



August 24, 2016

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

RE: Town of Severance Municipal Water Efficiency Plan Grant Application

Dear Mr. Wade:

The Town of Severance is interested in completing a Water Efficiency Plan (Plan). The Plan will guide the effective and responsible use of our water resources. As you will see in the attached planning grant application, the Town of Severance is committed to effective efficiency planning strategies as outlined in the Scope of Work.

As the Town Administrator, I will authorize funds and staff time to dedicate towards developing this Municipal Water Efficiency Plan. Once the Plan is in place, I will authorize funds as they become available to implement the Plan.

Clear Water Solutions, Inc. has prepared the attached planning grant application for a Municipal Water Efficiency Plan. The total cost to complete the plan is \$55,864.10. The Town proposes to match a total of \$13,944.50, which consists of \$11,944.50 of in-kind services and \$2,000 cash. This equates to 25% of the total project. The Town requests a grant for \$41,919.60 from CWCB to complete the plan. We respectfully submit this request for your consideration.

Sincerely,

John C. Holdren, Town Administrator

Enclosures

CWCB MUNICIPAL WATER EFFICIENCY PLAN GRANT APPLICATION SUBMITTAL REQUIREMENTS

1. Contact information of entity seeking grant:

Town of Severance

Attn: John Holdren
3 S. Timber Ridge Parkway
Severance, CO 80546
T: (970) 686-1218
F: (970) 686-6250
jholdren@townofseverance.org

2. Selected firm and individuals to assist in development of the Municipal Water Efficiency Plan:

Clear Water Solutions, Inc.

Attn: Steve Nguyen, P.E.
8010 South County Road 5, Suite 105
Windsor, CO 80528
T: (970) 223-3706
F: (970) 223-3763
steve@clearwatercolorado.com

Clear Water Solutions, Inc. (CWS) will complete a Municipal Water Efficiency Plan (Plan) for the Town of Severance (Town or Severance). Individuals from CWS that will be involved in the project include Michelle Hatcher and Steve Nguyen, P.E.

Michelle Hatcher has worked on a number of CWCB-approved water efficiency plans and has over ten years of experience in water resources planning and management. Michelle will serve as Project Manager for this Plan.

Steve Nguyen is a Professional Engineer registered in the State of Colorado. He has twenty years of experience in the water rights and water-planning arena. He has helped many clients manage their water resources including water supply, water acquisition, water usage, water efficiency, and drought management. Steve will serve as a Technical Advisor on all portions of the Plan.

Town of Severance

John Holdren is the Town Administrator and will serve as the primary contact for the Town of Severance on this project. John will advise and provide general direction to Clear Water Solutions on all aspects of the project. John will also be the contact for the development of water efficiency activities that the Town Board and Severance citizens will ultimately adopt and implement.

Nicholas Wharton is the Assistant Town Administrator and will assist with the development of the Plan. Nicholas will assist in assessing the Town's current operations and help with water efficiency planning for the future.

Brad Trujillo is the Town Public Works Director. Brad will provide coordination with Public Works staff for the completion of this planning effort. Brad will assist in providing information related to the Town's water, sewer, and storm drain systems and will provide input regarding the feasibility of efficiency activities.

3. Identification of retail water delivery of the water provider for past five years:

Severance's average water usage for the past five years for each customer category is shown in **Table 1**. The total water usage has ranged from 379.9 to 472.7 acre-feet (AF) and averages 414.8 AF. The residential average gallons-per-capita-per-day (gpcd or GPCD) for the last five years (not including Commercial) is 133.2 gpcd.

North Weld County Water District (NWCWD) serves the Town of Severance through a master meter. Severance owns its water rights and turns needed water over to the providers each year for treatment and delivery. Severance's potable water rights include both Colorado-Big Thompson units and North Poudre Irrigation Company ditch shares. In addition to these sources, the Town also utilizes alluvial well water to irrigate a number of its parks and open spaces.

