



February 10, 2011

Veva Deheza, Section Chief
Office of Water Conservation & Drought Planning
Colorado Water Conservation Board
1313 Sherman Street Rm. 721
Denver, CO 80203

RE: Water Conservation Data Integration Scope of Work

Dear Veva,

Headwaters Corporation is pleased to submit to you the attached Scope of Work for assisting the Colorado Water Conservation Board in water conservation data integration.

If you have questions about this information, please contact me at (303) 918-5096 or by email at courtneyb@headwaterscorp.com. We look forward to assisting you in this important and exciting project.

Sincerely,

A handwritten signature in dark ink that reads "Beorn A. Courtney".

Beorn A. Courtney, P.E.
Director of Water Resources Engineering
Headwaters Corporation

Attachment

Headwaters Corporation
Water Conservation Data Integration
Scope of Work

A. Water Conservation Data Integration Purpose

The Colorado Water Conservation Board (CWCBC) is involved in many projects that depend on water use and water conservation data. The recently completed Statewide Water Supply Initiative (SWSI) 2010 Municipal and Industrial Water Conservation Strategies report identified the type of water use and water conservation-related data necessary for statewide water supply planning. Certain data are already recommended under the state's Water Conservation Plan Development Guidance Document, and reported to the state when covered entities update their plans (required by statute at least every seven years). The CWCBC is reviewing the plans on file to identify the data currently available and glean information related to challenges in providing certain types of data.

In 2010, House Bill 1051 was passed, requiring covered entities to annually report water use and conservation data to be used for statewide water supply planning purposes. The CWCBC is in the process of developing data reporting guidelines, which will define the data reporting process and type of information to be reported. The Basin Needs Decision Support System (BNDSS) will provide a tool to assist covered entities in reporting such water use and conservation data, and to assist the CWCBC in analyzing and using this data for statewide planning purposes.

B. Objective of Project

The objective of this project is to provide technical support and recommendations to the CWCBC as the data reporting guidance document is developed, toward collecting data in a manner that is compatible with the DSS tools and for use in statewide water supply planning.

C. Project Scope

Task 1 – Data Reporting Public Outreach Process

Statute requires the CWCBC to adopt *guidelines* regarding the reporting of water use and conservation data by covered entities and to provide a report to the legislature by February 1, 2012. Statute also requires a public participation process in developing the guidelines. Through this process, the CWCBC will rely heavily on input from its Water Conservation Technical Advisory Group (WCTAG), which will be appropriately expanded to respond to the statutory language calling for a geographically and demographically diverse advisory group. An additional Stakeholders Advisory Group (SAG) will be created to ensure a comprehensive and inclusive public process. A formal public review process will be conducted between November 2011 and January 2012. The draft guidelines will be presented at two CWCBC Board meetings for review and final adoption. Managing the process is crucial, to ensure the stakeholders are provided information at a level and in a schedule that both satisfies the statute and results in a useful product. Documentation of the process will be included in the legislative reporting.

This task consists of assisting the CWCBC in the following:

- 1.1. Develop a project schedule identifying the number of meetings and approximate dates with each party (WCTAG, SAG, CWCBC Board), general meeting goals, and work products necessary to ensure that the guidelines conform to the statute requirements. This information will be publicized early in the process, informing all parties of opportunities to provide input.

- 1.2. Assist CWCB staff in preparing meeting materials, including draft guidelines and other technical information needed to ensure clear communication.
- 1.3. Attend meeting and assist CWCB in documenting the process and technical and/or policy-related issues identified.
- 1.4. Assist CWCB staff in reviewing and addressing public comments during the public review process.

Task 2 – Technical Review of Data Reporting Recommendations

The WCTAG and SAG will provide input on the types and format of water use and conservation data to be reported. In compliance with the statute, the CWCB needs to ensure that the data can be used toward its statewide water supply planning efforts. Data should also be collected in a manner that is compatible with the BNDSS.

This task consists of assisting the CWCB in the following:

- 2.1. Review input from the various parties and provide recommendations for types of data and specific formats that will support the statewide water supply planning needs.
- 2.2. Communication between the various parties and the BNDSS contractor to provide recommendations such that data is collected in a manner that is compatible with the BNDSS tool (or the BNDSS tool is adapted to support the data format).

Task 3 – Guidance Document Technical Review

With input from the WCTAG, SAG, and a formal public comment process, the CWCB will develop draft guidelines for recommendation to the CWCB Board and a report for the legislature. Multiple revisions are anticipated throughout this process. This task consists of assisting the CWCB in the following:

- 3.1. Draft data reporting guidelines.
- 3.2. Provide review and recommendations for revisions to address input from the various parties.

D. Project Budget

Task	Total Cost
1 – Data Reporting Public Outreach Process	\$10,000
2 – Technical Review of Data Reporting Recommendations	\$4,000
3 – Guidance Document Technical Review	\$10,000
TOTAL	\$24,000