



**PHASE 1 SCOPE OF WORK
WATER QUALITY MANAGEMENT PLANNING PROCESS**

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SCOPE OF WORK – PHASE 1

INTRODUCTION

The following scope of work is for the Water Quality Management Planning Process (Project). The two-year Project will evaluate the water quality impacts of nutrients in the Big Thompson Watershed as defined in the bylaws of the Big Thompson Watershed Forum (Forum) and identify management strategies to reduce or eliminate those impacts. This scope of work is a compilation of the goals and work products required by the three grants that the Forum received for the Project and input from Project subcommittees to define the goals.

The Project Team will take lead responsibility for implementing the Project. The Project Team includes Forum staff, Potentially Affected Interests (PAIs), and Brown and Caldwell. The Forum's Board of Directors (Board) will provide oversight on the direction of the Project.

SCOPE OF WORK STRUCTURE

This scope of work defines the goals that the Project Team will perform to complete the Project. Therefore, the Project Team is the primary user of the scope of work, but it is available to anyone interested in more detail on the Project scope of work.

The scope of work structure consists of phases, goals, and tasks as defined below.

Phases are groupings of goals that make up the main stages of the Project development.

Goals have objectives and are specific defined actions that will be completed as part of the Project. Goals are generally associated with one or more subcommittees that will perform the goal work, unless otherwise noted. Table 7 of the Project Team Communications Guidelines lists the subcommittees and their members and is provided in Attachment A. Each goal has associated work products, schedule, and level of effort. If goals are broken down into tasks, the work products, schedule, and level of effort provided for the tasks are compiled for the goal.

Tasks are actions within a goal and may be associated with a subcommittee. Tasks define the associated work products, schedule, and level of effort. The schedules and levels of effort provided in the scope of work are reflected in the Project schedule, Attachment B. The schedule shows the relationships among goals and tasks as well as critical pathways. Note that the goal number does not necessarily indicate the chronological sequence of that goal. Some goals occur in parallel, and others are ongoing throughout the Project.



PROJECT OVERVIEW

This Project is designed to involve PAIs in the development and implementation of the Project. To facilitate PAI involvement in developing work products, the Project has been broken down into subcommittees to address specific elements of the Project.

The final product will be a Big Thompson Water Quality Management Plan that promotes effective management strategies to reduce or eliminate the water quality impacts of nutrients in the Big Thompson Watershed. This dynamic web-based plan will be continually updated and applicable to changing needs and conditions.

Summary of Project Phases and Goals

The Project includes the following two primary phases and associated goals:

□ **Phase 1: Prioritize Nutrient-Related Water Quality Impacts (Goals 1-4)**

- Goal 1: Involve PAI's to Prioritize Nutrient-Related Water Quality Impacts and Identify Water Quality Goals
- Goal 2: Coordinate with Regional Water Quality Experts to Perform Nutrient-Related Data Evaluation
- Goal 3: Review Identified Monitoring Programs and Recommend Modifications as Needed
- Goal 4: Identify and Prioritize Sources of Nutrients

□ **Phase 2: Identify and Evaluate Water Quality Management Strategies (Goals 5-8)**

- Goal 5: Identify Potential Water Quality Management Strategies to Reduce or Eliminate Nutrient-Related Water Quality Impacts
- Goal 6: Develop Recommendations for Water Quality Management Strategies to Reduce or Eliminate Nutrient-Related Water Quality Impacts
- Goal 7: Develop Methods for Evaluating Effectiveness of the Project and Water Quality Management Strategy Implementation
- Goal 8: Finalize Big Thompson Water Quality Management Plan

SCOPE OF WORK – PHASE 1

PHASE 1 GOALS

<p>GOAL 1: INVOLVE PAI'S TO PRIORITIZE NUTRIENT-RELATED WATER QUALITY IMPACTS AND IDENTIFY WATER QUALITY GOALS</p>

Objective: The overall objective for Goal 1 is to involve PAIs to identify nutrient-related water quality impacts and management goals and participate in completing the project. Tasks may define more specific objectives.

TASK 1.1 PROJECT COMMUNICATIONS

Responsible Subcommittee: Communications Subcommittee

Description: Task 1.1 is intended to support communication in all Project goals, with emphasis on goals 1, 2, 5, 6, and 8

Subtasks:

- 1.1.1 Maintain working Project Team Communication Guidelines.
- 1.1.2 Provide funding entities, the media and other external audiences with status updates of the Project.

