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## MEMORANDUM

CWS File #12-300

To: Kevin Reidy, CWCB

From: Michelle Hatcher

cc: Yasser Abouaish, City of Englewood Utilities Engineer

Date: December 21, 2012

Subject: 75% Progress Report for the City of Englewood Water Conservation Plan

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Clear Water Solutions (CWS) has completed approximately 75% of the City of Englewood'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 City have completed the majority of five of the nine steps per the scope of work. Initial goals were set after characterizing the City's water distribution system, customer categories and past and future water use in each of those categories. The City established an initial water savings goal of 10% over a ten-year planning period. The water savings will be from the City's final list of customer categories: Residential, Multi-Family, Commercial, Industrial, and Municipal.

Water conservation measures were then selected by the City staff through two screening processes – one with staff and one with the Water and Sewer Board. The screening included the following criteria and narrowed the universal list down to 19 measures and programs.

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

A final list of water saving measures and programs were developed to be evaluated further, shown below in Table 1.

**Table 1 – 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	Turf & Landscape Standards for New Development
8	Irrigation System Standards for New Development
9	Soil Amendment Ordinance for New Landscapes
10	Website Upgrades /Public Education
11	Requiring Wind/Rain Sensors for Commercial
12	Outdoor Residential Water Audit Kits
13	School Education Program
14	Advanced Metering Infrastructure (AMI)
15	Distribute ET Scheduling in Water Bill
16	Irrigation System Efficiency Device Rebates
17	Metering of Non-Potable Irrigation
18	Xeriscape Classes
19	Indoor Residential Water Audit Kits

\* Shaded cells represent existing measures.

Estimated savings from this final list were taken through a cost-benefit analysis, which is approximately 90% completed. Once this analysis is completed, the water savings will be compared to the initial water savings goal, and staff will determine if those goals should be adjusted. CWS has a meeting with City staff on January 14, 2013 to discuss some assumptions related to the cost-benefit analysis so that effort can be finalized.

To date our budget estimates for each step have been fairly accurate. We are, however, a little behind schedule, which we have updated in the following table. We believe we can make up schedule over the next month and still meet the final delivery date as proposed in the 50% progress report.

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

Deliverable	Date
Grant application submitted to CWCB	5/24/2012
CWCB approves grant and P.O. issued	7/21/2012
Meeting with Consultant to coordinate task delivery	9/19/2012
Submit 50 % progress report to CWCB	11/16/2012
Submit 75% progress report to CWCB	12/21/2012
Submit final draft to Water & Sewer Board and City Council for review	2/5/2013
Collect Water & Sewer Board and City Council Comments	2/12/2013
Notify public of draft plan in official newspaper	3/1/2013
Public review period (60 days)	5/1/2013
Council formally adopts final draft	5/20/2013
Submit final plan to CWCB	5/21/2013
CWCB approves plan (60 days)	7/22/2013