



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources

1313 Sherman Street, Room 718  
Denver, CO 80203

August 19, 2017

Shavano Conservation District  
Attn: Bert Earle, District Manager  
102 Par Place, Suite 4  
Montrose, CO 81401

RE: Official Notice to Proceed – WSRF Grant – **POGG1 2017-342**  
**Ditch Mapping of Colona Area in the Gunnison River Basin**

Dear Earl,

This letter is to inform you that the purchase order (P.O.) to assist in the above WSRF grant project has been approved. The attached documents in the email serve as the original contracting documents.

With the executed P.O. (POGG1 2017-342) you are now able to proceed with the project and invoice the State of Colorado for costs incurred through your expiration date. Please provide the project name, CTGG1 number, and basins when corresponding with or invoicing for your project. Upon receipt of your invoice(s), the State of Colorado will provide payment no later than 30 days after review and signed approval of the project manager.

If an extension to the project is necessary, a formal letter of request must be submitted to the project manager along with a proposed completion date **90 days** prior to the current expiration date. There will be no prior notice from the CWCB contract compliance staff informing the grantee that the project is approaching its deadline, therefore the grantee must monitor the completion progress accordingly.

If you have any questions or concerns regarding the project, please contact Craig Godbout, Project Manager at 303-866-3441 x3210 or at [craig.godbout@state.co.us](mailto:craig.godbout@state.co.us). You can contact me at 303-866-3441 ext. 3250 for invoicing and payment disbursement questions.

Thank you.

Sincerely,

**Doriann Vigil**  
**Program Assistant II**  
O 303-866-3441 ext. 3250  
1313 Sherman Street, Rm. 719, Denver, CO 80203  
[Dori.vigil@state.co.us](mailto:Dori.vigil@state.co.us) / [cwc.state.co.us](http://cwc.state.co.us)

Attachments





STATE OF COLORADO  
Department of Natural Resources

|   |                            |  |            |                  |                   |                          |
|---|----------------------------|--|------------|------------------|-------------------|--------------------------|
| <b>ORDER</b>  |                            | <b>** IMPORTANT **</b>   |            |                  |                   |                          |
| Number: POGG1 PDAA 201700000342   |                            | The order number and line number must appear on all invoices, packing slips, cartons and correspondence  |            |                  |                   |                          |
| Date: 08/19/16  |                            |  |            |                  |                   |                          |
| Description:<br>PDAA 2500 WSRF SHAVANO CONS DIST.-Ditch Mapping   |                            | <b>BILL TO</b><br>COLORADO WATER BOARD CONSERVATION<br>1313 SHERMAN STREET, ROOM 718<br>DENVER, CO 80203 |            |                  |                   |                          |
| Effective Date: 08/19/16      Expiration Date: 03/31/17   |                            |  |            |                  |                   |                          |
| <b>BUYER</b>  |                            | <b>SHIP TO</b>   |            |                  |                   |                          |
| Buyer:  |                            | COLORADO WATER BOARD CONSERVATION  |            |                  |                   |                          |
| Email:  |                            | 1313 SHERMAN STREET, ROOM 718<br>DENVER, CO 80203  |            |                  |                   |                          |
| <b>VENDOR</b>   |                            | <b>SHIPPING INSTRUCTIONS</b>   |            |                  |                   |                          |
| SHAVANO CONSERVATION DISTRICT<br>102 PAR PL<br>STE 4<br>MONTROSE, CO 81401-4144   |                            | Delivery/Install Date:<br>F.O.B: FOB Dest, Freight Allowed<br><b>VENDOR INSTRUCTIONS:</b>                |            |                  |                   |                          |
| Contact: .  |                            |  |            |                  |                   |                          |
| Phone: .  |                            |  |            |                  |                   |                          |
| <b>Line Item</b>  | <b>Commodity/Item Code</b> | <b>UOM</b>   | <b>QTY</b> | <b>Unit Cost</b> | <b>Total Cost</b> | <b>MSDS Req.</b>         |
| 1   | G1000                      |  | 0          | 0.00             | \$13,658.00       | <input type="checkbox"/> |
| Description: PDAA 2500 WSRF SHAVANO CONS DIST.-Ditch Mapping  |                            |  |            |                  |                   |                          |
| Service From: 08/19/16  |                            | Service To: 03/31/17   |            |                  |                   |                          |
| <b>TERMS AND CONDITIONS</b>   |                            |  |            |                  |                   |                          |
| <a href="https://www.colorado.gov/osc/purchase-order-terms-conditions">https://www.colorado.gov/osc/purchase-order-terms-conditions</a> |                            |  |            |                  |                   |                          |
| <b>DOCUMENT TOTAL = \$13,658.00</b>   |                            |  |            |                  |                   |                          |

