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**MEMORANDUM VIA ELECTRONIC MAIL**

TO: Ms. Dawn Collins, Town Administrator  
Town Board of Trustees  
**Town of Palmer Lake**

DATE: April 11, 2023

FROM: Mark A. Morton, P.E.  
**GMS, Inc., Consulting Engineers**

RE: Town of Palmer Lake  
Water System Master Plan

GMS, Inc. is providing this correspondence as an additional consideration for the Town as the Water System Improvements Preliminary Engineering Report (PER) is evaluated further to potentially select direction on a Water System Improvements project. With the renewed discussions on the PER recommendations for a Water System Improvements project, and the multiple inquiries of potential developments which may eventually request water service, this appears to be an ideal time for discussions with the Town regarding a Water System Master Plan. Similar to what the Town has accomplished on the planning side with the completion of the Town's Community Master Plan, the Town should consider the preparation of a Water System Master Plan to guide future decisions on the water system.

Implementing a Water System Master Plan would ensure that the Town has the capacity and capability to provide adequate potable water service to its constituents, both now and into the future. The Water System Master Plan would serve as a guide and a direction for the Town's water system by providing a defined path into the future. This document can also be utilized in conjunction with the Community Master Plan when considering and reviewing proposed development sites throughout the Town.

A major benefit of having a Water System Master Plan is the foresight needed for future planning. The long-term vision provided in a Water System Master Plan is also a critical component of responsible budgeting for the Town's water system. A Water System Master Plan will help with basic capital improvements planning and budgeting, for items such as future renewals and replacements of existing aging infrastructure, as well as upgrading facilities for regulatory requirements or development expansion. It can be tailored to the specific level of growth and change anticipated, and desired, within the Town of Palmer Lake. Whatever future direction the Town selects, the Water System Master Plan can chart a course of required actions at various milestones to attain that future vision of the Town.

To assist with funding such an effort, the Town would have the option to apply for a grant through the Energy/Mineral Impact Assistance Fund (EIAF), which could cover 50% of the cost. We would be happy to discuss this idea further with the Town staff and the Board of Trustees at their convenience. In the meantime, if there are questions or clarifications required, please feel free to contact us.