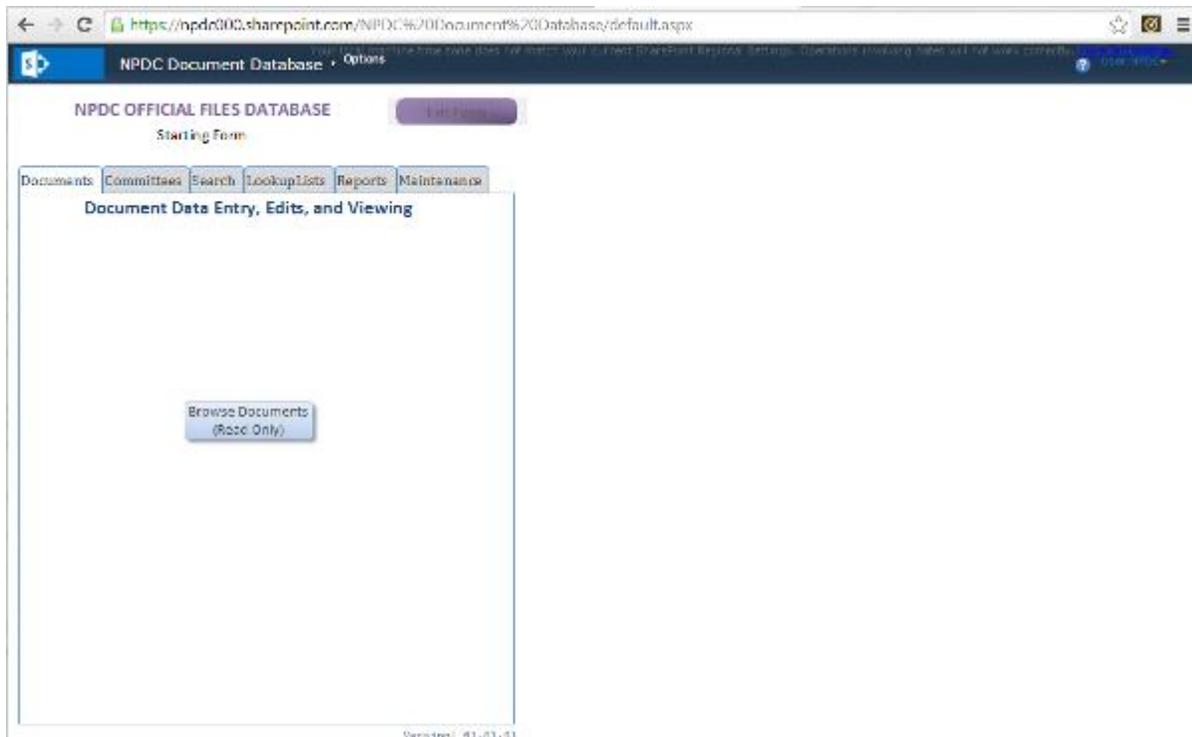


Figure I-2: NPDC Database Homepage

## Attachment C – NPDC Repository Database User’s Guide



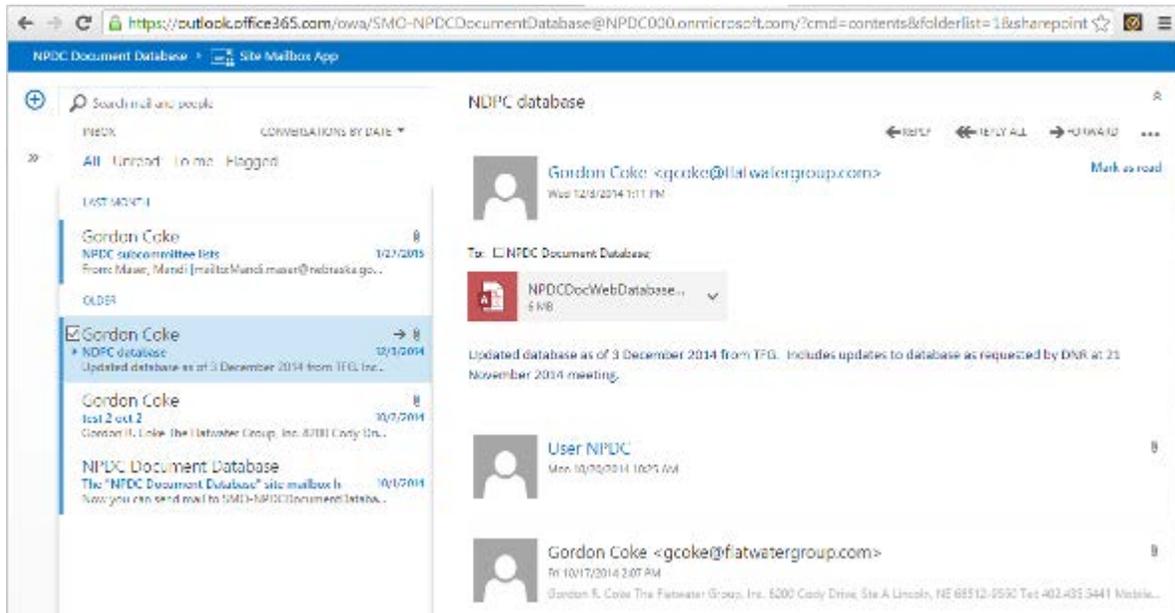
**Figure I-3**

The web-based version Starting Form is displayed in Figure I.3. The various tabs on the web-based Starting Form will be described with more details in Section II.

Back on the database homepage (Figure I.2), select “Site Mailbox” to gain access to the SharePoint Mailbox (address: ***SMO-NPDCDocumentDatabase@NPDC000.onmicrosoft.com***). The Site Mailbox is displayed in Figure I.4. The mailbox contains a downloadable Access database version of the repository database as an email attachment. Annually, a current version of the database will be resent to the email address above. But because there is only one version of the database and it uses the same login credentials that sync between the web-based version and the client version, downloading the version from 3 December 2014 (Figure I.4) will include the official repository. By downloading a client version, users will have much more flexibility and access to more features of the repository database.

To reiterate, there is one single NPDC repository database. But it can be accessed with the same login credentials in a web-based form or client version. The following sections of this user guide outline these two different access methods to the NPDC repository database.

## Attachment C – NPDC Repository Database User’s Guide

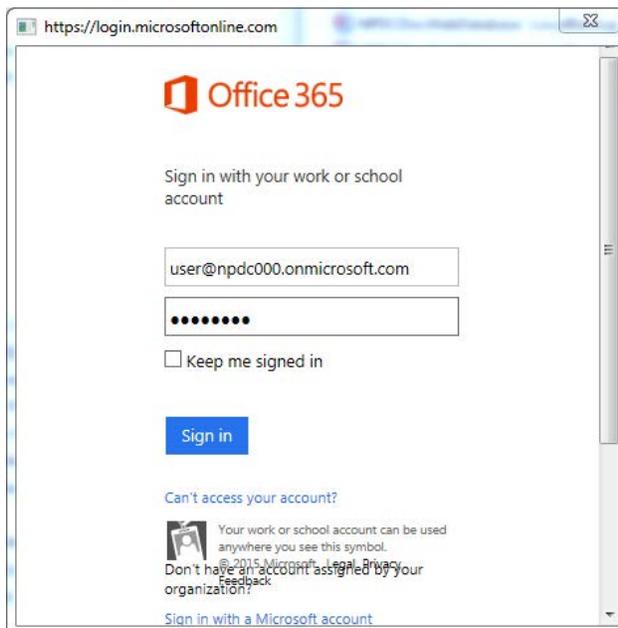


**Figure I-4**

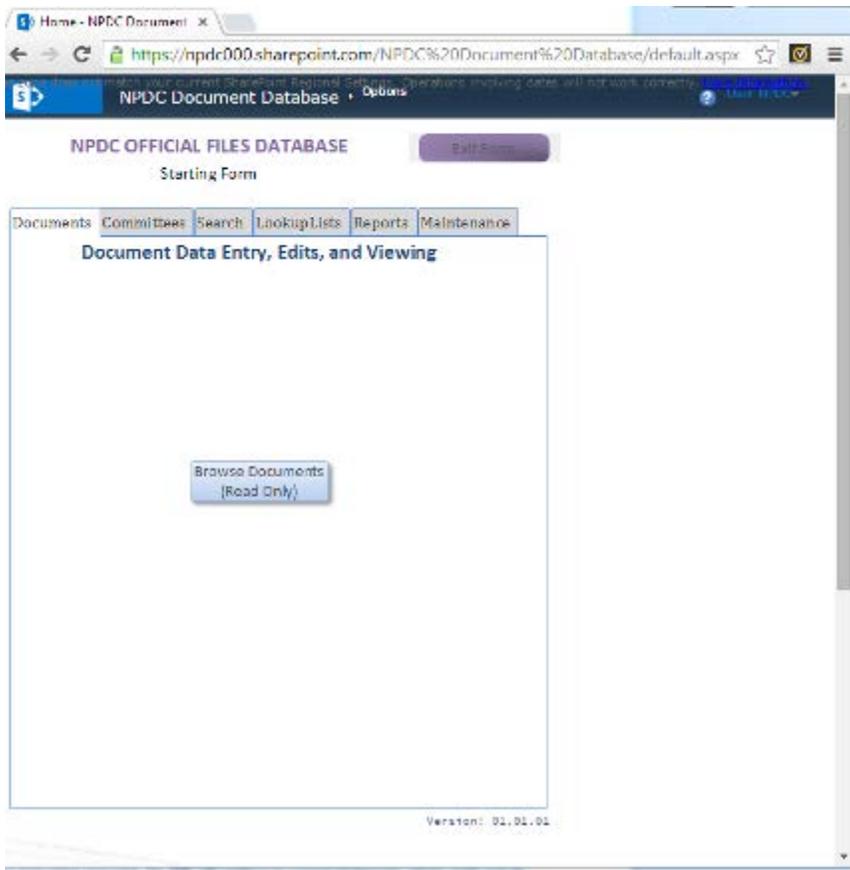
Once the database is downloaded, open the Access file. The user will be prompted by the Office 365 access page shown in Figure I.5. The login credentials are as follows and the same as described in Figure I.1.:

Username: [user@npdc000.onmicrosoft.com](mailto:user@npdc000.onmicrosoft.com)

Password: Npdc@123 or Npdc@456 (SharePoint requires password change occasionally)



**Figure I-5**

**Attachment C – NPDC Repository Database User’s Guide****Figure I-6**

This user’s guide will now split into two sections for the repository database. In section ***II. Database Browsing-Web Form***, the user’s guide will focus on the web-based version and then ***III. Data Entry-Client Version*** will include the existing database user guide as adopted in 16 October 2007.

## Attachment C – NPDC Repository Database User’s Guide

### II.A. Database Browsing - Web Form

At the following URL <https://npdc000.sharepoint.com> , with login credentials defined on page C-5, the Starting Form will automatically load and will be displayed as Figure I-6.

From the Starting Web Form, six different tabs exist: Documents, Committees, Search, LookupLists, Reports, and Maintenance. These six tabs represent the major sections of the originally adopted repository database and constitute the migration to the web-based version. The migration was not seamless due to issues between different versions of Access and the list and libraries of SharePoint. The fact that the web-based version is not a full-version of the client version is further evidence that most database work should be conducted in the Client Version. The web-based form version should be used primarily for database browsing.

#### Documents Tab

The Documents tab allows user to browse documents in the database. By entering a number in the “Go to Doc Number” box, the user can retrieve documents from the database. Figure II.A.2 shows the result for a search for Document ID 100. In addition to searching by document ID, the user can filter the database by Folder by selecting the drop down arrow in the “Filter by Folder” box.

The screenshot shows a web browser window titled "DocumentEdit Web mainForm" with a sub-header "Document Viewer (Read Only)". The form contains the following fields and controls:

- Go To Doc Number:** A text box containing the value "100".
- Filter by Folder:** A dropdown menu showing the value "1".
- Document ID:** A text box containing "100".
- EntryDate:** A text box containing "12/20/2003".
- Document Date (mm/dd/yyyy):** A text box containing "12/8/2003".
- Received Date (mm/dd/yyyy):** A text box containing "12/8/2003".
- To:** A dropdown menu showing "John H. Lawson, Area Manager, WY".
- From:** A dropdown menu showing "John H. Lawson, NPDC Chair".
- Folder ID:** A dropdown menu showing "F030.1 - NPDC Business: Proposed agenda and...".
- Subject:** A text box containing "Final Minutes of the October 28, 2003, North Platte Decree Committee (NPDC) Meeting".
- Keywords Lookup:** A dropdown menu showing "GWWSC, FSC, OFSC, CUSC, BLSC, Torrington Wε".
- LastChgDate (mm/dd/yyyy):** An empty text box.
- Remarks:** An empty text box.
- Document PDF:** A text box containing the URL <https://npdc000.sharepoint.com/PDF/Location/Doc000100.pdf>.

At the bottom of the form, there are four buttons: "Save Edits" (green), "Delete Record" (red), "Specific Folder Notes" (blue), and "All Folder Notes" (blue). A status bar at the very bottom indicates "Record 1 of 1".

