



November 17, 2014

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

Re: 70% Progress Report on the Town of Erie's Water Conservation Plan Development

Dear Ben and Kevin,


The Town of Erie has completed more than 75% of the level of effort necessary to update its Water Conservation Plan. Per the CWCB's *Grant Guidelines for Water Conservation Planning Projects*, this letter addresses the following: the success of meeting previously identified goals and objectives; obstacles encountered; preliminary findings or accomplishments; and potential revisions to the scope of work and timeline.

The main objective of this planning effort has been to develop an effective water conservation plan that integrates the knowledge of Erie staff with the values of the community. We have held two workshops with Erie staff and have had additional correspondence with our consultants and water counsel sufficient to obtain the all information needed to develop a water conservation plan. A draft report was provided to Erie staff for review in July of 2014, and Erie's comments have since been incorporated into a revised draft report. The revised draft report has been submitted to the CWCB staff for preliminary review, which will occur concurrent with Erie's public review and comment period, which will begin on December 3, 2014 and end on January 2, 2015, pursuant to Erie's adopted rules for public review and comment. At the end of the public review, we will provide the CWCB with a description of the public review and comment process conducted, a list of the public comments received, and Erie's responses.

We have not encountered any additional significant obstacles with the Plan development. As stated in our 50% completion report, Erie has successfully met the most of the water conservation goals defined in the 2008 Water Conservation Plan.

We anticipate completing providing a final draft report, which will reflect public comments and CWCB comments, to the Town's Board of Trustee on January 13, 2015. If you have any questions, please do not hesitate to contact me.

Sincerely,



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