

**Water Supply Reserve Account – Grant and Loan Program**  
**Water Activity Summary Sheet**  
**November 19-20, 2013**  
**Agenda Item 22(b)**

**Applicant:** Pikes Peak Regional Water Authority

**Water Activity Name:** Arkansas Basin Implementation Plan

**Water Activity Purpose:** All inclusive

**River Basin:** Arkansas

**Water Source:** Arkansas River and tributaries

**Amount Requested:** \$32,709 Statewide Account & \$94,746 Arkansas Basin Account

**Matching Funds:** \$94,746 Arkansas Basin Account

<b>Staff Recommendation:</b>
Staff recommends approval of up to \$32,709 from the Statewide Account and \$94,746 from the Arkansas Basin Account to help complete the project titled: Arkansas Basin Implementation Plan

**Water Activity Summary:** WSRA funds will be expended to draft components of the Arkansas Basin Implementation Plan that conforms to the Basin Implementation Plan Guidance Document. These components include portions of: Sections 1-6; Project Management, Presentations and Revisions; and Presentation to Third Parties to be performed by WestWater Research, while Pikes Peak Regional Water Authority will act as the applicant and fiscal agent.

*Threshold and Evaluation Criteria:*

The application meets all four Threshold Criteria.

*Statewide Evaluation Criteria:*

The application meets all three Tiered Evaluation Criteria.

**Discussion:**

No additional discussion is needed.

**Issues/Additional Needs:**

No additional issues or needs were identified.

**Staff Recommendation:**

Staff recommends approval of up to \$32,709 from the Statewide Account and \$94,746 from the Arkansas Basin Account for project titled: Arkansas Basin Implementation Plan.

All products, data and information developed as a result of this grant must be provided to the CWCB in hard copy and electronic format as part of the project documentation. This information will in turn be made widely available to Basin Roundtables and the general public and will help promote the development of a common technical platform. In accordance with the revised WSRA Criteria and

Guidelines, staff would like to highlight additional reporting and final deliverable requirements. The specific requirements are provided below.

**Reporting and Final Deliverable:** The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of the executed contract. The progress report shall describe the completion or partial completion of the tasks identified in the scope of work including a description of any major issues that have occurred and any corrective action taken to address these issues. At completion of the project, the applicant shall provide the CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings and engineering reports/designs.

**Engineering:** All engineering work (as defined in the Engineers Practice Act (§12-25-102(10) C.R.S.)) performed under this grant shall be performed by or under the responsible charge of professional engineer licensed by the State of Colorado to practice Engineering.



November 5, 2013

**Ms. Rebecca Mitchell**

Colorado Water Conservation Board  
Water Supply Planning Section  
1580 Logan Street, Suite 600  
Denver, Colorado 80203

**Re: Letter of Approval for WSRA funding of the Arkansas Roundtable Basin Implementation Plan**

Dear Ms. Mitchell:

Under separate cover you will receive a WSRA grant application from the Pikes Peak Regional Water Authority for the Arkansas Roundtable Basin Implementation Plan. At the September 11, 2013, meeting of the Arkansas Basin Roundtable, the roundtable approved by consensus this application for \$127,455, \$94,746 from the basin account and \$32,709 from the statewide account.

I recused myself from the discussion. The statewide funds are a reallocation of funds approved by the CWCB in March, 2013. The approved minutes of the September meeting are attached, which reflect the approval of the grant. The reallocation of approved statewide funds was ratified at the October roundtable meeting.

I understand this grant request will be heard at the November, 2013 CWCB meeting. Please do not hesitate to contact me if you have any questions.

