



SOUTHEASTERN COLORADO  
**Water Conservancy District**  
*"Your investment in water"*

January 4, 2012

Colorado Water Conservation Board  
Attn: Mr. Ben Wade  
1313 Sherman St. Room 721  
Denver CO, 80203

Re: Water Efficiency Grant to conduct system wide audits for a regional conservation plan  
PO# OE PDA 12000000011  
50% Progress Report

Dear Mr. Wade,

The Southeastern Colorado Water Conservancy District (the District) has been progressing with the implementation of the various tasks identified in the Water Efficiency Grant approved by the Colorado Water Conservation Board in July 2011, as per the above referenced purchase order number. This progress report summarizes the activities that have been completed, obstacles that have been encountered during project implementation, and those activities that will be conducted to complete the project. We will also discuss expected changes to the schedule and budget associated with completing the project.

**Work Completed**

The District is slightly more than 50% complete with the project as designed. As you may recall, the project was designed to collect data related to water loss management and infrastructure from the 38 project participants associated with the Arkansas Valley Conduit. At this stage of the project, the following tasks have been completed:

- **Preliminary Audit Tasks** – Communications were completed with each of the 38 project participants to inform them as to nature of the audits, and the data collection requirements. Audits were scheduled with all the project participants from August through October 2011.
- **Audits** – Face to face meetings were conducted with all but one project participant over the months starting in August and completed in October 2011. Data was collected using

a standard form created based on the M-36 Manual developed by AWWA. Major types of data collected during the audits included, but was not limited to: water source types and locations, water treatment requirements, master metering and testing, customer metering and testing, meter reading and billing procedures, water distribution characteristics (size and type of pipe), leak detection methods, recent history of leaks, unmetered and unbilled uses, and monthly water production and delivery.

- **Perform Calculations** – Data is currently being installed into a database to capture each of the types of data listed above to support summary data assessments and requisite calculations.

### **Obstacles**

A number of obstacles were encountered during project execution; however, none are anticipated to significantly impact final project completion. As noted above, one project participant (the Town of Fowler) has yet to be audited due to personnel availability at the Town. This issue is expected to be rectified within the next few weeks.

In addition, it has been found that the data provided by the various project participants to the District lacks consistency, given the various record keeping protocols and data collection methods utilized by the different organizations. It is expected that one of the outcomes of the project will be to help standardize the data collection and record keeping used by the project participants.

Finally, the process of planning, scheduling and conducting the audits took more calendar time than anticipated during project planning. The data entry process is also taking substantially more time than anticipated since there is a large volume of handwritten data and map review required to populate the database. The original schedule anticipated that the audits would be completed in August, and the Draft Regional Water Conservation Plan prepared by the middle of November. The revised schedule has the data entry for the audits completed by mid-January, and the Draft Regional Water Conservation Plan ready for participant review by March 15<sup>th</sup>. If this schedule holds, then public review of the Regional Plan will occur in May and June 2012, with final plan preparation completed in July this year.

### **Budget Impacts**

There are no budget implications related to the current project progress and noted obstacles.

### **Major Findings**

The results of the project thus far indicate that the audits as planned and executed have provided valuable information that will be used to improve the accuracy and focus of the

Regional Water Conservation Plan. Data will be used to characterize the age and number of meters, the age and type of pipe in the ground, the nature of leak detection and repair, and the nature of system water loss. These data will be used to help focus future water loss management practices and protocols for the conduit partners in the future.

#### **Steps Remaining**

The District will continue to execute the project scope over the coming two months. The report prepared to document the audits and the findings will be used to inform that preparation and completion of the Regional Water Conservation Plan. The final draft audit report will be prepared within the next two months. In this way the Draft Regional Water Conservation Plan will be prepared by March 15<sup>th</sup>.

Thank you for all your support in the planning and implementation of our water conservation program. Our community has benefited greatly from the funding and technical assistance provided by the CWCB throughout this process.

Should you have any questions please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink that reads "Jean Van Pelt". The signature is written in a cursive, flowing style.

Jean Van Pelt  
Project Manager