



**COLORADO**

Colorado Water  
Conservation Board

Department of Natural Resources

**Colorado Water Conservation Board**

**Water Plan**

**Water Project Summary**

|   |  |                    |
|---|--|--------------------|
| Name of Applicant                           | Fraser, CO   |                    |
| Name of Water Project                       | Project-01901 Town of Fraser Water Efficiency Plan |                    |
| Grant Request Amount                        |  | <b>\$37,500.00</b> |
| Primary Category                            |  | \$37,500.00        |
| <i>Conservation &amp; Land Use Planning</i> |  |                    |
| Total Applicant Match                       |  | <b>\$12,500.00</b> |
| <i>Applicant Cash Match</i>                 |  | \$6,500.00         |
| <i>Applicant In-Kind Match</i>              |  | \$6,000.00         |
| Total Other Sources of Funding              |  | <b>\$0.00</b>      |
| Total Project Cost                          |  | <b>\$50,000.00</b> |

**Applicant & Grantee Information**

Name of Grantee: Fraser, CO  
Mailing Address: 153 Fraser Ave, Box 370 Fraser Colorado 80442  
FEIN: 840,574,911

Organization Contact: Adam Cwiklin  
Position/Title: Water and Wastewater Superintendent      Email: acwiklin@town.fraser.co.us  
Phone: (970) 726-5491 x204

Organization Contact - Alternate: Russell Pennington  
Position/Title:      Email: rpennington@town.fraser.co.us  
Phone:

Grant Management Contact: Adam Cwiklin  
Position/Title: Water and Wastewater Superintendent      Email: acwiklin@town.fraser.co.us  
Phone: (970) 726-5491 x204

Grant Management Contact - Alternate: Russell Pennington  
Position/Title:      Email: rpennington@town.fraser.co.us  
Phone:

**Description of Grantee/Applicant**

Utility - Water utility associated with a municipal government

**Type of Eligible Entity**

- ☐ Public (Government)  
☐ Public (District)  
☒ Public (Municipality)  
☐ Ditch Company

- ☐ Private Incorporated
- ☐ Private Individual, Partnership, or Sole Proprietor
- ☐ Non-governmental Organization
- ☐ Covered Entity
- ☐ Other

### Category of Water Project

- ☐ Agricultural Projects  
*Developing communications materials that specifically work with and educate the agricultural community on headwater restoration, identifying the state of the science of this type of work to assist agricultural users among others.*
- ☒ Conservation & Land Use Planning  
*Activities and projects that implement long-term strategies for conservation, land use, and drought planning.*
- ☐ Engagement & Innovation Activities  
*Activities and projects that support water education, outreach, and innovation efforts. Please fill out the Supplemental Application on the website.*
- ☐ Watershed Restoration & Recreation  
*Projects that promote watershed health, environmental health, and recreation.*
- ☐ Water Storage & Supply  
*Projects that facilitate the development of additional storage, artificial aquifer recharge, and dredging existing reservoirs to restore the reservoirs' full decreed capacity and Multi-beneficial projects and those projects identified in basin implementation plans to address the water supply and demand gap.*

### Location of Water Project

|               |   |
|---------------|---|
| Latitude      | 39.945000   |
| Longitude     | 105.817200  |
| Lat Long Flag | Municipal centroid: Coordinates based on centroid of municipal boundary |
| Water Source  |   |
| Basins        | Colorado  |
| Counties      | Grand   |
| Districts     | 51-Upper Colorado/Fraser Rivers   |

### Water Project Overview

|                                     |   |
|-------------------------------------|---|
| Major Water Use Type                | Municipal   |
| Subcategory                         |   |
| Scheduled Start Date - Design       | 3/16/2022   |
| Scheduled Start Date - Construction |   |
| Description                         | Grant funding will be used towards Water efficiency Plan (WEP). Fraser views a Water efficiency Plan as a foundational document that will compliment it's recently adopted Supply Plan and upcoming Capital Improvement Plan (CIP). The Town sees great benefit and efficiencies in developing a 10 Year CIP in concert with a WEP. The Water Efficiency Plan will define a process for land use and resource management decisions and implement long-term strategies for conservation, land use, water efficiency, and drought planning. |

The Fraser and Colorado rivers and their inhabitants will benefit from every drop not diverted. Having WEP may not have immediate and measurable returns. As a foundational document, it set the stage for selecting the policies and projects that do. Fraser anticipates many projects developing as byproducts of having a

working Water Efficiency Plan.

