

REGIONAL POOL LEASING PROGRAM¹

PROCEDURE

July 2010

A. Purpose of Procedure

The *Regional Pool Program Rule* (September 2005) describes and implements the Northern Colorado Water Conservancy District's (Northern Water) Regional Pool Program (RPP). In certain water years, the *RPP Rule* authorizes the Northern Water Board of Directors (Board) the ability to allocate for lease all, or a portion, of the Regional Pool. Following is the Procedure used by Northern Water staff to administer the water leasing aspect of the *RPP Rule*. This Procedure is also intended to assist Colorado-Big Thompson Project (Project) allottees and water users in understanding the administration of the RPP.

The *RPP Rule* defines the purpose and the terms and conditions of the Program, however, certain unanticipated hydrological events or related management challenges associated with the RPP may arise. If necessary, and in an attempt to improve the administration and success of the RPP, Northern Water staff may periodically modify the following Procedure.

B. RPP in Relation to Other Northern Water Programs and Nomenclature

Northern Water's water administration and accounting 'systems' have evolved throughout the Project's history and often contain nomenclature unique to Northern Water. The RPP is founded on many of these concepts, and is closely related to Northern Water's Annual Carryover Program (ACP). The following discussion outlines how Project water – once allocated by the Board – is credited to individual water accounts, and subsequently made available for delivery to a beneficial use.

An Account Entity (AE) may consist of one or more Project allottees. At a minimum, Northern Water maintains two (2) individual accounts for each AE: a Quota Account, and a Carryover Account. As graphically illustrated below, Northern Water will credit all of an AE's certified quota water to the Quota Account in the water year in which it was declared. In that same water year, the AE may take delivery of water from its Quota Account, or may elect to annually transfer a portion of its certified quota water to other AEs.

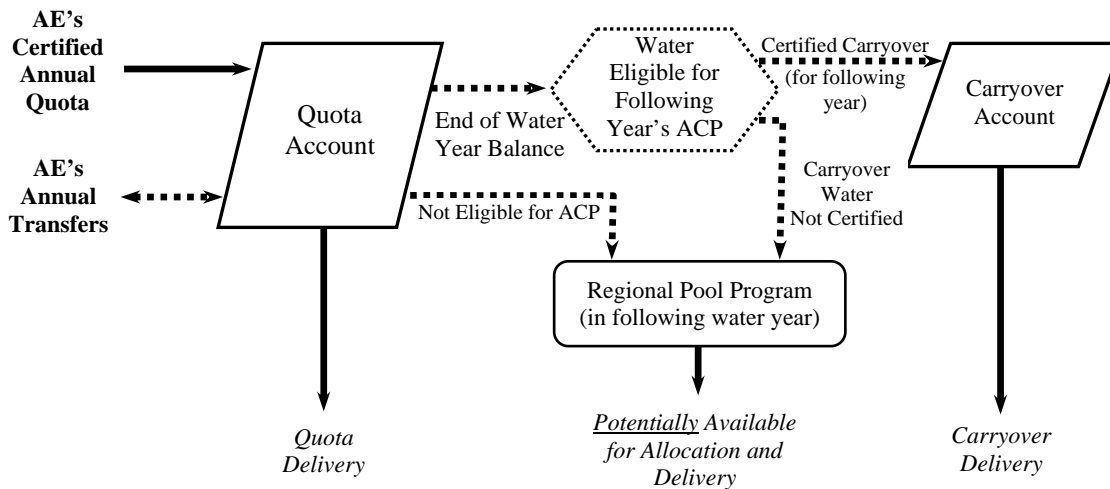
At the end of a given water year (11:59 p.m., October 31), a positive balance may exist within an AE's Quota Account. Any remaining Quota Account balance that is less than, or equal to, the AE's carryover capacity will automatically become eligible for the ACP (subject to the *Annual Carryover Program Rule* and *Procedure*). All remaining quota water in excess of the AE's respective carryover capacity is credited to the Regional Pool and in accordance with the *RPP Rule*. The water eligible for the ACP must be certified (by submitting the appropriate form and payment to Northern Water) by the end of April. Once certified the carryover water is credited to the same AE's Carryover Account and delivered upon request for use by that same AE. Any eligible ACP water that is not certified by the April deadline is also credited to the Regional Pool.

¹ Pursuant to the *Regional Pool Program Rule* adopted October 2005.