Table 1: Annual Water Delivery

	2011	2012	2013	2014	2015	Average
Commercial (AF)	30.3	30.4	22.3	21.9	21.7	25.3
Residential (AF)	375.6	442.3	374.1	358.0	397.5	389.5
Total (AF)	405.9	472.7	396.4	379.9	419.2	414.8
Total Population	3,273	3,334	3,401	3,516	3,697	
Water Service Area Pop.	2,486	2,532	2,583	2,671	2,808	
Residential GPCD	134.9	155.9	129.3	119.7	126.4	133.2

4. Background characterizing the water system, potential growth and any other pertinent issues that relate to the stated evaluation criteria.

(a) Within the last five years, Severance had a total per capita water use that ranged from 119.7 to 155.9 gpcd with an average of 133.2 gpcd shown in **Table 1**. This calculation was performed using the total billed usage and population estimates for the Water Service Area.

(b) Population projections were estimated from data from the 2011 Update of the Severance Comprehensive Plan, Severance Staff Estimates, and U.S. Census Data. **Table 2** shows the estimated population for the last five years, current year, and the next ten years. We obtained population data

from the 2010 census, which showed a population of 3,165 for Severance. Future growth rates for the service area were estimated from an increase of 60 taps per year equating to 2.7 persons per tap for the water service area.

Table 2: Severance Population; Historical and Projected Growth

Year	Total Town Population	Water Service Area Taps	Water Service Area Population	Change in Water Service Area Population	Service Area Population Growth
2010	3,165	890	2,404		
2011	3,273	921	2,486	82	3.4%
2012	3,334	938	2,532	46	1.9%
2013	3,401	957	2,583	51	2.0%
2014	3,516	989	2,671	87	3.4%
2015	3,697	1,040	2,808	137	5.1%
2016	3,910	1,100	2,970	162	5.8%
2017	4,124	1,160	3,132	162	5.5%
2018	4,337	1,220	3,294	162	5.2%
2019	4,550	1,280	3,456	162	4.9%
2020	4,763	1,340	3,618	162	4.7%
2021	4,977	1,400	3,780	162	4.5%
2022	5,190	1,460	3,942	162	4.3%
2023	5,403	1,520	4,104	162	4.1%
2024	5,617	1,580	4,266	162	3.9%
2025	5,830	1,640	4,428	162	3.8%
2026	6,583	1,700	5,000	572	12.9%

- (c) The estimated water savings goal for this Plan will be to lower the per capita water use by 10%. The Town will revisit and revise this goal, as necessary, as it further analyzes the potential water savings that corresponds to the development of this Plan.
- (d) **Table 3** shows the existing and on-going water efficiency activities for the Town.

Table 3: Severance's Existing and On-going Water Efficiency Activities

Water Efficiency Activities
Water Waste Ordinance
Tiered Water Rate Structure
Watering Restrictions

Estimates of water savings realized in the past five years through water efficiency efforts will be developed and presented in the Plan.

(e) Adequacy stability and reliability of the entity's water system

As mentioned earlier, the Town of Severance relies on NWCWD. NWCWD has a well maintained and modern water delivery system. Severance's additional future potable water needs have been negotiated to be supplied by NWCWD.

The Town of Severance owns and operates a water distribution network of approximately 22 miles of pipelines and associated facilities. The majority of the pipelines are PVC and are less than 25 years old. A small amount of older pipelines (~1 mile) consist of asbestos concrete pipe and are approximately 35 years old. Severance also has two 500,000 gallon treated-water storage tanks that provide water for fire protection, daily operating levels, and emergency water storage.

(f) The Town of Severance is located in the South Platte River Basin where the Statewide Water Supply Initiative (SWSI) 2010 identified a 58% gap between water needs and water supplies in the Basin by 2050. Water conservation is one method the SWSI report identified for meeting this gap.

