

November 2, 2016



THE CITY OF ASPEN  
WATER DEPARTMENT

Colorado Water Conservation Board  
Attn: Kevin Reidy, Ben Wade  
1313 Sherman Street Rm. 721  
Denver, CO 80203

**RE: Status Report for the City of Aspen Water Efficient Landscaping Regulations  
CWCB Purchase Order #POGG1 PDAA 2016000000000001003**

Dear Mr. Reidy and Mr. Wade,

The purpose of this letter is to provide a mid-project status report for the City of Aspen Water Efficient Landscaping Project. The project is within budget; however, the schedule has been delayed. The original goal was to have a draft regulation completed by early October, however, the project kickoff meeting and subsequent staff work session were not initiated as quickly as originally scheduled. Depending on the level of stakeholder involvement, it is anticipated that the regulation will be adopted by the end of the year.

The following is a summary of what has been completed to date, organized according to our scope of work.

**1. WATER EFFICIENT LANDSCAPE REGULATION**

- Reviewed existing landscape regulations and implementation procedures.
- Developed informational sheet for Kickoff Meeting with description of project objectives and information request for staff input.
- Reviewed Aspen's current landscaping-related regulations and processes.
- Identified potential regulation topics, potential for water savings, and issues for consideration.
- Developed a 1<sup>st</sup> Draft Regulation following the Kickoff Meeting, including requirements and implementation process.
- Developed a 2<sup>nd</sup> Draft Regulation (in the form of standards) following the Staff Work Session, including requirements and implementation process.
- Identified and contacted potential stakeholders to encourage participation in stakeholder input process.
- Updated 2<sup>nd</sup> Draft Landscape Standards for stakeholder review.

**2. LANDSCAPE WATER BUDGETS AND DEMONSTRATION**

- Documented information regarding City's installation of landscape materials and irrigation system transformations at two public/municipal spaces.
- Developed draft water budgets for the water efficient landscape standard.
- Reviewed landscape water budgets from typical development submittals.

**3. PROJECT MANAGEMENT AND REPORTING**

- Assisted in facilitating the Kickoff Meeting on July 25 and Staff Work Session on August 29.
- Assisted in preparing for the stakeholder meeting.
- Project invoicing, progress reporting, and project management.

Please do not hesitate to contact me or Beorn Courtney of ELEMENT Water (303.918.5096) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lee Ledesma', written over a horizontal dotted line.

Lee Ledesma  
Utilities Finance and Administrative Services Manager  
City of Aspen  
970.429.1975  
lee.ledesma@cityofaspen.com

**TABLE 4. PROPOSED CITY OF ASPEN WATER EFFICIENCY PLAN SUPPORT SCHEDULE (2016/2017).**

Task	15-Jul	1-Aug	15-Aug	1-Sep	15-Sep	1-Oct	15-Oct	1-Nov	15-Nov	1-Dec	15-Dec	1-Jan	15-Jan	1-Feb	15-Feb	1-Mar	15-Mar
<b>TASK 1 - WATER EFFICIENT LANDSCAPE REGULATION</b>																	
1.1 Regulation Approach & Content																	
1.2 City Staff Input	Kickoff Mtg - 7/25			Staff Work Session - 8/29													
1.3 Stakeholder Input								Stakeholder Mtg - 11/2					Stakeholder Mtg				
1.4 Council Work Session and Adoption															Council Work Session		Adoption
<b>TASK 2 - LANDSCAPE WATER BUDGETS AND DEMONSTRATION</b>																	
2.1 Develop Water Budgets																	
2.2 Landscape Regulation Demonstration																	
<b>TASK 3 - PROJECT MANAGEMENT AND REPORTING</b>																	
3.1 Scheduling & Coordination																	
3.2 Grant Payment Requests, Progress, & Final Reports									50% Progress Report				75% Progress Report				Final Report