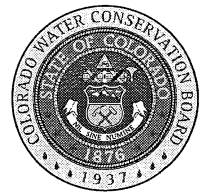
Sincerely,

Gary Barber  
Chair

c: Executive Committee, Ark Roundtable  
Elise Bergsten



**WATER SUPPLY RESERVE ACCOUNT  
APPLICATION FORM FOR  
BASIN IMPLEMENTATION PLANS**



ARKANSAS

Pikes Peak Regional Water Authority

**Basin**

September 11, 2013

**Applicant/Fiscal Agent**

Amount from Statewide Account:

32,709\*

**Roundtable Approval Date**

Amount from Basin Account:

\$94,746

Total WSRA Funds Requested:

\$127,455

Applicant Mailing  
Address:

231 Security Blvd  
Colorado Springs, CO 80911

Taxpayer ID#:

84-1428849

Primary Contact:

Elise Bergsten

Position/Title:

Manager

Email:

elise@dmasc.us

Phone Numbers:

Cell:

719-963-1809

Office:

719-634-8980

The Colorado Water Conservation Board (CWCB) has requested that each basin roundtable complete a Basin Implementation Plan as a fundamental component of the forthcoming update to the Statewide Water Supply Initiative and the Colorado Water Plan requested by Governor Hickenlooper's Executive Order D 2013-005. The CWCB's technical team will be available to help with the creation of these plans. In addition, resources of the Colorado River Water Availability Study Continuation will be available to west slope basins to help with more detailed modeling analyses in the plans. Basins are also encouraged to use Water Supply Reserve Account (WSRA) funds to complete all or a portion of their plans.

Since the plans meet the intent and criteria of the WSRA program, fund requests for this purpose should use this streamlined WSRA application form. In addition, staff has determined that Basin Implementation Plans meet the WSRA evaluation criteria for funds from the Statewide WSRA Account, however, applications that seek more than 33% of funds from the Statewide Account must provide a separate sheet justifying the request.

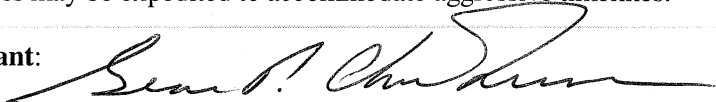
Along with this completed form, the applicant must submit **a detailed scope of work as Exhibit A**, including a budget and schedule. The scope should closely follow the items set forth in the Basin Implementation Plan Guidance Descriptive Outline available on the CWCB website, including the following components:

**\*\$32,709 remainder from SECWCD March, 2013 "Arkansas River Basin Study" (\$238,400 - 205,691 = \$32,709)**

	Included in this Application (Y or N)?
<b>Executive Summary</b>	<b>Yes</b>
<b>Section 1: Basin Goals and Measurable Outcomes</b>	<b>Yes</b>
<b>Section 2: Evaluate Consumptive and Nonconsumptive Needs</b>	<b>No</b>
2.1 Nonconsumptive Needs	No
2.2 Consumptive Needs	No
<b>Section 3: Evaluate Consumptive &amp; Nonconsumptive Constraints and Opportunities</b>	<b>No</b>
3.1 Current Basin Water Operations and Hydrology	No
3.2 Water Management and Water Administration (Optional)	No
3.3 Hydrologic Modeling (Optional)	No
3.4 Shortages Analysis	No
<b>Section 4: Projects and Methods</b>	
4.1 Education, Participation & Outreach	No
4.2 New Multi-Purpose, Cooperative, and Regional Projects and Methods	Yes
4.3 M&I Projects and Methods (i.e. projects, conservation, reuse, drought planning)	Yes
4.4 Agricultural Projects & Methods	Yes
4.5 Non-consumptive Projects and Methods	No
4.6 Interbasin Projects and Methods (optional)	Yes
<b>Section 5: Implementation Strategies for the Projects and Methods</b>	<b>Yes</b>
<b>Section 6: How the plan meets the Roundtables' Goals and Measurable Outcomes</b>	<b>Yes</b>

The application must also be accompanied by the roundtable's letter of approval, required for all WSRA applications. In addition, the applicant must: coordinate plan development with CWCB's staff and technical team; meet all the WSRA eligibility criteria detailed in the WSRA Criteria and Guidelines document; be able to use the standard contract; address any TABOR issues; provide a W-9 form; and provide proof of required insurance. Other WSRA reference material is available on the CWCB website. Applications must be approved by the CWCB board, but the CWCB approval process may be expedited to accommodate aggressive timelines.

