



June 18, 2014

Ben Wade
Colorado Water Conservation Board
1313 Sherman Street, Room 721
Denver, CO 80203

Re: 50% Progress Report on the Town of Erie's Water Conservation Plan Development

Dear Ben,

The Town of Erie (Erie) has completed 50% of the level of effort necessary to update its Water Conservation Plan (Plan). Per requirements of CWCB's *Grant Guidelines for Water Conservation Planning Projects* this letter addresses the following: success of meeting previously identified goals and objectives; encountered obstacles; preliminary findings and accomplishments; and revisions to the schedule.

The main objective of this planning effort is to develop an effective water conservation plan that integrates the knowledge of Erie staff with the values of the community while remaining on schedule. We have held a kick-off meeting and one workshop with Erie staff to obtain the majority of information needed to develop a preliminary draft for Erie staff review. A second workshop as included in our original application is not necessary, although additional correspondence will be needed with Erie staff to ensure that sufficient information is provided to AMEC to complete the Plan.

We have currently not encountered any specific obstacles with the Plan development. One particular challenge we identified during this planning effort is being able to quantify the water conservation savings attributed to individual conservation activities. We plan to address this particular challenge by providing high level estimates of savings by conservation activity

category (e.g., foundational, ordinances and regulations, etc.) and focusing more on demand reduction trends. We have found that Erie has successfully met the majority of water conservation goals defined in the 2008 Water Conservation Plan.

We anticipate completing an initial draft of the Water Conservation Plan by the end of June and initiating the 30-day public review process by mid/end of July. Please see the attached updated schedule.





















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

Sincerely,

A handwritten signature in blue ink, appearing to read "Russell W. Pennington", with a long horizontal flourish extending to the right.

Russell W. Pennington, PE
Deputy Director of Public Works
Town of Erie

Updated Schedule

Updated Project Schedule Erie Water Conservation Plan	2014								
	Feb	Mar	Apr	May	June	July	Aug	Sept	
Task 1: Preparation and Facilitation of Workshops									
Workshop #1									
Post Workshop #1 Follow Up									
Task 2: Development of First Draft of Plan									
Profile of Existing Water Supply System									
Water Demands & Historical Demand Management									
Planning & Water Efficiency Benefits & Goals									
Selection of Water Efficiency Activities									
Implementation and Monitoring Plan									
Adoption of Policy, Public Review & Approval									
Task 3: Review Process									
First Draft for Erie Staff Review									
Second Draft for Public Review and Fact Sheet									
Third Draft for Erie Board Review , summary presentation and board meeting attendance									
Fourth Draft for CWCB Review									
Final Draft									
Task 4: Project Management and Grant Related Administration									
Monthly Invoices to Erie									
50% and 75% Progress Reports									



Kick-off Meeting and Workshop with Erie Staff

Board Meeting