Subtask 1.1.1 Maintain Project Team Communication Guidelines

Description: The purpose of the Project Team Communication Guidelines, a document developed prior to the start of Project Team meetings, is to assist the Project Team in coordinating efforts during the watershed planning process by providing pathways to identify responsibilities and expectations, communicate and share data, and deliver quality work products on schedule. The Communication Guidelines consists of a static body of text, with associated tables that will be continually updated as needed throughout the Project. An interim table refers to a table that provides sufficient and accurate information for utilization by the Project Team, but that is not considered final because it may be subject to future revisions.

Work Products: Updates of the Communication Guidelines tables as needed. The tables, and associated schedule and level of effort are provided below.

Table 1. Frequently Asked Questions

Schedule: final draft distributed to Project Team for review on 1/28/04; interim version complete by 5/27/05

Level of effort: 20 hours; subject to future revisions and potential increase in level of effort



Table 2. Project Team Biographies

Schedule: interim version complete by 6/1/05

Level of effort: 1 hour

Table 3. Project Team Contact Information

Schedule for generation of working table: interim version complete by 6/1/05

Level of effort: 2 hours

Subtask 1.1.2 Project Reporting

Description: Status updates will be provided through the development of press releases, the Forum web site, and status reports specific to funding sources.

Work Products:

1. **Press Releases.** A total of 6 press releases will be developed, with 1 developed approximately every 4 months. The press releases will provide project status and schedule may be governed by Project work products. Information in press releases will be used in routing grant status reports.

Press Release 1

Purpose: Project kickoff

Schedule: released on 1/31/05, after review by the Project Team and Forum Board

Level of effort: 6 hours

Press Release 2

Purpose: PAI involvement, web page

Schedule: released by 5/31/05, after review by the Project Team and Forum Board

Level of effort: 5 hours

Press Release 3

Purpose: Public meeting, data evaluation, successful watershed planning projects

Schedule: released by 9/30/05, after review by the Project Team and Forum Board

Level of effort: 5 hours

Press Release 4

Purpose: Water quality goals, priority waters with nutrient impacts, monitoring

Schedule: released on 1/31/06, after review by the Project Team and Forum Board

Level of effort: 5 hours

Press Release 5

Purpose: Water quality management strategies

Schedule: released by 5/31/06, after review by the Project Team and Forum Board

Level of effort: 5 hours

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Press Release 6

Purpose: Draft Plan

Schedule: released by 9/30/06, after review by the Project Team and Forum Board

Level of effort: 5 hours

2. Web Page Development and Updates.

- Develop web page(s) describing this Project, contacts, frequently asked questions, work products, meeting notices and information, and press releases. The page will be accessible to the general public, but will also have a component that is password protected for project team members to use for interim work products.

Schedule: Update on a monthly basis, and as needed.

Level of Effort: 30 hours for initial web page, and 4 hours per month (18 months) for updates.

3. Reporting to Funding Sources. The Forum received grant funding from three separate sources, as well as continued funding through participating water utilities.

- Review grant contracts for reporting requirements and schedule.

Schedule: Prepare status reports for submittal to all funding entities, including monthly status reports to the Forum Board. Colorado Watershed Protection Fund (status reports due 11/19/04, 2/28/05, 5/13/05, 9/15/05); EPA Consolidated Funding (semi-annual status reports due 3/30/05, 9/30/05, 3/30/06, 9/30/06, final status report due 12/30/06; and Colorado Nonpoint Source Program (319) (semi-annual progress reports due 3/15/05, 9/15/05, and final close-out report due 12/30/05).

Level of Effort: 2 hours per month (24 months) for Forum Board updates, 40 hours per year for grant status reports

Total Task 1.1 Level of Effort: 282 hours

TASK 1.2 IDENTIFY AND INVOLVE POTENTIALLY AFFECTED INTERESTS (PAIS)

Responsible Subcommittee: PAI Participation Solicitation Subcommittee

Description: PAIs with vested interest in the planning and/or outcome of the Project will be identified, and their active participation in the Project will be solicited. According to their desired level of participation, PAIs will be provided information on the ongoing status of the Project, the availability of published reports, and/or options for subcommittee membership. This entire process will be documented and tracked through the maintenance of Tables 4-7 in the Communications Guidelines and a PAI contact database.

Work Products:

1. Letter mailed to PAIs soliciting participation in the Project beginning

Schedule: 12/6/04

Level of Effort: 6 hours



2. Follow-up postcard to non-responders
Schedule: mailed 3/15/05 (RSVP requested by 4/15/05)
Level of Effort: 2 hours
3. Email acknowledgement of PAI's desired level of participation
Schedule: sent within 24 hours of receipt
Level of Effort: 2 hours
4. PAI contact database maintenance
Schedule: throughout duration of Project
Level of Effort: 2 hours
5. Email notices of Project status, public meetings, and publications
Schedule: throughout duration of Project
Level of Effort: 2 hours
6. Allocation of Level 1 PAI subcommittee membership
7. Schedule: beginning 2/15/05
Level of Effort: 2 hours
8. Updated Tables 4 – 7 in Project Team Communication Guidelines
Schedule: throughout duration of Project
Level of Effort: 8 hours

The tables, and associated schedule and level of effort are provided below.

