

MEMO

To: Ben Wade, CWCB

From: Amelia Nuding, Western Resource Advocates

RE: 75% Completion Report regarding the "Tap Fee Workshop Series in Colorado"

Date: October 25, 2016

This memo provides a 75% completion report on WRA's progress to date for the Tap Fee Workshop Series in Colorado project (PO#: POGGI PDAA 20170000000000000044). As stated in our proposal, this report includes an update on the progress of the three workshops.

I. UPDATE ON FIRST COMPLETED WORKSHOP

The first workshop was held in Glenwood Springs on October 19th. We had 19 registrants, though only 13 made it to the workshop (see attendance list in RSVP excel file). The day ran from 9 am to about 3 pm, and the agenda is included as an attachment. We had very engaged participants, productive conversations, and the feedback on the surveys distributed at the end of the workshop was very positive. For example, when asked what changes participants would have made to improve the workshop, about half the participants said "nothing, it was great." The other half suggested more formal education and additional community presentations about tap fee structures.

Despite the West Slope receiving the largest level of our outreach to promote the workshop, there was less interest in this workshop than in the other two regions. While we did nearly meet our target registration level (20 per workshop) the actual turnout was lower. No communities other than Eagle River Water & Sanitation District were interested in presenting on their tap fee system. In addition, neither builders nor local Home Builder Association chapters were interested in talking about the topic of tap fees, much less attending the workshop. In general it is clear that the issue of tap fees is significantly less pressing than on the Front Range. In spite of this, participants indicated it was a valuable use of their time, since sharing among peers is a valuable practice for virtually all water utility staff.

The only modification we plan to make in the next two workshops are the addition of worksheets and appointed "note takers" and "time keepers" in each group to help with the structure and flow in the small group conversations.

II. UPDATE ON TWO UPCOMING WORKSHOPS

The agendas for the next two workshops (in Loveland and Castle Rock) are included as attachments.

Successes

Currently we have 48 registrants for the Loveland workshop (Oct 28), and 25 registrants for the Castle Rock workshop (Nov. 4). These are very strong numbers. The majority of participants are from water utilities, and a handful of registrants are consultants and builders.

Obstacles

It has been difficult to get the builder community engaged. Only the Castle Rock workshop has a “Builder Panel” session, though the intention was to have one at every workshop. In Loveland, there are 6 individuals from the builder community registered, but there was not enough interest in participating on a panel – though we will be engaging their perspectives throughout the day in a more informal manner. For that reason, an extra community presentation has been scheduled in place of a formal builder panel.

III. OUTREACH

The complete record of outreach to date is included as an excel file, and is summarized below:

Table 1. Summary of outreach efforts.

	West Slope	Northern Colorado	South Metro
# Persons – reached out to	121	74	96
Total RSVPs	19	48	25

“Reached out to” means an email was sent, or phone call placed.

In addition, we were able to promote the workshop through several large list serves affiliated with:

- Colorado Water Conservation Board
- the Colorado Municipal League
- the Northwest Colorado Council of Governments (water Quality/Quantity committee)
- the Colorado Basin Roundtable
- the Rocky Mountain Section of the American Water Works Association (RMSAWWA) /Rocky Mountain Water Environment Association (RMWEA) eRumbles newsletter
- Northern Colorado Home Builders Association

IV. BUDGET

In general, expenses are tracking well with the proposed budget, especially related to the number of hours spent on each task. The one exception is that Amelia spent more hours on workshop development than anticipated. Below is a summary of workshop expenses to date. Items in red indicate the expenses are projected or not yet finalized.

Table 2. Workshop Expenses To Date.

		Actuals				
	Budgeted	Glenwood	Loveland	Castle Rock	Actual Total	Variance
Hotel	\$ 200	\$ 278	\$ -	\$ -	\$ 278	\$ (78)
space rental	\$ 700	\$ 299	\$ -	\$ -	\$ 299	\$ 401
Food & beverage	\$ 1,400	\$ 339	\$ 792	TBD	\$ 1,131	\$ 269
Vehicle (all three workshops)	\$ 300	\$ 110	\$ 30	\$ 30	\$ 170	\$ 130
Per Diem (all three workshops)	\$ 200	\$ 80	\$ 20	\$ 20	\$ 120	\$ 80
Facilitation Materials	\$ 250	\$ 250	\$ -	\$ -	\$ 250	\$ -
Total						\$ 803

We would like to make a request that budget for space rental and food and beverage be considered together, for a combined total of \$2,100. This is because the spaces for the Glenwood Springs and Loveland workshops offer low/no space rental fees with the stipulation that any food provided must come from their on-site catering services. Thus it is reasonable to consider these two expense categories jointly, and will prevent overspending in the food & beverage category, and underspending in space rentals. This is the only modification to the budget requested.