



January 15, 2009

Ms. Veva Deheza
Section Chief
CWCB
Office of Water Conservation and Drought Planning
1313 Sherman Street, Room 721
Denver, CO 80203

Re: Water Conservation Planning Grant 50% Complete Progress Report

Dear Veva,

The North Table Mountain Water and Sanitation District (NTM) is grateful for the water conservation planning grant awarded by the CWCB. This document serves as our 50 percent progress report according to the progress report requirements provided in the *Guidelines for Financial Assistance to Covered Entities to Develop Water Conservation Plans*.

Project Status

NTM is approximately 50% complete with the development of its Water Conservation Plan (Plan). Table 1 shows the percent complete by task as of December 31, 2008. We are currently reviewing existing and potential conservation measures and activities for our preliminary screening. Remaining conservation activities will then be further defined and a more in depth evaluation begun.

Table 1: Task and Project Percent Complete Status

Task	Percent Complete
Profile Existing Water System	100%
Develop a Water Use Profile and Forecast Future Water Demand	100%
Profile Proposed Facilities	100%
Identify Conservation Goals, Measures and Programs	97%
Evaluate and Select Conservation Measures and Programs	37%
Integrate Resources and Modify Forecasts	0%
Develop Implementation Plan	0%
Complete Final Draft Plan and Solicit Public Input on Plan	0%
Project Administration	80%
TOTAL PROJECT PERCENT COMPLETE	48%

Preliminary Accomplishments

NTM is pleased to inform the CWCB of the numerous accomplishments that have already been achieved as a result of the development of our Water Conservation Plan. This work has provided an important opportunity to educate both our staff and Board of Directors about water conservation and how we can integrate it into our operations and planning. We have also spent a significant amount of time characterizing water use in the District which has helped us to better understand

when, how and by whom water is being used. This water use data analysis prompted us to reevaluate our tiered rate structure. In 2008 we completed a rate study and enacted more rapidly inclining rate tiers. In addition we have developed more stringent approval criteria for commercial and industrial customers to be eligible for our high volume water rates. We have also determined that for future water supply planning, we should reevaluate preliminary yield estimates for our Denver Basin aquifer groundwater rights, located along the western edge of the aquifer under our service area. The Plan development process has also prompted us to evaluate the need for a drought mitigation plan and an updated 10-year construction plan.

Obstacles Encountered

One of our initial project tasks involved compiling, providing quality control (QC), and manipulating production and billing data. A significant amount of data work, exceeding what was originally anticipated, was required. Most meters in NTM's service area are read on a rolling quarterly basis, making it difficult to compare use for similar periods among accounts in different cycles. In addition, to understand existing water use and evaluate potential savings it is useful to be able to view data on a monthly basis so that seasonal changes can be seen. Water use data was QCed and manipulated at the account level to estimate indoor and outdoor monthly use. While the resulting data is extremely useful, this required a significant amount of unanticipated data work. As a result we adjusted our task budgets somewhat while remaining within our original grant amount.

Scope and Timeline Revisions

North Table Mountain contracted with Hydrosphere Resource Consultants, Inc (Hydrosphere) to manage the development of its Water Conservation Plan. In November of 2007, Hydrosphere was purchased by AMEC Earth and Environmental (AMEC). As a result NTM initiated a new contract with AMEC. Then in May 2008, the Project Manager for NTM's plan, Laura Belanger, left AMEC. She now works with Headwaters Corporation. In the fall of 2008, NTM transferred to remainder of the contract for the development of its Plan to Headwaters. These changes pushed the Plan completion schedule back by a year. A revised project schedule was been provided to the CWCB in previous correspondence. In addition, as described above under Obstacles Encountered, compiling, QCing and manipulating NTM's billing and water use data required significant time not anticipated in our original project scope and budget. However, we anticipate that the project will be completed within the project budget according to the current schedule.

Thank you again for the CWCB's support. Please let me know if you have any questions or if you would like additional information. We look forward to providing you with our draft Plan for your review.

Sincerely,

Bart Sperry
Assistant Manager/Engineer