Signature of Applicant:



Print Applicant's Name:

Sean P. Chambers

Date:

11/16/13

**Return an electronic version of all application materials to:**

WSRA Application – Basin Implementation Plans  
Colorado Water Conservation Board  
1580 Logan Street, Suite 200  
Denver, CO 80203  
rebecca.mitchell@state.co.us

**Please note that costs incurred prior to execution of a contract or purchase order are not subject to reimbursement.** All WSRA funds are disbursed on a reimbursement basis after review of invoices and appropriate backup material from the applicant. Invoices from any other entity (i.e. subcontractors) cannot be processed by the State. The invoice must include: a description of the work accomplished by major task, an estimate of the percent completed by individual tasks and the entire project in relation to the percentage of budget spent, identification of any major issues and proposed or implemented corrective actions. The last 5 percent of the entire project budget will be withheld until final plan documentation is completed. All products, data, and information developed as a result of this grant must be provided to the CWCB in hard copy and electronic format as part of the project documentation. This information will in turn be made widely available to Basin Roundtables and the general public.

## ***Basin Implementation Plan Scope of Work***

This Scope of Work below covers all the work by WestWater Research, LLC, the entity providing project management of the Arkansas Basin Implementation Plan. This WSRA grant for \$35,146 covers the balance of WestWater's budget, however, this WSRA grant does not fully fund the Plan. Subsequent grant applications will be forthcoming from the Arkansas Basin Roundtable.

### **Background**

The Arkansas Basin Roundtable is preparing a Basin Implementation Plan as required by the CWCB pursuant to Governor Hickenlooper's Executive Order D 2013-005 entitled: "*Directing the Colorado Water Conservation Board to Commence Work on the Colorado Water Plan*". Back in November, 2012, the Ark RT submitted a report outlining its plans for implementation of certain programs to address the needs of the Arkansas River basin. In furtherance of those programs, the Ark RT submitted, and had approved, WSRA grant funding in March, 2013, just a few weeks ahead of the Governor's issuance of the Executive Order.

Following receipt of the Executive Order, over the Summer of 2013, the CWCB and its staff prepared an outline Plan for Basin Roundtables to follow. At the September, 2013 Arkansas Basin Roundtable meeting, the Ark RT approved a proposal from WestWater Research, LLC ("WWR or WestWater") for \$127,455. The WWR proposal included four (4) tasks:

Task 1: Project Management	\$21,940
Task 2: Draft Basin Plan Elements	\$67,295
Task 3: Presentation & Revision	\$25,880
Task 4: Presentation to Third Parties, Final Distribution	\$9,980
<b><i>Subtotal of Labor</i></b>	<b>\$125,095</b>
Project Expenses	<u>\$2,360</u>
<b>Total Project Cost</b>	<b>\$127,455</b>

In October, 2013, the Executive Committee of the Ark RT elected to reduce the funds from the March, 2013 WSRA grant funds to Southeastern's vendor, CDM Smith in order to apply a portion to WestWater Research. This reapportionment was made under the assumption that PPRWA would become the fiscal agent for the WestWater contract. The Ark RT ratified this approach at its October 9, 2013 meeting. Several tasks in the Basin Implementation Plan will be by third party contractors that will be managed by WestWater. The WSRA grants for funding of these individual tasks has not yet been processed, however, the Executive Committee has allocated basin funds for the balance of the Basin Implementation Plan. Therefore, the completion of certain tasks within the Basin Implementation Plan is contingent upon additional funding. (Detail provided in Exhibit A).

Under the reduced WSRA grant of March, 2013, CDM will produce portions of the Basin Implementation Plan. WestWater will provide project management and portions of the Basin Implementation Plan. This WSRA grant request is for the full amount of the WestWater proposal, \$127,455.

