

Exhibit A

Statement Of Work	
Date Prepared:	April 5, 2024
Name of Grantee:	North Weld County Water District (NWCWD)
Name of Water Project:	NWCWD Water Efficiency Plan Update 2024
Water Project Overview:	
<p>North Weld County Water District (NWCWD or District) will contract Clear Water Solutions, Inc. (CWS) to assist in updating NWCWD's Municipal Water Efficiency Plan (Plan). Although CWS will complete the majority of the work under NWCWD's guidance, NWCWD is ultimately responsible for executing the tasks and providing deliverables. The main purpose of this Plan is to guide the effective and responsible uses of the District's water resources. A secondary purpose of this effort is to develop a Plan that meets the CWCB requirements enabling NWCWD to apply for State financial assistance for subsequent projects further empowering the District to establish water saving programs that might not be possible otherwise.</p> <p>The primary features or sections of this Plan will include the following:</p> <ol style="list-style-type: none">1. Introduction & Profile of Existing Water Supply System2. Profile of Water Demands and Historical Water Efficiency Activities3. Integrated Planning and Water Efficiency Benefits and Goals4. Selection of Water Efficiency Activities5. Implementation and Monitoring Plan6. Adoption of New Policy, Public Review, and Formal Approval <p>Each of these sections and the steps to accomplish them is described in more detail within the Task sections within this Statement of Work. NWCWD will provide progress reports every six months, as well as a final Plan. The Colorado Water Conservation Board and the District will receive electronic pdf copies of the final Plan. Timelines are listed within the Task sections within this Statement of Work as well as in the included Excel spreadsheet.</p>	
Project Objectives:	
<ol style="list-style-type: none">1. Provide an overview of NWCWD's water supply system that includes past uses, customer categories, and non-revenue water. This will also likely include indoor/outdoor use, trends, and other beneficial data.2. Evaluate previous water efficiency activities, benefits from those activities, and lessons learned.3. Develop activities and steps within the Plan that will help the District achieve lasting, long-term improvements in water efficiency and conservation. One of the greatest benefits would be reducing overall per capita water demands.4. Develop activities that will compliment other planning efforts and goals of NWCWD, its Board of Directors, Staff, customers, and other stakeholders.	

Task 1
Task 1 – Introduction and Profile Existing Water Supply System
Description of Task:
<p>Meeting #1 - Kickoff meeting with District staff to discuss the overall project and gather preliminary data.</p> <p><u>1.1 – Overview of Existing Water Supply System</u></p> <ol style="list-style-type: none">1.1.1 District staff and CWS will describe the District's service area.1.1.2 District staff and CWS will describe the District's water supply sources.

1.1.3	District staff and CWS will describe the key existing facilities.
<u>1.2 – Water Supply Reliability</u>	
1.2.1	District staff and CWS will provide a description of the District’s location with respect to areas of current and future water needs as identified by the Statewide Water Supply Initiative (SWSI) and other regional planning efforts.
1.2.2	District staff and CWS will describe water supply system reliability.
1.2.3	District staff and CWS will describe how excess supplies are used after meeting municipal demands.
<u>1.3 – Supply-Side Limitations and Future Needs</u>	
1.3.1	District staff and CWS will summarize the District’s water supply system limitations and future challenges the District may have for planning and operating their system.
1.3.2	District staff and CWS will describe how the District intends to address water supply system limitations and future challenges.
Method/Procedure:	
Much of this task will be done through email exchanges for data and other information. Plan framework will be established, and information will begin to be input into spreadsheets, tables, charts, and the main body of the Plan. Meeting #1 (Kickoff meeting) will also help establish relationships as well as gather additional needed data and other information.	
Deliverable:	
The deliverable will include the following sections and worksheets as outlined in the CWCB Guidance Document:	
<ul style="list-style-type: none"> 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. 	

