

September 18, 2012

HCP Implementing Committee/Stakeholder Committee Members

Re: Regional Water Conservation Program Statement of Work

Dear Committee Members,

Attached is the draft Statement of Work (SOW) for the Regional Water Conservation Program. As you may recall, the draft proposal was submitted by Dr. Calvin Finch and Ms. Ann Gabriel in August 2012. Several committee members provided comments asking for specific language regarding the tasks and deliverables that Dr. Finch and Ms. Gabriel would accomplish if selected to oversee and implement the program.

Based on comments received and discussions between Dr. Finch, Ms. Gabriel, and myself; the SOW was drafted to define the specific tasks and timeline that A&M staff would accomplish during the period of performance.

After Committee review and final negotiation, the SOW will be included in the Inter-local agreement between the EAA and the Water Conservation & Technology Center to oversee and implement the Regional program.

Please take the opportunity to review the draft statement of work and be prepared to provide comments during the September 20th meeting this week.

Thank you,

Chris Abernathy

210-477-5134

EXHIBIT A
SCOPE OF WORK

PROJECT DESCRIPTION AND SPECIFICATIONS OF SERVICES, INCLUDING COSTS:

The goal of this project is to implement the Regional Water Conservation Program (RWCP or Program) which, when fully implemented, is estimated to provide an additional 10,000 acre-feet of water in the Edwards Aquifer (EA) over the term of the EAHCP. In order to be eligible to participate in the RWCP, EA communities, large water purveyors, and commercial or industrial permittees are required to commit that 50% of their achieved water conservation savings will remain unused and in the EA for up to 15 years.

WCTC will represent and act on behalf of the EAA to assist EA region water users in implementing the incentive programs described in the EAHCP. WCTC will build on the success of the SAWS Conservation Program, benefitting from their experience and lessons learned to develop a robust Program for the EA region. The four (4) RWCP elements identified in the EAHCP are: (1.) reduction of water losses through leak detection and repair of failing infrastructure; (2.) installation of high-efficiency plumbing fixtures and high-efficiency toilets; (3.) large-scale commercial/industrial retrofit rebates; and (4.) water reclamation for efficient water use.

PROJECT COMPLETION SCHEDULE:

The Agreement will be effective November 1, 2012 through December 31, 2017. Due dates of task deliverables vary and are specified in the task description.

TASKS:

Task 1: Community Water Conservation Assessments

- WCTC will develop criteria on to identify communities to be assessed. Examples of criteria are per capita water use, violation of pumping limits, water shortages, line losses, and community size (i.e., minimum threshold size), etc..
- Communities selected for assessment and their criteria will provided to the EAA for approval
- After EAA approval, WCTC will contact and determine the willingness of at least nine (9) municipalities from the list to allow the WCTC to conduct a water conservation assessment of their water system and participate in the four RWCP elements.
- WCTC will schedule and conduct a minimum of three (3) water conservation assessments each calendar year during the first three years of the contract period. The assessments will include, but are not limited to, data research and collection, data analysis; onsite visit; and communication with appropriate City staff as necessary to complete the assessment. Each community assessment will be specific to the needs, concerns, and past, current, and planned water conservation activities of the community, but the report/plan will contain, at a

minimum, the following sections:

1. Water Uses and Demand

- Identify the population served and number of commercial and domestic taps
- Discuss the community's historical water use
- Describe the community's current water allocation
- Discuss the current water demand

2. Opportunities for Conservation – RWCP Elements

- Discuss the community's use of meters and current leak detection and water loss management
- Describe past high-efficiency plumbing (i.e., toilets, shower heads, and aerators) distribution efforts and potential water savings of additional high-efficiency plumbing distribution
- Discuss large-scale water users, including commercial and industrial users
- Describe existing or proposed water re-use programs

3. Program Participation

- Discuss the community's staffing availability or needs
- Describe initiatives or recommendations from the community
- Describe available office space and high-efficiency plumbing storage and distribution facilities
- Discuss interest of community in supporting Program elements for exempt well owners outside the community

4. Conclusions and Recommendations

- Provide prioritized recommendations
 - Include cost projections
 - Identify projected water savings and costs per acre-foot
- After the completion of the assessment report, WCTC staff will present the findings and proposed conservation plan to City Council for their approval.
- When the assessment report and plan have been approved by the City Council, WCTC will structure the plan into a contract identifying the water savings production and financial relationship between the EAA and the community.