Figure II.A.1

#### Committees Tab

## Attachment C – NPDC Repository Database User’s Guide

The Committees tab retrieves records for NPDC Representatives, NPDC Alternates, and SubCommittee Members. The web form for NPDC Representatives and NPDC Alternates is displayed in Figure II.A.2.

NPDCRepsForm Web

**NPDC Representatives**

ID: 1 Type: Representative

Name: John H. Lawson, Area Manager, WYAO Address: Bureau of Reclamation, Wyoming Area Office

Beginning Date: (mm/dd/yyyy) 11/1/2001

Ending Date: (mm/dd/yyyy)

Delete Record

Record 1 of 10

**Figure II.A.2**

For the SubCommittee Members form, there are eight categories of subcommittees. They are listed as individual buttons on the web form and also in the drop down menu for “SCName”. Figure II.A.3 displays the Subcommittee Members Form.

NPDC OFFICIAL FILES DATABASE

Starting Form

Documents Committees Search Lookup Lists Reports Maintenance

Representatives and Subcommittee Members

NPDC Representatives

NPDC Alternates

SubCommittee Members

Bylaws Consumptive Use Control Crook

Finance Replacement Water Official Files

Groundwater Stateline Gage

SubCommitteeForm web

**Subcommittee Members Form**

ID: 47 SCName: Replacement Water Subcommittee

Name: Jennifer J. Schellpeper, NE-DNR Address: Nebraska Department of Natural Resources301

Beginning Date: (mm/dd/yyyy) 10/1/2006

Ending Date: (mm/dd/yyyy)

Delete Record

Record 1 of 7

Version: 01\_01\_01

**Figure II.A.3**

## Search Tab

## Attachment C – NPDC Repository Database User’s Guide

The web-based version allows the user to search for records with a specific document date or date range, text, folder ID, and subject. The keyword search option is not available in web-based version. Figure II.A.4 displays the Search tab format.

Figure II.A.4

### Lookup Lists

The Lookup list of tables has limited functionality in the web-based version. The lookup tables are best accessed in the client version. The lookup lists include Names, Addresses, SubCommittees, and Keywords. Figure II.A.5 displays the Lookup Lists tab in the web-based Starting Form.

### Reports

The Reports tab does not function in the web-based version.

### Maintenance

The Maintenance tab is also a placeholder tab and does not function. The client version should be used for any maintenance actions.

Figure II.A.5

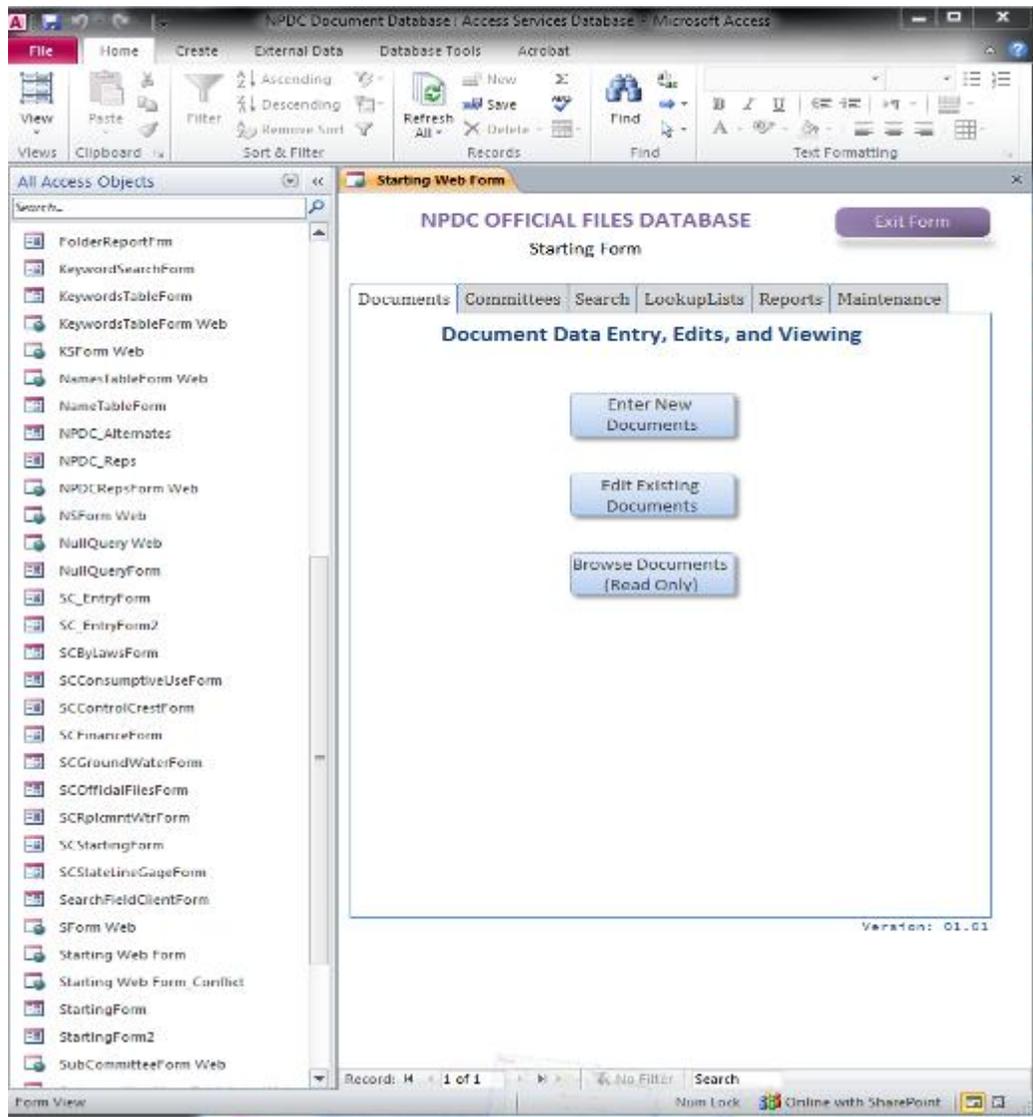
Version: 01.01.01

## Attachment C – NPDC Repository Database User’s Guide

### II.B. Data Entry – Client Version

Once logged into the repository database, select “Starting Web Form” if it doesn’t open automatically. By selecting this form in the client version, all functions can be used that were not available in the web-based version as outlined in section II.A.

The following Form name is “Starting Web Form” and it is Figure II.B-1.



**Figure II.B.1**

The database format that was originally designed in Access for data entry as client version is preserved in the “StartingForm” in the left column of Figure II.B. But this database form is not fully functional with new SharePoint based database. Therefore, the “Starting Web Form” should be opened (Figure II.B-2).

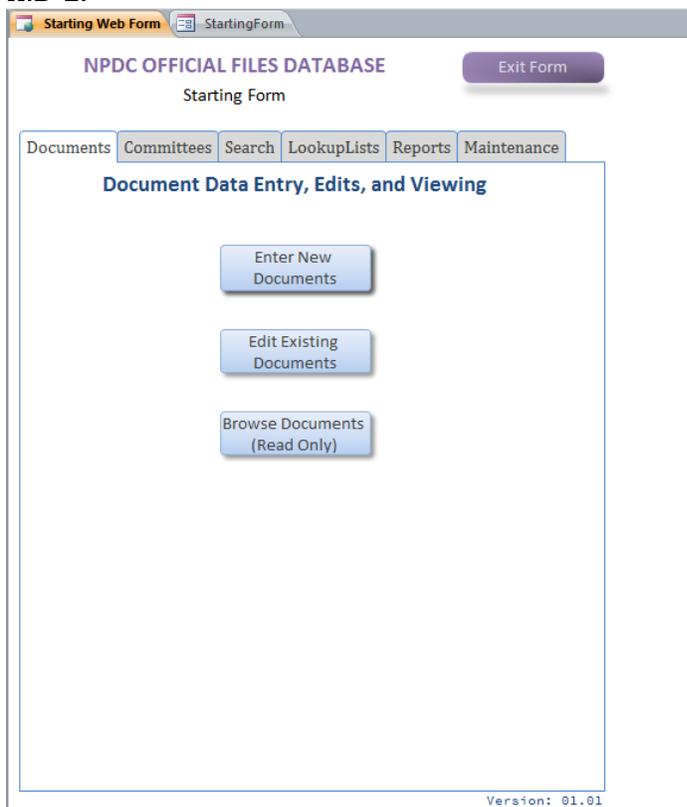
## Attachment C – NPDC Repository Database User’s Guide

This starting form provides customized data entry and management tools for the NPDC Database, and from this menu, you can opt to perform the following functions:

1. Document entry, editing, and viewing
2. Searches by subject field, folder selection, keyword, and date
3. NPDC Representatives, NPDC Alternates, and Subcommittee lists viewing and editing
4. Names and keywords lists viewing and editing
5. Date problem queries, null queries, and duplicate date report, for database maintenance
6. Generate reports on documents
7. Upload PDF files to the NPDC SharePoint library
8. Other Reports

For now, we will focus on data entry.

The “Enter New Document” button is located under the “Documents” tab. Please see Figure II.B-2.



**Figure II.B-2**

When you are ready to enter a record, press “Enter New Documents” button and a blank record will appear (Figure II.B-3).

## Attachment C – NPDC Repository Database User’s Guide

The screenshot shows a web browser window titled "Document Editor". At the top, there is a "Go To Doc Number:" field and a "Filter by Folder:" dropdown menu set to "F030.5". The main form area contains several input fields:

- Document ID: [ ]
- Folder ID: [ ]
- EntryDate: 3/11/2015
- Subject: [ ]
- Document Date (mm/dd/yyyy): [ ]
- Keywords Lookup: [ ]
- Received Date (mm/dd/yyyy): [ ]
- LastChgDate (mm/dd/yyyy): [ ]
- To: [ ]
- From: [ ]
- Remarks: [ ]
- Document PDF: <https://theflatwatergroup.sharepoint.com/sites/NPDCWeb/PDFDocs/Documents/>

At the bottom of the form, there are four buttons: "Save Edits" (green), "Delete Record" (red), "Specific Folder Notes" (blue), and "All Folder Notes" (blue). The status bar at the very bottom indicates "Record: 1527 of 1527" and "No Filter".

**Figure II.B-3**

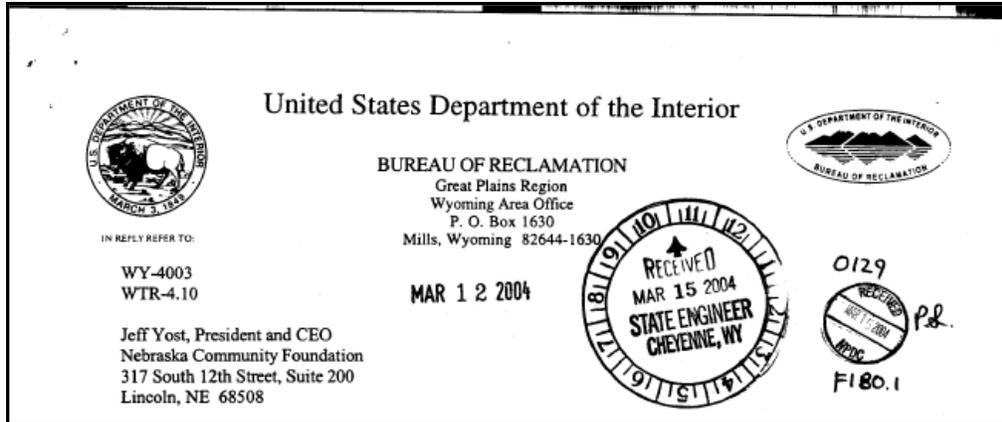
As you will notice, there are many blank fields. There are 7 or 8 fields that need to be entered: Document Date, Received Date, Folder Code, To, From, Subject, Electronic Document, and in some cases, Keywords. Please note that the Document ID, as well as the rest of the information in the orange box at the top left-hand corner of the data entry form, will be populated automatically as you enter data.

As you become more comfortable with data entry in the NPDC database, you will find that data can be entered in any order you wish. But, for the purposes of this booklet, we will walk through each step from top to bottom as they appear on the database entry form.

### Document Date/Received Date

To begin with, we will enter the document date and received date. Please note that these are generally two different dates. Please refer to the example in Figure II.B-4.

## Attachment C – NPDC Repository Database User’s Guide



**Figure II.B-4**

On this letter, the “Document Date” is March 12, 2004 and the “Received Date” is March 15, 2004. While many documents have “Received” stamps, many do not. In the case that there is no “Received” date, please use the date on the document in both the “Document Date” and the “Received Date” fields.

When you have distinguished between the document date and the received date, proceed to enter the date(s) in the spaces provided. Click on the arrow next to the “Document Date” field and a calendar will drop down, as in Figure II.B-5.

**Figure II.B-5**

Select the month and year from the drop down menus, and click on the correct date on the calendar. Repeat the process to populate the Received Date field. The calendar should automatically disappear once the date has been selected.

