



The Voice of the Colorado Water Conservation Community

March 4, 2010

Veva Deheza, Section Chief
Office of Water Conservation and Drought Planning
Colorado Water Conservation Board
1313 Sherman Street, Room 721
Denver, CO 80203
303.866.3441

Dear Ms. Deheza,

**Status Report for Colorado WaterWise Best Management Practices Development Project
Grant Routing #09PDA00053 / Encumbrance #C154131**

As of March 2010, Colorado WaterWise's Best Management Practices Development project approached its 50% of completion benchmark. Below is a synopsis of the successes and disappointments encountered since the project's inception.

Early on in this project, Colorado WaterWise hired an executive director to fully implement and execute all tasks outlined in the project's scope of work. Several months into the project, the executive director resigned unexpectedly leaving Colorado WaterWise to execute a contingency effort. To remedy the situation, Colorado WaterWise began interviewing candidates and hired two contractors to complete all tasks within the grant, specifically, to develop a Best Management Practices Program, to engage in Outreach Efforts, and to provide on-going Organizational Support to Colorado WaterWise.

Encountering these unforeseen obstacles has caused unavoidable delays for the project overall. Although the project's budget remains static, the timeline is not. Additional time will be needed to rightfully execute all deliverables as outlined within the grant. Colorado WaterWise will respectfully request an extension from CWCB until year-end 2010. The extension is primarily required since two key tasks (Best Management Practices Workshops and the Annual Event) are scheduled to occur after the grant's expiration date of May 2010.

As you would expect, Colorado WaterWise was sincerely disappointed with the events that transpired, and the delays it caused, but on the contrary, remains extremely optimistic and steadfast in its ability to deliver a stellar project for both CWCB, and the many stakeholders across Colorado. Colorado WaterWise anticipates you will be pleased with our progress, despite the delay, as you read through this report.

50% Project Completion Status Report

The project scope of work as outlined in the original grant includes three tasks that build upon Colorado WaterWise's commitment to fulfilling its mission as *The Voice of the Colorado Water Conservation Community*, in promoting statewide water efficiency, and in developing a Best Management Practices Guide for Colorado.

The status of the primary tasks is as follows.

Task 1 – Develop a Best Management Practices (BMP) Program

A detailed workplan was revised and finalized in September 2009 to meet the overall objectives of Task 1. The workplan was broken down into 6 subtasks. They are:

- a) Form the Project Advisory Committee (PAC), Finalize Contracting, and Finalize the Workplan
- b) BMP Literature Review
- c) Selection of Best Management Practices for Inclusion in Guide
- d) Prepare Guidance Document
- e) Technical Review
- f) Conduct Workshops

Subtask status updates are as follows:

- a) **Form the Project Advisory Committee (PAC), Finalize Contracting, and Finalize the Workplan – complete, September 2009.** As of September 2009, this subtask was completed with new Colorado WaterWise contracts signed by sub-contractors (Aquacraft Inc. and Brenda O'Brien) to execute the completion on this project. A fifteen-member Project Advisory Committee (PAC) was formed with representation from across Colorado, and a revised workplan was finalized.
- b) **BMP Literature Review – complete, October 6, 2009.** The BMP Literature Review was completed by Aquacraft Inc. and distributed to the PAC for further discussion and feedback.
- c) **Selection of Best Management Practices for Inclusion in Guide – complete, November 12, 2009.** Based on the information identified during the Literature Review, Aquacraft developed a matrix of potential BMPs for inclusion in the Guide. This BMP Matrix was presented for selection and ranking purposes to the PAC and a thirty-five member Stakeholder Advisory Committee (SAC). The outcome was the selection of 18 BMPs for inclusion in the Guide. The BMPs will be broken down into four categories and are as follows:

Systems and Utilities - 6 BMPs Selected and Ranked

1. Metering, Tap Fees, Conservation Oriented Rate Structure, and Customer Categorization.
2. Integrated Resources Planning (IRP).
3. System Water Evaluations, Leak Detection and Repair.
4. Conservation Coordinator.
5. Education.
6. Water Waste Rules.

Outdoor Landscape and Irrigation - 5 BMPs Selected and Ranked

Aquacraft will incorporate GreenCO BMPs where applicable.

7. Landscape Water Budgets, Customer Information and Feedback.
8. Landscape Efficiency Evaluations (audits).
9. Landscape Rules and Regulations, Training and Certification.
10. Water Efficient Landscape Design and Installation Practices for New Construction
11. Water Efficient Landscape Design and Installation Practices for Existing Construction

Indoor Residential (Single and Multi Family) - 3 BMPs Selected and Ranked

12. Water Efficiency Rules for New Construction
13. HE Fixture and Appliance Replacement
14. Residential Surveys and Evaluations

Indoor Non-Residential (CII) – 4 BMPs Selected and Ranked

15. Water Efficiency Rule for New Construction
16. CII Water Surveys and Evaluations (audits)
17. HE Fixture and Appliance Replacement
18. Specialized CII Equipment Efficiency Improvements – cooling towers, ice machines, car wash, and water cooled equipment.

