

CITY OF LA JUNTA, COLORADO

MUNICIPAL BUILDING – P. O. BOX 489

81050

May 25, 2015

Colorado Water Conservation Board
Attn: Mr. Ben Wade
1313 Sherman St. Room 721
Denver CO, 80203

Re: Water Efficiency Grant for Local Water Conservation Plans
City of La Junta
PO# OE PDA 201500000000000000132
50% Progress Report

Dear Mr. Wade,

The City of La Junta has developed this 50% Progress Report in partial fulfillment of the Water Efficiency Grant that was awarded to us to support updating our local water conservation plan, as per the above referenced purchase order number. This progress report summarizes the activities that have been completed, obstacles that have been encountered during project implementation, and those activities that will be conducted to complete the project. We will also discuss expected changes to the schedule and budget associated with completing the project.

Work Completed

The project is slightly more than 50% complete as per the scope of work, although we are well below the 50% spent on the project budget. As you may recall, the project was designed to update the City's Water Conservation Plan as part of the local water resources planning efforts that are conducted regularly by our organization. The project involves all those tasks that are typically related to water conservation plan development including:

- Data collection and organization
- Goal setting
- Identification and evaluation of candidate water conservation measures and programs
- Selection of water conservation measures and programs
- Development of an implementation plan

The project has been progressing using less labor than typically required due to the well organized data available from the City and the water utility. In addition, the City has used the

water conservation plan development guidelines that are available from the CWCB and the Southeastern Colorado Water Conservancy District BMP Tool Box, which have helped to reduce costs.

To date the following tasks has been completed:

- **Project Communications** – the project team has met numerous times to initiate the project, exchange data, and discuss the development of the draft water conservation plan.
- **Draft Plan Development** – A first and final drafts of the water conservation plan have been developed. The draft plan includes:
 - Profiling the existing water system, ongoing water conservation activities and water use
 - Characterizing water use and demand forecasts
 - Profiling the proposed facilities and projects
 - Identifying conservation goals
 - Identifying, screening and evaluating candidate conservation measures and programs
 - Developing an implementation plan

The data has been collected and organized, and analyzed such that key trends and conclusions could be made and supported. The first and final drafts are completed, including a listing of the selected Best Management Practices (BMPs) that will be proposed for implementation. City staff has reviewed the documents and the final draft will go before City Council at their June meeting.

- **Project Administration** – The project 50% progress report has been prepared, as have regular invoicing to the City.

Obstacles

A number of obstacles were encountered during project execution delaying the start of the project; however, none are anticipated to impact final project completion, aside from delaying the final deliverables. Specifically, the data collection and analyses required to complete the first draft of the plan was delayed by a couple of months as billing and production data were gathered and verified. Once the data was exchanged, the project was able to proceed. Currently, the project is anticipated to be completed in August 2015.

Budget Impacts

Currently, it appears that the project will be completed under budget. The budget will be tracked over the coming months and will be updated with more detail in the 75% completion report.

Major Findings

The results of the project thus far indicate that the City will recommend implementation of the following:

- Continue to improve customer metering through the installation of automated meter reading equipment
- Continue to improve water loss management (current non-revenue water is in the range of 14% and has been steadily dropping over the past ten years) with the additional of annual water audits, district meter zones (potentially), continued meter repair and replacement, and improved tracking of authorized, unbilled water consumption.
- Improve integration of water conservation with drought response planning and customer water waste.

Steps Remaining/Schedule

The City will have the approval of the Final Draft Plan on its June Council agenda, after which the Plan will be sent out for public review and comment. Public review and comment will be completed in mid-August, such that a final Plan can be prepared for submittal to the CWCB by the end of that month, depending on the comments received and the timing of the City Council meeting.

Thank you for all your support in the planning and implementation of our water conservation program. Our community has benefited greatly from the funding and technical assistance provided by the CWCB throughout this process.

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

Respectfully,



Joe Kelley

Utility Manager

City of La Junta

Cc: Mr. Tracy Bouvette, Sustainable Practices