Fraser is looking to improve its resource management and grow responsibly. Fraser sees a WEP as the greatest way to open doors to greater projects, partnerships, and funding resources to meet our Town's needs, while under the umbrella of the Colorado Water Plan.

### Measurable Results

New Storage Created (acre-feet)  
New Annual Water Supplies Developed or Conserved (acre-feet), Consumptive or Nonconsumptive  
Existing Storage Preserved or Enhanced (acre-feet)  
New Storage Created (acre-feet)  
Length of Stream Restored or Protected (linear feet)  
Efficiency Savings (dollars/year)  
Efficiency Savings (acre-feet/year)  
Area of Restored or Preserved Habitat (acres)  
Quantity of Water Shared through Alternative Transfer Mechanisms or water sharing agreement (acre-feet)

2,000,000 Number of Coloradans Impacted by Incorporating Water-Saving Actions into Land Use Planning

2,000,000 Number of Coloradans Impacted by Engagement Activity

### Water Project Justification

Fraser's development of a State approved Water Efficiency Plan supports its mission as well as the goals of the Colorado Water Plan (CWP) and Colorado Basin Implementation Plan (CBIP). It will also enable Fraser to streamline and reconcile any future water project into the Colorado Water Plan.

The Town of Fraser mission statement is - to preserve the health, safety, and welfare of Fraser residents and businesses, the Fraser Town Board and staff will work to ensure environmental security, economic stability, and social well-being. This mission fits well within the Colorado Water Plan values and the Colorado Basin Round Table vision.

CWP Three core water values shape every measurable objective, goal, and action in the plan ( [https://engagecwcb.org/analysis-and-technical-update-to-the-colorado-water-plan?tool=news\\_feed](https://engagecwcb.org/analysis-and-technical-update-to-the-colorado-water-plan?tool=news_feed)):

1. A productive economy that supports vibrant and sustainable cities; viable and productive agriculture; a robust recreation and tourism economy, including skiing;
2. Efficient and effective water infrastructure
3. A strong environment that includes healthy watersheds, rivers, streams, and wildlife.

The Colorado Basin Implementation Plan "envisions a Colorado River basin that is home to thriving communities benefiting from vibrant, healthy rivers and outstanding water quality that provides for all of the Colorado Basin's needs (CBIP, Executive Summary, pg. 11,).

The Town of Fraser's proposed efficiency study aligns with a number of themes in the CBRT's Colorado Basin Implementation Plan, including but not limited to, encouraging a high level of basin-wide conservation, securing safe drinking water, and protecting and restoring healthy streams. Additionally, these efforts are aligned with the goals of Colorado's Water Plan which include a reduction in the gap between supply and demand and its promotion of water efficiency.

Colorado Water Plan

Fraser's effort is consistent with and will further the common goals and themes of the Colorado Water Plan and the Colorado Basin Implementation Plan.

Specifically, Colorado Water Plan goals:

- Land Use. 75% of Coloradans live in communities that have incorporated water saving actions into land use planning.

Fraser does not know where the State is on this goal. It seems, the front range could achieve this without any West slope water providers of less than 2000 ac-ft annually participating. Grand County is the headwaters of the Colorado River and does not have a water provider serving 2000 ac-ft or greater annually. While not required of Fraser, the Town wants to be proactive, grow responsibly, change its water use trajectory, and further the CWP and CBIP in Grand County. Fraser would be the first community in Grand County. We hope to set an example and plant a seed for other Grand County communities.

While the population of the Colorado Basin is inevitable, it is difficult to accurately predict. Figure 5-3 of the CWP (Section 5, Water Supply, pg. 5-5). This population growth will drive a significant demand for additional water to meet future municipal and industrial (M&I) demands (CBIP, Section 1, Population, pg.23)

- Supply-Demand Gap reduction

Fraser has completed and adopted a Water Supply Plan and sees a supply/demand gap in its future. While it is a few years out, Fraser needs to lower its water use trajectory before developing new physical and legal supplies.

- subsequent goals and opportunities

- o Conservation savings
- o Water storage and Supply Projects
- o Watershed health, environment, and recreation
- o Education, outreach, and innovation

#### Basin Implementation Plan

The Town of Fraser implementing a Water Efficiency Plan will touch on all six themes of the Colorado Basin Implementation Plan. Each and all implementation themes will benefit whether directly observed in Fraser or by all downstream Colorado River communities both today and moving forward. As such, the Colorado Basin Round Table supports Fraser in this endeavor.

