



May 13, 2013

Ben Wade
Office of Water Conservation & Drought Planning
Colorado Water Conservation Board
Department of Natural Resources
1313 Sherman Street, Room 721
Denver, CO 80203

SUBJECT: P.O. # OE PDA 13000000067 - ROARING FORK WATERSHED REGIONAL WATER CONSERVATION PLAN – 75% PROGRESS REPORT AND TIMELINE EXTENSION REQUEST

Dear Mr. Reidy:

As of May 13, 2013, the Roaring Fork Watershed Regional Water Conservation Plan MOU Project has reached its 75% of completion benchmark. Below is a synopsis of project activity accomplished since project inception.

75% 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 **Attorney Peter D. Nichols (Berg Hill Greenleaf Ruscitti LLP) completed preparation of the MOU and worked with CORE staff to incorporate revisions, as necessary.**
- Engage legal resource to review MOU preparation
 - o **CORE has contracted with Peter D. Nichols of Berg Hill Greenleaf Ruscitti LLP. Mr. Nichols participated in several phone calls with CORE staff, drafted the MOU and attended a meeting to present the MOU to the Aspen City Council.**
- Revise draft MOU to final copy, as necessary.
 - o **CORE has been documenting feedback received from staff and decision-makers, and will be incorporating that feedback into our final draft MOU in the coming weeks.**

- 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 **We have met with decision-makers at the City of Aspen, the Snowmass Water and Sanitation District, and the Town of Carbondale. All three providers have agreed to participate in the regional planning effort, pending review of a final draft MOU. This has generated positive momentum as we head into meetings with the Basalt Town Council and Glenwood Springs City Council this week. Participation among the three providers alone could justify pursuing the regional plan; however, receiving buy-in from one or more of the remaining entities would bolster our decision regarding that approach significantly.**
- 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 remaining 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 variety of memoranda for use during meetings with elected leaders from the Stakeholder Water Providers. These documents have served to frame the presentations and discussions held during such meetings.**
 - o **CORE, along with our partners, the Roaring Fork Conservancy and the Reudi Water and Power Authority, continues to engage on a regular basis with 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 as the subject of their masters thesis, 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. Although their project will proceed regardless of whether a regional plan is pursued in the Roaring Fork Watershed, it is anticipated that their work will proceed in parallel with, and in support of our efforts to satisfy the state's water conservation planning requirements.**
- 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 **As previously reported, 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.

- Presentations to each of the elected boards have been completed, or are scheduled to occur as noted below:
 - City of Aspen – April 1, 2013
 - Town of Carbondale – April 2, 2013
 - Snowmass Water & Sanitation District – April 17, 2013
 - Town of Basalt – May 14, 2013
 - City of Glenwood Springs – May 16, 2013
- CORE staff spent two (2) hours scheduling these meetings, and will have spent in excess of 10 hours attending and presenting at such meetings.

Task 3: Grant Reporting

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

Conclusion and Timeline Extension

In conclusion, CORE is encouraged by the grant's progression and outcomes. The project is on task and within budget; however, a timeline extension is being requested at this time.

The extension is necessary, as a result of our difficulties in scheduling adequate time to meet with elected decision-makers in Basalt and Glenwood Springs. Those meetings are scheduled to occur this week, which will allow us to pursue our scope of work towards a timely completion.

In order for CORE to hold this week's meetings, incorporate any necessary revisions to the MOU, and secure final approvals for participation, we are requesting a one month extension on the final deliverables to include an executed MOU and a final Grant Report to the CWCB by June 14, 2013.

CORE will be happy to answer any questions you may have after reading this report.

Respectfully submitted,



Jason Haber
Energy Programs Manager
CORE