

To: Ben Wade, Colorado Water Conservation Board

From: Frank Kinder

cc: Brenda Obrien, CWW; Will Jernigan, Cavanaugh; Rachel Harris, Cavanaugh

Date: August 20, 2015

Re: 50% Progress Report for Colorado WaterWise Pilot Water Loss Audit Training

Project Background

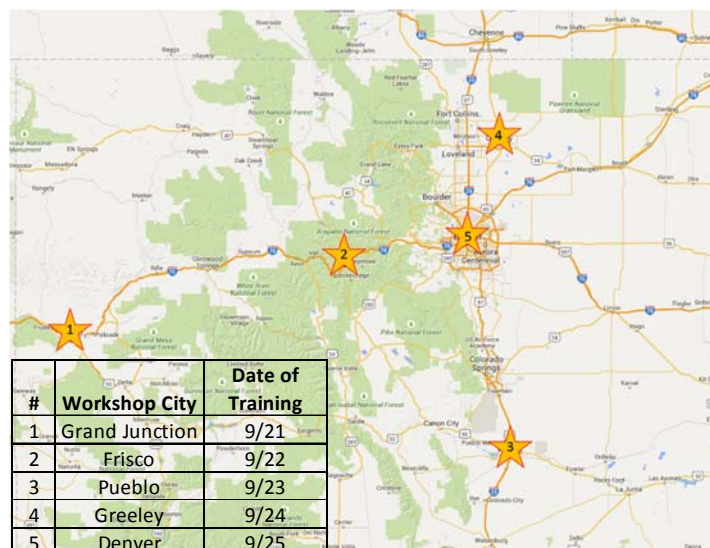
Colorado WaterWise (CWW) is working mutually with the Colorado Water Conservation Board (CWCB) and Cavanaugh & Associates, PA (Cavanaugh), to assemble a pilot water loss training program in 5 key locations across the state of Colorado.

The training program will consist of two main phases:

Introductory Webcast – serves as an introduction to the program and participants will be introduced to the workshop training team and the AWWA M36 methodology. Participants will also learn what to expect during the training workshops and will gain a fundamental knowledge on water auditing basic concepts to include Non-Revenue Water and Data Validity.

Training Workshops – workshops will provide the space for participants to explore the AWWA M36 Water Audit Methodology in greater depth. Participants will learn about concepts introduced during the webcast and also learn fundamentals for water loss accounting and water loss management.

Workshops will be held as follows:



#	Workshop City	Date of Training
1	Grand Junction	9/21
2	Frisco	9/22
3	Pueblo	9/23
4	Greeley	9/24
5	Denver	9/25

Project Update

The project was approved in July of 2015 and the core project team consists of:

Key contact	Organization	Covered Entity
Frank Kinder	Colorado Water Wise	Colorado Springs Utilities
Laura Wing	Colorado Water Wise	City of Thornton
Melissa Elliott	Rocky Mountain Section of AWWA	Denver Water
Sarah J. Dominick	Rocky Mountain Section of AWWA	Denver Water
Maureen Hodgins	Water Research Foundation	WRF
Frank Blaha	Water Research Foundation	WRF
Will Jernigan	Cavanaugh	All
Rachel Harris	Cavanaugh	All
Tory Wagoner	Cavanaugh	All

Marketing & Promotional Efforts

The team has generated a promotions plan to ensure covered entity participation in the training program webcast and workshops. As a part of the plan, CWW has distributed promotional email content to members and affiliates, announcing the training program and has also launched a registration website for participants to sign-up for the program. Cavanaugh launched efforts to contact each covered entity on an individual basis placing phone calls and follow-up encouragement emails. Cavanaugh also generated web copy to be placed on stakeholder websites informing of and encouraging program participation. The training program kicks off with the webcast on August 19th @ 1:30 pm. To date as a function of all promotional efforts webcast attendee count is 85 participants.

Workshop Logistics

To date, all training workshop venues have been booked and will accommodate a classroom style floorplan.

Project Implementation & Next Steps

With the following project milestones projected and met, the project is relatively on schedule:

- 7/20/15 – Program Announcement
- 8/10/15 – Webcast Reminder
- 7/20/15 -8/14/15 – Program Promotion (ongoing)
- 8/18/15 – Webcast Registration Deadline
- 8/19/15 - Webcast

Budget Summary

The budget for the pilot training program is on track. An invoice from July 2015, is attached for reference.



Colorado Water Wise Council
P.O. Box 40202
Denver, Colorado 80204-0202

INVOICE

7/31/15

For Project Work in July 2015

Bill to:

Colorado Water Conservation Board
Attn: Ben Wade
1313 Sherman Street Rm. 718
Denver, CO 80203

Purchase Order #: POGG1 PDAA 2016000000000000156
PDAA6500 AWWA M36 water loss audit for water utilities

Task Description	In-kind Hours	Amount
1 – Program Development	\$6,750.00	\$3,450.00
2 – Program Execution	\$ 0.00	\$ 0.00
3 – Program Documentation & Reporting	\$ 578.00	\$1,073.00
n/a – Direct Expenses	\$ 0.00	\$ 0.00

Total: \$ 4,523.00

Additional detail provided on the following page.

Task No.	Task Name	CAV Base Fee, before in-kind	CAV In-Kind Contribution	Net CAV Fee	CWW In-Kind Contribution	Previous Percent Complete	Jul-15 Current Percent Complete	Jul-15 Amount CAV is requesting from CWW	Jul-15 CWW In-Kind to Date	Jul-15 Amount for CWW to request from
1	Program Development	\$ 3,450		\$ 3,450	\$ 6,750	0%	100%	\$ 3,450	\$ 6,750	\$ 3,450
2	Program Execution	\$ 34,250	\$ 2,500	\$ 31,750	\$ 6,000	0%	0%	\$ -	\$ -	\$ -
3	Program Documentation & Reporting	\$ 9,750		\$ 9,750	\$ 5,250	0%	11%	\$ 1,073	\$ 578	\$ 1,073
n/a	Direct Expenses	\$ 5,250	\$ 2,701	\$ 2,549	\$ -	0%		\$ -	\$ -	\$ -
		\$ 52,700	\$ 5,201	\$ 47,499	\$ 18,000			\$ 4,523	\$ 7,328	\$ 4,523