#### BIP framework

- Local control, land use regulation and policy, must be adhered to (CBIP, Executive Summary, pg. 14).

Six themes/guiding principles for the Colorado Basin Implementation Plan (CBIP, Executive Summary, pg. 15).

- Land Use – Develop Water Conscious Land Use Strategies

The connection between land use and water supply must be made. Land use authorities must be willing to take on water management as an issue when planning for the future. The stakeholders of the Colorado River Basin respect the State's effort to govern water planning for the benefit of all residents; however, there is a strong recognition of the vast diversity in the needs and desires of all regional management entities and the value of local control.

#### Subsequent themes and projects

- o Ecosystem Health - Protect and Restore Streams, Rivers, Lakes and Riparian Areas
- o Agriculture – Sustain, Protect and Promote Agriculture
- o Safe Drinking Water – Secure and Protect drinking water for today and tomorrow
- o Conservation - Encourage a High Level of Basinwide Conservation across all uses
- o Basin Administration - Ensure Reliable and Predictable Basin Administration

Fraser finds consistencies between its mission and the CWP and CBIP vision and goals. Fraser having a State

approved WEP will advance all CWP goals and CBIP themes directly or indirectly. None of the themes stand alone and working towards one should benefit all. Fraser views a WEP as a first step. As a launching pad from which other themes will be addressed. It is a beginning and an umbrella for future projects.

### Related Studies

In preparation for anticipated growth, Fraser has recently completed and adopted a water supply plan (adopted 07/2021) and is preparing to proceed on a water system 10-year Capital Improvement Plan (CIP) in January of 2022. The supply plan has identified a supply-demand gap in Fraser's future and the Town will develop additional legal and physical supplies.

The Town believes proceeding with the 10-year CIP and a Water Efficiency Plan in concert will add benefits and provide cost efficiencies. We believe both studies will benefit from the lens of the other and share common components such as system and demand profiles and projections.

While an efficiency plan is not required of Fraser, Fraser's already approved development will more than triple in size of the Town and other adjacent properties have. This fact alone makes this an ideal time to proceed with creating and implementing a Water Efficiency Plan that we grow with.

### Taxpayer Bill of Rights

None

### 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.

### Reporting Requirements

**Progress Reports:** The applicant 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.

**Final Report:** At completion of the project, the applicant shall provide the CWCB a Final Report on the applicant's letterhead that: (1) Summarizes the project and how the project was completed. (2) Describes any obstacles encountered, and how these obstacles were overcome. (3) Confirms that all matching commitments have been fulfilled. (4) 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 purchase order or grant 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 contract 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 contract must be provided to as part of the project documentation.

### Performance Measures

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 the Budget & Schedule Exhibit B. Per Water Plan 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 purchase order or grant will be closed without any further payment. (b) Accountability: Per Water Plan 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 Water Plan 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**  
Colorado Water  
Conservation Board  
Department of Natural Resources

Last Updated: May 2021

## Colorado Water Conservation Board

### Water Plan Grant - Exhibit A

#### Statement Of Work

|                               |                              |
|-------------------------------|------------------------------|
| <b>Date:</b>                  | <b>12/1/2021</b>             |
| <b>Name of Grantee:</b>       | <b>Town of Fraser</b>        |
| <b>Name of Water Project:</b> | <b>Water Efficiency Plan</b> |
| <b>Funding Source:</b>        | <b>Self</b>                  |

#### Water Project Overview:

Consultant will be contracted to guide the process and produce a Municipal Water Efficiency Plan (Plan) for the Town of Fraser (Town or Fraser) that is ultimately approved by the Town and the State. The main purpose of this Plan is to guide the effective and responsible uses of the Town's water resources. A secondary purpose of this effort is to develop a Plan that meets the CWCB requirements enabling Fraser to apply for State financial assistance for subsequent projects further empowering the Town to establish water saving programs that might not be possible otherwise.