Table 4. All Identified PAIs

Schedule for generation of working table: initial table completed by 2/9/05; updated throughout duration of Project

Level of effort: 3 hours

Table 5. All Identified PAIs at Participation Level 1

Schedule for generation of working table: initial table completed by 2/9/05; updated throughout duration of Project

Level of effort: 1.5 hours

Table 6. All Identified PAIs at Participation Levels 2 and 3

Schedule for generation of working table: initial table completed by 2/9/05; updated throughout duration of Project

Level of effort: 1.5 hours

Table 7. Subcommittees

Schedule for generation of working table: final draft distributed to Project Team for review on 1/28/05; working table complete by 2/28/05; updated throughout duration of Project

Level of effort: 2 hours

Total Task 1.2 Level of Effort: 32 hours

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TASK 1.3 WEST SLOPE INVOLVEMENT

Responsible Subcommittee: West Slope Involvement Subcommittee

Description: Task 1.3 includes coordination between east slope and west slope PAIs and provides a mechanism for west slope entities to stay involved in the Project.

Subtasks:

- 1.3.1 Document West Slope Involvement During the Project
- 1.3.2 Address Emerging Issues and Provide Documentation

Subtask 1.3.1 Document West Slope Involvement During the Project

Description: Coordinate with east and west slope PAIs to come to a mutually agreeable and documented statement that reflects how the Project will involve the west slope. The interim document will be circulated among west slope PAI's, and reviewed by the Forum Board.

Work Products: Final document: “Transbasin Considerations Affecting the Geographic Scope of the Big Thompson Watershed Water Quality Management Plan”

Schedule:

- Complete draft by 12/14/04
- Circulate among west slope PAI's and obtain review from Forum Board by 2/14/05
- Provide interim work product to Project Team by 2/28/05

Level of Effort: Approximately 16 hours/month (3 months)

Subtask 1.3.2 Address Emerging Issues and Provide Documentation

Description: To provide a forum for the discussion of any issues or concerns that arise regarding west slope/east slope relations as they relate to the management planning process.

Work Products: Issues will be documented via short written meeting summaries

Schedule:

- Performed as meetings are held
- Submitted to Project Team on a quarterly basis

Level of Effort: 20 hours

Total Task 1.3 Level of Effort: 68 hours



TASK 1.4 IDENTIFY AND ESTABLISH WATER QUALITY GOALS TO ADDRESS NUTRIENT IMPACTS

Responsible Subcommittee: Water Quality Goals Subcommittee

Description: Task 1.4 includes meeting with PAIs to identify nutrient-related impacts to water quality and to establish reasonable water quality goals. This task will validate the process for assessing water quality impacts from any pollutant of concern and for establishing relevant water quality goals

Subtasks:

- 1.4.1 Nutrient-Related Impacts to Water Quality
- 1.4.2 Coordinate with Subtask 2.1.4 to Develop Watershed-Specific Nutrient and Related Water Quality Constituent Assessment Criteria
- 1.4.3 Water Quality Management Goals

Subtask 1.4.1 Nutrient-Related Impacts to Water Quality

Description: The Water Quality Goals Subcommittee will incorporate input from PAIs with the data analysis conducted in Goal 2 to identify, assess, and prioritize nutrient-related impacts to water quality.

Work Products:

- 1. Process Tools: Adaptive Management Cycle, Assessment Filter (funnel), Strategic Action Flow Chart
Schedule: 5/4/2005
Level of Effort: 30 hours
- 2. Matrix of responsible parties
Schedule: 6/1/2005
Level of Effort: 20 hours
- 3. Problem / Opportunity Statement
Schedule: 6/1/2005
Level of Effort: 10 hours
- 4. Written meeting summaries
Schedule: 7/ 2005 and 10/2005
Level of Effort: 40 hours
- 5. Summary of PAI's issues
Schedule: 8/2005
Level of Effort: included in the level of effort for #4
- 6. Nutrient assessment and waterbody prioritization report
Schedule: 11/2005
Level of Effort: 60 hours

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Subtask 1.4.2 Coordinate with Subtask 2.1.4 to Develop Watershed-Specific Nutrient and Related Water Quality Constituent Assessment Criteria

Description: The Water Quality Goals Subcommittee will coordinate with the Science and Monitoring Subcommittee to develop a matrix for assessing the nutrient and related water quality data.