Water credited to the Regional Pool may only be allocated by the Board and in accordance with the *RPP Rule*.

For the sake of simplicity, the illustration below does not depict other water supplies that may be available to certain AEs. Additional water supplies may include Project Replacement water, Windy Gap Project water, or water held in the Project under the terms and conditions of a Project carriage contract.

**Progression of Project Water
Within An
Account Entity (AE)**



C. Related RPP Definitions

The following definitions and principles are used in formulating and describing the RPP.

Account Entity (AE) - An AE may be comprised of a single Project water user, or multiple users of Project water. In most instances one or more Project allotment contracts have been certified for delivery through an AE's respective Quota Account. An AE may have multiple physical delivery points from the Project. For some agricultural water users, Project "carrier" may be synonymous with an AE having the same name.

Allocation Threshold - A target for total unallocated water in Project storage (or in storage in any other reservoir in which Northern Water is authorized to store Project water) as determined by the Board. For the purposes of the RPP the Allocation Threshold is initially defined as 200,000 acre-feet and may be modified by action of the Board during a public Board meeting.

Allocated Water - For the purpose of the RPP, Allocated Water is the sum total of the amount of: 1) Windy Gap Project water in the Project on November 15, 2) Project Replacement water stored in the Project on November 15, 3) Project water allocated via the initial quota declaration as of November 15, plus all Carryover water (both

eligible and certified) stored within the Project at the time the Board is considering allocating water from the Regional Pool.

Annual Regional Pool Allocation Limitation - An annual limitation as to the amount of Regional Pool water that can be allocated by the Board in any given water year. The Annual Regional Pool Allocation Limitation is initially defined as 62,000 acre-feet and may be modified by action of the Board during a public Board meeting.

Carryover Account - An account that is maintained by Northern Water for each AE that had a Quota Account in the previous water year and that has a Quota Account in the current water year. Northern Water will automatically establish this account on November 1 of the current water year. If, and when, an AE elects to certify all, or a portion, of its eligible carryover water from its previous water year's Quota Account the Carryover Account is credited an amount equal to the certified volume. Water can only be delivered from the Carryover Account during the current water year and for those uses and purposes consistent with all of Northern Water's rules, policies, procedures, and guidelines. Only under specific circumstances can carryover water be transferred from one AE's Carryover Account to another AE's Carryover Account.

Carryover Capacity - The potential maximum volumetric limitation of a given Carryover Account. Each Carryover Account has an automatically computed carryover capacity and is generally referred to as the "base Carryover Capacity." An AE may voluntarily increase or decrease its respective Carryover Capacity by utilizing Northern Water's Carryover Capacity Transferability Program (CCTP) as defined in the *Carryover Capacity Transferability Program Rule*. Any Carryover Capacity leased by an AE to increase its respective Carryover Capacity beyond the computed base carryover capacity is referred to as "supplemental carryover capacity." The amount of Carryover Water credited to an AE's Carryover Account must be less than, or equal to, the AE's respective carryover capacity. Carryover capacity is measured in acre-feet.

Carryover Water - The quantity of water in an AE's Carryover Account that has been carried over from the previous water year's Quota Account. This water is allocated and credited to the AE's Carryover Account in accordance with Northern Water's *Annual Carryover Program Rule and Procedure*. An AE may use its Carryover Water only after its eligible Carryover Water is certified. Furthermore, Carryover Water must be used by the holding AE and may only be transferred in specific circumstances. Any Carryover Water not used in the current water year will be cancelled from the AE's Carryover Account and revert back to the Project at the end of the water year.

Quota Account - An account established and maintained by Northern Water to administer the delivery of quota water. Water held within the Quota Account may consist of 1) water allocated by the Board in the current water year and/or 2) water annually transferred from the Quota Account of another AE. Only water remaining in a Quota Account at the end of the water year is eligible for carryover under the ACP.

Quota Water - Project water that is made available or allocated to an allottee owning a Project water allotment contract or contracts. The total volume of quota water in a given water year is the summation of the initial quota declaration, which takes effect

on November 1 of the current water year, plus any subsequent supplemental quota declarations made by the Board. In all instances, allottees are required to certify to Northern Water that the AE (sometimes referred to as “carrier” or “delivery point”) will be responsible for ordering and taking delivery of Project water.

Regional Pool Account - An account established and maintained by Northern Water to administer the delivery of RPP water to each water user successful in leasing RPP water in the current water year.