Task 2	
Task 2 – Profile of Water Demands and Historical Water Efficiency Activities	
Description of Task: The activities described under this task will provide an overview of the historical water demand trends as well as the influence of historical water demand management on water use and forecasted future water demands.	
<u>2.1 – Demographics and Key Characteristics of the Service Area</u>	
2.1.1	District staff and CWS will describe customer categories, service area population, and other pertinent information.
<u>2.2 – Historical Water Demands</u>	
2.2.1	District staff and CWS will describe any limitation associated with the availability of the demand data.
2.2.2	District staff and CWS will outline total annual treated water distribution, total annual distribution of raw non-potable and reclaimed water, and annual non-revenue water.
2.2.3	District staff and CWS will quantify water demand by customer category including monthly and annual treated metered water use by customer category.
2.2.4	District staff and CWS will analyze system wide demand by calculating and describing per capita water demands and indoor and outdoor water usage.
<u>2.3 – Past and Current Demand Management Activities and Impact to Demands</u>	
2.3.1	In coordination with District staff, CWS will include an estimate of the amount of water saved through previous demand management efforts.
2.3.2	District staff and CWS will list the demand management activities implemented prior to this Plan. The list will include the date of initial implementation.
2.3.3	District staff and CWS will analyze the projected water savings/goals developed from previous efforts and discuss whether these projected water savings were achieved.

2.3.4	District staff and CWS will identify how demand management activities impacted historical demands.
2.3.5	District staff and CWS will discuss passive vs. active demand management savings and quantitative data that supports passive demand reductions.
<u>2.4 – Demand Forecasts</u>	
2.4.1	In coordination with District staff, CWS will identify the planning horizon for the Plan.
2.4.2	District staff, with the help of CWS, will present the unmodified forecasted water demands based on NWCWD's existing water efficiency program through the planning horizon.
2.4.3	District staff and CWS will discuss method(s) and any assumptions used to develop the demand forecast.
Method/Procedure:	
Much of this task will be done through email exchanges for data and other information. Information will continue to be input into the Plan. Meeting #1 (Kickoff meeting) will have provided some of this information needed for this task. Data will be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 2. Other methods and procedures are discussed within the descriptions of Task 2 descriptions above.	
Deliverable:	
The deliverable will include the following sections and worksheets as outlined in the CWCB Guidance Document:	
<ul style="list-style-type: none"> Section 2.0 – Profile of Water Demand and Historical Demand Management, including demographics and key characteristics of NWCWD, historical water demands, past and current demand management activities and impact to demands, demand forecasts. 	

Task 3	
Task 3 – Integrated Planning and Water Efficiency Benefits and Goals	
Description of Task:	
<u>3.1 – Water Efficiency and Water Supply Planning</u>	
3.1.1	In coordination with District staff, CWS will describe how long-term water savings garnered through water efficiency activities are incorporated into water supply planning and decision making.
3.1.2	District staff and CWS will present modified forecasted water demands through the planning horizon incorporating the District's projected water savings identified in Section 4.0
3.1.3	District staff and CWS, if appropriate and logical, will discuss how water savings achieved through the new water efficiency plan could or could not result in the elimination, downsizing and/or postponement of certain capital improvements/water acquisitions.
3.1.4	District staff and CWS will state how the saved water will be used and the additional water efficiency benefits realized.
Meeting #2 – Discuss desired water efficiency goals and initial screening of water efficiency activities.	
<u>3.2 – Water Efficiency Goals</u>	
3.2.1	In coordination with District staff, CWS will provide a list of water efficiency goals for this Plan and methods by which the success of the goals will be measured. The goals will incorporate targeted total water savings, targeted water savings by customer class and targeted water savings from system water loss control management.
3.2.2	District staff and CWS will provide an explanation of how these goals were developed and designed to achieve the water efficiency benefits.
3.2.3	District staff and CWS will provide an explanation of how these goals compare to the goals in the District's previous water efficiency plan and describe why goals remained the same or were changed.

