

Exhibit A

Statement Of Work	
Prepared Date:	April 4, 2024
Name of Grantee:	Headwaters Alliance
Name of Water Project:	Water Efficiency Planning for Creede, CO
Water Project Overview: Please provide a brief description of the proposed water activity (no more than 200 words). Please define all acronyms.	
Headwaters Alliance (the “Grantee”) will coordinate with consultants and partners to complete a Water Efficiency Plan for the City of Creede in order to identify and monitor water efficiency opportunities and provide effective public outreach to its customers. Additionally, the Water Efficiency Plan will serve as a directive for revising and updating the City’s Master Plan to inform long term needs related to water efficiency use, drought mitigation, integrated land and water use planning and more.	
Project Objectives:	
1. Understanding Creede’s water security at maximum capacity with build-out of the community, expected between 2045 and 2050. 2. Exploring the feasibility, capacity requirements, costs, and water savings potential of implementing metered water billing within 5-10 years. 3. Exploring a new more water-efficient rate structure. 4. Informing the role of efficiency in informing future infrastructure improvements as Creede approaches maximum capacity. 5. Directly inform the development of a revised and updated Master Plan for the City of Creede to provide clarity regarding long-term water efficiency planning, drought mitigation, integrated land and water use planning, source water protection, and infrastructure needs.	

Task 1
<u>Task 1: Evaluation, Profile and Summary of Physical Water System Components</u>
Description of Task:
A profile of Creede’s existing water systems will be developed.
Method/Procedure:
A profile of the City of Creede’s existing water supply system will be developed and will identify the following: <ul style="list-style-type: none"> • Map City of Creede’s service area. • Inventory existing water treatment facilities, groundwater wells, water storage, and the water distribution system. • Evaluate water supply reliability and how this is determined in years with average precipitation, and drought conditions. • Supply limitations, challenges, and future needs given demand growth and aging infrastructure. • Preliminary review of City of Creede’s water rights.
Deliverable:

The deliverable will include the following sections and worksheets as outlined in the CWCB Guidance Document:

- Section 1.0 - Profile of Existing Water Supply System, including overview of existing water supply system, water supply reliability, supply-side limitations and future needs.

Additionally, the City of Creede will have an integrated understanding of its existing water supply system, water system reliability, system challenges and limitations, and past supply-side water efficiency activities.

Task 2

Task 2: Profiles of Water Demand and Historic Demand Management

Description of Task:

A profile of Creede's current and future water demands and historical demand management from 2010-2023 will be developed, along with the characterization of Creede's customer demographics and consumption trends.

Method/Procedure:

This profile will include:

- A characterization of Creede's customers, which includes single-family, multi-family, and commercial.
- The characterization of population sectors served by Creede, of which there are four: 1) full-time residents, 2) part-time residents, 3) seasonal visitation of tourists, and 4) users of Creede's recreational amenities requiring supplemental water (playing fields and hockey rinks).
- The calculation of Creede's current and projected water demands, and estimated projected water demands as they may be modified through efficiency measures.
- The calculation of indoor and outdoor water demand, and calculation methodology.
- Demand Management.

Deliverable:

The deliverable will include the following sections and worksheets as outlined in the CWCB Guidance Document:

- Section 2.0 – Profile of Water Demand and Historical Demand Management, including demographics and key characteristics of City, historical water demands, past and current demand management activities and impact to demands, demand forecasts.

Additionally, the City of Creede will have an integrated understanding of its customers and non-revenue water users and how they contribute to the annual demand profile.

Task 3

Task 3: Integrated Water Efficiency Planning, Benefits and Goals

Description of Task:

The role of water efficiency will be investigated to see how it can be integrated into planning efforts in order to maximize the service life of the distribution and treatment systems.

Method/Procedure:

This task will be achieved through a series of community meetings to introduce stakeholders and the public to integrated water efficiency strategies and consider benefits and community goals. This will be an iterative process allowing for two meetings with the full project team and additional meetings as indicated in real-time to ensure adequate public stakeholder involvement. A key objective within this method is to ensure adequate

time for the community to learn, absorb and apply new information in working collaboratively to generate goals for the community.