### Folder Code

The Folder Code will correspond with the “FolderID” from the Folder Index (Attachment A). The appropriate folder code should be on the tab of the colored folder the paper document is in. It may be necessary to consult Attachment A (the filing notes column can be especially

## Attachment C – NPDC Repository Database User’s Guide

helpful in determining a file code) to determine the proper folder for the document. You can pull up the same information found in Attachment A in the database. On the “Reports” tab in the “Starting Web Form”, select “Folder Index” button. A portion of the Folder Index Report can be found in Figure II.B-6

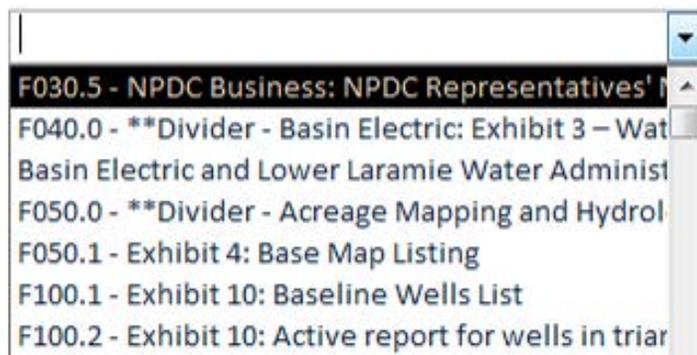


Folder ID	Folder Title	Filing Notes
F001.0	F001.0 - Index	Index to the Official NPDC files
F001.1	F001.1 - File Review Log	File Review Log (log of persons reviewing the repository of documents – Date, Time, Name, Organization)
F010.0	F010.0 - **Divider - Final Settlement Stipulation	Final Settlement Stipulation (Proposed Joint Settlement)

**Figure II.B-6**

You may also search the database for a subject line to help you determine the proper filing location

When the Folder Code has been determined, proceed to enter it in the database (See Figure II.B-7). Beneath the “Document ID” field and above the “To” field, you will find the “Folder Code” field and a drop down menu. Click the arrow to populate the list of Folder Codes:



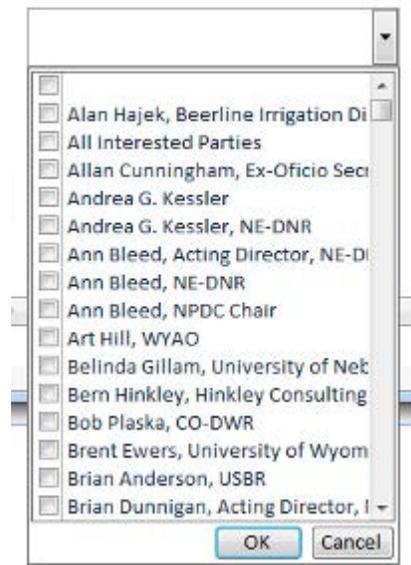
**Figure II.B-7**

Select the correct folder code from the drop-down list.

### To and From Fields

The “**To**” field is easily populated by using the Multiple Selection Box. By clicking anywhere in the “To” field, or on the arrow next to the “To” field box, you can bring up the list of names, which will appear on the right side of the screen (Figure II,B-8). Once the Multiple Selection Box is open, you can select multiple names (if needed) by holding down the ctrl button while clicking on the names. Please see Figure II.B-8.

## Attachment C – NPDC Repository Database User’s Guide



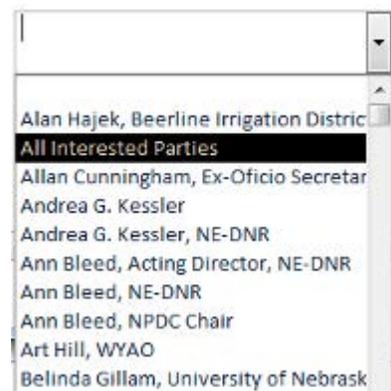
**Figure II.B-8**

When you have selected the name(s) of the recipients, click “OK,” and the name(s) you have selected will appear in the “To” field.

**Tip:** Do not enter individuals that receive a copy of the document via courtesy copy (cc) in the “To” Field.

The “To” field can only hold 255 characters, and will give an error message if too many characters are selected for entry. If this happens, select names until 255 characters are entered, and put the additional recipients in the “Subject” field.

The “**From**” Field is similar to the “To” Field. However, you may not select multiple names. Simply click the arrow to display the drop-down menu and select a name. Refer to Figure II.B-9.



**Tip:** If there is no recipient or sender, select “N/A” in the contact list.

**Figure II.B-9**

Additions to the names list can be made using the “Edit Names Table” command button, see section

### Subject Field

The “Subject” Field is found below the “To” field and above the “Remarks” field on the data entry form.

If there is no subject line on the document, read through it and try to determine the general purpose or idea of the document. If you cannot determine it, consult Jennifer Schellpeper.

## Attachment C – NPDC Repository Database User’s Guide

There is no drop-down menu for the “Subject” Field; you must type it in yourself. It is important to avoid typos in this field; it is used frequently for searches.

Here is an example of a completed “Subject” field:



Select Keyword or Type in Search Word:

**Figure II.B-10**

### Keywords Field

Generally, the “Subject” Field is used in searches. Sometimes, however, the “Keyword” Field is also useful. The “Keywords” Field is generally used when dealing with minutes and agendas. In these cases, read through the minutes and agendas, noting key items. Please see Addendum 1 for Keyword examples in agendas and minutes. The keywords field should be used to supplement the following fields as they are already part of a keyword search: To, From, Subject, Remarks and Folder Title. Therefore, if a keyword is already listed in any of the previously mentioned fields, there is no need to enter it again.

There are a few other cases in which the “Keywords” Field should be used; over time you will develop a feel for what keywords are important.

To populate the “Keywords” Field, click anywhere in the “Keywords” dropdown box. Only one keyword can be selected at a time with SharePoint database.

Figure II.B-11 is an example of how the keywords Multiple Selection Box might look. Press “OK” when all keywords are selected.



Select Keyword :

**Figure II.B-11**

### Electronic Documents

To enter information in this field, you must first prepare the electronic document by:

1. Stamping the document (See section III, page C-18)
2. Scanning the document or utilizing PDF version of document

## Attachment C – NPDC Repository Database User’s Guide

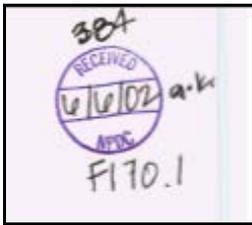
### III. Preparing and Scanning the Document

#### NPDC Stamp

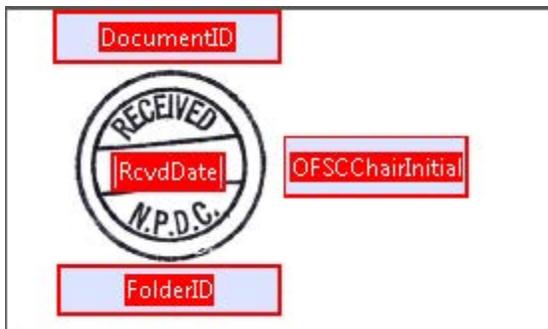
The NPDC Stamp must be applied to all NPDC scanned documents before it is scanned.

**Tip:** If there is not enough room for a stamp on the first page of the document, use a cover page—a blank page with only the NPDC stamp which becomes the first page of the document.

The stamp should include the Document ID, the received date, the folder code, and initials. (Please see the NPDC Repository of Document Protocol p. iii). Please see Figure III-1 for an example of a completed stamp with original manual stamping procedure. Existing hard copy files will include this manual stamp format. Document IDs are a unique value and the user is responsible for determining the next Document ID in the sequence. A Document ID cannot be assigned to more than one record. For Assignment of the Folder Code please refer to Figure II.B-6, page C-14.



**Figure III-1**



**Figure III-2**

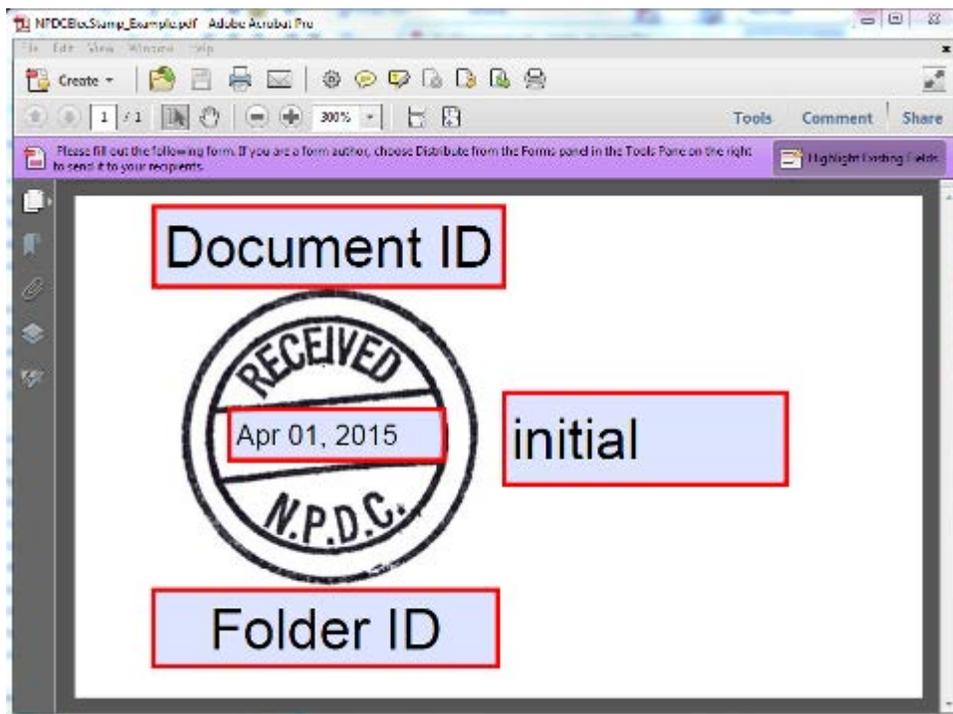
In this example, 384 is the document ID, F170.1 is the folder code, and 6/6/02 is the electronic approved and initialed/signed date. See Figure III-1 and Figure III-2.

**Attachment C – NPDC Repository Database User’s Guide****Electronic NPDC Stamping Procedure**

1. Open email in NPDC SharePoint Site Mailbox with official stamp (see NPDC Repository Document for access to NPDC SharePoint Site Mailbox)
2. Download PDF stamp to end user computer. File titled “NPDCElecStamp\_Example.pdf”
3. Open PDF stamp titled “NPDCElecStamp\_Example.pdf”
4. Populate 3 form fields created in this PDF (Figure III-3)
  - a. Document ID (Top center above “Received NPDC” stamp)

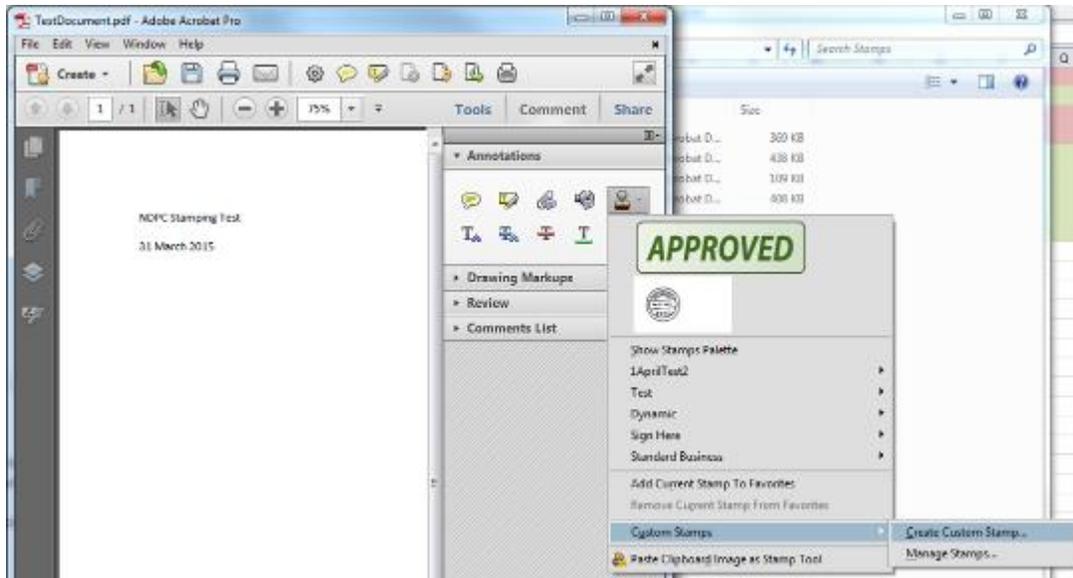
**Folder ID (Bottom center below “Received NPDC” stamp)**

- a. Initial of NPDC Chair or designated appointee (right of stamp)
5. The date field is auto-generated in the center of the stamp.

**Figure III-3**

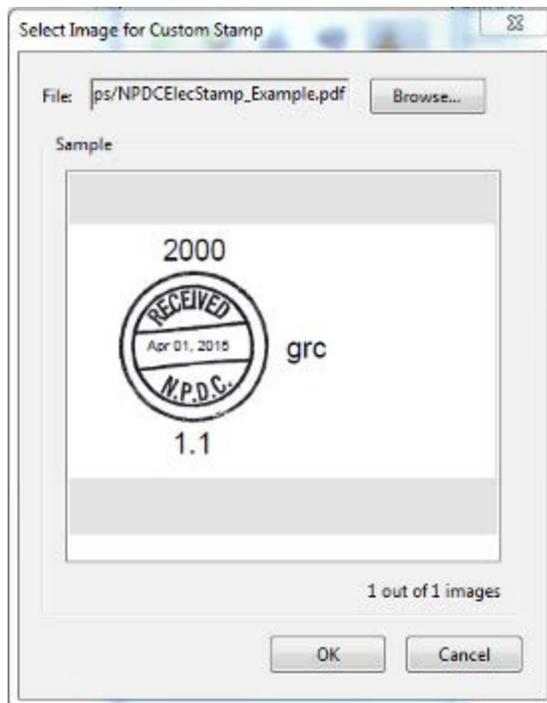
6. Save PDF in same location as downloaded
7. Open official document for stamping (PDF version)
8. Select “Comment” and “Annotations” and choose “Create Custom Stamp” from drop down menu (See Figure III-4).

