

Water Supply Reserve Account – Grant and Loan Program
Water Activity Summary Sheet
September 11-12, 2014
Agenda Item 13(n)

Applicant & Program Sponsor: Harris Water Engineering, Inc.

Water Activity Name: Southwest Basin Implementation Plan – Phase 2

Water Activity Purpose: All inclusive

River Basin: Southwest

Water Source: Southwest rivers and tributaries

Total Amount Requested: \$36,000

Source of Funds: \$24,000 Southwest Basin Account; \$12,000 Statewide Account

Matching Funds: n/a

Staff Recommendation:
Staff recommends approval of up to \$24,000 from the Southwest Basin Account; and \$12,000 from the Statewide Account to help complete the project titled: Southwest Basin Implementation Plan- Phase 2.

Water Activity Summary: WSRA funds are needed to begin Phase 2 of the Southwest Basin Implementation Plan that conforms to the Basin Implementation Plan Guidance Document authored by Harris Water Consultants, who are acting as the applicant and program sponsor (fiscal agent) on behalf of the Southwest River Basin Roundtable. Proposed Phase 2 Tasks include: Update and organize data included in draft BIP (Phase 1); Review, discuss and finalize Final BIP; Investigate identified supply gaps from Phase 1; Continue education and outreach; and Integrate Final Plan with CWCB work and products.

Discussion:

No additional discussion is needed.

Issues/Additional Needs:

No additional issues or needs were identified.

Threshold and Evaluation Criteria:

The application meets all four Threshold Criteria.

Tier 1-3:

n/a

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.

SOUTHWEST BASINS ROUNDTABLE

Michael Preston, Chair

c/o Dolores Water Conservancy District

P.O. Box 1150

Cortez, Colorado 81321

970-565-7562

August 25, 2014

Mr. Craig Godbout
Water Supply Management Section
Colorado Water Conservation Board
1580 Logan Street, Suite 600
Denver, Colorado 80203

SUBJECT: Phase 2 of the Southwest Basin Roundtable Implementation Planning Project

Dear Mr. Godbout:

The Southwest Basin Roundtable is pleased to recommend funding of \$24,000 from the Southwest Basin Account \$12,000 from the Statewide account for Phase 2 of the Southwest Basin Implementation Planning Project. The application was considered at the July 9, 2014 meeting of the Southwest Basin Roundtable. There was a quorum of Roundtable members present. Proposed Phase 2 Tasks include: Update and organize data included in draft BIP (Phase 1); Review, discuss and finalize Final BIP; Investigate identified supply gaps from Phase 1; Continue education and outreach; and Integrate Final Plan with CWCB work and products.

The completed Grant Application will be forwarded directly to you by the contractor. Please contact the applicant directly or me at 970-565-7562, mpreston@frontier.net, if you have questions or wish to discuss this application in more detail.

Sincerely,

Michael Preston
Southwest Basin Roundtable Chair

Exhibit A
Statement of Work

WATER ACTIVITY NAME – Phase 2 of the Southwest Basin Roundtable Implementation Planning Project

GRANT RECIPIENT –Harris Water Engineering, Inc.

FUNDING SOURCE – Water Supply Reserve Account

INTRODUCTION AND BACKGROUND

Provide a brief description of the project. (Please limit to **no more than 200 words**; this will be used to inform reviewers and the public about your proposal)

Phase 2 of the Southwest Basin Roundtable Implementation Planning Project will build on past work completed during the initial phase of this planning project. The Southwest Basin Roundtable (Roundtable) to date has engaged local technical planning to provide coordination between the Roundtable's sub-basins, the Roundtable, CWCB and other state agencies, as well as the up-to-date information necessary to produce a timely and useful plan, grounded in the needs, values and gaps of the Roundtable's sub-basins. The draft plan identifies ways in which the Roundtable, working with the area's sub-basins, intends to close the existing consumptive and non-consumptive water supply gaps. Phase 2 will incorporate all past efforts, updated information as necessary, continue outreach to sub-basins, and assist CWCB with incorporation of plan into Colorado Water Plan, and produce a final plan due in April of 2015.

OBJECTIVES

The Objectives of this project are to produce a Final Southwest Basin Implementation Plan that:

- A. Reflects the current values, needs, gaps and IPPs of the basin.
- B. Has the approval of the Southwest Basin Roundtable Begins Investigation of Identified Gaps from Phase 1
- C. Has been presented to public audiences around the Basin.
- D. Is integrated into the Colorado Water Plan and other CWCB Efforts.

TASKS

Provide a detailed description of each task using the following format

TASK 1 – Update and Organize Data

Description of Task

The purpose of this Task is to continue to consolidate existing information and gather updates on the Needs and Values; Identified, Projects and Processes (IPPs); and the current Gaps for both consumptive and non-consumptive water supplies in each of the sub-basins represented by the Southwest Basin Roundtable. Those sub-basins include: San Juan, Piedra, Pine, Animas, La Plata, Mancos, McElmo, Dolores, and San Miguel. To the extent possible, efforts will be made to develop data structures in common with CWCB in order to facilitate data sharing. Phase 2 will continue the work of this task and updated IPPs as necessary (i.e. IPP need(s) addressed, potential yield of project, etc...)