5. In this Plan, the Town of Severance will perform the six steps of municipal water efficiency planning as outlined in the *Municipal Water Efficiency Plan Guidance Document*. See **Attachment A** for the Scope of Work and **Attachment B** for a projected schedule for the Plan.
6. The Town will use the grant money for completion of the Plan and will provide CWS all information, including billing, and financial information, as well as staff time to successfully complete the Plan. See **Attachment C** for the breakdown of Project Fees including projected hours and rates.
7. As per the CWCB Grant Guidelines, the Town of Severance's incorporation documents are also included in **Attachment D**.
8. The Town will publish a notice in the local newspaper and post on its website that a draft Plan is available for the public to review and comment. The public will have a 60-day period to provide comments to the Town.
9. "The Town Board is committed to water resource sustainability and water efficiency. The Town intends to do its part to preserve water for future generations. Both Town Staff and the Board understand the needs and benefits to implement long-term water efficiency activities. We are committed to complete

a Municipal Water Efficiency Plan in its entirety to be approved by CWCB for the grant money requested."

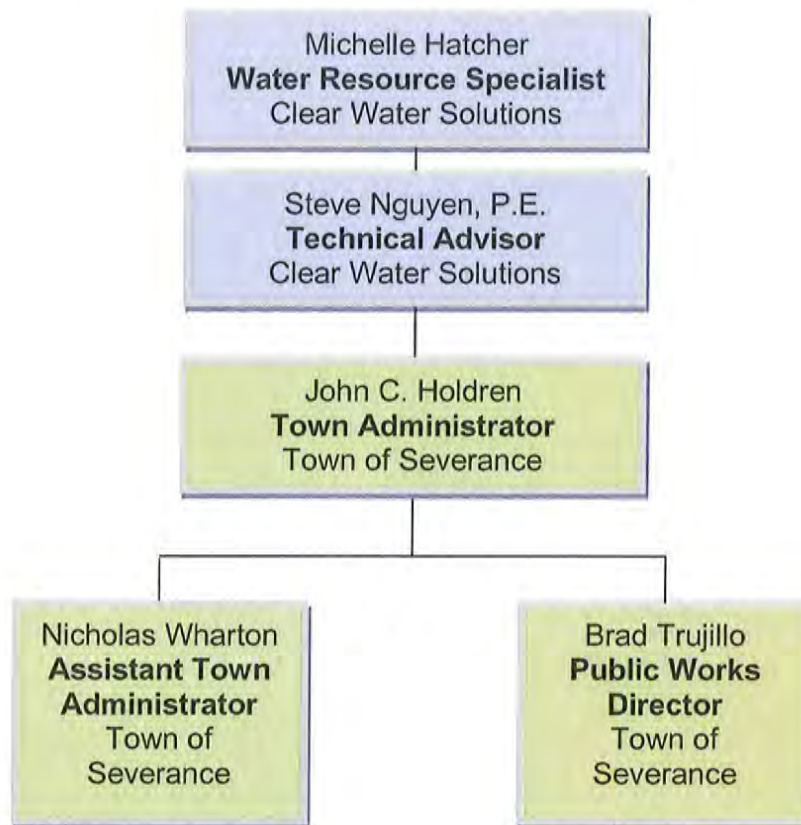
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John Holdren, Town Administrator

Town of Severance Municipal Water Efficiency Plan Attachment A - Scope of Work

This Scope of Work describes the work to be performed by Clear Water Solutions, Inc. (CWS) for the Town of Severance (Town or Severance). The scope outlines the tasks required to successfully complete a Municipal Water Efficiency Plan (Plan) in accordance with CWCB's Municipal Water Efficiency Plan guidelines and policies.

The scope will be completed under the following structure:



DEVELOP MUNICIPAL WATER EFFICIENCY PLAN

The Town is seeking grant assistance from the Office of Water Conservation and Drought Planning pursuant to the Water Conservation Act of 2004 HB04-1365 to develop a Plan. The main purpose of this Plan is to develop a plan that meets the CWCB requirements enabling the Town to apply for State financial assistance for subsequent projects.

The Plan will be developed following *CWCB's Municipal Water Efficiency Plan Guidance Document, July 2012*. This document outlines the requirements needed for CWCB's approval. CWS will submit a draft Plan to the Town for comments prior to a public-review period. Following the public-review process, CWS will incorporate public comments as appropriate and submit the Plan to CWCB for final approval.