The primary features or sections of this Plan will include the following:

1. Introduction & Profile of Existing Water Supply System
2. Profile of Water Demands and Historical Water Efficiency Activities
3. Integrated Planning and Water Efficiency Benefits and Goals
4. Selection of Water Efficiency Activities
5. Implementation and Monitoring Plan
6. Adoption of New Policy, Public Review, and Formal Approval

Each of these sections and the steps to accomplish them is described in more detail within the Task sections within the Scope of Work. During the Plan, Consultant will provide 50% and 75% progress reports as well as a final Plan. The Colorado Water Conservation Board will receive an electronic pdf version of the final Plan. Fraser will receive both an electronic pdf version as well as several bound hard copies of the Plan. Timelines are listed within the Task sections within this Scope of Work as well as in the included Excel spreadsheet.

Last Updated: May 2021

| Project Objectives:  |
|--|
| <ol style="list-style-type: none"> <li>1. Provide an overall view of Fraser's water supply system to include past uses, customer categories, and non-revenue water. This will also likely include indoor/outdoor use, trends, and other beneficial data.</li> <li>2. Help Fraser to evaluate previous water efficiency activities, benefits from those activities, and lessons learned.</li> <li>3. Develop activities and steps within the Plan that will help Fraser achieve lasting, long-term improvements in water efficiency and conservation. One of the greatest benefits would be reducing overall per capita water demands.</li> <li>4. Develop activities that will compliment other planning efforts and goals of Fraser, its Town Board, Staff, businesses, residents, and other stake holders</li> </ol> |

| Tasks   |
|---|
| <b>Task 1 -- Introduction and Profile Existing Water Supply System</b>  |
| <p><b>Description of Task:</b> The activities described under this task will provide general background on Fraser's existing water supply system.</p> <p>Meeting #1 - Kickoff meeting with Town staff to discuss overall project and gather preliminary data (estimated date: 03/30/2022)</p> <p>This step includes collection and development of supply-side information and historical supply-side efficiency activities. We will collect this information from Town data, from interviews with key Town employees, and from our understanding of Town operations. For this step and during the next step, we will work closely with you to ensure that the information we collect is pertinent, representative and factual. This section of the Plan will include:</p> <ul style="list-style-type: none"> <li>• Information and summaries regarding the area served, supply sources, and existing facilities for sources, treatment, storage and conveyance.</li> <li>• Water supply reliability including existing supplies, firm yield, drought criteria, safety factors and the effect of climate change.</li> <li>• Information and discussions of supply-side limitations.</li> </ul> |
| <p><b>Method/Procedure:</b></p> <p>After Meeting #1 (Kickoff meeting), 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. A large percentage of the information needed during this task may have already been gathered during the Grant Application process.</p>   |



Last Updated: May 2021

**Deliverable:**

**Applicant Deliverable:** (Describe the deliverable the applicant expects from this task)

No specific deliverables:

- Fraser will participate in Meeting #1. Consultant will provide a meeting agenda and supporting documents. Fraser will be providing Consultant with various data and information. If needed or requested, Consultant can provide Fraser the progress of the Plan at the end of Task 1.

**CWCB Deliverable:**

No specific deliverable:

- Upon request, Consultant can provide CWCB the progress of the Plan at the end of Task 1.
- If at the end of Task 1, it appears that the Plan is progressing significantly different than originally estimated, then Consultant will provide CWCB (and copy Fraser) with an updated schedule.

**Tasks**

**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.

Through this step, we will conduct collection of demand data and historical demand management activities. Like the supply side information, we will collect this information from Town data, from interviews with key Town employees, and from our understanding of Town operations. This section of the Plan will include:

- Demographics and service area characteristics.
- Historic water demands including monthly and annual treated water demand, unmetered water, water demands by type of customer, per-capita demands, large water users, indoor vs irrigation demands and an attempt to resolve data discrepancies.
- Demand management activities and their effects.
- Demand forecasts.

**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.

Last Updated: May 2021

**Deliverable:**

**Applicant Deliverable:**

No specific deliverable:

- Fraser will continue providing Consultant with various data and information. If needed or requested, Consultant can provide Fraser the progress of the Plan at the end of Task 2.

**CWCB Deliverable:**

No specific deliverable:

- Upon request, Consultant can provide CWCB the progress of the Plan at the end of Task 2.
- If at the end of Task 2, it appears that the Plan is progressing significantly different than originally estimated, then Consultant will provide CWCB (and copy Fraser) with an updated schedule.

