

STATE OF COLORADO

Colorado Water Conservation Board Department of Natural Resources

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TO: Colorado Water Conservation Board Members

FROM: Veva Deheza, Section Chief
Kevin Reidy, Water Conservation Technical Specialist
Office of Water Conservation & Drought Planning

DATE: November 2, 2011

SUBJECT: **Agenda Item #25, November 15-16, 2011 Board Meeting
CWCB Water Efficiency Planning Guidance Document**

John W. Hickenlooper
Governor

Mike King
DNR Executive Director

Jennifer L. Gimbel
CWCB Director

Staff Recommendation: *This is an informational item only. No Board action is required.*

Purpose and Need for Revision

In June 2005, the CWCB Board of Directors adopted the Water Conservation Plan Development Guidance Document. Since then, the document has been utilized by many municipal water providers to develop their water conservation plans. To date, the CWCB has approved 49 Water Conservation Plans, most from covered entities and the majority of them utilizing the 2005 Guidance Document in their preparation. Over the years, the CWCB has received many suggestions from utilities for improvements and changes to the Guidance Document.

Since 2005, much work has been done statewide and nationally to refine conservation planning techniques, estimated water savings, and program implementation practices.

In 2010-2011, the following water conservation projects and initiatives were completed:

- Best Practices Guidebook for Municipal and Industrial Water
- SWSI 2010 Municipal and Industrial Water Conservation Strategies
- SWSI Conservation Levels Analysis Phase I
- *Draft* SWSI Conservation Levels Analysis Phase II
- HB10-1051 Guidelines Regarding the Reporting of Water Use and Conservation Data by Covered Entities

These initiatives have informed the discussion of water conservation planning, and advanced the science and policy of water conservation statewide. With new resources available and many lessons learned since the creation of the 2005 Guidance Document, CWCB staff has comprehensively revised the water conservation planning document to make it a more useful

resource for local water conservation planning, as well as a resource for statewide water planning efforts. This revision process has resulted in the *Draft Municipal Water Efficiency Plan Guidance Document*.

Scope of the Revised Water Efficiency Plan Guidance Document

The *Draft Revised Water Efficiency Plan Guidance Document* was developed in accordance to §37-60-126 C.R.S., as well as the new Water Conservation Framework, created in the 2010 SWSI Conservation Levels Analysis Phase I project. The revised Guidance Document is similar in format and structure to the Municipal Drought Management Plan Guidance Document, including a Template with recommended items to include in a local water conservation plan. These items are categorized as either statute, essential, beneficial, public or documentation (these were the categories used for the Drought Management Plan Guidance Document). A set of worksheets are included as a tool that water providers can use in either pdf or excel format to develop/update their water conservation plans and monitor their plan development process.

The revised Guidance Document focuses on the planning steps and the data and analyses water providers should include in water conservation plans. It also provides other resources that provide more detailed information on specific best practices and water conservation measures and programs.

Process for Revision

The document review process will consist of the following sequential three reviews: 1) CWCB staff, 2) Water Conservation Guidance Document Advisory Group, 3) the WCTAG, and 4) a formal public review and comment period. For each review, an updated draft document will be developed incorporating comments from the previous review.

CWCB staff formed the Water Conservation Guidance Document Advisory Group, consisting of water providers, water resource consultants and representatives from the environmental community to advise the CWCB on the revision of this document. This stakeholder and public outreach process has played an integral role in revising the Guidance Document. The CWCB held two workshops to comprehensively revise the Guidance Document. The Advisory Group reviewed drafts of document materials. A draft of the revised Guidance Documents was presented to the CWCB's Water Conservation Technical Advisory Group (WCTAG) for their review, comments, and suggested improvements.

Currently CWCB staff is evaluating comments and suggested revisions for further refinement and improvement of the Document. Staff intends to bring a final Draft of the *Municipal Water Efficiency Plan Guidance Document* to the CWCB Board in January 2012 to commence a public review and comment period.