Development of this Plan is divided into steps and subtasks similar to the CWCB Model Plan Template. This Plan includes all the essential items necessary for CWCB to approve the Plan.

STEP 1 – PROFILE OF EXISTING WATER SUPPLY SYSTEM

Purpose

The activities described under this task will provide general background on Severance's existing water supply system.

Approach

Meeting #1 - Kickoff meeting with Town staff to discuss overall project and gather preliminary data

1.1 – Overview of Existing Water Supply System

- 1.1.1 CWS, with the help of Town staff, will describe the Town's service area.
- 1.1.2 CWS, with the help of Town staff, will describe the Town's water supply sources.
- 1.1.3 CWS, with the help of Town staff, will describe the key existing facilities.

1.2 – Water Supply Reliability

- 1.2.1 CWS will provide a description of the Town's location with respect to areas of current and future water needs as identified by the Statewide Water Supply Initiative (SWSI) and other regional planning efforts.
- 1.2.2 CWS, with the help of Town staff, will describe water supply system reliability.
- 1.2.3 CWS, with the help of Town staff, will describe how excess supplies are used after meeting municipal demands.

1.3 – Supply-Side Limitations and Future Needs

- 1.3.1 CWS, with help of Town staff, will summarize the Town's water supply

system limitations and future challenges the Town may have for planning and operating their system.

- 1.3.2 CWS and Town staff will describe how the Town intends to address water supply system limitations and future challenges.

STEP 2 – PROFILE OF WATER DEMANDS AND HISTORICAL DEMAND MANAGEMENT

Purpose

The activities described under this task will provide an overview of the historical water demand trends as well as the influence of historical water demand management on water use and forecasted future water demands.

Approach

2.1 – Demographics and Key Characteristics of the Service Area

- 2.1.1 CWS will describe customer categories, service area population and other pertinent information.

2.2 – Historical Water Demands

- 2.2.1 CWS and Town staff will describe any limitation associated with the availability of the demand data.
- 2.2.2 CWS, with the help of Town staff, will outline total annual treated water distribution, total annual distribution of raw non-potable and reclaimed water and annual non-revenue water.
- 2.2.3 CWS and Town staff will quantify water demand by customer category including monthly and annual treated metered water use by customer category.
- 2.2.4 CWS and Town staff may analyze system wide demand by calculating and describing per capita water demands and indoor and outdoor water usage.

2.3 – Past and Current Demand Management Activities and Impact to Demands

- 2.3.1 In coordination with Town staff, CWS will include an estimate of the amount of water saved through previous demand management efforts.
- 2.3.2 CWS, with the help of Town staff, will list the demand management activities implemented prior to this Plan. The list will include the date of

initial implementation.

- 2.3.3 CWS will analyze the projected water savings/goals developed from previous efforts and discuss whether these projected water savings were achieved.
- 2.3.4 CWS will identify how demand management activities impacted historical demands.
- 2.3.5 CWS will discuss passive vs. active demand management savings and quantitative data that supports passive demand reductions.

2.4 – Demand Forecasts

- 2.4.1 In coordination with Town staff, CWS will identify the planning horizon for the Plan.
- 2.4.2 CWS, with the help of Town staff, will present the unmodified forecasted water demands based on Severance's existing water efficiency program through the planning horizon.
- 2.4.3 CWS will discuss method(s) and any assumptions used to develop the demand forecast.

STEP 3 – INTEGRATED PLANNING AND WATER EFFICIENCY BENEFITS AND GOALS

Purpose

The activities described under this task focus on the role that water efficiency plays in Severance's water supply planning efforts.

Approach

3.1 – Water Efficiency and Water Supply Planning

- 3.1.1 In coordination with Town staff, CWS will describe how long-term water savings garnered through water efficiency activities are incorporated into water supply planning and decision making.
- 3.1.2 CWS will present modified forecasted water demands through the planning horizon incorporating the Town's projected water savings identified in Section 4.0
- 3.1.3 CWS, if appropriate and logical, will discuss how water savings achieved through the new water efficiency plan could or could not result in the

elimination, downsizing and/or postponement of certain capital improvements/water acquisitions.