Method/Procedure

1. Continue to update the IPPs as necessary.
2. Overlay IPPs on Consumptive Needs and Non-Consumptive Values Maps.
3. Present final IPP list and completed map at a future Roundtable meeting.

Deliverables

1. Consolidated and Updated IPP List for each Sub-basin.
2. New IPP maps (Consumptive and Non-Consumptive) along with other pertinent maps.
3. Present updated IPP list and maps to the Roundtable at a 2015 spring meeting.

TASK 2 – Roundtable Review, Discussion and Approval of the Final Plan

Description of Task

The purpose of this task is to review, discuss and develop consensus from the Roundtable on draft Basin Implementation Plan completed in July of 2014. At each Roundtable meeting prior to the April 2015 deadline, discussion of the draft plan will be an agenda item. Roundtable members are encouraged to bring forward topics for group discussion as well as discussion of any and all topics that potentially need consensus prior to inclusion into the final plan.

Method/Procedure

1. November Roundtable Meeting: present topics for discussion, consultants provide any and all background information needed for an informative, constructive discussion.
2. January Roundtable Meeting: present topics for discussion, consultants provide any and all background information needed for an informative, constructive discussion.
3. March Roundtable Meeting: present topics for discussion, consultants provide any and all background information needed for an informative, constructive discussion.
4. Incorporate topics that the Roundtable reached consensus on into draft document.

Deliverable

1. Printed copies of July 31 Draft BIP for each roundtable member.
2. Consensus topics incorporated into final plan.

TASK 3 – Investigate Identified Gaps from Phase 1

Description of Task

A purpose of this task is to convene a technical working group(s) around identified gaps developed in Phase 1. The Southwest Basin has an overarching lack of data pertaining to various needs and gaps. The Roundtable would like to convene a smaller working group(s) to discuss data needs, potential data collection efforts and propose solutions to the Roundtable on meeting our data gaps. The consultants will provide the technical support to the working group for data collection and others efforts deemed necessary by the group.

Method/Procedure

1. Convene 2 to 3 small technical working group meetings to discuss data gaps.
2. Potentially draft solutions for gathering data to meet our data gap.
3. Present outcomes and summaries of the working group to the Roundtable at a future meeting.
4. Incorporate deliverables into draft document if directed by the Roundtable.

Deliverable

1. Data gap evaluation.
2. Incorporation of working groups efforts into the draft plan.

TASK 4 – Education and Outreach Efforts

Description of Task

The purpose of this task is to provide support to Roundtable members and consultants in conducting education and outreach efforts. Efforts could range from: radio interviews, generated content specific for mass distribution, invited guest speakers through the sub-basins, etc...

Method/Procedure

1. Draft content specific to the plan for distribution.
2. Develop talking points and tools for presenters to allow for consistent presentations across the sub-basins.

Deliverable

1. Participate in outreach efforts as directed by the Roundtable.
2. Outreach materials for distribution.
3. Printed copies of final plan for each roundtable member.

TASK 5 – Integrate Final Plan with CWCB Work and Products

Description of Task

The purpose of this task is to ensure that the SWBRT Implementation Plan is consistent with and complimentary to the work and products being carried out at the state level by CWCB and CDM.

Method/Procedure

1. Request review and feedback on draft Southwest Basin Implementation Plan from CWCB staff.
2. Obtain and integrate feedback into final Southwest Basin Implementation Plan.

Deliverable

Final Southwest Basin Implementation Plan that is consistent with and complimentary to the work and products produced by the 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.

Please see the attached Budget. The budget itemizes each Task's portion of the total WSRA funding. The funding request is for 2/3 of the monies from the Basin account while 1/3 is requested from the State account.

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.

Please see the attached task completion schedule depicting work items associated to Tasks One through Five, as described above.

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.

8/25/2014

Phase 2: Basin Implementation Plan Budget

WSRA Grant

		Technical	
Labor Distribution		\$70 per hour	Subtotal
			Subtotals
Task 1	Update and Organize Data	50	\$3,500
Task 2	Roundtable Review, Discussion and Approval of the Final Plan	55	\$3,850
Task 3	Investigate Identified Gaps from Phase 1	150	\$10,500
Task 4	Education and Outreach Efforts	100	\$7,000
Task 5	Integrate Final Plan with CWCB Work and Products	120	\$8,400
Associated Miscellaneous Expenses			\$2,750

Grand Total **\$36,000**

Other Direct Costs

Associated Miscellaneous Expenses

	Cost	Quantity	Subtotal
Photocopies	\$0.15	4400	\$660
Color Copies	\$1.00	886	\$886
Mileage	\$0.55	2195	\$1,207
<u>Total</u>			<u>\$2,750</u>

Task Completion Schedule

		Completion Date
Task 1	Update and Organize Data	Mar-15
Task 2	Roundtable Review, Discussion and Approval of the Final Plan	Apr-15
Task 3	Investigate Identified Gaps from Phase 1	Mar-15
Task 4	Education and Outreach Efforts	May-15
Task 5	Integrate Final Plan with CWCB Work and Products	Apr-15