



March 15, 2013

Mr. Kevin Reidy
Office of Water Conservation and Drought Planning
Colorado Water Conservation Board (CWCB)
1313 Sherman St., room 721
Denver, CO 80203

SUBJECT: P.O. # OE PDA 13000000067 - ROARING FORK WATERSHED REGIONAL WATER CONSERVATION PLAN – 50% PROGRESS REPORT

Dear Mr. Reidy:

As of March 15, 2013, the Roaring Fork Watershed Regional Water Conservation Plan MOU Project has reached its 50% of completion benchmark. Below is a synopsis of project activity accomplished since project inception.

50% Project Completion Status Report

The project scope of work as outlined in the original grant includes three tasks that build upon CORE's commitment to fulfilling its mission in promoting water efficiency, and in developing a Regional Water Conservation Plan for the Roaring Fork Watershed. The status of the primary tasks is as follows.

Task 1: Research, Draft & Finalize MOU

- Research and draft a Memorandum of Understanding for five (5) Stakeholder Water Providers (Aspen, Snowmass, Basalt, Carbondale, Glenwood Springs) to execute as a commitment to participate in the development of a Regional Water Conservation Plan.
 - o **CORE staff has researched the pertinent elements to include in the proposed MOU. A preliminary outline of the MOU has been provided to our legal resource, as described below, for preparation of the draft MOU.**
 - o **Preparation of this document is scheduled to begin in earnest next week.**
- Engage legal resource to review MOU preparation
 - o **CORE has executed an Engagement Letter with attorney, Peter D. Nichols of Berg Hill Greenleaf & Ruscitti, LLP. Mr. Nichols has reviewed the MOU outline prepared by CORE, and is prepared to initiate his preparation of the MOU.**
- Revise draft MOU to final copy, as necessary.
 - o **This subtask will be initiated in the coming weeks, as staff prepares to submit a final draft to the various stakeholder entities' elected boards.**

- Reach consensus among Stakeholder Water Providers on whether there is adequate support to apply for a CWCB Water Conservation Planning Grant to develop the Regional Plan.
 - o **This subtask will be accomplished after the MOU is presented to the elected decision-makers.**
- Alternatively, reach agreement to pursue independent CWCB Planning Grants for interested stakeholder communities.
 - o **Again, this subtask will be undertaken, as necessary, following our presentations to the elected decision-makers.**

Task 2: Present MOU to Stakeholder Water Providers

- Research and develop a detailed presentation on the general concept and benefits of adopting a Regional Water Conservation Plan.
 - o **CORE staff prepared a 2-page Project Overview document for use during our meetings with staff from the Stakeholder Water Providers. After incorporating feedback received during those meetings, this document will serve as the outline for developing a final PowerPoint presentation to be used during our meetings with the elected boards of those entities.**
 - o **CORE, along with our partners, the Roaring Fork Conservancy, has engaged a group of graduate students from the University of Michigan to assist in identifying and recommending various best practices related to Regional Water Conservation Planning. The students have selected our project, which will have them focusing on evaluation of outreach and education programs, cost-sharing models, and implementation measures that have been successful in other communities that have adopted regional water conservation plans.**
- Convene meetings (contact, schedule, conduct) with staff from each of the (5) Stakeholder Water Providers to discuss development of a Regional Water Conservation Plan.
 - o **CORE staff conducted individual meetings with staff from each of the five (5) Stakeholder Water Providers. A total of 10 hours was spent meeting with these individuals, to introduce the Regional Water Conservation Plan concept and address any concerns raised. We have received unanimous support for moving forward with a regional approach at the staff level.**
- Convene meetings (contact, schedule, conduct) with elected boards of each of the (5) Stakeholder Water Providers to secure commitments and execution of the MOU.
 - o **Presentations to each of the elected boards have been scheduled for late March through mid-April.**
 - **City of Aspen – April 1, 2013**
 - **Town of Carbondale – April 2, 2013**
 - **Town of Basalt – April 9, 2013**
 - **Snowmass Water & Sanitation District – April 17, 2013**
 - **City of Glenwood Springs – TBD**

Task 3: Grant Reporting

- Communicate results of the community engagement process to CWCB along with plan for next steps (50%, 75% and 100%).
 - o **This report completes our 50% progress reporting.**

Conclusion

In conclusion, CORE is comfortable with the grant's progression and outcomes. The project is on task, within budget, and a timeline extension does not appear necessary at this time. CORE will be happy to answer any questions you may have after reading this report.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'J. Haber', is positioned above the printed name.

Jason Haber
Energy Programs Manager
CORE