- 3.1.4 CWS will state how the saved water will be used and the additional water efficiency benefits realized.

Meeting #2 – Discuss desired water efficiency goals and initial screening of water efficiency activities

3.2 – Water Efficiency Goals

- 3.2.1 In coordination with Town staff, CWS will provide a list of water efficiency goals for this Plan and methods by which the success of the goals will be measured. The goals will incorporate targeted total water savings, targeted water savings by customer class and targeted water savings from system water loss control management.
- 3.2.2 CWS and Town staff will provide an explanation of how these goals were developed and designed to achieve the water efficiency benefits.
- 3.2.3 CWS and Town staff will provide an explanation of how these goals compare to the goals in the Town's former water efficiency plan and describe why goals remained the same or were changed.

STEP 4 – SELECTION OF WATER EFFICIENCY ACTIVITIES

Purpose

The activities described under this task will present the water efficiency activities selected for implementation and describe the processes used to identify, screen and evaluate each of these activities.

Approach

4.1 – Summary of Selection Process

- 4.1.1 CWS along with Town staff will provide a list of selected water efficiency activities included in the new water efficiency plan.
- 4.1.2 CWS will summarize the identification, screening and evaluation processes used to select the final activities. All of the required elements/activities will be considered. If any activities are deemed not feasible for implementation by Town staff, the proper documentation and supporting materials will be provided justifying why the activities will not be implemented.

4.2 – Demand Management Activities

- 4.2.1 CWS along with Town staff will provide an estimate of the amount of water that will be saved through water efficiency when the plan is implemented.
- 4.2.2 CWS with Town staff will estimate water savings from selected *Foundational Activities*.
 - 4.2.2.1 CWS and Town staff will describe current and planned metering programs, modification and/or new metering programs selected because of this water efficiency planning effort and discuss lessons learned from past metering programs.
 - 4.2.2.2 CWS and Town staff will describe the current billing system and available demand data, the frequency of billing, evaluate billing systems designed to encourage water efficiency in a fiscally responsible manner, describe modification to the data collection and billing systems as a result of this water efficiency planning effort and discuss any past lessons learned.
 - 4.2.2.3 CWS and Town staff will describe the existing water rate structure by customer category and the frequency of billing and discuss any proposed adjustments to water rates. We will also describe any lessons learned from previous water rate structure evaluations.
 - 4.2.2.4 CWS and Town staff will describe the current and planned system water loss management and control programs.
- 4.2.3 CWS with Town staff will estimate water savings from *Targeted Technical Assistance and Incentive Activities*.
 - 4.2.3.1 CWS and Town staff will describe the selected water efficiency activities focused on the utility/municipal facilities and describe the implementation plan for each activity within the utility/municipal facility customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation.
 - 4.2.3.2 CWS and Town staff will describe the selected water efficiency activities focused on the largest water users and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and

benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation.

4.2.3.3 CWS and Town staff will describe the selected water efficiency activities focused on the largest water users and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation.

4.2.3.4 CWS and Town staff will describe the selected water efficiency activities focused on the remainder of the service area and/or on specific customer categories and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan, CWS will provide past performance indicators and any lessons learned from past implementation.

4.2.4 CWS with Town staff will detail *Ordinance and Regulatory Activities* selected for implementation and estimate water savings for those selected.

4.2.4.1 CWS and Town staff will describe the regulations selected to target the general service area and/or specific customer categories and describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.4.2 CWS and Town staff will describe the regulations selected for new construction and describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.4.3 CWS and Town staff will describe the regulations selected for existing building stock (e.g. point of sales ordinance) and

describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.5 CWS with Town staff will detail *Educational and Outreach Activities* selected for implementation and estimate water savings for those selected.

4.2.5.1 CWS and Town staff will describe the selected one-way education activities (one-way education – information is conveyed to the public without tracking or specific follow-up) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.5.2 CWS and Town staff will describe the selected two-way education activities (two-way education – information is conveyed to the public with feedback provided by the public) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

4.2.5.3 CWS and Town staff will describe the selected three-way education activities (three-way education – providers actively engage customers in developing and implementing the water efficiency plan) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan, CWS will provide information and any lessons learned from past implementation.