## Attachment C – NPDC Repository Database User’s Guide



**Figure III-4**

9. Browse to location of “NPDCElecStamp\_Example.pdf” (Figure III-5)

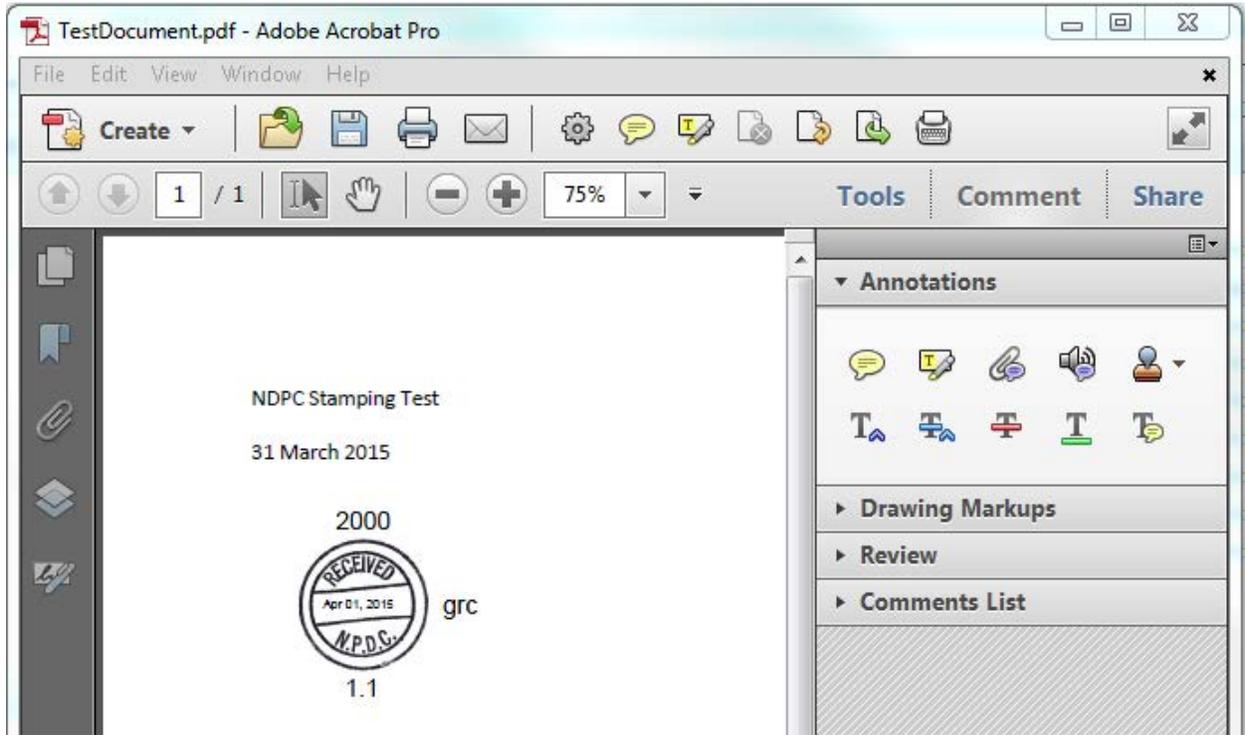


**Figure III-5**

10. Create Custom Stamp. Choose “Standard” category. The particular category is irrelevant.
11. Name the Custom Stamp the same as the document ID.
12. Using same approach as outlined in Step 7 above, choose “Comments” tab and “Annotations” drop-down and then highlight “Standard Business” and choose document ID number of stamp you are placing.

**Attachment C – NPDC Repository Database User’s Guide**

13. Place official stamp on document.



**Figure III-6**

14. Stamp is “flattened” by Acrobat during creation of custom stamp. Therefore, the file cannot be modified by any user.

15. Repeat same steps 4-11 for subsequent documents.

## Attachment C – NPDC Repository Database User’s Guide

### IV. Document Naming and Filing

#### Naming the Document

Before putting a document in the database, it is important to name it correctly. The document should be named: Doc0000ID#. For example, if the Document ID number is 385, the document should be named, “Doc0000385.” Document IDs are unique values for tracking documents in database. A Document ID cannot be assigned to more than one record. The user is responsible for determining the next number in the Document ID sequence.

Another thing to keep in mind is that the document should be saved in PDF format. All electronic documents in the repository should be in PDF format. If the document printing or scanning software does not output PDF documents, you can opt to “print to PDF” or “convert to PDF” after scanning is complete.

### V. Using the NPDC Database

#### V.A. Searches

The screenshot shows a web interface for document searches. At the top, there are navigation tabs: Documents, Committees, Search, LookupLists, Reports, and Maintenance. The 'Search' tab is active. Below the tabs, the title 'Document Searches' is displayed. The interface lists several search options, each with a corresponding button:

- Date Searches:** Search by Date Options: [Date Search]
- Key Searches:** Full Document Text Search: [Text Search]
- Search by Folder ID: [Folder ID Search]
- Search by Keyword in Subject: [Subject Search]
- Search by Keyword in Keyword Field: [Keyword Search]

Figure V-1

#### 1. Folder ID Search

If you would like to go over all the entries in a specific folder, the “Folder IDSearch” is very useful. Like the other searches, Folder Selection Search can be found in the “Searches” tab on the starting screen. When you select this Search, a list of FolderTitles and FilingIDs comes up.

## Attachment C – NPDC Repository Database User’s Guide

In the upper right hand corner, you will find two options. The first one will open all documents in that folder in a listing form, and will not allow edits. The second will be an editable listing form. Please see Figure V-2.



Folder ID	Folder Title	FilingNotes		
F001.0	F001.0 - Index	Index to the Official NPDC files	List of Documents in Folder	Details of Documents in Folder
F001.1	F001.1 - File Review Log	File Review Log (log of persons reviewing the repository of documents – Date, Time, Name, Organization)	List of Documents in Folder	Details of Documents in Folder
F010.0	F010.0 - **Divider - Final Settlement Stipulation	Final Settlement Stipulation (Proposed Joint Settlement)	List of Documents in Folder	Details of Documents in Folder
F010.1	F010.1 - Final Settlement Stipulation: Copy of November 13, 2001 FSS	Copy of November 13, 2001 FSS	List of Documents in Folder	Details of Documents in Folder

**Figure V-2**

## 2. Subject Field Search

One of the most useful ways to find a document in the NPDC database is the “Subject Field Search.” To use this option, select “Subject Search” in the “Searches” tab in the NPDC Database starting screen (See Figure II-1 on page C-4).

You will be asked to enter a subject line search term:

Select Keyword or Type in Search Word:

**Tip:** You don't need to enter the entire subject line in the search; entering a single word or phrase might bear more results.

**Figure V-3**

Select “Search” and a list will be populated.

The search is a “wildcard” search. It assumes any type and/or number of characters occur before and after the search parameter entered. It is not case sensitive. However, whatever is entered must be exact. For instance, if a person’s name is entered with the middle initial, but you do a search with first and last name, but without the middle initial, no results will be shown. Example: Jeffery G. Yost vs. Jeffery Yost.

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### 3. Keyword Search

Compared to the Subject Field Search, the Keyword Search is more general: it searches several fields (To, From, Subject, Remarks, Folder Title, and Keywords). In documents that contain agendas or minutes, the Keyword Search might be more useful. The Keyword Search button is located in the “Searches” box of the starting screen. (See Figure II-1 on page C-4, button 2c). Enter the search term and select “OK.” You will be able to browse through database entries.

This search is also a “wildcard” search. It assumes any type and/or number of characters occurs before and after the search parameter entered. It is not case sensitive. Remember, it not only searches the Keywords field, but also the Folder Title, To, From, Subject, and Remarks fields.

\*\*Note: Being familiar with the list of keywords can help you search the database.

### 4. Date Search (1, 2, and 3)

Another handy search tool is the “Date Search”.

#1 searches a range of dates greater than the document date entered and less than the received date.

#2 searches for the exact values of the document date and the received date.

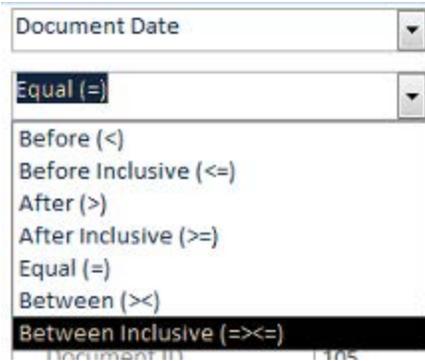
#3 searches a range of document dates.

First, select “Date Search” from the “Search” tab from the main menu. To activate date search, select the drop down arrow in the upper left corner of view box. By clicking “Document Date” you are prompted for the begin and end date.

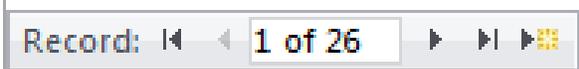
\*\*Note: You must enter the date as mm/dd/yyyy. Refer to Figure V-4.. Figure V-5 shows the variety of document date range parameters that can be searched.

The screenshot shows a search interface with two dropdown menus. The first dropdown menu is labeled 'Document Date' and has a downward arrow. The second dropdown menu is labeled 'Equal (=)' and also has a downward arrow. Below these are two text input boxes. The first is labeled 'Begin Date: (mm/dd/yyyy)' and the second is labeled 'End Date: (mm/dd/yyyy)'. Both text boxes are currently empty.

**Figure V-4**

**Attachment C – NPDC Repository Database User’s Guide****Figure V-5**

Instead of a list, a form will come up. You can scroll through the records using the buttons on the bottom left corner of the database; please refer to Figure V-6.

**Figure V-6**

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**V.B. View & Edit Lists for Document Entry**



Figure V-7

**1. Editing the Names Table**

If you come across a name that cannot be found in the “To” or “From” drop-down boxes, the name will need to be added to the Names Table. To do this, Select, “Edit Names Table” on the Starting Form in the “LookupLists” tab. The “Edit Names Table” will appear. To add a name, scroll to the bottom. The last entry should be blank. You can type a name and the database will automatically assign it a NameID. Please refer to Figure V-8 for an example of this.

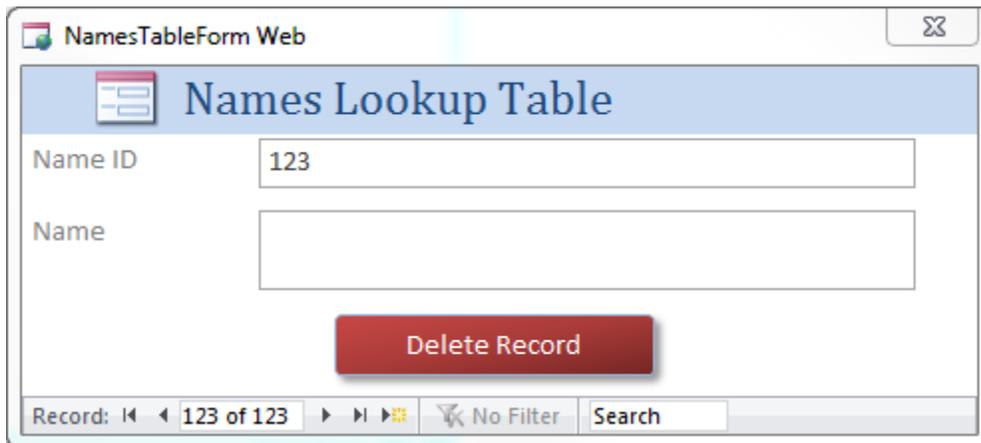


Figure V-8

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### 2. Editing the Keywords Table

The Keywords Table is similar to the Names Table. It can also be found in the box titled “Edit Keywords Table” on the starting screen of the database in the “LookupLists” tab. If you need to use a keyword that is not yet on the Keyword list, press the “Edit Keywords Table” button. A list titled “Editable Keywords Table” will appear. You may scroll to the bottom and use the last entry for the new keyword, to which the database will automatically assign an ID. Refer to Figure V-8 for an example, but note that the Keywords list will contain Keywords while Figure V-8 contains names.

### V.C. Editing, Viewing and Searching Existing Documents



**Figure V-9**

In the “Documents” tab on the starting page of the NPDC Database, you will see three options: “Enter New Documents”, “Edit Existing Documents” and “Browse Documents (Read Only)” .

The “Browse Documents (Read Only)” will allow the user to browse all the records in the database without editing the data. This is a security feature that allows the user to safely view all the documents and not have to worry about accidentally altering the data.

“Enter New Documents” provides a new, blank record, in which the user can begin data entry. Details on using this form are discussed in “Data Entry” Section II (page C-12).

