



**COLORADO**

**Colorado Water  
Conservation Board**

Department of Natural Resources  
1313 Sherman Street, Room 718  
Denver, CO 80203

May 25, 2023

PURGATOIRE RIVER WTR CONSRVNCY DIST  
3590 E MAIN ST # 3  
TRINIDAD, CO 81082

RE: Official Notice to Proceed - WSRF GRANT - Water Efficiency Project Phase 2

Dear Grantee:

We are pleased to inform you that the Colorado Department of Natural Resources, Colorado Water Conservation Board (CWCB) has approved your request for funding for your project pursuant to the Grant Program(s) ("Program"). This letter authorizes you to proceed with the approved project in accordance with the terms of this Grant Award Letter.

Attached to this letter are the terms and conditions of your Grant. Please review these terms and conditions as they are requirements of this Grant to which you Grantee agree by accepting the Grant Funds.

If you have any questions regarding your grant award, contact Ben Wade, CWCB Project Manager at 303-866-3441 or at [Ben.Wade@state.co.us](mailto:Ben.Wade@state.co.us). Please send all grant correspondence directly to the project manager.

Thank you.

Sincerely,

//s//

**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) / [cwcb.state.co.us](http://cwcb.state.co.us)





**STATE OF COLORADO**  
Department of Natural Resources

Page 1 of 1

|   |  |   |                      |                  |                   |                          |
|---|--|---|----------------------|------------------|-------------------|--------------------------|
| <b>ORDER</b>  |  | <b>*****IMPORTANT*****</b>  |                      |                  |                   |                          |
| <b>Number:</b>  | POGG1,PDAA,202300003747                                      | The order number and line number must appear on all invoices, packing slips, cartons, and correspondence. |                      |                  |                   |                          |
| <b>Date:</b>  | 5/25/23  | <b>BILL TO</b>  |                      |                  |                   |                          |
| <b>Description:</b>   | Automated Water Control Gates - Water Efficiency Project Pha | COLORADO WATER BOARD CONSERVATION<br>1313 SHERMAN STREET, ROOM 718<br>DENVER, CO 80203                    |                      |                  |                   |                          |
| <b>Effective Date:</b>  | 05/24/23   |   |                      |                  |                   |                          |
| <b>Expiration Date:</b>   | 05/24/28   |   |                      |                  |                   |                          |
| <b>BUYER</b>  |  | <b>SHIP TO</b>  |                      |                  |                   |                          |
| <b>Buyer:</b>   |  | COLORADO WATER BOARD CONSERVATION<br>1313 SHERMAN STREET, ROOM 718<br>DENVER, CO 80203                    |                      |                  |                   |                          |
| <b>Email:</b>   |  |   |                      |                  |                   |                          |
| <b>VENDOR</b>   |  | <b>SHIPPING INSTRUCTIONS</b>  |                      |                  |                   |                          |
| PURGATOIRE RIVER WTR CONSRVNCY DIST<br>3590 E MAIN ST # 3<br>TRINIDAD, CO 81082   |  | <b>Delivery/Install Date:</b> -<br><b>FOB:</b>  |                      |                  |                   |                          |
| <b>Contact:</b>   | Steve Kastner  |   |                      |                  |                   |                          |
| <b>Phone:</b>   | 7198467285   |   |                      |                  |                   |                          |
| <b>VENDOR INSTRUCTIONS</b>  |  |   |                      |                  |                   |                          |
|   |  |   |                      |                  |                   |                          |
| <b>EXTENDED DESCRIPTION</b>   |  |   |                      |                  |                   |                          |
| Grant for Automated Water Control Gates - Water Efficiency Project per attached Exhibit A Scope of Work and Exhibit B Budget".          |  |   |                      |                  |                   |                          |
| <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             | \$35,000.00       | <input type="checkbox"/> |
| Description: WSRF - Automated Water Control Gates - Water Efficiency Proj   |  |   |                      |                  |                   |                          |
| Service From: 05/24/23  |  |   | Service To: 05/24/28 |                  |                   |                          |
| <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 = \$35,000.00</b>   |  |   |                      |                  |                   |                          |

**Colorado Water Conservation Board****Water Supply Reserve Fund****Exhibit A - Statement of Work**

|                             |   |
|-----------------------------|---|
| <b>Date:</b>                | <b>4/28/2023</b>  |
| <b>Water Activity Name:</b> | <b>Automated Water Control Gates - Water Efficiency Project, Phase II</b> |
| <b>Grant Recipient:</b>     | <b>Purgatoire River Water Conservancy District</b>                        |
| <b>Funding Source:</b>      | <b>Water Supply Reserve Fund – Arkansas Basin Account</b>                 |

**Water Activity Overview:** (Please provide brief description of the proposed water activity (no more than 200 words). Include a description of the overall water activity and specifically what the WSRF funding will be used for. (PLEASE DEFINE ALL ACRONYMS).