Work Products: Nutrient and related water quality constituent data assessment matrix

Schedule: 9/05

Level of Effort: 20 hours

Subtask 1.4.3 Water Quality Management Goals

Description: The Water Quality Goals Subcommittee will develop reasonable nutrient-related water quality management goals for waterbodies in the Big Thompson Watershed.

Work Products: Nutrient-related water quality goals and criteria for the Big Thompson Watershed report

Schedule: 1/2006

Level of Effort: 120 hours

Total Task 1.4 Level of Effort: 300 hours

TASK 1.5 FINAL PLAN WRITING

Responsible Subcommittee(s): Communications, Water Quality Goals, West Slope Involvement, PAI Participation Solicitation Subcommittee

Description: Generate Plan text based on work products of Goal 1.

Work Products: Draft and final Plan sections (specific report sections to be determined).

Schedule: To be determined

Total Task 1.5 Level of Effort: 64 hours

Total Goal 1 Level of Effort: 746



GOAL 2: COORDINATE WITH REGIONAL WATER QUALITY EXPERTS TO PERFORM NUTRIENT-RELATED DATA EVALUATION
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Objective: Use water quality data collected in the Big Thompson Watershed to assess the severity and extent of nutrient-related water quality impacts in waterbodies of the Big Thompson Watershed.

TASK 2.1 ASSESS NUTRIENT-RELATED DATA

Responsible Subcommittee: Science and Monitoring Subcommittee

Description: The subcommittee will compile relevant data to assess the levels of nutrients and related water quality impacts in waterbodies of the Big Thompson Watershed. The subcommittee will analyze flowing water data to draw new conclusions on the severity and extent of nutrient-related water quality impacts. A synopsis of relevant published reports on the nutrient conditions of reservoirs, lakes and flowing waters will also be provided.

Subtasks:

- 2.1.1. Identify nutrients of concern, related water quality constituents and relevant datasets
- 2.1.2. Establish analytical methodology for nutrients of concern and related water quality constituents
- 2.1.3. Analyze nutrient and related water quality data
- 2.1.4. Coordinate with Task 1.4 to develop watershed-specific nutrient criteria
- 2.1.5. Identify waters with elevated nutrient or related water quality constituent levels

Subtask 2.1.1 Identify Nutrients of Concern, Related Water Quality Constituents, and Relevant Datasets

Description: Relevant nutrient and related water quality constituents will be identified and data sets will be compiled for assessment.

Work Products:

- 1. List of nutrients of concern and related water quality constituents
Schedule: 2/05
Level of Effort: 100 hours
- 2. List of monitoring programs and map of monitoring stations used for this study
Schedule: 4/05
Level of Effort: 20 hours

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Subtask 2.1.2 Establish analytical methodology for nutrients of concern and related water quality constituents

Description: A protocol will be established for dealing with non-detects and other statistical approaches to analyzing the data.

Work Products: Report of analytical methods used

Schedule: 6/05

Level of Effort: 73 hours

Subtask 2.1.3 Analyze Nutrient and Related Water Quality Data

Description: Nutrient and related water quality data compiled for this project will be analyzed, and the results will be provided in a report. The report will also include a synopsis of relevant published reports on the nutrient conditions of waterbodies in the Big Thompson Watershed.

Work Products: Report highlighting the status of nutrients and related water quality constituents in waterbodies of the Big Thompson Watershed

Schedule: 8/05

Level of Effort: 60 hours

Subtask 2.1.4 Coordinate with Subtask 1.4.2 to Develop Watershed-Specific Nutrient and Related Water Quality Constituent Assessment Criteria

Description: The Science and Monitoring Subcommittee will coordinate with the Water Quality Goals Subcommittee to develop a matrix for assessing the nutrient and related water quality data.

Work Products: Nutrient and related water quality constituent data assessment matrix

Schedule: 9/05

Level of Effort: 20 hours

Subtask 2.1.5 Identify Waterbodies with Elevated Nutrient or Related Water Quality Constituent Levels

Description: The Science and Monitoring Subcommittee will use the matrix developed in the preceding subtask to assess nutrient-related data and identify waterbodies with elevated nutrient or related water quality constituent levels. The Science and Monitoring Subcommittee will also assess waterbodies through the review and synopsis of relevant published reports.



Work Products: Nutrient and related water quality constituent assessment and waterbody prioritization report

Schedule: 11/05

Level of Effort: 60 hours

Total Task 2.1 Level of Effort: 333 hours

TASK 2.2 FINAL PLAN WRITING

Responsible Subcommittee: Science and Monitoring Subcommittee

Description: Generate Plan text based on work products of Goal 2.