Regional Pool Program (RPP) - A program administered by Northern Water that allows Northern Water, on behalf of allottees, to lease in certain water years any quota water allocated in the previous water year, but not used or transferred by an AE in the previous water year and which is in excess of the amount of carryover water certified by the AE pursuant to the *Annual Carryover Program Rule and Procedure*. Water accounted to the Regional Pool may only be allocated by the Board in accordance with the criteria specified within the *Regional Pool Program Rule*.

Replacement Water - Water that is credited to a water user’s Replacement Account each water year because of an existing Replacement Contract or other contractual obligation between Northern Water and the water user. Northern Water makes Replacement Water available to select water users in lieu of certain pre-existing water supplies that were interrupted due to Project construction and/or operation. AEs with Replacement Water must take delivery of Replacement Water prior to any Quota Water and/or Carryover Water. Replacement Water is not eligible for the ACP.

Transferred Water - Water that is transferred during the water year from the Quota Account of one AE into the Quota Account of another AE. The transfer of Project water is documented utilizing a “CD-4” card or via Northern Water’s computerized water accounting system. Such transfers must be done in accordance with all Northern Water rules, policies, guidelines, and procedures.

Unallocated Water - For the purpose of the RPP, Unallocated Water is the sum total of active water stored in Granby Reservoir, Horsetooth Reservoir, Carter Lake Reservoir, and in any other reservoir in which the District is authorized to store Project water, as of November 15 of the water year in which the Board is considering allocating water from the Regional Pool minus all Allocated Water as defined in this Procedure. The volume of Unallocated Water held within the Project is synonymous with the term “Project Reserves.”

Water Year - November 1 of one calendar year through the end of October 31 of the following calendar year.

D. Notification Process

Providing interested water users with timely RPP-related information is key to a successful program. Northern Water’s primary means of communication pertaining to ongoing RPP information will be its website (northernwater.org) and information sent directly to interested water users’ e-mail addresses. Current RPP information will similarly be posted in Northern Water’s lobby (220 Water Avenue, Berthoud, CO). Water users desiring current information pertaining to the RPP, and any Board actions related to the RPP, are encouraged to register for

such notifications by e-mailing regionalpool@ncwcd.org and specifying name and e-mail address. Northern Water will notify interested water users not having web or e-mail connectivity by telephone.

E. Pre-Approval Requirements

When allocated by the Board, water may be leased from the Regional Pool by any water user (i.e., Project Allottees, non-Project Allottees, or Account Entity) having a known beneficial use within the boundaries of Northern Water. In those years in which Regional Pool water is made available for lease, water users desiring to submit a sealed bid must complete a *Regional Pool Program Pre-Approval Form* (Attachment A). A *Regional Pool Program Pre-Approval Form* may be submitted to Northern Water prior to, or accompanying, a bidder's initial bid submittal. The *Regional Pool Program Pre-Approval Form* need only be completed once per water year and will be held on file by Northern Water throughout that water year and referenced if, and when, the respective water user is successful in leasing Regional Pool water. Water users not having a completed *Regional Pool Program Pre-Approval Form* on record with Northern Water will be ineligible to bid on RPP water. Information required on the form will include:

- The water user's name, address, telephone number(s), and e-mail address;
- The anticipated type of use of all water leased from the RPP (i.e., irrigation/municipal/domestic/industrial);
- A description of all base (i.e., native) water supplies presently available to the water user used to partially supply existing water needs;
- The physical location of the beneficial use of all RPP water successfully leased. If used for agriculture, RPP water may only be applied to lands having a history of irrigation. RPP water must be used in accordance with Northern Water's policies as related to the use of Project water on lands affected by dry-up covenants or other irrigation restrictions.
- The anticipated point of delivery of all leased RPP water.
- A description as to how the water user intends to physically take delivery of RPP water successfully leased through the RPP (i.e., ditch or canal name, referred to herein as intermediate carrier), and documentation illustrating the concurrence or agreement of an intermediate carrier to deliver RPP water.

To eliminate redundant information, bidders that are currently either an AE or an individual Project allottee are not required to submit all of the information requested on the *Regional Pool Program Pre-Approval Form* (see Attachment A for more information). Interested water users not able to illustrate: 1) a beneficial use for RPP water, 2) an existing base supply, and/or 3) an anticipated beneficial use within the boundaries of Northern Water will be ineligible to bid. Moreover, bidders desiring to use RPP water for irrigation purposes will be limited to 2.0 acre-feet per acre of irrigable land measured at the farm field (i.e., location of beneficial use). Prior to bidding, interested water users should contact the Department of Water Resources, Division One Water Engineer, and essential representatives of any and all intermediate carrier(s) to determine the anticipated "shrink" RPP water may incur when delivered to the farm field.