## Tasks

### Task 3 – Integrated Planning and Water Efficiency Benefits and Goals

**Description of Task:** Integrated Planning and Water Efficiency Benefits and Goals

Meeting #2 - Discuss desired water efficiency goals and initial screening of water efficiency activities (estimated date 04/27/2022)

This step involves identification of how water efficiency will be incorporated into future water supply planning efforts and development of water efficiency benefits and goals. This step will identify preliminary goals and benefits based on the information in Steps 1 and 2 and will utilize a collaborative iterative process between Merrick and the Town to identify these goals and benefits. This section of the Plan will include:

- Water efficiency and supply planning. Revenue savings are possible from this step-in developing efficiency that may allow water projects and water acquisitions to be postponed, downsized or eliminated.
- Forecasted demands. These forecasts would include active and passive savings, impacts to facilities and water acquisitions, modified demands based on the activities selected in Step 4, as Step 3 is iterative with Step 4. If these forecasts are coupled with the scope in our recent 10-Year CIP proposal, the result will include scalable planning tools for the costs of Town growth.
- Water efficiency benefits.
- Water efficiency goals.

**Method/Procedure:**

Last Updated: May 2021

Much of this task will be done through email exchanges for additional data and other information. Information will continue to be input. Meeting #1 (Kickoff meeting) will have provided some of this information. Meeting #2 (Goals and Screening meeting) will provide additional information and data. Data will continue be filtered, analyzed, and 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:**

**Applicant Deliverable:**

- Fraser will participate in Meeting #2. Consultant will provide a meeting agenda and supporting documents. Some of those documents may include graphs and charts that will be part of the Plan.
- Fraser will also be copied on the progress report email sent to CWCB. That email will have a 50% Progress Report attached to it indicating the Plan has reached the 50% completion stage.

**CWCB Deliverable:**

- Consultant will send CWCB a progress report email on 12/3/2018. That email will have a 50% Progress Report attached to it indicating the Plan has reached the 50% completion stage. The Progress Report will included some of the information, data, and illustrations that will also be part of the Plan.
- The 50% Progress Report will also include those elements requested by CWCB within this SOW Template: o the success of meeting previously identified goals and objectives o obstacles encountered o preliminary findings or accomplishments o potential need for revisions to the scope of work and timelines
- If at the end of Task 3, it appears that the timing of the Plan is progressing significantly different than originally estimated, then CONSULTANT will provide CWCB with an updated schedule that will be attached to the Progress Report.

**Tasks**

**Task 4 – - Selection of Water Efficiency Activities**

Description of Task: The activities described under this task will present the water efficiency activities selected for implementation and describe the processes used to identify, screen and evaluate each of these activities.

Last Updated: May 2021

Meeting #3 - Will discuss water efficiency activities and a final selection of those activities chosen. Implementation and monitoring plans (Step 5) will also be discussed.  
(estimated date: 06/01/2022)

Step 4 includes an assessment, identification, screening and evaluation process to select and fully evaluate a portfolio of water efficiency activities for implementation. In this step, we would utilize the preliminary goals and benefits from Step 3 to create "screening criteria and evaluation factors" to select the most effective water efficiency activities with the resulting water savings. This could be considered a "return on investment" evaluation of the Towns efforts in water efficiency. This section of the Plan will include:

- The selection process. This process will occur by 4 phases: assessment, identification, qualitative screening, evaluation and selection.
- Development of demand management activities, including foundational activities, data tracking, water-efficiency-incentive-based customer water pricing, water loss management/control, ordinances and suggested educational activities.

**Method/Procedure:**

Much of this task will continue be done through email exchanges for any additional data and other information needed. Information will continue to be input into Plan. Other sections may be updated as new information is received. Meetings #1 & #2 may have provided some of this information. 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 will continue be filtered, analyzed, and 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:**

**Applicant Deliverable:**

- Fraser will participate in Meeting #3. Consultant will provide a meeting agenda and supporting documents. Some of those documents may include additional graphs and charts that will be part of the Plan.
- Fraser will also be copied on the progress report email sent to CWCB. That email will have a 75% Progress Report attached to it indicating the Plan has reached the 75% completion stage. The Progress Report will include some of the information, data, and illustrations that will also be part of the Plan.