Work in support of this task will include:

- Defining water supply planning efforts to date.
- Identifying water supply and system challenges.
- Identifying the benefits of water efficiency on system and distribution planning efforts.
- Evaluating land use codes and programs in relation to water efficiency projects.
- Identifying achievable water savings goals.
- Developing an evaluation process to assist in the selection of water efficiency measures.

Deliverables:

The deliverable will be a decision-making framework from which to evaluate the benefits of available water efficiency measures. This framework will be informed by the following criteria as outlined in the CWCB Guidance Document:

Section 3.0 – Integrated Planning and Water Efficiency Benefits and Goals

- Water Supply Limitations and Future Needs
- Historical and Current Water Efficiency Activities
- Initial conceptual modifications to Capital Improvement Projects and Water Acquisitions
- Identification and Screening of Foundational Activities
- Identification and Screening of Targeted Technical Assistance Incentives
- Identification and Screening of Ordinances and Regulations
- Identification and Screening of Education Activities

While the process will ultimately determine the deliverables, the Grantee anticipates rigorous discussion, education and planning related to metering in Creede and developing a new Master Plan for Creede with particular emphasis on long-term water sustainability and integrated water and land planning.

Task 4

Task 4: Selection of Water Efficiency Activities

Description of Task:

A final list of water efficiency measures will be selected through a qualitative and quantitative comparison of their demand reduction potential, the determination of Creede's ability and timeline to financially implement the measures, the identification of funding (fees, grants, loans), with the benefit of civic and public input.

Method/Procedure:

This task will be achieved with at least two community meetings to introduce stakeholders and the public to formally select integrated water efficiency strategies and articulate benefits and community goals. Given the iterative and relational nature of all the tasks in the WEP process, The Grantee will implement an open and transparent process to ensure there is ample opportunity for community participation.

Work in support of this task will include:

- Preparing initial screening and short list of candidate water efficiency measures, which will likely include Master Planning, metering of the system, and eventual metered billing.
- Determining the feasibility of implementing a billing rate that encourages water efficiency.
- Creede has historically billed its customers a flat rate based on equivalent residential units (EQRs), with no incentive for conservation. Rates that support conservation (tiered rates, water budgets, and tap fee structure) will be evaluated.

Deliverables:
<p>The following sections and Worksheets as outlined in the CWCB Guidance Document will be the deliverable:</p> <ul style="list-style-type: none"> • Section 4.0 – Selection of Water Efficiency Activities <p>It is projected that an additional deliverable for this task will be the development of language and framework for informing water efficiency planning, future drought mitigation, integrated water and land use planning within a new City of Creede Master Plan.</p>

Task 5
<u>Task 5: Implementation and Monitoring Plan</u>
Description of Task:
The plan for implementing and monitoring the effectiveness of the selected water efficiency measures will be developed.
Method/Procedure:
<p>Work in support of this task includes:</p> <ul style="list-style-type: none"> • Presenting the final selection of water efficiency measures • Developing the Implementation Plan, which will include the timeline, milestones, and staff assignments for implementing the selected water efficiency measures • Identifying means of mitigating potential lost revenue from implementing water efficiency measures. • Developing the Monitoring Plan to evaluate the effectiveness of the Water Efficiency Plan. The Monitoring Plan will include timeline, frequency, and role assignments for collecting and reporting on a host of demand and other relevant data pertaining to local weather conditions and building statistics
Deliverables:
<p>The following section as outlined in the CWCB Guidance Document will be the deliverable: Section 5.0 – Implementation and Monitoring Plan.</p> <ul style="list-style-type: none"> • Implementation Plan • Selection of Monitoring Demand Data for Monitoring Plan – Monitoring Plan • Annual Demand Tracking Sheet • Annual Monitoring Tracking Sheet <p>More specifically, the Implementation and Monitoring Plan will enable City of Creede to facilitate implementing the selected water efficiency measures and monitor these efforts. and will identify the water-saving measure, responsible staff person(s), the type of data being collected and their relevance, calculation methodologies, and the frequency of collection and reporting.</p>

Task 6
<u>Task 6: Public Review and Approval Process</u>
Description of Task:
The Water Efficiency Plan will be presented to Creede’s Board of Trustees and customers, and feedback and challenges encountered will be recorded and included in the final version of the Plan. The final version of the Water Efficiency Plan will be submitted to CWCB, along with a schedule for periodic review and updating of

the Plan.