As of February 2010, six BMPs have been drafted and forwarded to the PAC for comment. They are:

1. System Water Evaluations, Leak Detection and Repair.
2. Metering, Tap Fees, Conservation Oriented Rate Structure, and Customer Categorization.
3. Integrated Resources Planning (IRP).
4. Non-Residential Equipment and Efficiency.
5. Conservation Coordinator.
6. Water Efficient Landscape Design, Installation and Maintenance.

d) Prepare Guidance Document – *in-progress*

Drafting the BMPs is the most significant task of this project. This task began in late November and will run through mid-March. Upon completion of the Guide, 120 hardcopy technical manuals will be printed and distributed to all covered entities listed in CWCB's database. In addition, a graphical oriented document will be developed with 350 copies printed to summarize the manual for non-technical users.

e) **Technical Review – *in-progress***

The Technical Review has been an integral task of the project since it began. Technical Reviews have been completed for the Literature Review, BMP Matrix selection and ranking, and the BMP draft reviews. Drafts of the individual BMPs are sent to the PAC for comment as they are written. When a draft of the Guide is available, it will be sent to the PAC and Stakeholder Advisory Committee (SAC) members for a final review.

f) **Conduct Workshops – *pending***

As written in the original grant, three technical workshops will be conducted to introduce the BMPs and offer instruction and information on how the BMPs can be incorporated into State required conservation plans. Two will be held along the Front Range and one on the West Slope.

Task 2 – Outreach Efforts – *in-progress*

Annual Event: Colorado WaterWise held its inaugural Annual Event titled the “Conservation Yardstick” on April 5-6, 2009. The theme generated more than twelve event sponsors and several hundred stakeholders from across Colorado interested in conservation and water in general. Keynote speeches were delivered by Denver Mayor John Hickenlooper, Harris Sherman from the Colorado Department of Natural Resources, and an evening reception with Colorado renowned photographer John Fielder. The two-day conference provided an array of topics including fourteen joint sessions for those hot-button conservation topics, and more than twelve individual breakout sessions. Survey results from the event indicated “success” in meeting both individual and professional needs while generating ideas for the 2010 conference. This year’s conference will be held in Denver on September 24, 2010.

Additional outreach efforts (Task 1.e. BP Technical Review) center on the BMP Development Program. Initial began with the solicitation fifteen PAC members and thirty-five SAC members. As described in Task 1, PAC members will review the BPs as drafts become available, and both the PAC and SAC will review and provide feedback when a final draft of the Guide is complete. PAC members have been asked to track their in-kind hours for the technical review.

In general, Colorado WaterWise continues its outreach efforts on an on-going basis. To increase visibility and membership, Colorado completely overhauled its website to make it more robust, user-friendly, informative, and educational. Furthermore, Colorado WaterWise is actively reaching out to potential partners by inviting them to attend board meetings to convey information about their organization, and is also conducting one-on-one partnership meetings to open-up the lines of communication on potential joint projects and co-sharing of financial responsibilities that benefit both entities.

Task 3 – Organizational Support

With the sudden departure of the executive director, the Colorado WaterWise Board of Directors made swift efforts to maintain the integrity of the organization by contracting with

a project coordinator (Brenda O'Brien) to oversee the BMP Project, and to aid in fulfilling many of Colorado WaterWise's administrative needs. They are to:

- Provide support to the Management Team and Board of Directors
- Support all communication and correspondence
- Arrange monthly board meetings and prepare agendas
- Attend board meetings, record and distribute minutes
- Support Colorado WaterWise sub-committees
- Provide maintenance updates for website
- Provide support to membership database
- Support financial reporting
- Support and conduct grant administration duties

Since contracting with a Project Coordinator, Colorado WaterWise provided several tutorial training sessions to ensure a smooth transition of responsibilities. All administrative support functions were successfully migrated to the Project Coordinator, thus allowing board members to focus on board responsibilities. The Project Coordinator has regular contact with the Management Team and Board of Directors to ensure all key deliverables are met, and operating within budget.

Overall, Colorado WaterWise continuously works to maintain and improve upon its organizational goals. Colorado WaterWise has held two strategic planning sessions since the inception of this grant to discuss its long-term strategic plan, and the means to achieve its goals. They are:

- To serve as the primary urban water conservation technical resource for professionals in Colorado.
- Promote urban water conservation to professionals throughout Colorado.
- Ensure Colorado WaterWise's organizational sustainability and growth.
- Participate in the development of urban water conservation policies and integrated resources planning

To make certain Colorado WaterWise's activities correlate with the long-term strategic plan, the Board of Director's meets after each board meeting for a strategic development session where designated topics are discussed. Outcomes from the board development session are recorded in meeting minutes and distributed.

Conclusion

In conclusion, the Colorado WaterWise Board of Directors is comfortable with the grants progression and outcomes despite the obstacles encountered. The project is on task, within budget, and a timeline extension will be submitted to address the scheduling of the BMP Workshops and Annual Event occurring after the original grant expiration date. Copies of the six completed BMPs are attached for your review. As always, Colorado WaterWise will be happy to answer any questions you may have after reading this report.

Respectfully submitted,

A handwritten signature in dark ink on a light green rectangular background. The signature reads "Brenda O'Brien" in a cursive script.

Brenda O'Brien
Colorado WaterWise
BMP Program Project Coordinator

A handwritten signature in black ink. The signature reads "Peter Mayer" in a cursive script.

Peter Mayer
Aquacraft, Inc.
Senior Project Engineer

Cc: Colorado WaterWise Board of Directors