If, by definition, the water user is an AE, additional approval criteria apply. First, if the AE has not, or did not, fully exercise its carryover option (as defined in the *ACP Rule and Procedure*) by signing up and paying for any and all Carryover Water available from the previous water year,

the AE is prohibited from bidding on water from the RPP in the current year. Secondly, if an AE contributed water to the current RPP being considered for allocation, the AE is prohibited from bidding in the current year (*RPP Rule*, Section VI.).

In some instances, however, the Board may view an AE's contribution to the RPP as *de minimis*, thus making the AE eligible to lease RPP water. Additionally, the Board may allow an AE to be eligible for the RPP even though a contribution had been made if it was deemed that an improper operational or accounting procedure performed by Northern Water allowed such a contribution. If a contribution to the RPP is determined to be *de minimis*, the contribution will not accrue to the RPP, nor will the contributor be compensated for the same.

F. Submitting a Bid for Regional Pool Water

In water years in which the allocation criteria for the Regional Pool are satisfied (*RPP Rule*, Section V.B.), Northern Water staff will apprise the Board at each regularly scheduled Board meeting as to the amount of water that has accumulated to the Regional Pool. In addition, Northern Water staff will provide the Board with an RPP summary that indicates the amount of Regional Pool water that has been allocated to date, the amount of Regional Pool water that has been successfully leased, and an aggregate lease price.

Pursuant to the *RPP Rule*, the Board may elect to allocate all, or portions, of the Regional Pool starting in the month of January, but not later than September 15 of any given water year. If, and when, such Regional Pool water is allocated for lease, a public notice specifying the amount of Regional Pool water allocated by the Board, and the date and time by which sealed bids must be submitted to Northern Water, will be publically posted (per Section D above). Similar information will be sent electronically to all water users who have registered for updates via regionalpool@ncwcd.org.

In some instances the Board may also specify delivery terms that require the allocated Regional Pool water to be leased, and subsequently delivered, by a date earlier than the end of the current water year. In this instance such delivery terms will be explicitly defined by the Board when allocating water from the Regional Pool and will supersede the normal delivery terms outlined herein.

Following any monthly allocation of Regional Pool water by the Board, water users will have until 2:00 p.m., local time, five (5) business days after the day in which the Board allocates Regional Pool water to submit a completed and sealed *Regional Pool Program Bid Form* (Attachment B). Generally speaking, Northern Water's regular Board meetings are held on the 2nd Friday of each month. In this instance, sealed bids must be received by 2:00 p.m. on the Friday following the regular Board meeting. It is recommended that bids be hand delivered to Northern Water. Northern Water will not be responsible for bids that are lost or delayed if mailed or shipped. Late bids will not be accepted. For bids to be accepted, all first-time bidders are required to complete a *Regional Pool Program Pre-Approval Form* (Attachment A) either prior to, or at the time of, bid submittal.

A *Regional Pool Program Bid Form* must include the volume of RPP water being bid upon (in acre-feet) and the water user's corresponding bid price. An interested bidder may bid on all, or a portion, of the Regional Pool water allocated by the Board. In addition, a bidder may submit multiple bids for varying quantities of RPP water; however, only one *Regional Pool Program Bid Form* is allowed per water user per allocation of RPP water (i.e., auction). If multiple bid

amounts and volumes are included on a single form, the bidder will be obligated to lease all water designated as having a “winning bid.” To mitigate the possibility of one or more tied bids, bidders are encouraged not to bid in rounded numbers (i.e., please include cents). Bidding on fractional acre-feet volumes is prohibited and will result in disqualification. In addition, bids received from AEs not having paid for all current year Carryover Water will not be eligible to bid. No monetary funds of any amount are required to be included with the bid submittal.