The Grantee's project is located within Las Animas County, Colorado and within the Grantee's boundaries. The two specific project locations are at the Purgatoire River diversion headgates of the Picketwire Ditch Company and the John Flood Ditch Company.

The Grantee will replace aged steel manually operated diversion headgates on the Picketwire Ditch and the John Flood Ditch with automated water control headgates which can additionally be remotely controlled. The new headgates will be capable of maintaining consistent rates of diversion and be able to be remotely adjusted and controlled.

The Grantee will partner with the Picketwire Ditch Company, the John Flood Ditch Company and the Purgatoire River–Spanish Peaks Soil Conservation District.

The Grantee will use grant funds to assist in the purchase costs of the new automatic headgates and for associated site preparation, pre-installation construction work and security fencing work at the two project sites.

**Objectives:** (List the objectives of the project. (PLEASE DEFINE ACRONYMS).

The objectives of the project are to install new automatic and remotely controllable diversion headgates on the Picketwire Ditch and the John Flood Ditch.

The expected benefits related to the proposed project are:

- To maximize use efficiency of the Grantee's water supplies through this infrastructure modernization.
- Remote and automated control over these two diversion structures will reduce required manpower time and cost to operate these diversion structures.
- Remote and automated control over these diversion structures will also provide for more timely ditch diversion rate changes which will result in reductions in administrative conflicts within and external to the Grantee
- Remote and automated control over these diversion structures will maximize Trinidad Project water supplies to which the Grantee is entitled by reducing the volumes of river water that unnecessarily pass these structures due to a lack of timely diversion adjustments.



- The benefits internal to the two individual ditch systems involved are for more stable and constant river diversion rates by utilizing the automated control features of the automatic headgates. A more stable ditch diversion rate allows for maximum efficiency and equitability of water distribution within each ditch system.
- The project will also impact the greater Arkansas River basin area in helping to ensure compliance with the Arkansas River Compact and other downstream water rights on the Purgatoire and Arkansas Rivers.

More stable diversion flows and the ability to make more rapid responses to changing river flow conditions will ease the administrative burden and increase collaboration among the Grantee, the two individual ditch companies, the City of Trinidad which has a water right interest in the John Flood Ditch and the Division Engineer's Office staff with whom the Grantee is in daily contact during the irrigation season.

**Tasks**

Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)

**Task 1 – Site Preparation**

Description of Task:

The Grantee will prepare the head gate project sites of each of the subject ditch companies.

Method/Procedure:

This task will consist of removing any trash or debris from the site and removing or moving any built-up sediments from in front of the gate locations.

Grantee Deliverable: (Describe the deliverable the grantee expects from this task)

Both project sites cleared and readied for any headgate pre-installation construction work.

CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)

Progress reports with text and photographs confirming the completion of this project task.

**Tasks**

Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)

**Task 2 - Remove Existing Headgates**

Description of Task:

Remove Existing Headgate & Pre-Installation Concrete Sizing Construction.



| Tasks  |
|--|
| Method/Procedure:  |
| Remove existing headgates from both the Picketwire Ditch and the John Flood Ditch. Install any necessary concrete or metal plates to obtain the specified ditch opening dimensions for the required new automatic headgates. |
| Grantee Deliverable: (Describe the deliverable the grantee expects from this task)   |
| Both existing headgates removed and ditches opening dimensions properly modified for the required new automatic headgates.   |
| CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)   |
| Progress reports with text and photographs confirming the completion of this project task.   |

| Tasks  |
|--|
| Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)   |
| <b><u>Task 3 – Purchase &amp; Installation</u></b>   |
| Description of Task:   |
| Purchase/Install/Commission Water Control Gates.   |
| Method/Procedure:  |
| The Grantee will obtain new automatic headgates for the Picketwire Ditch and John Flood Ditch and will be installed and commissioned the new gates with the Grantee's oversight. |
| Grantee Deliverable: (Describe the deliverable the grantee expects from this task)   |
| New automatic headgates for the both the Picketwire Ditch and John Flood Ditch installed and properly operating.   |
| CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)   |
| Progress reports with text and photographs confirming the completion of this project task.   |