**Exhibit A**  
**Statement of Work**  
**Date: August 10, 2016**

**WATER ACTIVITY NAME – Ditch Mapping in the Upper Uncompahgre**

**GRANT RECIPIENT – Shavano Conservation District**

**FUNDING SOURCE – WSRA Gunnison Basin 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)

The purpose of this project is to complete the GIS mapping of ten (10) irrigation ditches, including documenting the operation of these ditches, in the Colona area of the Upper Uncompahgre River Basin. This work began as part of a program to map major irrigation ditches throughout the Lower Gunnison River Basin, funded by the Bureau of Reclamation (BOR). The BOR budget of \$160,000 for this ditch mapping work has been expended and additional funding to complete the project has been granted by the Colorado Water Conservation Board's WSRA Gunnison Basin Account. In order for irrigation ditches to be eligible to apply for the BOR-Basin-wide Salinity Control Program grants, a major source of funding for ditch piping projects, the entire hydrologic unit(s) that encompass the ditch will be mapped, with this information submitted to the BOR.

**OBJECTIVES**

List the objectives of the project

1. To complete ditch mapping in the Colona area in order to enable interested irrigation companies the eligibility to apply to the BOR-Basin-wide Salinity Control Program for funding for ditch piping projects.
2. To supply deliverables to both the Shavano Conservation District and the Salinity Program Hydrologist at the Bureau of Reclamation.

**TASKS**

Provide a detailed description of each task using the following format

**TASK 1 – GIS Ditch Mapping**

Description of Task

Obtain permission from individuals and entities for mapping activities. Complete the on-the-ground GIS mapping of 10 ditches in the Colona area sub-basins 3195 (Uncompahgre at Colona) and 3199 (Uncompahgre at Ft. Crawford).

#### Method/Procedure

A hand-held GPS receiver will be used to physically walk/ride the ditches included in this project. Ditch lines and structure point locations will be physically verified, with functions and operation of each intake and turnout confirmed in the field by the ditch rider.

#### Deliverable

ArcGIS shapefiles with tracks identifying ditch lines and points identifying structure locations will be developed.

### **TASK 2 – Operational Worksheets and Supporting Data**

#### Description of Task

An Excel spreadsheet identifying the operation of each ditch system will be developed. Information for each turnout will include shares delivered and average flow rates (cfs). Supporting information including shareholder lists, CDSS structure summaries and diversion records will be included in the final documentation notebook.

#### Method/Procedure

Operational data will be collected from a knowledgeable source for each ditch, such as the ditch rider or board president. All shareholder information will be held confidential.

#### Deliverable

Operational information will be entered in the point file attributes table developed in Task 1, as well as in a stand-alone spreadsheet file. All supporting data, along with an operational narrative and printed map, will be compiled in a hard-copy notebook supplied to the Shavano Conservation District and the Lower Gunnison Salinity Coordinator.