The completed *Regional Pool Program Bid Form* must be placed into an envelope, the envelope sealed, and labeled: “Regional Pool Bid – Confidential, Attention: Financial Services Department.” The sealed envelope must also identify the name of the associated water user. Upon receipt by Northern Water, each sealed envelope will be date and time stamped and will be issued a bid number. The bid numbers will be assigned in increasing order based on the chronological sequence in which each bid submittal is received. Bids received by mail on a given day will have identical date and time stamps but will be assigned a bid number based first on the bidder’s numeric street or P.O.B. address, and secondly on the bidder’s zip code number. A tabulation of the bid number and the time and date of receipt will be maintained by Northern Water and available to the public upon request.

G. Auction Method and Awarding the Regional Pool Lease

Sealed bids will be opened in a public forum at approximately 2:10 p.m., local time and on the last day on which Regional Pool bid submittals are permissible for a given monthly allocation. Bids will be opened in sequential order as defined by the bid number. As sealed bids are opened the bid amount(s) and price(s) will be tabulated by bid number and made available to the public. If no tiebreaker is necessary, Northern Water staff will preliminarily award the allocated RPP water to the respective bidder or bidders submitting the highest per acre-foot bid(s). In most instances there will not be adequate water to fully satisfy the amount of water requested by the lowest “winning bidder.” In the case of this bidder, only the remaining un-awarded amount of the Board’s RPP monthly allocation will be awarded. In no circumstance will the cumulative amount of water awarded via this auction method exceed the volume of RPP water allocated by the Board in the same month.

A final staff determination of awarding RPP water will be made only after all pre-approval requirements are determined to be satisfactory. In some instances field examinations may be required prior to awarding the RPP water. In such instances it may be several days before final determination of winning bids for all allocated RPP water. In the event a field examination demonstrates that RPP water may not be applied to such lands, the awarded bidder will be disqualified and the RPP water will be allocated to the next highest bidder or bidders.

In the event of a tied bid, all tying qualified bidders will be contacted as soon as possible following the initial bid opening. Tied bidders will be offered the opportunity by Northern Water to submit a second sealed bid, which may raise their initial respective bids and break the tie. Tiebreaking bids must be received by Northern Water prior to 2:00 p.m. on the business day following the day on which the tied bidders were notified of a tying bid situation. If no tiebreaker bids are submitted, the first-received original bid (i.e., lowest bid number) will be declared the winning bid. If the tie breaking procedure is necessary to break a tie other than a tie for highest bidder (i.e., tie for second-highest bid), resubmitting a second bid will not usurp the award of the initial RPP water to the highest bidder or bidders.

Northern Water will inform all successful bidder(s) as soon as practicable, but no later than five (5) business days following the bid-opening date. RPP award letters and invoices will be sent to all successful bidders (addressed according the respective RPP Pre-Approval Form) via the USPS Delivery Confirmation™ service. Water users awarded RPP water must make payment to Northern Water with cashable funds for all RPP water leased in any given month by 2:00 p.m., local time, on the tenth (10) business day after bids are opened. Any and all successful bidders not submitting full payment for their respective RPP water, and prior to the payment deadline, will automatically forfeit all awarded RPP water. In addition, the same bidder(s) will be prohibited from participating in the RPP the remainder of the current year and the following year in which RPP water is allocated by the Board.

Any RPP water automatically forfeited as the result of untimely payment or nonpayment will be offered sequentially to unsuccessful bidders (i.e., non-winning bidders) beginning with the highest per acre-foot non-winning bidder. When offered “forfeited” water, bidders will be limited to the amount and bid price as described on their respective Bid Form. When offered forfeited RPP water, bidder will not be obligated (i.e., required) to lease such water. Northern Water staff will initially contact such bidders by telephone to notify them of the availability of forfeited RPP water. If the contacted bidder desires to lease the forfeited RPP water, Northern Water will send an award letter and invoice to the interested bidder, as described above. However, bidders offered forfeited RPP water will have only five (5) business days in which to make full lease payment to Northern Water. Bidders awarded forfeited RPP water, but not submitting full payment by 2:00 p.m., local time, on the fifth (5) business day will be prohibited from participating in the RPP the remainder of the current year and the following year in which RPP water is allocated by the Board. The offering of forfeited RPP water will continue as necessary until the monthly allocation of RPP water is successfully leased.

Upon receiving funds from the successful bidder(s), and in the amount representing all of the water awarded to that same water user, Northern Water will certify and credit the leased water to a unique and separate Regional Pool Water Account of the AE identified on the lessee’s respective *Regional Pool Program Pre-Approval Form*. If the lessee is not affiliated with an existing AE, as defined in Northern Water’s Water Accounting System, a new AE and associated Regional Pool Water Account will be created to administer RPP water. Northern Water will not be responsible for the administration, accounting, and/or delivery of water between an AE and the RPP water lessee.