## Scope of Work

### *Task 1 – Project Management*

This Task includes the overall project management of the program. Subtasks include meeting preparation, an initial kick-off meeting, monthly progress reports to the Executive Committee (up to 10) and leadership of the consulting team.

### *Task 2 – Draft Basin Plan Elements*

WestWater will be responsible for drafting certain elements of the plan and managing third party contractors to complete other elements. In addition, CDM Smith will also be responsible for completing some elements of the plan. The Table attached at Exhibit A provides detail on the elements of the plan that will be complete by WestWater, third party contractors, and/or CDM Smith. The Table also identifies those portions of the Plan which are not yet fully funded but will be funded through follow-on WSRA grant(s).

### *Task 3 – Presentation and Revisions*

This task brings the draft Basin Implementation Plan to the Arkansas Basin Roundtable for presentation, feedback, discussion and suggested revisions. The assumption is that elements of the Plan will be presented to the Executive Committee as they are drafted, modified as appropriate, presented to the Arkansas Basin Roundtable at its regularly scheduled meetings and integrated into a cohesive document. The final draft will be electronically distributed to roundtable members.

### *Task 4 – Presentation of the Plan to Third Parties*

The roundtables are charge to “actively seek the input and advice of affected local governments, water providers and other interested stakeholders and persons...” and to “serve as a forum for education and debate regarding methods for meeting water supply needs.”<sup>2</sup> To that end, the Governor’s Executive Order directs CWCB to “assemble ad-hoc panels of Coloradans and inter-agency working groups to develop recommendation regarding specific topics as it deems necessary.”<sup>3</sup> Task 4 provides for these interactions, presentations and, if appropriate, modifications to the Basin Implementation Plan prior to final submission to CWCB.

## Project Schedule

Project Schedule	3rd Qtr '13	4th Qtr '13	1st Qtr '14	2nd Qtr '14	3rd Qtr '14
Task 1: Project Management					
Task 2: Draft Basin Plan Elements					
Task 3: Presentation & Revision					
Task 4: Presentation to Third Parties, Final Distribution					

<sup>1</sup> 37-75-104 (2) (c), C.R.S.

<sup>2</sup> 37-75-104 (2) (d), C.R.S.

<sup>3</sup> Executive Order D 2013-005, para. III G.

**Exhibit A**  
**Statement of Work**

**WATER ACTIVITY NAME – Basin Implementation Plan – Arkansas Basin**

**GRANT RECIPIENT – Pikes Peak Regional Water Authority**

**FUNDING SOURCE – \$32,709 Statewide and \$94,746 of Arkansas basin funds for a total of \$127,455**

**INTRODUCTION AND BACKGROUND**

This grant provides project management and development of the Arkansas Basin Implementation Plan as a component of Colorado's Water Plan.

**OBJECTIVES**

1. Project management of the Basin Implementation Plan process for generation of the Plan.
2. Review and revision of the Plan through interaction with the Arkansas Basin Roundtable.
3. Interaction with Ad Hoc groups and public agencies as called for in the Governor's Executive Order D 2013-005.

**TASKS (See table attached for greater detail)**

***Task 1 – Project Management***

This Task includes the overall project management of the program. Subtasks include meeting preparation, an initial kick-off meeting, monthly progress reports to the Executive Committee (up to 10) and leadership of the consulting team.

***Task 2 – Draft Basin Plan Elements***

WestWater will be responsible for drafting certain elements of the plan and managing third party contractors to complete other elements. In addition, CDM Smith will also be responsible for completing some elements of the plan. The Table attached at Exhibit A provides detail on the elements of the plan that will be complete by WestWater, third party contractors, and/or CDM Smith. The Table also identifies those portions of the Plan which are not yet fully funded but will be funded through follow-on WSRA grant(s).

