

CWCB Water Conservation Planning Guidance Tools – Phase I

CWCB Project Manager: Kevin Reidy, Office of Water Conservation & Drought Planning

Total Budget: \$50,000

Purpose

The CWCB's *Water Conservation Plan Development Guidance Document* was developed and adopted by the Board in June 2005. Since then, the Guidance Document has been utilized by many municipal water providers to create their water conservation plans. Much work has been done in the past 5 years to refine conservation planning techniques, estimated water savings, and program implementation practices. In 2010 the Colorado WaterWise, with a CWCB Water Efficiency Grant, published the *Best Practices Guidebook for Municipal and Industrial Water Conservation*. Also in 2010, the CWCB funded the *SWSI Conservation Levels Analysis* report. Both have greatly informed the discussion of water conservation savings and furthered the science of water conservation. With new resources available and many lessons learned since the creation of the first Guidance Document, new tools and refinements can be incorporated into the water conservation planning document to make it a better resource for local water conservation planning.

Scope of Work

Task 1 Adapting a New Evaluative Framework for Local Water Conservation Planning

Based on the 2010 *Best Practices Guidebook for Municipal and Industrial Water Conservation* and the 2010 *SWSI Conservation Levels Analysis Report*, and the 2007 *Water Loss Report*, the consultant will adapt a new evaluative framework utilizing the concept of foundational practices, so that it can inform the Guidebook revision process.

From these two documents, the consultant will apply the re-assessment of the water conservation classification levels originally developed in the SWSI I. The consultant will evaluate and utilize the new water conservation framework developed in 2010, which is defined by foundational measures and programs that all water utilities should have in place before embarking on more advanced water conservation efforts. These foundational measures and programs involve metering and billing (including water rate structures), leak detection, and water use tracking. Once these measures and programs are in place, then a water utility can then begin to support demand reductions based on business decisions that improve their own and their customer's water use efficiency.

The new framework helps focus and, more importantly, prioritize water conservation measures and programs that will support the efforts of Colorado's

water providers. Of course, each provider will have to craft programs that best suit its individual customer base and financial situation. However, the hierarchy integral to each of the four categories of measures and programs is designed to help individual utilities collect and leverage those data that will support utility operations and decision-making.

The CWCB will be able to use the new framework, by integrating it into the revised Guidance Document, to make recommendations to planning entities that may help them be more cost effective and successful in their efforts to reduce future water demand and track changes in customer water use.

Task 2 *Comprehensively Revise the CWCB's Water Conservation Plan Development Guidance Document*

Using the framework developed in Task 1 and within the context of the required planning elements identified in the Colorado Revised Statutes (§37-60-126), the consultant will revise the CWCB's *Water Conservation Plan Development Guidance Document*.

The consultant will solicit and integrate feedback and input from water providers and their consultants who have utilized the current Guidebook in their planning efforts, to assess the usability of the current Guidebook resources for possible modifications and improvements.

The consultant will evaluate Colorado's new Municipal Drought Management Plan Guidance Document for appropriate and relevant planning guidance, and as a possible template.

Task 3 *Coordinate with the CWCB's Water Conservation Technical Advisory Group (WCTAG) & Other Public Outreach*

The consultant will work with the CWCB's Water Conservation Technical Advisory Group (WCTAG) for input and comments on the framework, revised Guidance Document, and other related products.

The consultant will attend monthly meetings of the WCTAG and provide oral project status reports.

As necessary, the consultant will make detailed presentations to the WCTAG on specific sections of the Guidance Document for WCTAG input and comment.

The WCTAG will be provided two drafts of the Guidance Document on which to comment. The consultant will synthesize comments from these 2 rounds in two comment matrices and incorporate comments in the document where appropriate.

The revised Guidance Document will also be made available for a public comment period. The consultant will synthesize comment from the public comment period into a comment matrix and will incorporate comments in the final document where appropriate.

Project Deliverables

- Revised CWCB Water Conservation Plan Development Guidance Document (integrating comments from the WCTAG and the public comment period)
- New prioritization framework for water conservation measures and programs
- Comment matrices for 2 WCTAG comment rounds and 1 public comment period
- A power point presentation on the revised Guidance Document for the July, 2011 CWCB Board of Directors meeting

Project Administration

The Project will be under the direction of the CWCB. The consultant will maintain frequent contact with the CWCB on project status. The consultant will also:

- Prepare monthly status reports for the CWCB to be presented at monthly WCTAG meetings as outlined under Task 3
- Prepare a power point presentation for the July, 2011 CWCB Board of Directors meeting for CWCB staff to present

Project Schedule and Performance Objectives

This project and all components must be completed by June 30, 2011 to ensure that the CWCB meets necessary fiscal deadlines. As a result the following general benchmarks are recommended:

- Procurement completed by the end of January, 2011
- Revised Guidance Document complete by June 30, 2011
- All other final deliverables by June 30, 2011

The consultant will invoice the CWCB on a monthly basis and only for completed tasks.