Meeting #3 – Second screening of demand management activities and final selection of activities for implementation. This meeting will also include discussion on implementation and monitoring.

STEP 5 – IMPLEMENTATION AND MONITORING PLAN

Purpose

The activities under this task will address the activities and coordination necessary to implement the Plan and monitor the overall effectiveness of the water efficiency plan.

Approach

5.1 – Implementation Plan

- 5.1.1 CWS and Town staff will develop and discuss the actions, timeline and coordination necessary to implement the selected water efficiency activities. CWS will provide a list of selected activities, anticipated period of implementation, actions necessary to implement each activity (including goals) and estimated water provider costs (and avoided costs).
- 5.1.2 CWS and Town staff will discuss how reductions in water use could impact revenue and actions taken to help mitigate negative impacts.

5.2 – Monitoring Plan

- 5.2.1 CWS and Town staff will develop and describe the data collection and assessment activities necessary to monitor the effectiveness of the water efficiency plan. CWS will include a monitoring plan that includes steps used to monitor the Plan.
- 5.2.2 CWS will include a list of demand data to be collected during the monitoring period/process and a list of other relevant data specific to the implementation of the activities.
- 5.2.3 CWS will include a summary of the process to communicate monitoring and evaluation results to decision-makers, including the frequency of communication. Frequency of data collection will also be specified.

STEP 6 – ADOPTION OF NEW POLICY, PUBLIC REVIEW AND FORMAL APPROVAL

Purpose

The activities described under this task address the public review and formal adoption process.

Approach

6.1 – Public Review Process

- 6.1.1 CWS will describe the public review process and how the public accessed the Plan. Additionally, CWS will summarize the public comments received, how the comments were addressed and details of the meetings held during the Plan development process.

6.2 – Local Adoption and State Approval Process

- 6.2.1 CWS will discuss the formal process for Plan adoptions.

6.3 – Periodic Review and Update

- 6.3.1 CWS and Town staff will summarize the process that will occur to facilitate the update of the Plan and the anticipated timing of Plan updates. CWS will include steps used to review and revise the Plan, the process of how monitoring results will be incorporated into updated plans and the anticipated date of the next water efficiency plan update.

Meeting #4 - Meeting with Town Board to present draft Plan

REQUIREMENTS

1. Town Board and Staff will review a final draft of the Plan and provide comments.
2. CWS will incorporate the Town's comments prior to the public-review process.
3. Public comments will be solicited and incorporated into the Plan as necessary.
4. The Town will formally adopt the final Plan.
5. CWS will submit the final Plan to CWCB.
6. CWCB will review final Plan.

DELIVERABLES

CWS will submit the following:

- Monthly invoices to the Town with brief progress reports.
- Submit 50% and 75% progress reports to CWCB.
- Four meetings with Staff and/or Town Board.
- Provide draft Plan to the Town for comments prior to submission to CWCB.
- Final Plan submitted electronically to CWCB with all comments, including public input.
- Up to five hard copies of the final Plan submitted to the Town after CWCB's final approval.

ATTACHMENT B

Project Schedule

Town of Severance Municipal Water Efficiency Plan

Task	Date
Grant application submitted to CWCB	8/23/2016
CWCB approves grant and PO issued	10/20/2016
Kick-off meeting with staff	11/10/2016
Submit 50% progress report to CWCB	1/19/2017
Submit 75% progress report to CWCB	2/9/2017
Submit draft Plan to staff for review and comment	3/16/2017
Staff provides comment from review	4/6/2017
Submit draft Plan to Board for review	4/20/2017
Present draft Plan at Town Board meeting and collect comments	5/15/2017
Notify public of draft Plan in paper and website	5/16/2017
Public review period (60 days)	7/17/2017
Severance provides public input comments to CWS	7/25/2017
CWS incorporates public comments	8/1/2017
Town Board formally adopts final Plan	8/21/2017
CWS submits final Plan to CWCB	8/22/2017
CWCB approves final Plan	<i>up to 90 days</i>