| Tasks  |
|--|
| Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)   |
| <b><u>Task 4 – Install Fencing</u></b>   |
| Description of Task:   |
| The Grantee will hire contractors to have security fencing installed.  |
| Method/Procedure:  |
| The Grantee will hire contractors to install security fencing surrounding the new automatic headgate Rubicon control equipment area. The Grantee will manage & oversee contractor to insure proper construction. |
| Grantee Deliverable: (Describe the deliverable the grantee expects from this task)   |
| Security fencing installation completed at the John Flood Ditch site.  |
| CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)   |
| Progress reports with text and photographs confirming the completion of this project task.   |

| Tasks   |
|---|
| Provide a detailed description of each task using the following format: (PLEASE DEFINE ACRONYMS)  |
| <b><u>Task 5 – Project Management</u></b>   |
| Description of Task:  |
| The Grantee will provide construction oversight and management and will support the administration of this grant.   |
| Method/Procedure:   |
| The Grantee will oversee project site preparation work, gate pre-installation construction work and gate installation work. The Grantee will also provide grant administration including project task scheduling, fiscal accounting, invoicing, and project progress reporting. |
| Grantee Deliverable: (Describe the deliverable the grantee expects from this task)  |
| Proposed projects will be successfully completed with fully operable automatic headgates.   |
| CWCB Deliverable: (Describe the deliverable the grantee will provide CWCB documenting the completion of this task)  |



### Tasks

Final report with text and photographs confirming the completion of this project.

### Budget and Schedule

**Exhibit B - Budget and Schedule:** This Statement of Work shall be accompanied by a combined [Budget and Schedule](#) that reflects the Tasks identified in the Statement of Work and shall be submitted to CWCB in excel format. A separate excel formatted Budget is required for engineering costs to include rate and unit costs.

### Reporting Requirements

**Progress Reports:** The grantee shall provide the CWCB a progress report every 6 months, beginning from the date of issuance of a purchase order, or the execution of a contract. 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. The CWCB may withhold reimbursement until satisfactory progress reports have been submitted.

**Final Report:** At completion of the project, the grantee shall provide the CWCB a Final Report on the grantee'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.

### Payments

Payment will be made based on actual expenditures, must include invoices for all work completed and must be on grantee's letterhead. 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.

The CWCB will pay the last 10% of the entire water activity 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 water activity and purchase order or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to CWCB within 90 days of the expiration of a purchase order or contract may be denied consideration for future funding of any type from CWCB.

### Performance Requirements

Performance measures for this contract 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 in Exhibit B. Per Grant Guidelines, the CWCB will pay out the last 10% of the budget when the final deliverable is completed to the satisfaction of CWCB staff. Once the final deliverable has been accepted, and final payment has been issued, the purchase order or grant will be closed without any further payment.

(b) Accountability: Per the 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 the 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.



**COLORADO**

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Conservation Board

Department of Natural Resources

## Colorado Water Conservation Board

### Water Supply Reserve Fund (WSRF)

#### EXHIBIT B - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs

Date: 4/28/2023

Water Activity Name: Automated Water Control Gates - Water Efficiency Project, Phase II

Grantee Name: Purgatoire River Water Conservancy District

| <u>Task No.</u> <sup>(1)</sup> | <u>Description</u>        | <u>Start Date</u> <sup>(2)</sup> | <u>End Date</u> | <u>Matching Funds</u><br>(cash & in-kind) <sup>(3)</sup> | <u>WSRF Funds</u> | <u>Total</u>  |
|--------------------------------|---------------------------|----------------------------------|-----------------|--|-------------------|---------------|
| 1                              | Site Preparation          | 5/24/2023                        | 5/24/2028       | \$ 1,400.00  | \$ 600.00         | \$ 2,000.00   |
| 2                              | Remove Existing Headgates | 5/24/2023                        | 5/24/2028       | \$ 7,200.00  | \$ 2,800.00       | \$ 10,000.00  |
| 3                              | Purchase & Installation   | 5/24/2023                        | 5/24/2028       | \$ 75,400.00   | \$ 29,400.00      | \$ 104,800.00 |
| 4                              | Install Fencing           | 5/24/2023                        | 5/24/2028       | \$ 2,200.00  | \$ 800.00         | \$ 3,000.00   |
| 5                              | Project Management        | 5/24/2023                        | 5/24/2028       | \$ 3,600.00  | \$ 1,400.00       | \$ 5,000.00   |
| Total                          |                           |                                  |                 | \$ 89,800.00   | \$ 35,000.00      | \$ 124,800.00 |