Once RPP water has been paid for and credited to an AE, it will be delivered to the AE at the request of an authorized AE representative. Such RPP deliveries will be made until all the leased water has been released from the Project, or until the end of the water year, whichever occurs first. All RPP water is non-transferrable and all RPP water ordered and delivered must be utilized for direct beneficial use in the same water year in which it was awarded (i.e., no multi-water year storage), and in accordance with all of Northern Water’s rules, policies, guidelines, and procedures. Lessees having any undelivered RPP water remaining at the end of the water year will be prohibited from participating in the RPP the following water year in which the Board allocates RPP water.

In any given month in which not all of the allocated Regional Pool water is leased, the remainder may be available for RPP allocation by the Board in the following month(s). At 11:59 p.m., local time, on October 31 of the same water year, Northern Water will consider all RPP related accounts as being cancelled and associated water reverting back to Project reserves.

H. Tracking and Accounting for the Delivery of Regional Pool Water

Tracking and accounting for the beneficial use and actual destination of C-BT Project water, including RPP water, is critical to Northern Water. In most instances in which an existing AE is awarded RPP water, Northern Water has information necessary to track and account for the delivery of such water. However, for non-AE water users that are awarded RPP water, Northern Water may require water users to provide additional documentation that verifies the location and beneficial use of RPP water. Such information may be necessary on a near real-time basis as RPP water is released from the Project, and ultimately delivered to the respective RPP water lessee.

I. Payment to Contributors to the Regional Pool

On, or before, October 15 of each water year in which any water user leases water from the Regional Pool, Northern Water will pay back all lease revenues to those AEs that contributed water to the Regional Pool. The payment will be accompanied with a reconciliation of all Regional Pool activities throughout the water year. The amount paid back to each AE will be dependent upon the quantity of water contributed to the Regional Pool in the current water year (either from water in excess of its Carryover Capacity or eligible Carryover Water not certified) and the annual weighted average leasing rate (per acre-foot) for all Regional Pool water successfully leased by Northern Water throughout the current water year. The annual weighted average leasing rate (per acre-foot) will be computed as the ratio of the sum total of all revenues received by Northern Water from Regional Pool lessees in the current water year (in dollars) to the total quantity of water contributed to the Regional Pool by all AEs in the current water year (in acre-feet). Therefore, the amount paid by Northern Water to each contributing AE will be equal to the product of the amount of water the respective AE contributed to the Regional Pool and the annual weighted average leasing rate.

In those water years in which water is leased pursuant to the RPP, Northern Water will hold, for a short time, funds received from Regional Pool lessees that will eventually be paid to contributing AEs. During this time, Northern Water will deposit such funds in an individual interest-bearing bank account. Any interest earned on this account will not be paid back to AEs contributing to the Regional Pool, but rather, be considered as administrative compensation to Northern Water and necessary to offset a portion of the costs associated with administering the RPP.

PRE-APPROVAL FORM
INSTRUCTIONS

1. For Mail or Fax submission:
 - a. Print this document.
 - b. Fill out the form completely.
 - c. For fax submission, fax the completed form to 970-532-0942, Attn: Regional Pool.
 - d. For mail delivery, send completed form to Northern Water, Attn: Regional Pool, 220 Water Avenue, Berthoud, CO 80513.
2. For Electronic submission (Adobe Acrobat required):
 - a. Display the Typewriter feature as follows: >Tools >Typewriter >Show Typewriter Toolbar.
 - b. Click on the Typewriter icon, position the cursor where desired and type. Repeat for each line on the form.
 - c. Type "Electronic Submission" on the signature line
 - d. When complete, go to >File >Save as... and save the file on your computer. Please include your name as part of the file name.
 - e. Send an e-mail to regionalpool@ncwcd.org and attach the saved file.
 - f. Important: we will confirm receipt via e-mail. If you do not receive a response within 24 hours, please contact Karen Rademacher at 970-622-2206.
3. For Electronic submission (scanner required):
 - a. Alternatively, you may print the document, complete it manually, then scan and send via e-mail to regionalpool@ncwcd.org.
 - b. Important: we will confirm receipt via e-mail. If you do not receive a response within 24 hours, please contact Karen Rademacher at 970-622-2206.