ATTACHMENT C
Project Fee Estimate
Town of Severance Municipal Water Efficiency Plan

ITEMS OF WORK	CWS		CWS		Town of Severance (In-Kind)						Labor Total	Expense Total	Grand Total	Cash Contribution	CWCBC Grant Request
	Michelle Hatcher		Steve Nguyen		Town Administrator		Assistant Town Administrator		Public Works Director						
	HOURS	SUB	HOURS	SUB	HOURS	SUB	HOURS	SUB	HOURS	SUB					
	\$160	TOTAL	\$190	TOTAL	\$54.00	TOTAL	\$36.50	TOTAL	\$31.50	TOTAL					
Introduction															
1.1 Introduction - Refer to Guidance Document Template	4	\$640.00	1	\$190.00							\$830.00		\$830.00	\$100.00	\$730.00
Kick-off Meeting with Town Staff (Meeting #1)	4	\$640.00	3	\$570.00	2	\$108.00	2	\$73.00	2	\$63.00	\$1,454.00		\$1,454.00		\$1,210.00
Sub-Total	8	\$1,280.00	4	\$760.00	2	\$108.00	2	\$73.00	2	\$63.00	\$2,284.00	\$0.00	\$2,284.00	\$100.00	\$1,940.00
Step 1 - Profile of Existing Water Supply System															
1.1 Overview of Existing Water Supply System	5	\$800.00	2	\$380.00	8	\$432.00	8	\$292.00	10	\$315.00	\$2,219.00		\$2,219.00	\$100.00	\$1,080.00
1.2 Water Supply Reliability	4	\$640.00	2	\$380.00	3	\$162.00	3	\$109.50	4	\$126.00	\$1,417.50		\$1,417.50		\$1,020.00
1.3 Supply-Side Limitations and Future Needs	3	\$480.00	2	\$380.00	4	\$216.00	4	\$146.00	10	\$315.00	\$1,537.00		\$1,537.00		\$860.00
Sub-Total	12	\$1,920.00	6	\$1,140.00	15	\$810.00	15	\$547.50	24	\$756.00	\$5,173.50	\$0.00	\$5,173.50	\$100.00	\$2,960.00
Step 2 - Profile of Water Demands and Historical Demand Management															
2.1 Demographics and Key Characteristics of the Service Area	3	\$480.00	2	\$380.00	5	\$270.00	5	\$182.50	8	\$252.00	\$1,564.50		\$1,564.50	\$300.00	\$560.00
2.2 Historical Water Demands	20	\$3,200.00	4	\$760.00	10	\$540.00	10	\$365.00	10	\$315.00	\$5,180.00		\$5,180.00		\$3,960.00
2.3 Past and Current Demand Management Activities and Impact to Dema	16	\$2,560.00	4	\$760.00	3	\$162.00	3	\$109.50	4	\$126.00	\$3,717.50		\$3,717.50		\$3,320.00
2.4 Demand Forecasts	8	\$1,280.00	3	\$570.00	4	\$216.00	4	\$146.00	6	\$189.00	\$2,401.00		\$2,401.00		\$1,850.00
Sub-Total	47	\$7,520.00	13	\$2,470.00	22	\$1,188.00	22	\$803.00	28	\$882.00	\$12,863.00	\$0.00	\$12,863.00	\$300.00	\$9,690.00
Step 3 - Integrated Planning and Water Efficiency Benefits and Goals															
3.1 Water Efficiency and Water Supply Planning	8	\$1,280.00	4	\$760.00	6	\$324.00	6	\$219.00	8	\$252.00	\$2,835.00		\$2,835.00	\$250.00	\$1,790.00
Water Efficiency Plan Meeting #2	4	\$640.00	3	\$570.00	2	\$108.00	2	\$73.00	2	\$63.00	\$1,454.00		\$1,454.00		\$1,210.00