Method/Procedure:

Work in support of this task includes:

- Sharing the draft Water Efficiency Plan with Creede’s customers through Creede’s website billing statements, newsletters, direct mail, and public presentations made at regular monthly/special meetings of Creede’s Board of Trustees.
- Recording public comments obtained for use in the final version of the Plan.
- Submitting the final Water Efficiency Plan and related appendices to CWCB for State approval.

Deliverable:

Final Report: Water Efficiency Plan for Creede, CO, to include approved document, and documentation of the public review process for, and sentiment regarding, the Water Efficiency Plan will be recorded and provided as an appendix to the final Plan.

The Grantee anticipates several other deliverables as a result of this project, to include:

1. Tangible contributions to inform all water-related elements of a new and updated Master Plan for City of Creede.
2. Multiple educational activities to expand the knowledge and understanding of water in Creede and Mineral County.
3. A ripple effect to aid the County governance in initiating newly updated water-efficiency policies in the long outdated County Master Plan

Budget and Schedule

This Budget and Schedule reflects the tasks identified in the Statement of Work:

Task No.	Task Description	Estimated Task Start Date	Estimated Task End Date	Grant Funding	Match Funding	Total
1	Evaluation, Profile, and Summary of Water Supply System	3/1/2024	8/1/2024	\$0	\$11,670	\$11,670
2	Profile Water Demands and Historical Demand Management	3/1/2024	8/1/2024	\$0	\$10,240	\$10,240
3	Integrated Water Efficiency Planning, Benefits and Goals	8/1/24	1/31/25	\$11,296	\$750	\$12,046
4	Selection of Water Efficiency Activities	10/1/25	2/28/25	\$9,331	\$1,195	\$10,526
5	Implementation and Maintenance Plan	1/31/25	4/1/25	\$4,890	\$0	\$4,890
6	Adoption of New Policy	4/1/25	8/1/25	\$23,588	\$2,045	\$25,633
Total				\$49,105	\$25,900	\$75,005

Reporting Requirements

Progress Reports: The grantee shall provide the CWCB a progress report every six months, beginning from the date of issuance of the grant agreement. The progress report shall describe the status 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 Report: At completion of the project, the applicant shall provide the CWCB a final report on the applicant's letterhead that:

- Summarizes the project and how the project was completed.
- Describes any obstacles encountered, and how these obstacles were overcome.
- Confirms that all matching commitments have been fulfilled.
- Includes photographs, summaries of meetings and engineering reports/designs.

The CWCB will pay out the last 10% of the budget when the final report is completed to the satisfaction of CWCB staff. Once the final report has been accepted, and final payment has been issued, the grant agreement will be closed without any further payment.

Payment

Payment will be made based on actual expenditures and must include invoices for all work completed. The request for payment must include a description of the work accomplished by task, an estimate of the percent completion for 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.

Costs incurred prior to the effective date of this grant agreement are not reimbursable. The last 10% of the entire grant will be paid out when the final deliverable has been received. All products, data and information developed as a result of the grant agreement must be provided to the CWCB as part of the project documentation.

Performance Measures

Performance measures for the grant agreement shall include the following:

(a) Performance standards and evaluation: Grantee will produce detailed deliverables for each task as specified. Grantee shall maintain receipts for all project expenses and documentation of the minimum in-kind contributions (if applicable) per the budget. Per grant guidelines, the CWCB will pay out the last 10% of the budget when the final report is completed to the satisfaction of CWCB staff. Once the final report has been accepted, and final payment has been issued, the grant agreement will be closed without any further payment.

(b) Accountability: Per grant guidelines full documentation of project progress must be submitted with each invoice for reimbursement. Grantee must confirm that all grant conditions have been complied with on each invoice. In addition, per Grant Guidelines, progress reports must be submitted at least once every six months. A final report must be submitted and approved before final project payment.

(c) Monitoring Requirements: Grantee is responsible for ongoing monitoring of project progress per Exhibit A. Progress shall be detailed in each invoice and in each progress report, as detailed above. Additional inspections or field consultations will be arranged as may be necessary.

(d) Noncompliance Resolution: Payment will be withheld if grantee is not current on all grant conditions. Flagrant disregard for grant conditions will result in a stop work order and cancellation of the grant agreement.