The “Edit Existing Records” option allows the user to edit records that have already been entered in the database. Only use this option if the intent is to edit records. **Do not use this button for document browsing!!** Once “Edit Existing Records” is selected, the user can browse

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records in a couple of ways (See section on Searching for Records using Document ID/Browsing Entries on page C-20).

**Tip:** Entries in the database cannot be deleted, so if an entry is created by mistake and is not needed, use the “Edit Existing Records” option to reuse the entry with new information.

### Searching for Records using Document ID/Browsing Entries

Once the user is in the database (via “Browse Documents (Read Only)”) there are a couple of ways to browse through or search for the documents in the database.

If you are searching for a document and know the Document ID, you can use the search option. Make sure your cursor is in the “Document ID” field and enter the Document ID.

The screenshot shows the 'Document Viewer (Read Only)' interface. At the top, there is a header bar with the title 'Document Viewer (Read Only)'. Below the header, there are two input fields: 'Go To Doc Number:' with an empty text box, and 'Filter by Folder:' with a dropdown menu set to 'F030.5'. The main content area is a form with several fields arranged in two columns. The left column contains: 'Document ID' (105), 'EntryDate' (1/5/2004), 'Document Date (mm/dd/yyyy)' (11/13/2001), 'Received Date (mm/dd/yyyy)' (11/13/2001), 'To' (N/A), and 'From' (Andrea G. Kessler, NE-DNR). The right column contains: 'Folder ID' (F010.1 - Final Settlement Stipulation: Copy of N...), 'Subject' (pdf file of November 13, 2001 Modified North Platte Decree and Final Settlement Stipulation-), 'Keywords Lookup' (Modified Decree, Settlement Stipulation), 'LastChgDate (mm/dd/yyyy)' (empty), 'Remarks' (Appendix A through Appendix F), and 'Document PDF' (https://npdc000.sharepoint.com/PDF/Location/Doc0000105.pdf). At the bottom of the form, there are four buttons: 'Save Edits' (green), 'Delete Record' (red), 'Specific Folder Notes' (blue), and 'All Folder Notes' (blue). At the very bottom, there is a status bar showing 'Record: 1 of 1327' and a search box.

**Figure V-10**

If you would like to simply browse through the documents, one way to do so is by going through the documents by record number. In the lower left corner of the screen, there is a Record Field arrow with which you can browse the records:

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**Figure V-11**

When this example was used, there were 1327 entries in the NPDC Database, and using this tool, you could scan through all of them.

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### VI. Reports

In this section we will discuss generating reports. **Prior to generating any reports please complete all data entry. This will ensure that all information in each report is current.**

These reports may be found in the “Reports” tab of the NPDC Official Files Database Starting Form:

The screenshot shows the 'NPDC OFFICIAL FILES DATABASE Starting Form' interface. At the top right is an 'Exit Form' button. Below the title is a navigation bar with tabs: Documents, Committees, Search, LookupLists, Reports (selected), and Maintenance. The main content area is titled 'Reports' and is organized into three sections:

- Document Reports:**
  - Report of Documents by Folder: Documents by Folder ID
  - Report of Documents by Folder Selected Date Range: Documents by Folder ID
- Committee Reports:**
  - Report of NDPC Members and Alts: NPDC Members
  - Report of SubCommittee Members: SubCommittee Members
- Misc Reports:**
  - File Folder Index: Folder Index

Figure VI-1

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### File Reports

The “Reports” tab in the database starting form will provide a preview Listing of Files by Folder Order with Dividers

This Report allows the user to view a comprehensive list of all the documents in the database sorted by the folder order in which they are categorized. This Report also provides the user a view of all the documents entered with their respective Record ID, Received Date, Document Date and who the document was from. To generate this report, simply click on the notebook button to the right of the 6.A. Report description:

#### Document Reports:

Report of Documents by Folder

Documents by  
Folder ID

### Figure VI-2

An excerpt of the generated Report appears below:

Folder Title			
F010.1 - Final Settlement Stipulation: Copy of November 13, 2001 FSS			
Document ID	Received Date	Document Date	From
<b>104</b>	11/13/2001	11/13/2001	Andrea G. Kessler, NE-DNR
pdf file of November 13, 2001 Modified North Platte Decree and Final Settlement Stipulation			
<b>105</b>	11/13/2001	11/13/2001	Andrea G. Kessler, NE-DNR
pdf file of November 13, 2001 Modified North Platte Decree and Final Settlement Stipulation-App A thru App F			
<b>106</b>	11/13/2001	11/13/2001	Andrea G. Kessler, NE-DNR
pdf file of November 13, 2001 Modified North Platte Decree and Final Settlement Stipulation-App G, Exh 1 thru 5			
<b>107</b>	11/13/2001	11/13/2001	Andrea G. Kessler, NE-DNR
pdf file of November 13, 2001 Modified North Platte Decree and Final Settlement Stipulation-App G, Exh 6 thru 7			
<b>108</b>	11/13/2001	11/13/2001	Andrea G. Kessler, NE-DNR
pdf file of November 13, 2001 Modified North Platte Decree and Final Settlement Stipulation-App G, Exh 8 thru 15			

### Figure VI-3

The “Documents by Folder ID”. on the database starting form “Reports” tab with “Report of Documents by Folder Selected Date Range” on the left allows you to preview Listing of Files by Folder with Date Brackets

This Report allows the user to generate a report of documents that fall within a specific date range. To generate this report simply click on the “Documents by Folder ID” button. See Figure VI-4.

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Document Search by Date Range

Greater than Document Date: (mm/dd/yyyy)

Less than Document Date: (mm/dd/yyyy)

Search

Record: 1 of 1 No Filter Search

**Figure VI-4**

You will then be prompted to provide a range of dates your search will be based:

Document Search by Date Range

Greater than Document Date: (mm/dd/yyyy)

Less than Document Date: (mm/dd/yyyy)

Search

Record: 1 of 1 No Filter Search

Folder Index

March, 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today

**Figure VI-5**

Click “OK” after providing the requested dates. The Report will then be automatically generated for you (Figure VI-7)

Folder Title

**F120.2 - Exhibits 13 - 15 Monthly Reports**

Document ID	Received Date	Document Date	From
<b>1184</b>	8/9/2012	7/13/2013	Patrick T. Tyrrell, State Engineer, WY-SEO

Re: Nebraska v. Wyoming Final Settlement Stipulation

1

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**Figure VI-6**

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### Member Reports

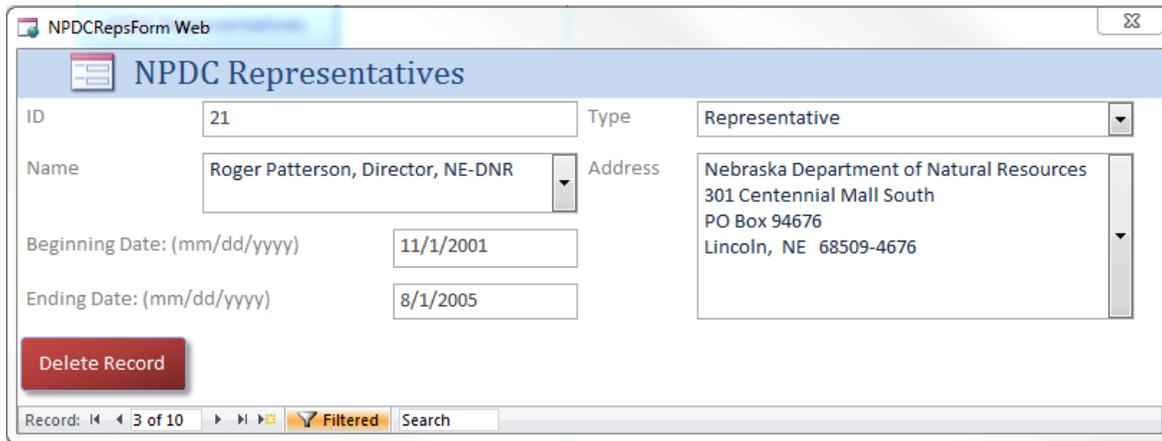
The next reports that will be discussed are the Subcommittee Member/Representatives & Alternates Reports.

Prior to generating any new member reports remember that it is important to update the data entry portion of the database. This particular data entry is located in the “Committees” tab on the NPDC Official Files Database Starting Form as pictured below:

The screenshot displays the 'NPDC OFFICIAL FILES DATABASE' interface. At the top, there is a title 'NPDC OFFICIAL FILES DATABASE' and a purple 'Exit Form' button. Below the title is the text 'Starting Form'. A horizontal menu contains several tabs: 'Documents', 'Committees', 'Search', 'LookupLists', 'Reports', and 'Maintenance'. The 'Committees' tab is currently selected. Below the menu, the main content area is titled 'Representatives and Subcommittee Members'. This area contains three vertically stacked, light blue buttons with rounded corners: 'NPDC Representatives', 'NPDC Alternates', and 'SubCommittee Members'.

**Figure VI-7**

Each NPDC Representative has been entered by name, address and term served on the NPDC by beginning and ending date (Figure VI-8).

**Attachment C – NPDC Repository Database User’s Guide**


NPDCRepsForm Web

### NPDC Representatives

ID: 21 Type: Representative

Name: Roger Patterson, Director, NE-DNR Address: Nebraska Department of Natural Resources  
301 Centennial Mall South  
PO Box 94676  
Lincoln, NE 68509-4676

Beginning Date: (mm/dd/yyyy) 11/1/2001

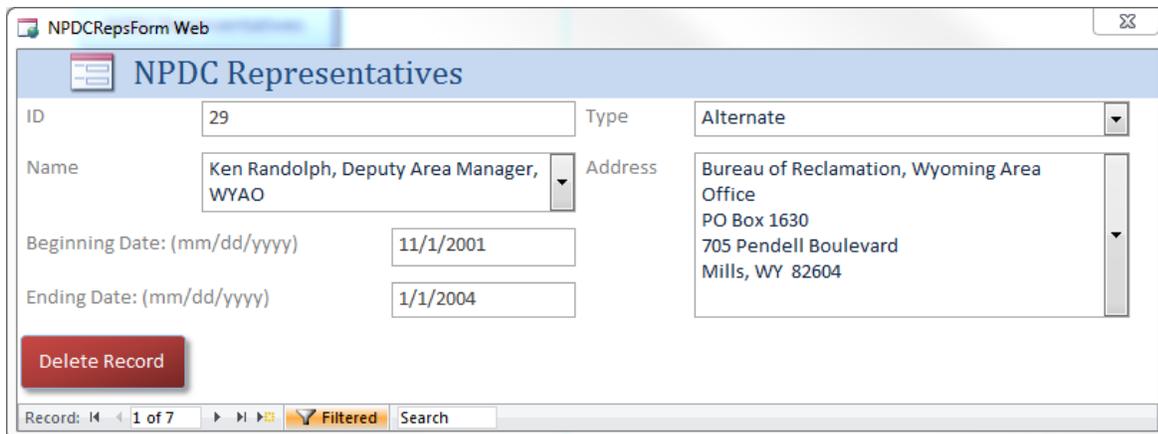
Ending Date: (mm/dd/yyyy) 8/1/2005

Delete Record

Record: 3 of 10 Filtered Search

**Figure VI-8**

Each NPDC Alternate Representative has also been entered by name, address and term served on the NPDC by beginning and ending date (Figure VI-9):



NPDCRepsForm Web

### NPDC Representatives

ID: 29 Type: Alternate

Name: Ken Randolph, Deputy Area Manager, WYAO Address: Bureau of Reclamation, Wyoming Area Office  
PO Box 1630  
705 Pendell Boulevard  
Mills, WY 82604

Beginning Date: (mm/dd/yyyy) 11/1/2001

Ending Date: (mm/dd/yyyy) 1/1/2004

Delete Record

Record: 1 of 7 Filtered Search

**Figure VI-9**

Each NPDC Subcommittee Member has also been entered by name, address and term served on a NPDC Subcommittee by beginning and ending date (“Subcommittee Members” button on “Committees” tab on Starting Form, Figure VI-10), however these members are found by selecting to view a specific subcommittee membership list:

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**NPDC OFFICIAL FILES DATABASE** Exit Form

Starting Form

Documents Committees Search LookupLists Reports Maintenance

**Representatives and Subcommittee Members**

NPDC Representatives

NPDC Alternates

SubCommittee Members

Bylaws Consumptive Use Control Crest

Finance Replacement Water Official Files

Groundwater Stateline Gage

Figure VI-10

Once you select a specific subcommittee, you may view its respective members as you’ll find in the example below. Figure VI-11 gives the example for By-Laws Subcommittee:

SubCommitteeForm Web

**Subcommittee Members Form**

ID	79	SCName	By-Laws Ad Hoc Subcommittee
Name	Ann Bleed, NE-DNR	Address	Nebraska Department of Natural Resources 301 Centennial Mall South PO Box 94676 Lincoln, NE 68509-4676
Beginning Date: (mm/dd/yyyy)	4/1/2002		
Ending Date: (mm/dd/yyyy)	3/1/2008		

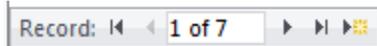
Delete Record

Record: 1 of 4 Filtered Search

Figure VI-11

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To enter new Representatives, Alternates or Subcommittee Members, simply go to the first page of the data entry portion of the respective member list you want to make an addition to and click on the asterisk (as seen in image below) to be provided a new, blank screen to enter the name, address, and beginning date as needed.