SCROLL DOWN TO SEE ELECTRONIC PRE-APPROVAL FORM ON FOLLOWING PAGE



ATTACHMENT A REGIONAL POOL PROGRAM PRE-APPROVAL FORM*

PART I – Contact Information

Water User Name or Account Entity: _____

Contact Name (if representing an Account Entity): _____

Address: _____
Street/P.O. Box
City
State
Zip Code

Phone Number(s): _____
Office
Home
Mobile

E-mail Address: _____ Preferred Method of Contact: Office Home Mobile E-mail

PART II – Proposed Use of Water

If intended for crop irrigation, how many acres do you anticipate irrigating with RPP water**?: _____

Are you a C-BT Project Allottee and desire to use RPP water as described within your C-BT Project Allotment Contract?
 Yes No. **If Yes:** Go to PART III – Allottee information for PART II is already on file at Northern Water.
If No: To properly administer the Regional Pool Program pursuant to Northern Water’s rules, policies, procedures, and guidelines the following information must be provided by the Applicant.

Type of Beneficial Use: _____
Irrigation/Municipal/Domestic/Industrial

Location of Beneficial Use: _____
sec / twn / rng or other location description

If the anticipated beneficial use is irrigation, has the land been historically irrigated? Yes No

Is the location of beneficial use within the district boundaries of Northern Water? Yes No

Existing Base (or Native) Water Supplies:

Name of Water Right <small>(Surface Water and/or Well Water)</small>	Shares Owned <small>(or Volume/Capacity)</small>

If necessary, please list additional water right information on separate page.

PART III – Point of Delivery

Please describe how you anticipate taking physical delivery of Regional Pool Program water. Also, please list all intermediate carriers (i.e., ditch/canal, irrigation, and/or reservoir companies) that must concur with such deliveries. If you are not representing an Account Entity, Northern Water will require an agreement stating each intermediate carrier’s willingness to deliver Regional Pool Program water. If desired, you and your intermediate carrier(s) may utilize Northern Water’s Carrier Consent Form to signify an agreement for the delivery of Regional Pool Water. _____

If necessary, please provide additional Point of Delivery information on separate page.

I hereby certify that the above statements are true and correct and that I have reviewed the Regional Pool Program Rule and Procedure.

Applicant’s Signature Date

* This Pre-Approval Form must be completed and submitted to Northern Water prior to, or with, submittal of a Bid Form. Interested water users are only required to complete one Pre-Approval Form per water year.

** When submitting a bid, an agricultural applicant’s bid volume may not exceed 2.0 acre-feet per acre of irrigable land as measured at the farm field (see Section E, RPP Procedure).

BID FORM
INSTRUCTIONS FOR <month> <year> ALLOCATION

1. All bids must be hand-delivered or mailed. NO ELECTRONIC OR FAX SUBMISSIONS.
2. Bids must be received at Northern Water by 2:00 p.m., local time, on <day,date,year>.
3. All bid volumes must be in whole acre-feet; bids with fractional volumes will not be accepted.
4. Bids will be awarded on the basis of price per acre-foot. Bid prices per acre-foot must be greater than or equal to <\$xx.xx>.
5. If for agricultural use, bid volume may not exceed 2.0 acre-feet per acre of irrigable land as measured as the farm field (net after shrink and/or transit losses).
6. Place the completed bid form in a sealed envelope. Do NOT enclose the pre-approval form or carrier consent form. No payment is required at the time of bid submission.
7. On the outside of the envelope, please write "Regional Pool Bid – Confidential."
8. Also on the outside of the envelope, please indicate a contact name and phone number.
9. If submitted by mail, send to: Northern Water, Attn: Financial Services Department, 220 Water Avenue, Berthoud, CO 80513. We recommend placing the sealed bid inside a mailing envelope.
10. Northern Water is not responsible for mail delays. LATE BIDS WILL NOT BE ACCEPTED OR CONSIDERED.
11. Bidders are required to complete a Pre-Approval Form prior to, or in conjunction with, the submittal of an RPP sealed bid. (Do not enclose the Pre-Approval Form in the sealed bid envelope.) A Pre-Approval Form can be downloaded from www.northernwater.org.
12. It is the responsibility of the BIDDER to verify a ditch company's willingness to deliver RPP water. If you have any concerns or doubts about taking delivery of RPP water, use the Carrier Consent Form for verification. A Carrier Consent Form can be downloaded from www.northernwater.org.
13. Bids will be opened at x:xx p.m., local time, on <day,date,year> at the offices of Northern Water. Sealed bids will be opened sequentially by bid number (i.e., chronologically by date and time of receipt by Northern Water). Interested water users are welcome and encouraged to attend the public bid opening.
14. Following bid opening, final results will be posted at www.northernwater.org.