**CWCB Deliverable:**

- Consultant will send CWCB a progress report email on 2/26/2019. That email will have a 75% Progress Report attached to it indicating the Plan has reached the 75% completion stage. The Progress Report will include some of the information, data, and illustrations that will also be part of the Plan. The Progress report will also indicate the tasks that are completed.
- The 75% Progress Report will also include those elements requested by CWCB within this SOW Template:
  - the success of meeting previously identified goals and objectives
  - obstacles encountered
  - preliminary findings or accomplishments
  - potential need for revisions to the scope of work and timelines

Last Updated: May 2021

- If at the end of Task 4, it appears that the timing of the Plan is progressing significantly different than originally estimated, then CONSULTANT will provide CWCB with an updated schedule that will be attached to the Progress Report.

## Tasks

### Task 5 – Implementation and Monitoring Plan

**Description of Task:** 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.

This step consists of development and implementation of a monitoring plan. Once Step 4 is complete and agreed by Town staff, we will collaborate with the Town to develop an implementation plan, with a system for monitoring the implementation and resulting water efficiencies. This section of the Plan will include:

- Implementation plan: which will list selected activities with the period of implementation, necessary actions, staff responsible for implementation, necessary coordination, costs, and cost savings.
- Discussion of budget and revenue implications.
- Monitoring plan: including costs, water saving estimates, and plans for periodic review and update.

#### 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. Remaining information will be added to the Plan. 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 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:

##### Applicant Deliverable:

No specific deliverable:

- Fraser will provide CONSULTANT with remaining data and information not provided previously or in Meeting #3. If needed or requested, CONSULTANT can provide Fraser the progress of the Plan at the end of Task 5.

##### CWCB Deliverable

No specific deliverable:

- Upon request, CONSULTANT can provide CWCB the progress of the Plan at the end of Task 5.

Last Updated: May 2021

- If at the end of Task 5, it appears that the Plan is progressing significantly different than originally estimated, then Consultant will provide CWCB (and copy Fraser) with an updated schedule.

## Tasks

### 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.

Meeting #4 – Presentation to the Fraser Town Board.  
(estimated date: 11/16/2022)

In the Final Step, the Public Review Process, the Town will describe the public review process and how the public accessed the Plan. Additionally, the Consultant will summarize the public comments received, how the comments were addressed, and details of the meetings held during the Plan development process.

- The public review process is as follows:
  - Town Board and Staff will review a draft of the Plan and provide comments.
  - Consultant will incorporate the Town'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 Town will formally adopt the final Plan.
  - Consultant 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.
- Local Adoption and State Approval Process
- Periodic Review and Update  
Consultant and Town staff will summarize the process that will occur to facilitate the update of the Plan and the anticipated timing of Plan updates. CONSULTANT 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.

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

Commented [AC1]:

Last Updated: May 2021

**Deliverable:**

**Applicant Deliverable:**

Fraser will participate in Meeting #4, Consultant will provide a PowerPoint presentation and any supporting documents. Some of the data, tables, and charts may be part of the Plan.

- Consultant will provide Fraser with an electronic version of the draft Plan that can be posted on the Town's website.
- Once CWCB has issued the official Letter of Approval, Consultant will create for Fraser both an electronic pdf version as well as bound hard copies of the Plan. These versions of the Plan will include CWCB's approval documents.

**CWCB Deliverable:**

Consultant will send CWCB the final Plan that the Town of Fraser's Town Board has approved and adopted. Estimated submittal date is 12/07/2022.

- The Plan will include a cover letter with Town of Fraser's letterhead and also 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 outcomes.
  - 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.

**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.

**Reporting Requirements**

**Progress Reports:** The applicant 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.

Last Updated: May 2021

**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 purchase order or grant 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 contract 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 because of this contract must be provided to the Town as part of the project documentation.

### Performance Measures

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 C. Per Water Plan 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 purchase order or grant will be closed without any further payment.
- (b) Accountability: Per Water Plan 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 Water Plan 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**

