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## MEMORANDUM

CWS File #10-120

To: Ms. Deborah Burrell, CWCB

cc: Mr. Gary Carsten, Eaton Town Manager

From: Kim Frick

Date: July 8, 2011

Subject: 75% Progress Report for the Town of Eaton Water Conservation Plan

Clear Water Solutions (CWS) has completed 75% of the Town of Eaton's Water Conservation Plan in accordance with the Guidance Document produced by the Colorado Water Conservation Board (CWCB). The Guidance Document outlines nine steps in the water conservation planning process. To date, CWS and the Town have completed six of the nine steps per the scope of work.

**Table 1** shows the water conservation goals as they evolved throughout the planning process. Original goals were set after characterizing the Town's water distribution system, customer categories and past and future water use in each of those categories. Water conservation measures were then selected by the Town staff through two screening processes including a cost/benefit analysis. Estimated savings from the final measures were then compared to the original water saving goals and those goals were adjusted to better meet expected water savings. These adjusted values are preliminary and will undergo further review with Town Staff.

**Table 1 – Water Conservation Goals**

Water Use Categories:	Total Projected Water Use (2012 to 2021)	Reduction Goals for Planning Horizon		Total Water Savings from Selected Programs	Resulting Reduction	Adjusted Reduction Goals for Planning Horizon	
	(AF)	(%)	(AF)	(AF)	(%)	(%)	(AF)
Residential	6,611	10.0%	661	317	4.8%	5%	317
Commercial	370	5.0%	18	18	4.9%	5.0%	18
Irrigation	168	12.0%	20	40	23.8%	24.0%	40
City	67	8.0%	5	0.23	0.3%	0.3%	0.23
Non-Potable - Irrigation	3,728	12.0%	447	163	4.4%	4.4%	163
Unaccounted-for Losses (currently 12%)	1,443.2	2.5%	310	480	3.9%	3.9%	480
Total Water Production:	12,388						
Total Demand Reduction:			1,462	1,018			1,019
Total Percent Reduction:			11.8%		8%	8%	

The measures and programs targeted savings from Residential and Commercial users as well as Town Usage. There were 50 water conservation measures and programs on the universal list that the Town initially considered. The first screening included the following criteria and narrowed the list down to 19 measures and programs.

1. Staff Time
2. Financial implications
3. Political ramifications

The second screening was accomplished by evaluating each measure/program based on a cost benefit screening criteria and Eaton's overall goal of this water conservation plan. The final list of water conservation measures and programs is shown in **Table 2**. Some of these measures from the universal list were combined into one measure. We also removed the Drought Mitigation Plan measure from this list as it will be applied for under a grant application separate from the Water Conservation Planning Process.

**Table 2 – Final List of Measures/Programs**

Rank	Conservation Measures and Programs
1	Billing Software Upgrades
2	Water Waste Ordinance
3	Leak Detection & Repair
4	Water Rate Study
5	Evaluation of Policies to Encourage Water Savings
6	Water Restrictions
7	Website Upgrades/ Public Education
8	Indoor Residential Water Audits
9	Outdoor Residential Water Audits
10	School Education Program
11	Irrigation System Efficiency Device Rebates
12	Metering of Non-Potable Irrigation
13	Advanced Metering Infrastructure
14	Distribute ET Scheduling in Water Bill
15	Turf & Landscape Standards for New Development
16	Irrigation System Standards for New Development
17	Soil Amendment Ordinance for New Landscapes

\* Shaded cells represent existing measures.

## ATTACHMENT B

### Project Schedule Town of Eaton Water Conservation Plan

*Revised 7.18.2011*

Task	Date
Grant application submitted to CWCB	3/17/2010
CWCB approves grant and PO issued	11/15/2010
Meeting with Eaton staff for kick off meeting and overview of system	11/15/2010
Meeting with Eaton staff for goal setting and review	2/22/2011
Submit 50% progress report to CWCB	2/22/2011
Submit 75% progress report to CWCB	7/8/2011
Submit draft plan to staff for review and comment	8/12/2011
Staff provides comment from review	8/19/2011
Submit to CWCB for initial review	8/22/2011
Submit final draft to Town Board for review	9/8/2011
Collect Town Board comments and discussion on final draft at meeting	9/15/2011
Notify public of draft plan in paper or water bill	9/16/2011
Public review period (60 days)	9/22 - 11/21
Eaton provides public input comments to CWS	11/23/2011
CWS incorporates public comments	12/1/2011
Eaton Town Board formally adopts final plan	12/15/2011
CWS submits final plan to CWCB	12/15/2011
CWCB approves plan	<i>up to 90 days</i>

*Town Board Meetings are the 3rd Thursday of each month.*