SCROLL DOWN TO SEE ELECTRONIC BID FORM ON FOLLOWING PAGE



ATTACHMENT B REGIONAL POOL PROGRAM BID FORM

The Regional Pool Program Bid Form must be received by Northern Water on, or before, the submittal date and time as defined by the current allocation of Regional Pool Program water. Please enclose this Bid Form in a sealed envelope identified with your name and marked “Regional Pool Program Bid – Confidential.”

PART I – Bidder Information (as indicated on Pre-Approval Form)

Name:	
	Account Entity or Individual Water User
Contact Name (if representing an Account Entity):	
Bid Form Submittal Due Date (see RPP Allocation Announcement):	

PART II – Bid for Regional Pool Program Water

Bidders are limited to a single Bid Form for each monthly allocation of Regional Pool Program water. However, bidders may submit multiple individual bids on this Bid Form (Bids A – D). If multiple bids are included on this Bid Form, bidder will be required to pay for all “winning” bids. Regional Pool Program water will be awarded to the eligible bidder or bidders submitting the highest **per acre-foot bid amount**.

	<u>Bid Amount (per Acre-Foot)*</u>		<u>Number of Acre-Feet**</u> <small>(whole acre-feet only, no fractional volumes permitted)</small>			<u>Calculated Total Lease Amount</u>
<i>Bid A</i>	\$ _____ . _____	X	_____	=	\$ _____ . _____	
<i>Bid B</i>	\$ _____ . _____	X	_____	=	\$ _____ . _____	
<i>Bid C</i>	\$ _____ . _____	X	_____	=	\$ _____ . _____	
<i>Bid D</i>	\$ _____ . _____	X	_____	=	\$ _____ . _____	

PART III – Point of Delivery

<p>For the purposes of tracking and accounting leased RPP water within Northern Water’s Water Accounting System, an Account Entity must be identified. In most instances an Account Entity is identical to the primary location in which C-BT water is delivered.</p> <p>Anticipated Point of Delivery or Account Entity (AE) for RPP water: _____</p>
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By signing this Bid Form, Bidder is submitting a bid to lease Regional Pool Program water. If awarded such water, Bidder agrees to pay for the same and utilize that water in accordance with all rules, policies, procedures, and guidelines, as set forth by Northern Water.

Regional Pool Program Bidder or Account Entity Authorized Bidder:

 Signature _____
 Date

* May be subject to minimum price limitation; see RPP Allocation Announcement at www.northernwater.org.
 ** If for irrigation purposes, the total volume of RPP water bid (Bid A-D) may not exceed 2.0 acre-feet per acre of irrigable land as measured at the farm field (net after shrink and transit losses, see Section E, RPP Procedure).

PUBLIC NOTICE

INVITATION TO BID REGIONAL POOL PROGRAM

The Northern Colorado Water Conservancy District (Northern Water) is accepting sealed bids to lease Regional Pool Program (RPP) water in accordance with the RPP Rule adopted October 14, 2005.

At its regularly scheduled Board meeting held on <month day, year>, the Northern Water Board of Directors allocated <xx,xxx> acre-feet of RPP water to be made available through a competitive bid process to eligible water users having a beneficial use within the district boundaries of Northern Water. Bid prices per acre-foot must be greater than or equal to <\$x.xx>, <a floor price the Board selected based on the 2010 agricultural assessment>. Interested bidders are required to complete a Pre-Approval Form prior to, or in conjunction with, the submittal of an RPP sealed bid.

Sealed bids must be received by Northern Water (220 Water Avenue, Berthoud, CO, 80513) prior to 2:00 p.m., local time, on <month day, year>. The outside of the envelope containing each sealed bid must identify the name of the bidder and designate the following: "RPP Bid, Attention: Financial Services Department." A public opening of all sealed bids will be held at Northern Water at 2:10 p.m., local time, on the same day bids are due.

A detailed packet of information pertaining to Northern Water's RPP may be obtained from Northern Water during normal business hours (7:30 a.m. to 4:30 p.m.) or online at www.northernwater.org. For additional information please call (970) 532-7700.