Method/Procedure:
Much of this task will be done through email exchanges for additional data and other information. Data analysis will continue, and findings will be incorporated into tables and charts to illustrate the various elements of Task 3. Other methods and procedures are discussed within the descriptions of Task 3 Descriptions above.
Deliverable:
<p>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:</p> <p>Section 3.0 – Integrated Planning and Water Efficiency Benefits and Goals</p> <ul style="list-style-type: none"> • 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

Task 4
Task 4 – Selection of Water Efficiency Activities
Description of Task:
<p>The activities described under this task will provide an overview of the historical water demand trends as well as the influence of historical water demand management on water use and forecasted future water demands.</p> <p><u>4.1 – Summary of Selection Process</u></p> <p>4.1.1 District staff and CWS will provide a list of selected water efficiency activities included in the new water efficiency plan.</p> <p>4.1.2 District staff and CWS will summarize the identification, screening, and evaluation processes used to select the final activities. The selection process will be based on cost-benefit analyses of the activities, as well as anticipated challenges to adopt the activities and lessons learned from the implementation of past activities. All the required elements/activities will be considered. If any activities are deemed not feasible for implementation by District staff, the proper documentation and supporting materials will be provided justifying why the activities will not be implemented.</p> <p><u>4.2 – Demand Management Activities</u></p> <p>4.2.1 District staff and CWS will provide an estimate of the amount of water that could be saved through water efficiency when the Plan is implemented.</p> <p>4.2.2 District staff and CWS will estimate water savings from selected <i>Foundational Activities</i>.</p> <p>4.2.2.1 This will include an assessment of current and future metering programs, billing systems, rate structures, and water loss management and control programs.</p> <p>4.2.3 District staff and CWS will estimate water savings from <i>Targeted Technical Assistance and Incentive Activities</i>.</p> <p>4.2.3.1 This will include an assessment of water efficiency activities specific to the District’s customer categories, as well as municipal and utility facilities, with a specific focus on the largest water users.</p> <p>4.2.4 District staff and CWS will detail <i>Ordinance and Regulatory Activities</i> selected for implementation and estimate water savings for those selected.</p>

<p>4.2.4.1 This will include an assessment of customer category-specific regulations and plans for implementation. Landscape design and land use planning rules, and regulations regarding new construction and existing building stock (e.g. point of sales ordinance) will be considered.</p> <p>4.2.5 District staff and CWS will detail <i>Educational and Outreach Activities</i> selected for implementation and estimate water savings for those selected.</p> <p>4.2.5.1 This will include an assessment of one-way (information conveyed to public without tracking/follow-up), two-way (information is conveyed to the public with feedback provided by the public), and three-way (actively engage customers in developing and implementing the water efficiency plan) educational activities.</p> <p>Meeting #3 – Second screening of demand management activities and final selection of activities for implementation. This meeting will also include discussion on implementation and monitoring.</p>
Method/Procedure:
Much of this task will continue to be done through email exchanges for any additional data and other information needed. Meeting #3 will provide the water efficiency activities and a final selection of those activities chosen. Implementation and monitoring plans will also be discussed. Data analysis will continue, and findings will be incorporated into tables and charts to illustrate the various elements of Task 4. Other methods and procedures are discussed within the descriptions of Task 4 Descriptions above.
Deliverable:
<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

Task 5
Task 5 – Implementation and Monitoring Plan
Description of Task:
<p>The activities under this task will address the activities and coordination necessary to implement the Plan and monitor the overall effectiveness of the water efficiency plan.</p> <p><u>5.1 – Implementation Plan</u></p> <p>5.1.1 District staff and CWS will develop and discuss the actions, timeline and coordination necessary to implement the selected water efficiency activities. CWS will provide a list of selected activities, anticipated period of implementation, actions necessary to implement each activity (including goals) and estimated water provider costs (and avoided costs).</p> <p>5.1.2 District staff and CWS will discuss how reductions in water use could impact revenue and actions taken to help mitigate negative impacts.</p> <p><u>5.2 – Monitoring Plan</u></p> <p>5.2.1 District staff and CWS will develop and describe the data collection and assessment activities necessary to monitor the effectiveness of the water efficiency plan. CWS will include a monitoring plan that includes steps used to monitor the Plan.</p> <p>5.2.2 District staff and CWS will include a list of demand data to be collected during the monitoring period/process and a list of other relevant data specific to the implementation of the activities.</p> <p>5.2.3 District staff and CWS will include a summary of the process to communicate monitoring and evaluation results to decision-makers, including the frequency of communication. Frequency of data collection will also be specified.</p>
Method/Procedure:

At this point the Plan will be getting close to the final stages. Remaining details will be clarified through emails and phone calls. Other sections may be updated as new information is received. Meetings #3 (as well as previous meetings) will have provided much of this information. Remaining data and information will continue to be filtered, analyzed, and incorporated into tables and charts to illustrate the various elements of Task 5. Other methods and procedures are discussed within the descriptions of Task 5 Descriptions above.