***Task 3 – Presentation and Revisions***

This task brings the draft Basin Implementation Plan to the Arkansas Basin Roundtable for presentation, feedback, discussion and suggested revisions. The assumption is that elements of the Plan will be presented to the Executive Committee as they are drafted, modified as appropriate, presented to the Arkansas Basin Roundtable at its regularly scheduled meetings and integrated into a cohesive document. The final draft will be electronically distributed to roundtable members.



#### ***Task 4 – Presentation of the Plan to Third Parties***

The roundtables are charge to “actively seek the input and advice of affected local governments, water providers and other interested stakeholders and persons...” and to “serve as a forum for education and debate regarding methods for meeting water supply needs.” To that end, the Governor’s Executive Order directs CWCB to “assemble ad-hoc panels of Coloradans and inter-agency working groups to develop recommendation regarding specific topics as it deems necessary.” Task 4 provides for these interactions, presentations and, if appropriate, modifications to the Basin Implementation Plan prior to final submission to CWCB.

#### **REPORTING AND FINAL DELIVERABLE**

**Reporting:** The applicant shall provide the CWCB a progress report every 6 months, beginning from the date of the executed contract. The progress report shall describe the completion or partial completion of the tasks identified in the statement of work including a description of any major issues that have occurred and any corrective action taken to address these issues.

**Final Deliverable:** At completion of the project, the applicant shall provide the CWCB a final report that summarizes the project and documents how the project was completed. This report may contain photographs, summaries of meetings and engineering reports/designs.

#### **BUDGET**

Provide a detailed budget by task including number of hours and rates for labor and unit costs for other direct costs (i.e. mileage, \$/unit of material for construction, etc.). A detailed and perfectly balanced budget that shows all costs is required for the State’s contracting and purchase order processes. Sample budget tables are provided below. Please note that these budget tables are examples and will need to be adapted to fit each individual application. Tasks should correspond to the tasks described above.

Task 1: Project Management	\$21,940
Task 2: Draft Basin Plan Elements	\$67,295
Task 3: Presentation & Revision	\$25,880
Task 4: Presentation to Third Parties, Final Distribution	\$9,980
<b><i>Subtotal of Labor</i></b>	<b>\$125,095</b>
Project Expenses	<u>\$2,360</u>
<b>Total Project Cost</b>	<b>\$127,455</b>

#### **SCHEDULE**

Provide a project schedule including key milestones for each task and the completion dates or time period from the Notice to Proceed (NTP). This dating method allows flexibility in the event of potential delays from the procurement process. Sample schedules are provided below. Please note that these schedules are examples and will need to be adapted to fit each individual application.

Task	Start Date	Finish Date
Task 1: Project Management	Upon NTP	NTP + 270 days
Task 2: Draft Basin Plan Elements	Upon NTP	NTP + 180 days
Task 3: Presentation & Revision	Upon NTP	NTP + 270 days
Task 4: Presentation to Third Parties, Final Distribution	Upon NTP	12/10/14

NTP = Notice to Proceed

Project Schedule	3rd Qtr '13	4th Qtr '13	1st Qtr '14	2nd Qtr '14	3rd Qtr '14
Task 1: Project Management					
Task 2: Draft Basin Plan Elements					
Task 3: Presentation & Revision					
Task 4: Presentation to Third Parties, Final Distribution					

## PAYMENT

Payment will be made based on actual expenditures and invoicing by the applicant. Invoices from any other entity (i.e. subcontractors) cannot be processed by the State. The request for payment must include a description of the work accomplished by major task, and estimate of the percent completion for individual tasks and the entire water activity in relation to the percentage of budget spent, identification of any major issues and proposed or implemented corrective actions. The last 5 percent of the entire water activity budget will be withheld until final project/water activity documentation is completed. All products, data and information developed as a result of this grant must be provided to the CWCB in hard copy and electronic format as part of the project documentation. This information will in turn be made widely available to Basin Roundtables and the general public and help promote the development of a common technical platform.