



# Memo

**To:** City of Westminster – Stu Feinglas, CWCB – Kevin Reidy

**From:** Peter Mayer, P.E.

**Date:** June 21, 2011

**Re:** 75% Completion Report for Westminster Water Conservation Plan

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Aquacraft, Inc. is working with the City of Westminster to prepare a water conservation plan for the City. Westminster applied for and received a conservation planning grant to help fund this project. One of the requirements of this grant is that the City submit 50% completion report that documents the status of the project at a point in time. According to Colorado statute, the progress report may also include:

- The success of meeting previously identified goals and objectives
- Obstacles encountered
- Preliminary findings or accomplishments
- Potential need for revisions to the scope of work and timelines

## Project Tasks

As specified in the grant application, this project has the following major tasks:

*Task 1.1 – Apply for CWCB Water Conservation Planning Grant (completed)*

*Task 1.2 – Profile City of Westminster Water System, Current Demand, Growth Estimates, Demand Projections, Conservation Program, and Proposed Facilities (completed)*

*Task 1.3 – Integrate Results from Water Conservation Verification Study (Project 2) (90% complete)*

*Task 1.4 – Develop Water Conservation Implementation Scenario (complete)*

*Task 1.5 – Model Conservation Scenarios and Develop Benefit-Cost Analysis (complete)*

*Task 1.6 – Revise Demand Forecasts to Incorporate Selected Water Conservation Program (complete)*

*Task 1.7 – Finalize Draft Conservation Plan with City Staff (90% complete)*

*Task 1.8 – Project Coordination – Project Meetings, Plan Presentation, Public Review Process, Submission of Plan to CWCB, and On-Going Technical Support (60% complete)*

**Success Meeting Goals**

The project team has met all identified project goals and objectives to date. The conservation planning project is on schedule and on budget. It is anticipated that City staff will begin reviewing the draft water conservation plan in late August.

**Obstacles Encountered**

The project team has not encountered any significant obstacles to completing this project. The project schedule has been adjusted to reflect the completion schedule of the demand verification study, but that is the only element of the project that has been changed.

**Draft Plan Submitted**

The project team has submitted a draft version of the conservation plan to CWCB staff for a preliminary review. The project team is in the process of addressing comments and requests from the preliminary review process.