



## **WESTERN RESOURCE ADVOCATES**

# **COLORADO WATER CONSERVATION BOARD COVERED ENTITY RESEARCH PROJECT**

## **SCOPE OF WORK**

### ***Project Goals***

The goals of this project are as follows:

- Identify all water providers and utilities in Colorado that are considered “covered entities” under statute. A covered entity is currently defined as a water provider delivering 2,000 acre-feet (AF) of water per year.
- Obtain basic information from covered entities including:
  - Address and contact info
  - Annual water deliveries – retail and wholesale where applicable
  - Service area population
  - Other demographic data
- Perform basic per capita (or per customer) water demand calculations for entities where data is readily available.
- Extract conservation information on covered entities from submitted conservation plans
- Assemble all information into a spreadsheet or simple database file that can be easily accessed and imported into any state data repository project that may develop.

### ***Project Manager***

Taryn Hutchins-Cabibi – Western Resource Advocates

### ***Project Tasks***

The following work tasks are envisioned for this project.

#### **Task 1 Identify Covered Entities in Colorado**

The goal of this task is to identify all water providers and utilities in Colorado that are considered “covered entities” under statute. A covered entity is currently means each municipality, agency, utility, including any privately owned utility, or other publicly owned entity with a legal obligation to supply, distribute, or otherwise provide water at retail to domestic, commercial, industrial, or public facility customers, and that has a total demand for such customers of two thousand acre-feet or more.

Several existing resources will serve as a starting point for this task including: 2007 Drought and Water Supply Update project recently completed by Aquacraft and National Research Center; original covered entity project performed by Tracy Bouvette, other data resources of the CWCB, Colorado Municipal League, Colorado Water Resources & Power Development Authority, and other sources. Much of this effort will involve aligning existing data sets and developing a single master list of covered entities.

A list of all covered entities and potential covered entities (i.e. providers that may have crossed the 2,000 AF delivery threshold) will be prepared.

## **Task 2 Obtain Basic Information on Covered Entities**

The following data on the entities identified in Task 1 will be sought:

- Address and contact info
- Annual water deliveries
- Service area population
- Other demographic data

A significant portion of these data are available from the 2007 Drought and Water Supply Update project and as a result telephone contact will not be necessary with most of the covered entities. For a number of agencies however, sufficient data do not exist and the research team will contact these organizations to obtain the relevant information to determine if the provider is in fact a covered entity. If yes, then the additional data will be obtained.

## **Task 3 Calculate Per Capita Use**

One of the goals of this project is to start the discussion of how best to calculate basic water use metrics for covered entities in Colorado. Per capita water use is one of the most fundamental measurements by which providers can be compared. Numerous methods for calculating per capita use are available. Not all are applicable or even possible to implement given the limited data available. The most obvious methodology to use is simply total water deliveries divided by service area population. At a minimum this value will be calculated for all covered entities for which there is sufficient data. Other methods will be briefly investigated and a recommendation for a Colorado standard methodology will be proposed as a starting point for future discussions. Another useful metric that will be examined is average per household monthly winter water consumption for single-family customers. This can easily be converted into an annual usage value that represents an estimate of average annual indoor use in the single-family sector. By correcting with household size data, this information may be the single best way to compare water use and relative levels of water efficiency across providers.

#### **Task 4 Extract Conservation Plan Information**

A relatively small number of covered entities in Colorado have submitted a water conservation plan to the CWCB. For those that have submitted a plan, fundamental data will be extracted and stored in the covered entity database developed for this project. The information to be extracted will include (but is not limited to): basic demographic data, water use metrics, water conservation goals, water conservation program budget, implemented water conservation program measures, planned/proposed water conservation program measures, other available information.

#### **Task 5 Assemble Project Data Set**

The key deliverable from this project will be a data set (either spreadsheet file or simple database) that lists all of the covered entities identified in this study and provides the available data obtained about each entity.

Whatever the format selected the research team will ensure that these data can be easily accessed and imported into the CWCB's Identified Projects and Processes database, and any water conservation State data repository project that will be developed in the future.

#### **Task 6 Prepare Letter Report**

Since the key deliverable of this project will be the data set, only a relatively brief letter report from the research team will be prepared. This report will describe the work completed and most importantly will identify any gaps in the data where covered entities could not be reached or refused to provide information. The report will also take up the discussion of water use metrics for Colorado and in particular the issue of per capita use. Basic methods for calculating per capita use will be discussed and a recommendation for which method(s) to use for state data repository purposes will be presented.

#### ***Project Schedule***

Start date – May 1, 2008

May 12, 2008 – Finish obtaining all relevant data sets

May 16, 2008 – Finish assembling best available list of covered entities and accompanying data

May 19 – June 6, 2008 – Obtain additional information on covered entities

June 9 – 20, 2008 – Extract data from conservation plans, calculate per capita use (as possible)

June 23 – 30, 2008 – Assemble project data set and prepare draft letter report.

June 30, 2008 – Draft database and letter report delivered.

Complete project deliverables based on comments from project managers.

### ***Project Budget***

| <b>Task</b>   | <b>Budget</b>   |
|---|-----------------|
| Task 1 Identify Covered Entities in Colorado        | \$4,000         |
| Task 2 Obtain Basic Information on Covered Entities | \$9,000         |
| Task 3 Calculate Per Capita Use                     | \$2,900         |
| Task 4 Extract Conservation Plan Information        | \$2,500         |
| Task 5 Assemble Project Data Set                    | \$2,500         |
| Task 6 Prepare Letter Report                        | \$4,000         |
| <b>Total</b>  | <b>\$24,900</b> |