Task 1 Deliverables: Nine Community Assessment Reports/Plans

Nine Community Contracts

Task 2: Program Implementation

- WCTC will perform management and planning functions as well as performance measurement during the course of this effort. WCTC will be responsible for planning field activities and developing, implementing, and maintaining schedules in coordination with the EAA Senior HCP Coordinator.
- WCTC will be responsible for directing/assigning subordinate personnel, determining the number and type of personnel required, and implementing procedures to ensure that field activities comply with applicable regulations, laws, or standards.
- Although the contracts will be between the community, other parties, and the EAA, WCTC will actively monitor the contracts for timely and successful execution and report the results to the EAA and the Regional Conservation Monitoring Committee.
- WCTC will attend meetings of the Regional Conservation Monitoring Committee, as necessary, to collect and utilize input as per the EAHCP.
- WCTC will produce quarterly reports with detailed accounts of implementation monitoring and adjustments made to RWCP components in the preceding quarter.
- WCTC will develop procedures and forms for implementing the four RWCP elements, building on those details included in the EAHCP.
- WCTC will develop best management practices (BMPs) and other resource materials for the lost water and leak detection element and the reclaimed water element.
- WCTC will explore a mix of options and a large enough portion of the goals to utilize the Adaptive Management Process to adjust RWCP programming, in coordination with the EAA Senior HCP Coordinator and/or EAHCP Implementing Committee, to optimize the water savings realized over the period of performance.

Task 2 A: *Community Initiatives*

- WCTC will facilitate negotiation and approval of the contract between the community and the EAA to include:
 - Staffing and funding needed to implement the RWCP to include the option of using an AgriLife Extension Agent designated to implement the RWCP for one or more communities or county-wide. If necessary, WCTC will assist communities in interviewing and selecting a qualified candidate;
 - RWCP element procedures, BMPs, and other resource materials and assist community personnel or AgriLife Extension Agents in implementing the RWCP elements;
 - ongoing communication with the participating communities and actively monitor contract/community RWCP implementation and timelines;
 - arranging or providing for technical assistance as needed.
- WCTC will make program adjustment suggestions as needed.
- WCTC will help communities identify funding sources for conservation activities

beyond that provided by the EAHCP.

Task 2 B: *Exempt Wells Initiative*

- WCTC will enlist AgriLife Extension Agents in each EA county to take responsibility for reaching out to exempt well owners in their counties and making sure exempt well owners have the information necessary to take advantage of RWCP opportunities available in their area. AgriLife Extension management is supportive of this concept.
- WCTC will provide an orientation on the EAHCP and the specifics of the RWCP to the Extension Agents in the EA region by February 15, 2013.
- WCTC will provide high-efficiency plumbing distribution element and reclaimed water rebate element procedures, BMPs, and other resource materials and assist designated RWCP Extension Agents in implementing these RWCP elements for EA exempt well owners.

Task 2 C: *Large Water Purveyor Initiative*

- WCTC will enlist large water purveyors such as San Antonio Water System (SAWS), the City of San Marcos, and New Braunfels Utilities to assist the WCTC in providing technical assistance such as commercial/industrial audits and leak detection and lost water surveys for smaller water purveyors.
- WCTC will review RWCP funding requests from large water purveyors to expand and/or speed up their existing water conservation programs and make recommendations to the EAA Senior HCP Coordinator and/or Regional Conservation Monitoring Committee.