### **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

| Total Costs                                     |          |                    |                |            |                     |
|---|----------|--------------------|----------------|------------|---------------------|
|   | Labor    | Other Direct Costs | Matching Funds | WSRA GRANT | Total Project Costs |
| Task 1 - GIS Ditch Mapping                      | \$11,776 | \$3,097            | \$3,413        | \$13,658   | \$14,873            |
| Task 2 - Operational Worksheets/Supporting Data | \$1,472  | \$726              | \$0            |            | 2,198               |
| In-Kind Contributions                           | \$2,200  |                    | \$2,200        |            | 2,200               |
|   |          |                    |                |            |                     |
| Total Costs:                                    | \$15,448 | \$3,823            | \$5,613        | \$13,658   | \$19,271            |

| Project Personnel Costs                         |              |  |          |
|---|--------------|--|----------|
| Project Personnel:                              | Mapping Tech |  | Total    |
| Hourly Rate:                                    | \$36.80      |  | Costs    |
| Task 1 - GIS Ditch Mapping                      | 320 hrs.     |  | 388 hrs. |
| Task 2 - Operational Worksheets/Supporting Data | 40 hrs.      |  | 80 hrs.  |
|   |              |  |          |
| Total Hours:                                    | 360          |  | 360      |
| Cost:   | \$13,248     |  | \$13,248 |

| Other Direct Costs                              |        |                     |            |         |  |         |
|---|--------|---------------------|------------|---------|--|---------|
| Item:   | Copies | Materials/Supplies  | ATV Rental | Mileage |  | Total   |
| Units:  | Each   | Batteries/Ink/Paper | Days       | Miles   |  |         |
| Unit Cost:                                      | \$0.25 | Various             | \$50       | \$0.50  |  |         |
| Task 1 - GIS Ditch Mapping                      |        | \$847               | \$1,750    | \$500   |  | \$3,097 |
| Task 2 - Operational Worksheets/Supporting Data | \$75   | \$651               |            |         |  | 726     |
|   |        |                     |            |         |  |         |
| Total Units :                                   | 300    |                     | 35         | 1000    |  |         |
| Total Cost:                                     | \$75   | \$1,498             | \$1,750    | \$500   |  | \$3,823 |

| In-Kind Contributions                           |              |           |         |
|---|--------------|-----------|---------|
| Project Personnel:                              | TU Personnel | SCD Admin | Total   |
| Hourly Rate:                                    | \$25.00      | \$18.75   |         |
| Task 1 - GIS Ditch Mapping                      | 28           | 40        | 68      |
| Task 2 - Operational Worksheets/Supporting Data |              | 40        | 40      |
|   |              |           |         |
| Total Hours :                                   | 28           | 80        | 108     |
| Total Cost:                                     | \$700        | \$1,500   | \$2,200 |

## BUDGET

**WATER ACTIVITY NAME - Ditch Mapping in the Upper Uncompahgre**

**GRANT RECIPIENT - Shavano Conservation District**

**FUNDING SOURCE - WSRA Gunnison Basin Account**

**DATE OF AWARD - July 20, 2016**

|                          |                               |                 |
|--------------------------|-------------------------------|-----------------|
| PROJECT FUNDS            |                               |                 |
| Grant Funds              | WSRA Grant                    | \$13,658        |
| Matching Funds           | Trout Unlimited               | 500             |
| In-Kind Contribution     | Trout Unlimited               | 700             |
| Matching Funds           | Shavano Conservation District | 2,913           |
| In-Kind Contribution     | Shavano Conservation District | 1,500           |
| Total Project Funding    |                               | <u>\$19,271</u> |
| PROJECT EXPENSES         |                               |                 |
| Project Personnel        | Mapping Technician            | \$13,248        |
|                          | Trout Unlimited Personnel     | 700             |
|                          | SCD Administration            | 1,500           |
| Total Personnel Costs    |                               | <u>\$15,448</u> |
| Other Direct Costs       | Copies                        | \$75            |
|                          | Materials and Supplies        | \$1,498         |
|                          | Equipmental Rental - ATV      | \$1,750         |
|                          | Mileage                       | <u>\$500</u>    |
| Total Other Direct Costs |                               | <u>\$3,823</u>  |
| Total Project Expenses   |                               | <u>\$19,271</u> |



## **SCHEDULE**

| Task                                      | Start Date | Finish Date    |
|---|------------|----------------|
| 1. GIS Ditch Mapping                      | Upon NTP   | NTP + 180 days |
| 2. Operational Worksheets/Supporting Data | Upon NTP   | NTP + 180 days |

## **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.