**Figure VI-12**

Each Report is generated in a similar fashion with differing results. As indicated, the Subcommittee Member Report provides a listing of all past and current subcommittee members’ names and dates served on the respective subcommittee. The Representatives and Alternates Report provides a listing of all past and current representatives and alternates’ names and dates served on the North Platte Decree Committee.

To generate the report listing the Representatives and Alternates proceed running the report (“NPDC Members” button under “Reports” tab on Starting Form, Figure VI-13) and viewing the report) as was done above for the subcommittee members. An example NPDC member report is displayed in Figure VI-14.

**NPDC OFFICIAL FILES DATABASE** Exit Form

Starting Form

Documents	Committees	Search	LookupLists	Reports	Maintenance
<b>Reports</b>					
<i>Document Reports:</i>					
Report of Documents by Folder				Documents by Folder ID	
Report of Documents by Folder Selected Date Range				Documents by Folder ID	
<i>Committee Reports:</i>					
Report of NDPC Members and Alts				NPDC Members	
Report of SubCommittee Members				SubCommittee Members	

**Figure VI-13**

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NPDCRepsAltsCombineReport Web

List NPDC Representatives and Alternates Thursday, March 12, 2015  
10:35:03 AM

Representative			
Names	From	To	Status
Dick Wolfe, CO-State Engineer			Active
Patrick T. Tyrrell, State Engineer, WY-SEO	11/1/2001		Active
Hal D. Simpson, State Engineer, CO-DWR	11/1/2001		Active
John H. Lawson, Area Manager, WYAO	11/1/2001		Active
Brian Dunnigan, Director, NE-DNR	4/1/2008		Active
Roger Patterson, Director, NE-DNR	11/1/2001	8/1/2005	Inactive
John H. Lawson, NPDC Chair	4/1/2002	12/1/2003	Inactive
Patrick T. Tyrrell, NPDC Chair	1/1/2004	12/1/2005	Inactive
Ann Bleed, NE-DNR	8/1/2005	3/1/2008	Inactive
Ann Bleed, NPDC Chair	1/1/2006	12/1/2008	Inactive
Alternate			
Names	From	To	Status
Randy Tullis, WY-SEO	11/1/2001		Active
Lyle Myler, WYAO	9/1/2005		Active
Jennifer J. Schellpeper, NE-DNR	9/1/2005		Active
Erin Light, CO-Department of Water Resources	8/1/2008		Active
Ken Randolph, Deputy Area Manager, WYAO	11/1/2001	1/1/2004	Inactive
Ann Bleed, NE-DNR	11/1/2001	10/1/2005	Inactive
Ken Knox, CO-DNR	11/1/2001	8/1/2008	Inactive

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Figure VI-14

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## VII. Database Maintenance

**NPDC OFFICIAL FILES DATABASE**

Starting Form

[Exit Form](#)

Documents	Committees	Search	LookupLists	Reports	Maintenance
<i>System Tools:</i>					
Tool used to upload pdf files to the NPDC Sharepoint library		<a href="#">Upload PDF Files</a>			
Tool used to populate searchable text fields with data from the lookup fields		<a href="#">Populate Searchable Fields</a>			
<hr/>					
<i>QC Tools:</i>					
Locate Records where the Received Date predates the Document Date:		<a href="#">Identify Date Conflicts</a>			
Locate Records where fields have null values (possible missing data):		<a href="#">Find Null Data</a>			
Locate Records with Duplicate Document Dates and Duplicate Received Dates:		<a href="#">Duplicate Date Report</a>			

Figure VII-1

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### VII.A. Date Problem Query

The Date Problem Query is used to correct any mistakes that might have been made when entering document dates and received dates. It can be found in section 5.A. of the starting form of the database.

To use the Date Problem Query, press the “Identify Date Conflicts” button in the “Maintenance” tab on the starting screen. A list will pop up of any document that has a “date problem.” “Date problem” refers to any document whose Received Date is before or on the same day as the Document Date.

A good way to check these is by looking at the PDF and correcting the information, if need be. But, please note that in many cases, the received date is, in fact, the same day, or maybe even before, the document date.

### VII.B. Null Query

The Null Query can be found in the “Find Null Data” on the “Maintenance” tab of the database starting form. The Null Query option can be used to bring up a list of documents that do not have all of the fields filled in. This might mean that some data was not entered as it should have been. To bring up a list of these documents, press the “Find Null Data” button, which is located in the box titled, “Maintenance Queries,” in the bottom left corner of the starting screen Upon pressing this button, a list will come up of documents with missing information. See Figure VII-2.

RecordID	FolderID	DocumentDate	ReceivedDate	From	Subject	HyperlinktoPDF
653	F120.2 - Exhibits 13 - 15 Monthly Reports	11/15/2007	11/8/2007	N/A		<a href="https://nodes00.sharepoint.com/PDF/Location/Doc000653.pdf">https://nodes00.sharepoint.com/PDF/Location/Doc000653.pdf</a>

**Figure VII-2**

The Null Query should be reviewed once in a while so that the database is kept up-to-date and under control. The documents brought up by this query should be reviewed and any missing information should be filled in, if possible. Some of the documents brought up in the Null Query might be completely blank. In this case, a note should be made and the entry should be reused. It might be handy to keep a running list of blank entries that need to be reused. If you need help understanding how to reuse an entry, please see the section on “Editing Existing Records” on page C-19.

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**Tip:** It might look like a lot of documents are missing information (such as PDFs); however, a look at the “Remarks” field might reveal that the document was never scanned. Many documents are entered in the database but not scanned.

**VII.C. Duplicate Date Report**

The Duplicate Date Report is used to check for duplicate record entries. It can be found in in the “Duplicate Date Report” button on the “Maintenance” tab of the Starting Form.

To use the Duplicate Date Report, press the “Duplicate Date Report” button in the “Maintenance” tab on the starting screen. A report listing any document that has a “duplicate date problem” will open. “Duplicate date problem” refers to any document whose Received Date and Document Date are both exactly the same as another document.

This is a report (Figure VII-3); it is not like items Date Conflicts or Null Data which are queries. Changes to the actual database cannot be made via the report, but will need to be made using item 1.C “Edit Existing Records”. Your first check of this data will just be visual to confirm that each field listed in the report is the same: Date Document, Date Received, To, From and Subject. If upon visual inspection any of these items are not exactly the same simply skip those records. Figure VII-3 below shows an example report, listed are three duplicate date issues, but none are complete duplicate entries, so these can be skipped.

If all the fields listed (Date Document, Date Received, To, From and Subject) are the same you will need to examine the attached PDFs and visually confirm that both documents are exactly the same. If the documents are exactly the same, the data should be deleted from one of the entries, and it should be reused. If they are not the same, check to see if any of the fields are incorrectly entered; if there are incorrect entries, correct them.

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*Find Date Duplicates for DocumentTable*

<b>February 2000</b>	<i>Date Document</i>	<i>Date Received</i>	<i>To</i>	<i>From</i>
421	02/23/2000	02/23/2000	N/A	Andrea G. Kessler, NE-DNR
<i>Subject:</i> Expert Report: Documentation, The Wyoming Irrigation Model, For the Whalen, Wyoming to Lewellen, Nebraska Reach of the North Platte River, July 1998, Revised for February 2000 Submission, Marvin Jensen, Robert Burman, Bern Hinckley, Dennis Clark, Todd Sch				
<i>FolderID:</i> F190.1 - Subcommittee: Replacement Water (RWSC)				
424	02/23/2000	02/23/2000	N/A	Andrea G. Kessler, NE-DNR
<i>Subject:</i> Expert Report: NPROAM Return Flow Parameters and Demand Adjustments, Prepared for Wyoming Attorney General's Office, Prepared by Bern Hinckley and Todd Schmidt, Hinckley Consulting, Laramie, Wyoming, July 1998 (February, 2000 revision)				
<i>FolderID:</i> F190.1 - Subcommittee: Replacement Water (RWSC)				
418	02/23/2000	02/23/2000	N/A	Andrea G. Kessler, NE-DNR
<i>Subject:</i> Expert Report: Irrigation Water Management Along the North Platte River, March 1997, Revised for February 2000 Submission, Marvin E. Jensen, Consultant				
<i>FolderID:</i> F190.1 - Subcommittee: Replacement Water (RWSC)				
419	02/23/2000	02/23/2000	N/A	Andrea G. Kessler, NE-DNR
<i>Subject:</i> Expert Report: Estimated Consumptive Use in the North Platte Basin in Wyoming, Prepared for the Attorney General, State of Wyoming, Cheyenne, Wyoming, by Marvin E. Jensen, July 1998, Revised for February 2000 Submission				
<i>FolderID:</i> F190.1 - Subcommittee: Replacement Water (RWSC)				
420	02/23/2000	02/23/2000	N/A	Andrea G. Kessler, NE-DNR
<i>Subject:</i> Expert Report: Estimated Surface-Irrigation Efficiency in Wyoming and Nebraska, July 1998, Revised for February 2000 Submission, Marvin E. Jensen, Consultant				
<i>FolderID:</i> F190.1 - Subcommittee: Replacement Water (RWSC)				
<b>January 2002</b>	<i>Date Document</i>	<i>Date Received</i>	<i>To</i>	<i>From</i>
2	01/25/2002	01/31/2002	John H. Lawson, Area Manager, WYAO, Roger Patterson, Director, NE-DNR, Patrick T. Tyrrell, State Engineer, WY-SEO, Tom Hayden, NE-DNR, Rod Kuharich, Director, CO-WCB	Simpson, State Engineer, CC
<i>Subject:</i> Use of water and irrigated acres in the North Platte within Colorado				
<i>FolderID:</i> F020.1 - Appendix A - Colorado Acreage Reports				
536	01/25/2002	01/31/2002	John H. Lawson, Area Manager, WYAO, Roger Patterson, Director, NE-DNR, Patrick T. Tyrrell, State Engineer, WY-SEO, Tom Hayden, NE-DNR, Rod Kuharich, Director, CO-WCB	Simpson, State Engineer, CC
<i>Subject:</i> Copy of the report of the use of water and irrigated acres in the North Platte River drainage within the State of Colorado; the report covers the period from October 1, 2000 to September 30, 2001, and is prepared in compliance with Paragraph IX				
<i>FolderID:</i> F020.1 - Appendix A - Colorado Acreage Reports				

Figure VII-3: find date duplicates for document table.

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Name	Description	Modified	Created	Type
Create table in Design view				
Create table by using wizard				
Create table by entering data				
AddressTable		12/15/2008 3:57:43 PM	12/15/2008 3:57:03 PM	Table
Copy of Documents		10/24/2006 9:55:15 AM	10/24/2006 9:55:15 AM	Table
Copy of Documents		02/15/2009 8:11:00 PM	02/15/2009 8:08:30 PM	Table
Documents		02/15/2009 8:16:49 PM	02/15/2008 3:07:00 PM	Table
FolderTable		12/15/2008 4:17:39 PM	12/15/2008 3:57:03 PM	Table
Keywords		12/16/2008 7:20:19 AM	12/15/2008 3:57:03 PM	Table
NamesTable		12/15/2008 3:57:03 PM	12/15/2008 3:57:03 PM	Table
NPDC_Alternates		12/15/2008 3:57:03 PM	12/15/2008 3:57:03 PM	Table
NPDC_Reps		12/15/2008 3:57:03 PM	12/15/2008 3:57:03 PM	Table
NPDCRepsAltsCombineTable		12/15/2008 3:57:03 PM	12/15/2008 3:57:03 PM	Table
SCControlTable		10/25/2006 4:40:51 PM	10/25/2006 4:40:51 PM	Table
SCFormTable		12/15/2008 3:57:03 PM	12/15/2008 3:57:03 PM	Table
SCNameTable		12/28/2006 3:53:15 PM	12/28/2006 3:53:05 PM	Table
SCRoundWaterTable		10/16/2006 1:25:04 PM	12/15/2008 3:57:03 PM	Table
SCOfficialTable		12/15/2008 3:58:03 PM	12/15/2008 3:57:03 PM	Table
SCFormTable		12/15/2008 3:58:03 PM	12/15/2008 3:57:03 PM	Table
SCFormTable		12/28/2006 3:44:50 PM	12/28/2006 3:19:23 PM	Table

**AddressTable:** contains the addresses of the NPDC members, the Bureau of Reclamation, the Colorado Division of Water Resources, the Nebraska Department of Natural Resources (Lincoln and Bridgeport), the Wyoming State Engineer’s Office.

**Documents:** The Main table where the records are stored for each document entered in the database.

**FolderTable:** Contains the Filing Index which organizes the documents into folders. Is used to create Appendix A to the database users manual.