Task 2 D: *Region Wide Initiative*

- WCTC will develop a region wide initiative for a single sector (e.g., schools, hotels, restaurants, or hospitals) as selected by the EAA to operate in 2016 and 2017.
- WCTC will seek a partnership with a sector/industry group of which EA region sector participants are members to facilitate participation in this initiative.
- WCTC will identify potential contract service providers for a turnkey operation to include high-efficiency toilets, shower heads, aerators, and alternatives to kitchen rinsers and other water-using equipment and processes.
- WCTC will develop a Request For Proposals for the purpose of securing a contract(s) with public and/or private sources to conduct turnkey operations at EA sector participants' facilities.
- WCTC will review the proposals and make a recommendation to the EAA and the Regional Conservation Monitoring Committee.
- WCTC will structure the selected proposal into a contract in coordination with the Senior HCP Coordinator.
- WCTC will monitor the progress of the contractor(s) and report to the EAA.

Task 2 Deliverables: Quarterly RWCP Reports
Lost Water and Leak Detection BMPs and Resource Materials
Lost Water and Leak Detection Procedures and Forms
High-Efficiency Plumbing Distribution Procedures and Forms
Commercial/Industrial Retrofit Rebate Procedures and Forms
Reclaimed Water Rebate Procedures and Forms
Reclaimed Water BMPs and Resource Materials
AgriLife Extension Agent EAHCP and RWCP Orientation Materials
Region Wide Initiative Contract

Task 3: Technical Assistance

- WCTC will provide the technical assistance to communities, as necessary, to implement the RWCP.
- When necessary, WCTC assist EA region communities identify external funding sources for conservation activities beyond that provided by the EAHCP.
- WCTC staff will provide technical assistance as needed to Department of Defense (DOD) entities in the EA region.
- On an annual basis, WCTC will calculate the proportional model using Texas Water Development Board (Texas Water Conservation Task Force) BMPs for the water conservation results of various conservation activities.
- WCTC will report technical assistance requests and results in the monthly and quarterly reports.
- WCTC will support EAA staff in development and submission of annual reporting requirements to U.S. Fish and Wildlife Service as outlined in the EAHCP.

Task 3 Deliverables: Description of Technical Assistance Requests and Results for Inclusion in Monthly and Quarterly RWCP Reports
Annually Recalculated Proportional Model

PROPOSED TIMELINE

Program Element		2012	2013	2014	2015	2016	2017
Community Programs	First 3 Communities	▲ ▲ ▲ ▼	—	—	—	—	—
	Next 3 Communities	—	—	▲ ▲ ▼	—	—	—
	Last 3 Communities	—	—	—	▲ ▲ ▼	—	—
Exempt Wells Program		—	▲ ▼	—	—	—	—
Large Water Purveyor Program		—	—	—	▼	—	—
Region Wide Hospital Program		—	—	—	—	▼	—

Legend
▲ = Community Assessment
▼ = Program Implementation
▲ = Extension Agent RWCP

PAYMENT SCHEDULE:

The total amount to be paid to the WCTC will not exceed one million, thirty three thousand, three hundred thirty three dollars and no cents (\$1,033,333.00). This amount is inclusive of all expenses incurred by the WCTC including travel, per diem, and overhead costs.

The terms of the invoice will be thirty (30) days upon EAA receipt and approval of monthly invoices. WCTC is not authorized to invoice additional funds without prior written approval of the project manager. The EAA will not be held accountable for any unauthorized use of funds spent by WCTC.

In conjunction with monthly invoices, WCTC will submit progress reports describing the work performed as well as any concerns identified during the billing period.

ANNUAL BUDGET

Year	Cost
2012	\$ 33,333.00
2013	\$ 200,000.00
2014	\$ 200,000.00
2015	\$ 200,000.00
2016	\$ 200,000.00
2017	\$ 200,000.00
Contract Total	\$1,033,333.00