



500 South 4<sup>th</sup> Avenue Brighton, CO 80601

July 28, 2016

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 Brighton, Colorado  
PO# POGG1 PDAA 20160000000000000356  
50% Progress Report

Dear Mr. Wade:

The City of Brighton, Colorado has developed this 50% Progress Report in partial fulfillment of the Water Efficiency Grant that was awarded to us to support the development of an updated 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 designed. As you may recall, the project was designed to create an updated water conservation plan for the City 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 the water conservation plan development guidelines that are available from the CWCB and the Southeastern Colorado Water Conservancy District BMP Tool Box, which is an online resource that the CWCB partially funded.

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. Meetings occurred in our offices in November 2015 and July 2016.
- **Draft Plan Development** – A first draft of the water conservation plan has been developed for internal review. The draft plan included:
  - 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

Staff has reviewed this portion of the Plan and provided guidance and feedback regarding the Plan content and the issues that need to be resolved to complete a final draft of the Plan that is suitable for City Council and public review.

The data has been collected and organized, and analyzed such that key trends and conclusions could be made and supported.

- **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 this first half of project execution; 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 drafts of the two plans were delayed by a couple of months as billing and production data were gathered and verified. It was decided at our project team's November 2015 meeting that the

Plan would be more robust if all data through the end of 2015 could be collected and included in the Plan. This delay was designed to improve the Plan's completeness.

Through the process of collecting and analyzing the data from 2015, it was discovered that due to a change in billing software, which occurred in October of 2014, customer water use and number of customer connections were not measured and recorded in a manner that was consistent with these data collected prior to the billing software change. Due to the billing software change, tracking certain water use metrics, which are typically used to support Plan develop, was no longer possible after October 2014. Nonetheless, most typical and requisite data assessments were performed using both the old and new data (from prior to and after the billing software change) such that the Plan end product has been only minimally compromised, and Planning efforts continue today based on the difference billing software outputs.

Note that since the discovery of the inconsistencies from one billing software to another, the City has begun the process of replacing the new billing software with a platform that will better support future water conservation assessments, water resources planning, and overall utilities operations.

### **Budget Impacts**

There are no expected changes to the proposed budget.

### **Major Findings**

The City has been very engaged in the development of the updated Plan, including cross departmental cooperation and collaboration, and vertical integration with utility management. The current focus of the updated Plan will be to support the ongoing water conservation measures and programs, and expand efforts related to utility water loss management and seasonal water use demand management.

### **Steps Remaining/Schedule**

The City will work to complete the final draft of the Plan in time for the September 27<sup>th</sup> City Council meeting. Based on the outcome of the Council meeting, public review and comment will likely occur from late September through late November, such that a final Plan can be prepared for submittal to the CWCB in December of this year, depending on the comments received and City Council's schedule.

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,



Dawn M. Hessheimer

Water Resources Specialist

City of Brighton

Cc: Mr. Tracy Bouvette, Sustainable Practices