**Keywords:** A list of keywords used to populate the "keywords" field in the "Documents" table

**NamesTable:** A list of names used to populate the "To" and "From" fields in the "Documents" table.

**NPDC\_Alternates:** lists alternates and their dates of service.

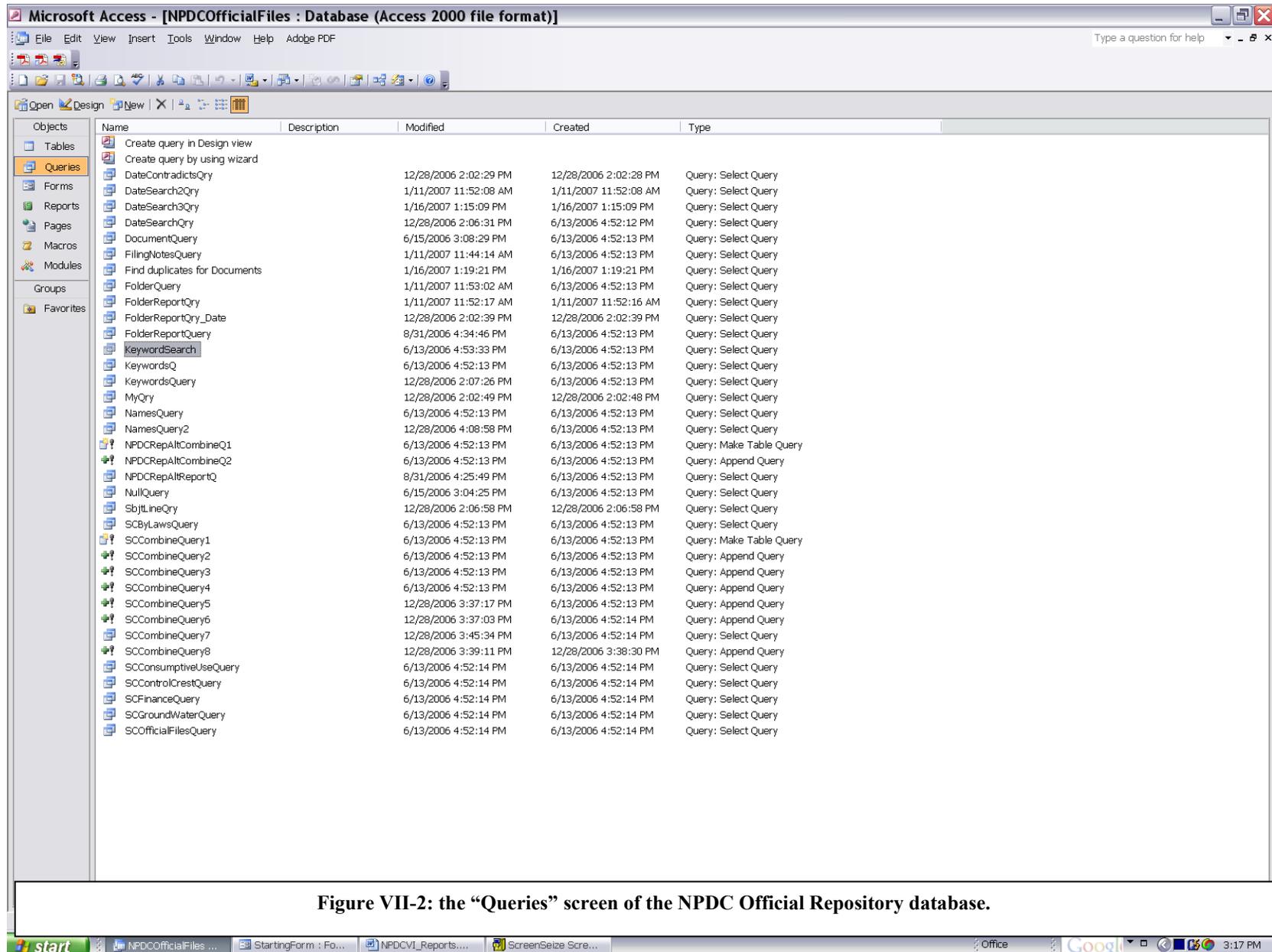
**NPDC\_Reps:** lists representatives and their dates of service.

**NPDCRepsAltsCombineTable:** combines the two tables listed above.

**“SC” Tables:** Each “SC” table lists the subcommittee members for that subcommittee and tracks their dates of service. The “SCCombineTable” is created by a macro which combines all of the “SC” tables.

**Figure VII-1: the “Tables” screen of the NPDC Official Repository database.**

## Attachment C – NPDC Repository Database User’s Guide



Attachment C – NPDC Repository Database User’s Guide

The screenshot shows the Microsoft Access interface for the NPDC Official Files database. The 'Forms' tab is selected in the 'Objects' pane, displaying a list of forms. A callout box highlights the 'StartingForm' and explains its function. Another callout box shows the 'Startup' dialog box, which is used to configure the application's startup options.

**StartingForm:** This is the form from which most of the functions of this database can be carried out. It is meant to be the form from which any person using this database should be able to enter new records, edit existing records, query the database and generate reports. Under the “Tools” ⇨ “Startup” menu, this form should be listed as the “Display Form/Page:”

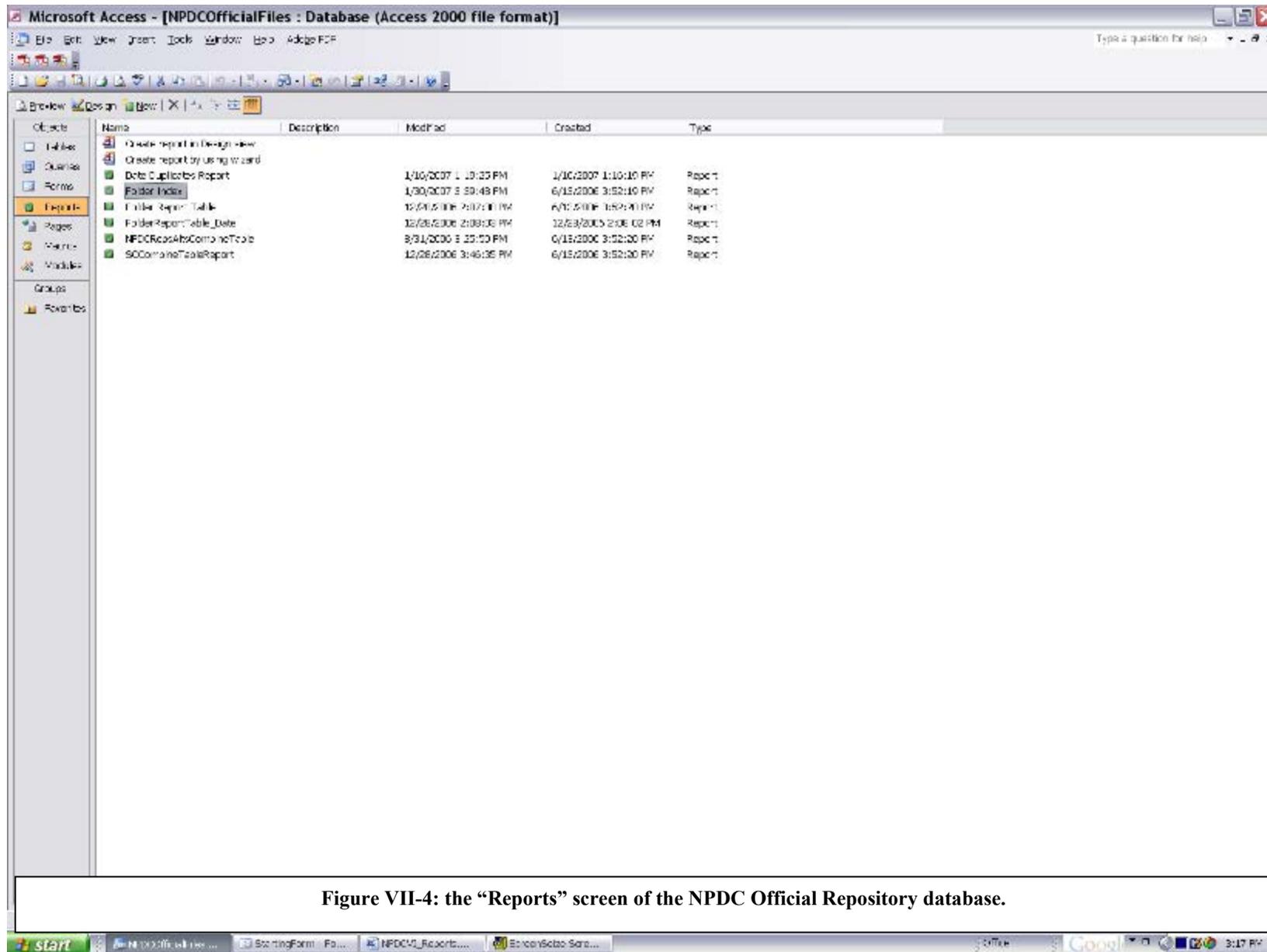
**Startup Screen**

The Startup dialog box includes the following fields and options:

- Application Title: [ ]
- Application Icon: [ ] Browse...
- Display Form/Page: StartingForm
- Display Database Window:
- Display Status Bar:
- Use as Form and Report Icon:
- Menu Bar: (default)
- Shortcut Menu Bar: (default)
- Allow Full Menus:
- Allow Default Shortcut Menus:
- Allow Built-in Toolbars:
- Allow Toolbar/Menu Changes:
- Use Access Special Keys:
- Show Database Window, Show Immediate Window, Show VB Window, and Pause Execution:

Figure VII-3: the “Forms” screen of the NPDC Official Repository database.

## Attachment C – NPDC Repository Database User’s Guide



## Attachment C – NPDC Repository Database User’s Guide

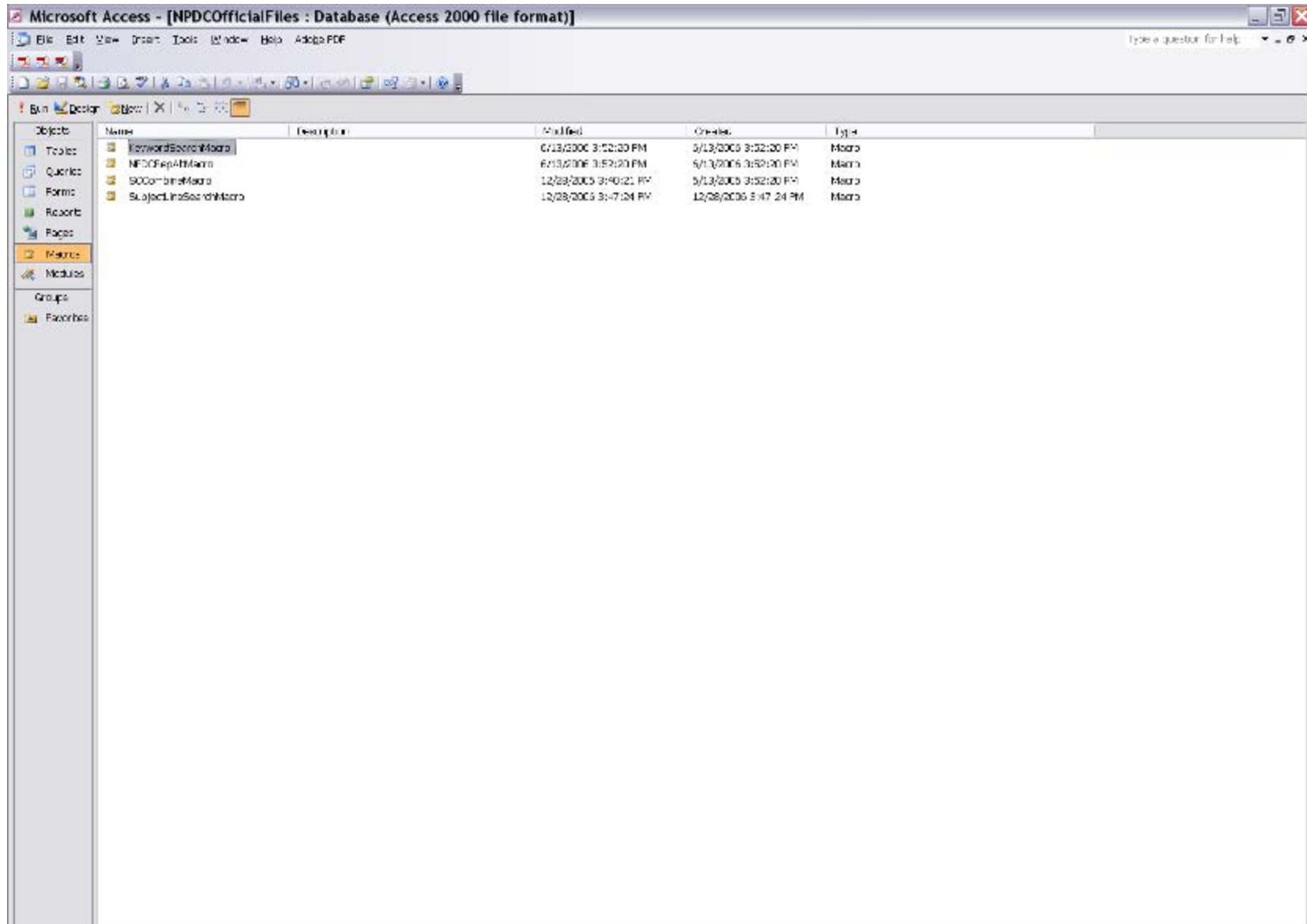


Figure VII-5: the “Macros” screen of the NPDC Official Repository database.