Deliverable:

The following section as outlined in the CWCB Guidance Document will be the deliverable: Section 5.0 – Implementation and Monitoring Plan.

- Implementation Plan
- Selection of Monitoring Demand Data for Monitoring Plan – Monitoring Plan
- Annual Demand Tracking Sheet
- Annual Monitoring Tracking Sheet

Task 6

Task 6 – Adoption of New Policy, Public Review, and Formal Approval

Description of Task:

The activities described under this task address the public review and formal adoption process.

6.1 – Public Review Process

- 6.1.1 CWS will describe the public review process and how the public accessed the Plan. Additionally, CWS will summarize the public comments received, how the comments were addressed, and details of the meetings held during the Plan development process.
- 6.1.2 The public review process is as follows:
 - District Board and Staff will review a draft of the Plan and provide comments.
 - CWS will incorporate the District’s comments prior to the public review process.
 - The public will be notified that the Plan is available for review. The public will have at least 60 days to review and comment on the Plan.
 - Comments will be solicited and incorporated into the Plan as necessary.
 - The District will formally adopt the final Plan.
 - NWCWD will submit the final Plan to CWCB.
 - CWCB will review the final Plan and provide written notification of approval, conditional approval (with minor changes), or disapproval with modifications.

6.2 – Local Adoption and State Approval Process

- 6.2.1 District staff and CWS will discuss the formal process for Plan adoptions.

6.3 – Periodic Review and Update

- 6.3.1 District staff and CWS will summarize the process that will occur to facilitate the update of the Plan and the anticipated timing of Plan updates. CWS will include steps used to review and revise the Plan, the process of how monitoring results will be incorporated into updated plans and the anticipated date of the next water efficiency plan update.

Meeting #4 - Meeting with District Board to present draft Plan

Method/Procedure:

At this point the Plan will nearly be finished. If anything remains, details will be clarified through emails and phone calls. Remaining information will be added to the Plan. Other sections may be updated as new information is received.

Feedback may be received during Meeting #4 (presentation to District Board). The public will also have an opportunity to give feedback during the 60-day public review period. Comments and feedback received by the District during that time will be incorporated into the Plan. Other methods and procedures are discussed within the descriptions of Task 6 Descriptions above.

Deliverable:

NWCWD will send CWCB the final Plan that the NWCWD Board of Directors has approved and adopted. The Plan will include a cover letter with NWCWD's letterhead and include: Name and contact information, Organizations and individuals assisting with the Plan, Quantified annual retail water delivery, Identified population served by retail water delivery, A review of the activities completed, An estimate of actual water savings realized, Any other information that is relevant to the CWCB's record of the Project and future use of the Project outcome, Dates of public comment period, Signature with authority to commit resources of submitting entity *Note: Several of the above items will also be included within the main body of the Plan.*

The Plan will not be completely finalized until CWCB has reviewed it. If any components of the Plan need to be added or modified, those will be addressed, and CWCB will review the changes and updates. The Plan will be finalized once CWCB has issued its official Letter of Approval.

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	Profile of Existing Water Supply System	5/15/2024	8/1/2024	\$4,321	\$1,625	\$5,946
2	Profile of Water Demands and Historical Demand Management	8/2/2024	8/26/2024	\$8,824	\$3,984	\$12,808
3	Integrated Planning and Water Efficiency Benefits and Goals	8/27/2024	9/10/2024	\$4,580	\$1,658	\$6,238
4	Selection of Water Efficiency Activities	9/11/2024	12/26/2024	\$12,463	\$3,202	\$15,665
5	Implementation and Monitoring Plan	12/27/2024	1/2/2025	\$2,340	\$844	\$3,184
6	Adoption of New Policy, Public Review and Formal Approval	1/3/2025	5/13/2025	\$5,389	\$2,279	\$7,668
Total				\$37,916	\$13,593	\$51,509

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 this grant agreement must be provided to the CWCB as part of the project documentation.

Performance Measures

Performance measures for this 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 6 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.