Work Products: Draft and final Plan sections (specific report sections to be determined).

Schedule: To be determined

Total Task 2.2 Level of Effort: 40 hours

Total Goal 2 Level of Effort: 373 hours

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GOAL 3: REVIEW IDENTIFIED MONITORING PROGRAMS AND RECOMMEND MODIFICATIONS AS NEEDED

Objective: The identified monitoring program(s) will be reviewed and changes recommended if additional data is needed.

TASK 3.1 EVALUATE DATA GAPS AND RECOMMEND MONITORING PROGRAM MODIFICATIONS

Responsible Subcommittee: Science and Monitoring Subcommittee

Description: The Science and Monitoring Subcommittee will review all relevant water quality monitoring programs for the purpose of identifying nutrient-related data gaps and monitoring needs.

Subtasks

- 3.1.1 List of relevant water quality monitoring programs
- 3.1.2 Identification of nutrient-related data gaps and monitoring needs
- 3.1.3 Recommend monitoring program modifications

Subtask 3.1.1 List of Relevant Water Quality Monitoring Programs

Description: An inventory of all water quality monitoring programs in the Big Thompson Watershed, either ongoing or completed since 2000, will be completed by the Science and Monitoring Subcommittee.

Work Products: List and status report of all relevant water quality monitoring programs.

Schedule: 3/06

Level of Effort: 40 hours

Subtask 3.1.2 Identification of Nutrient-Related Data Gaps and Monitoring Needs

Description: An analysis of the relevant monitoring programs will be completed to identify comparable methodologies, unnecessary redundancy, or ways to improve nutrient-related monitoring throughout the Watershed.

Work Products: Synopsis of each monitoring program, and library of associated Quality Assurance Project Plans and Sampling and Analysis Plans, if possible.

Schedule: 5/06

Level of Effort: 80 hours



Subtask 3.1.3 Recommend Monitoring Program Modifications

Description: Recommended monitoring program modifications will be presented to Forum partners and program sponsors, as needed.

Work Products:

No work products will be produced from this subtask. The work product from Subtask 3.1.2 will be used by Forum staff to recommend specific programmatic changes to the appropriate organization, municipality or agency.

Schedule: Recommendations will be made by Forum staff at appropriate time (during project scoping or budgeting, before beginning of field seasons, etc.)

Level of effort: Not applicable

Total Task 3.1 Level of Effort: 120 hours

TASK 3.2 FINAL PLAN WRITING

Responsible Subcommittee: Science and Monitoring Subcommittee

Description: Generate Plan text based on work products of Goal 3.

Work Products: Draft and final Plan sections (specific report sections to be determined).

Schedule: To be determined

Total Task 3.2 Level of Effort: 16 hours

Total Goal 3 Level of Effort: 136 hours

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GOAL 4: IDENTIFY AND PRIORITIZE SOURCES OF NUTRIENTS

Objective: To provide a basis for developing targeted management and protection strategies by identifying and prioritizing specific categories of nutrient sources and locations.

TASK 4.1 IDENTIFY CATEGORIES OF NUTRIENT SOURCES

Responsible Subcommittee: Water Quality Goals Subcommittee

Description: This task integrates results from Tasks 1.3, 1.4 and Goal 2 and will focus on identifying categories of nutrient sources.

Work Products:

1. List and narrative of identified categories of nutrient sources, including summary of process used to integrate information from Goals 1 and 2.

Schedule: 8/05

Level of Effort: 120 hours

2. Identify and utilize relevant GIS datasets.

Schedule: 10/05

Level of Effort: 200 hours

Total Task 4.1 Level of Effort: 320 hours

TASK 4.2 PRIORITIZE CATEGORIES OF NUTRIENT SOURCES

Responsible Subcommittee: Water Quality Goals Subcommittee

Description: Develop criteria and prioritize categories of nutrient sources related to the prioritized impacts identified in Task 4.1 and earlier stages of Phase 1.

Work Products: Prioritized categories of nutrient sources in the Big Thompson Watershed report

Schedule: 12/05

Total Task 4.2 Level of Effort: 100 hours

TASK 4.3 FINAL PLAN WRITING

Responsible Subcommittee: Water Quality Goals Subcommittee

Description: Generate report text based on work products of Goal 4.

Work Products: Draft and final report sections (specific report sections to be determined).



Schedule: To be determined

Total Task 4.2 Level of Effort: 40 hours

Total Goal 4 Level of Effort: 360 hours