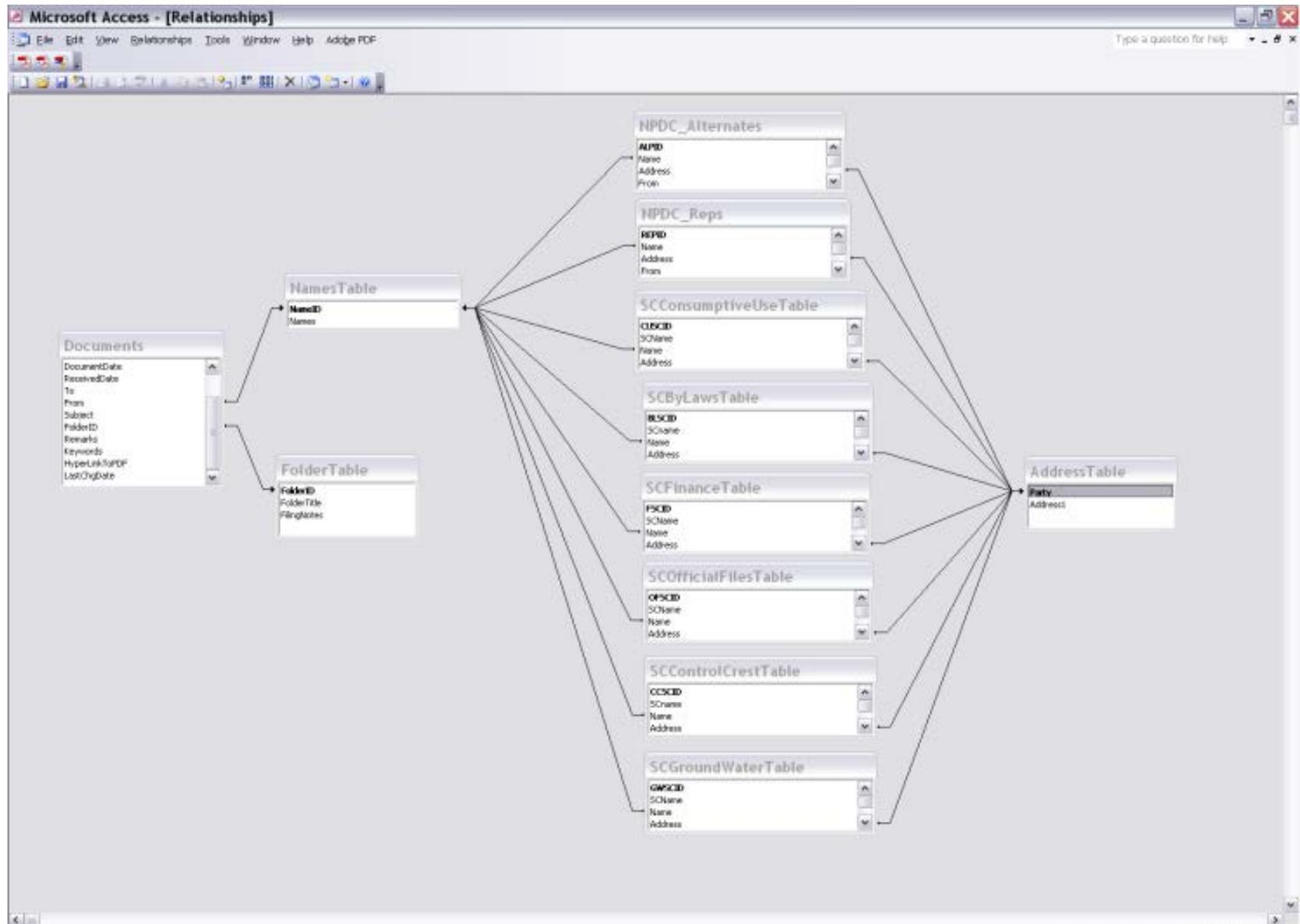


Figure VII-6: the “Relationships” screen of the NPDC Official Repository database.

**NORTH PLATTE DECREE COMMITTEE  
FUNDING AGREEMENT**

For  
Document and Database Management Services

**Project:**

**Purpose:** This Funding Agreement describes the NPDC Official Repository Document and Database Management Services Project (the “Project”). The Project anticipates that the State of Nebraska Department of Natural Resources (Nebraska) will process NPDC official files according to the NPDC Repository of Documents Protocol as revised at the October 22, 2015, NPDC meeting, processing the documents and entering them into a Microsoft SharePoint database at a cost \$4,560 annually, beginning on January 1, 2014, and continuing until such time as the NPDC decides otherwise.

**Description of Work:** Nebraska will receive official NPDC documents through the Microsoft SharePoint database email account and then proceed to stamp, file, scan, and enter them into the official database, according to the procedures in the NPDC Repository of Documents Protocol. Electronic versions of the database will be made available to all NPDC Representatives through the SharePoint database account.

## Total Project Costs:

NDNR Costs	\$4,560
Contingency (15%)	\$684
<b>Total</b>	<b>\$5,244</b>

The total cost is based on an estimated processing of 65 documents every six months, with an average of six pages per document (390 images) averaging around four hours per month.

**Members with Interest in Project:** Wyoming, Nebraska, and Bureau of Reclamation. See Appendix G North Platte Decree Committee Charter, Paragraph IV. I to Final Settlement Stipulation, p. 126.

**Per member share for total Project Cost:** \$1,748 = \$5,244 / 3

**Balances at Beginning of Project:**

**In-Kind Credits:** None for this project

**In-Kind Debits:** None for this project

**Payments:****In-Kind Services:**

Nebraska will carry out the described work for a cost not to exceed \$5,244 (\$4,560 + 15%). If costs increase to the point that they exceed the 15% contingency, Nebraska will bring this to the attention of the NPDC and will renegotiate and amend the not to exceed cost of this funding agreement.

Annually, starting February 1, 2016, Nebraska will submit an invoice of the actual cost to the Official Files Ad Hoc Subcommittee Chair. Following approval of the invoice by the NPDC, the FSC will track Nebraska’s credit in the annual budget at the approved amount.

**Term of Agreement:** This Agreement will terminate January 31, 2021, unless extended by the NPDC. Either the NPDC or Nebraska may terminate this Funding Agreement at any time with 30 day notice to the other party. If terminated, Nebraska will no longer be the party responsible for maintaining the SharePoint database and website or its backups.

**Requested NPDC Action:**

Approval to have Nebraska carry out in-kind services.

Approval of per member share of total cost (not to exceed).

Approved by the NPDC

Date: October 22, 2015



# NPDC Subcommittee Members

All members through all time

SLGSC	Stateline Gage Subcommittee			
	Names	From	To	Status
	Lyle Myler, WYAO	4/1/2007	4/18/2012	Inactive
	Phillip Stump, WY-SEO	4/1/2007	4/1/2008	Inactive
	Brian Dunnigan, Acting Director, NE-DNR	4/1/2007	4/1/2008	Inactive
	Matt Hoobler, WY-SEO	4/1/2008	10/9/2013	Inactive
	Jennifer J. Schellpeper, NE-DNR	4/1/2008	10/1/2010	Inactive
	Erin Light, CO-Department of Water Resources	8/1/2008	10/9/2013	Inactive
	Pat Goltl, NE-DNR	10/1/2010	10/1/2012	Inactive
	Hilaire Peck, USBR	4/18/2012	10/9/2013	Inactive
	Jesse Bradley, NE-DNR	4/1/2013	10/9/2013	Inactive

RWSC	Replacement Water Subcommittee			
	Names	From	To	Status
	Matt Hoobler, WY-SEO	4/1/2008		Active
	Erin Light, CO-Department of Water Resources	8/1/2008		Active
	Jesse Bradley, NE-DNR	10/1/2013		Active
	Brock Merrill, USBR	10/21/2014		Active
	Phillip Stump, WY-SEO	8/1/2006	4/1/2008	Inactive
	Art Hill, WYAO	9/1/2006	4/1/2007	Inactive
	Jennifer J. Schellpeper, NE-DNR	10/17/2006	10/1/2009	Inactive
	Brian Anderson, USBR	4/1/2007	4/30/2011	Inactive
	Pat Goltl, NE-DNR	2/1/2009	12/13/2012	Inactive
	Doug Hallam, NE-DNR	2/1/2010	10/1/2013	Inactive
	Hilaire Peck, USBR	4/1/2012	4/9/2014	Inactive

OFSC	Official Files Ad Hoc Subcommittee			
	Names	From	To	Status
	Jennifer J. Schellpeper, NE-DNR	10/1/2002		Active
	Rob Foreman, WY	11/15/2014		Active
	Brad Cannon, USBR	11/15/2014		Active
	Laura Nelsen, CO	11/15/2014		Active
	Lyle Myler, WYAO	10/1/2002	10/26/2010	Inactive
	Ken Knox, CO-DNR	12/1/2002	8/1/2008	Inactive
	Mike Hill, WY-SEO	10/1/2003	10/17/2006	Inactive
	Phillip Stump, WY-SEO	4/1/2004	4/1/2008	Inactive
	Kevin Rein, CO-DNR	10/17/2006	8/1/2008	Inactive

Matt Hoobler, WY-SEO	4/1/2008	10/26/2010	Inactive
Erin Light, CO-Department of Water Resources	8/1/2008	10/26/2010	Inactive
Pat Goltl, NE-DNR	2/1/2009	12/13/2012	Inactive

**GWSC Ground Water Wells Standing Subcommittee**

Names	From	To	Status
Lyle Myler, WYAO	6/1/2002		Active
Matt Hoobler, WY-SEO	4/1/2008		Active
Erin Light, CO-Department of Water Resources	8/1/2008		Active
Jesse Bradley, NE-DNR	12/13/2012		Active
Jennifer J. Schellpeper, NE-DNR	4/1/2002	10/1/2009	Inactive
John Harju, WY-SEO	4/1/2002	10/1/2002	Inactive
Richard G. Stockdale, Deputy State Engineer	10/1/2002	4/1/2003	Inactive
Tom Quinn, WY-SEO	4/1/2003	10/1/2003	Inactive
Phillip Stump, WY-SEO	10/1/2003	4/1/2004	Inactive
Lisa Lindemann, WY-SEO	4/1/2004	10/21/2014	Inactive
Pat Goltl, NE-DNR	2/1/2009	12/13/2012	Inactive
Hilaire Peck, USBR	4/18/2012	4/9/2014	Inactive

**FSC Finance Standing Subcommittee**

Names	From	To	Status
Matt Hoobler, WY-SEO	4/1/2008		Active
Erin Light, CO-Department of Water Resources	8/1/2008		Active
Jesse Bradley, NE-DNR	12/13/2012		Active
Mahonri Williams, USBR	4/1/2013		Active
Phillip Stump, WY-SEO	4/1/2003	4/1/2008	Inactive
Jennifer J. Schellpeper, NE-DNR	4/1/2003	4/18/2012	Inactive
Kevin Rein, CO-DNR	4/1/2003	8/1/2008	Inactive
Lyle Myler, WYAO	4/1/2003	4/1/2013	Inactive
Pat Goltl, NE-DNR	4/18/2012	12/13/2012	Inactive

**CUSC Consumptive Use Standing Subcommittee**

Names	From	To	Status
Lyle Myler, WYAO	10/1/2002		Active
Matt Hoobler, WY-SEO	4/1/2008		Active
Erin Light, CO-Department of Water Resources	8/1/2008		Active
Jesse Bradley, NE-DNR	12/13/2012		Active
Ann Bleed, NE-DNR	10/1/2002	10/1/2005	Inactive
Ken Randolph, Deputy Area Manager, WYAO	10/1/2002	1/1/2004	Inactive
Derrel Martin, NE	10/1/2002	2/1/2009	Inactive
Randy Tullis, WY-SEO	10/1/2002	4/1/2008	Inactive

Sue Lowry, WY-SEO	10/1/2002	4/1/2004	Inactive
Jennifer J. Schellpeper, NE-DNR	10/1/2002	10/20/2012	Inactive
Ken Knox, CO-DNR	10/1/2002	8/1/2008	Inactive
Phillip Stump, WY-SEO	4/1/2004	4/1/2008	Inactive
Pat Golti, NE-DNR	2/1/2009	12/13/2012	Inactive

**CCSC Control Crest Standing Subcommittee**

Names	From	To	Status
Tom Hayden, NE-DNR	4/1/2002		Active
Erin Light, CO-Department of Water Resources	8/1/2008		Active
Brian Pugsley, WY	2/1/2014		Active
Brad Cannon, USBR	10/21/2014		Active
Ed Kouma, WYAO	4/1/2002	10/17/2006	Inactive
Mahonri Williams, USBR	10/17/2006	12/31/2006	Inactive
Brian Anderson, USBR	1/1/2007	4/30/2011	Inactive
Hilaire Peck, USBR	1/1/2012	4/9/2014	Inactive

**BLSC By-Laws Ad Hoc Subcommittee**

Names	From	To	Status
Ann Bleed, NE-DNR	4/1/2002	3/1/2008	Inactive
Sue Lowry, WY-SEO	4/1/2002	4/1/2004	Inactive
Ken Knox, CO-DNR	4/1/2002	8/1/2008	Inactive
Ken Randolph, Deputy Area Manager, WYAO	4/1/2002	1/1/2004	Inactive