Colorado Water  
Conservation Board

Department of Natural Resources

## Colorado Water Conservation Board

### Water Plan Grant - Exhibit C Budget and Schedule

Prepared Date: 11/30/2022

Name of Applicant: Town of Fraser

Name of Water Project: Water Efficiency Plan

Project Start Date: 3/16/2022

Project End Date: 1/15/2023

| Task No. | Task Description  | Task Start Date | Task End Date | Grant Funding Request | Match Funding | Total      |
|----------|---|-----------------|---------------|-----------------------|---------------|------------|
| 1        | Introduction and Profile Existing Water Supply System               | 3/16/2022       | 5/15/2022     | \$5,250.00            | \$1,750.00    | \$7,000.00 |
| 2        | Profile of Water Demands and Historical Water Efficiency Activities | 3/16/2022       | 7/1/2022      | \$8,250.00            | \$2,750.00    | \$11,000   |
| 3        | Integrated Planning and Water Efficiency Benefits and Goals         | 3/16/2022       | 8/15/2022     | \$5,625.00            | \$1,875.00    | \$7,500    |
| 4        | Selection of Water Efficiency Activities                            | 5/1/2022        | 9/15/2022     | \$10,500.00           | \$3,500.00    | \$14,000   |
| 5        | Implementation and Monitoring Plan                                  | 5/1/2022        | 10/15/2022    | \$3,375.00            | \$1,125.00    | \$4,500    |
| 6        | Adoption of New Policy, Public Review, and Formal Approval          | 8/1/2022        | 12/07/2022    | \$4,500.00            | \$1,500.00    | \$6,000    |
|          |   |                 |               |                       |               | \$0        |
|          |   |                 |               |                       |               | \$0        |
|          |   |                 |               |                       |               | \$0        |
|          |   |                 |               |                       |               | \$0        |
|          |   |                 |               |                       |               | \$0        |
|          |   |                 |               |                       |               | \$0        |
|          |   |                 |               |                       |               | \$0        |
| Total    |   |                 |               | \$37,500              | \$12,500      | \$50,000   |





## Water Protection Department

**KATHERINE MORRIS**  
**Water Quality Manager**

November 29, 2021

Colorado Water Conservation Board  
1313 Sherman St, Room 721  
Denver, CO 80203

RE: Letter of Support for Town of Fraser Water Efficiency Plan, Water Plan Grant

Dear Colorado Water Conservation Board,

On behalf of Grand County, I wish to convey our support for the Town of Fraser's application for the CWCB's Water Plan Grant and their development of a Water Efficiency Plan.

Grand County and the Town of Fraser have been partners on a variety of initiatives which support protecting the Fraser River and its tributaries. Access to clean, abundant water is a requirement for any healthy economy, but especially for Grand County, which requires water to sustain our many outdoor recreational opportunities. Grand County takes an active role in the stewardship of the headwaters of the Colorado River for current residents and visitors, and for the benefit of future generations. The project objectives of the Fraser Water Efficiency Plan to understand indoor and outdoor water use, evaluate water efficiency activities, and most importantly reduce overall water demands meet Grand County's strategic priorities.

This project has strong potential to bring long-term resilience and increased water security for our local communities. Therefore, Grand County fully supports this application and encourages the Colorado Water Conservation Board to full fund the request. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katherine Morris', is written over a horizontal line.

Grand County Water Quality Manager

**THE COLORADO BASIN ROUNDTABLE**  
**C/O 201 CENTENNIAL STREET, SUITE 200**  
**GLENWOOD SPRINGS, COLORADO 81601**

November 30, 2021

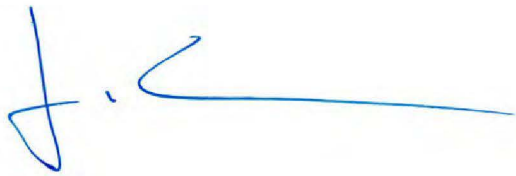
Colorado Water Conservation Board  
c/o Chris Sturm  
1313 Sherman Street, Room 721  
Denver, Colorado 80203

Re: Town of Fraser Water Efficiency Plan, Water Plan Grant

Dear Chris,

The Colorado Basin Roundtable ("CBRT") voted unanimously at its November 29, 2021, meeting to support the Town of Fraser's CWCB Water Plan Grant application and the Town's greater efforts pursuing a State approved Water Efficiency Plan. The Town of Fraser's proposed efficiency study aligns with a number of themes in the CBRT's Colorado Basin Implementation Plan, including but not limited to, encouraging a high level of basin-wide conservation, securing safe drinking water, and protecting and restoring healthy streams. Additionally, these efforts are aligned with the goals of Colorado's Water Plan which include a reduction in the gap between supply and demand and its promotion of water efficiency. We urge you give this grant application your highest consideration.

Regards,

A handwritten signature in blue ink, appearing to be "J. Turner", with a long horizontal stroke extending to the right.

Jason V. Turner, Chair  
Colorado Basin Roundtable