3.2 Water Efficiency Goals	8	\$1,280.00	4	\$760.00	4	\$216.00	4	\$146.00	4	\$126.00	\$2,528.00		\$2,528.00		\$2,040.00
Sub-Total	20	\$3,200.00	11	\$2,090.00	12	\$648.00	12	\$438.00	14	\$441.00	\$6,817.00	\$0.00	\$6,817.00	\$250.00	\$5,040.00
Step 4 - Selection of Water Efficiency Activities															
4.1 Summary of Selection Process	3	\$480.00	1	\$190.00	3	\$162.00	3	\$109.50	3	\$94.50	\$1,036.00		\$1,036.00	\$300.00	\$370.00
4.2 Demand Management Activities	32	\$5,120.00	16	\$3,040.00	12	\$648.00	12	\$438.00	15	\$472.50	\$9,718.50		\$9,718.50		\$8,160.00
Water Efficiency Plan Meeting #3	5	\$800.00	3	\$570.00	2	\$108.00	2	\$73.00	2	\$63.00	\$1,614.00		\$1,614.00		\$1,370.00
Sub-Total	40	\$6,400.00	20	\$3,800.00	17	\$918.00	17	\$620.50	20	\$630.00	\$12,368.50	\$0.00	\$12,368.50	\$300.00	\$9,900.00
Step 5 - Implementation and Monitoring Plan															
5.1 Implementation Plan	12	\$1,920.00	5	\$950.00	5	\$270.00	5	\$182.50	5	\$157.50	\$3,480.00		\$3,480.00	\$300.00	\$2,570.00
5.2 Monitoring Plan	8	\$1,280.00	5	\$950.00	4	\$216.00	4	\$146.00	4	\$126.00	\$2,718.00		\$2,718.00		\$2,230.00
Sub-Total	20	\$3,200.00	10	\$1,900.00	9	\$486.00	9	\$328.50	9	\$283.50	\$6,198.00	\$0.00	\$6,198.00	\$300.00	\$4,800.00
Step 6 - Adoption of New Policy, Public Review and Formal Approval															
6.1 Public Review Process	2	\$320.00	1	\$190.00	3	\$162.00	3	\$109.50	3	\$94.50	\$876.00		\$876.00	\$300.00	\$210.00
6.2 Local Adoption and State Approval Process	3	\$480.00	3	\$570.00	3	\$162.00	3	\$109.50	3	\$94.50	\$1,416.00		\$1,416.00		\$1,050.00
6.3 Periodic Review and Update	2	\$320.00	1	\$190.00	3	\$162.00	3	\$109.50	3	\$94.50	\$876.00		\$876.00		\$510.00
Board Meeting - Present draft to Board	5	\$800.00	5	\$950.00	2	\$108.00	2	\$73.00	3	\$94.50	\$2,025.50		\$2,025.50		\$1,750.00
Sub-Total	12	\$1,920.00	10	\$1,900.00	11	\$594.00	11	\$401.50	12	\$378.00	\$5,193.50	\$0.00	\$5,193.50	\$300.00	\$3,520.00
General Project Expenses															
Reproduction of Plans - 5 copies x \$100/copy + 3 hours x \$90/hr.												\$770.00	\$770.00		\$770.00
Travel - 4 meetings x \$0.62/mi x 2 x 10 mi												\$49.60	\$49.60		\$49.60
Submit 2 progress reports	7	\$1,120.00	2	\$380.00	1	\$54.00	1	\$36.50	1	\$31.50	\$1,622.00		\$1,622.00		\$1,500.00
Final incorporation of CWCBC comments	6	\$960.00	6	\$1,140.00	4	\$216.00	4	\$146.00	2	\$63.00	\$2,525.00		\$2,525.00	\$350.00	\$1,750.00
Sub-Total	13	\$2,080.00	8	\$1,520.00	5	\$270.00	5	\$182.50	3	\$94.50	\$4,147.00	\$819.60	\$4,966.60	\$350.00	\$4,069.60
TOTAL FEE	172	\$27,520.00	82	\$15,580.00	93	\$5,022.00	93	\$3,394.50	112	\$3,528.00	\$55,044.50	\$819.60	\$55,864.10	\$2,000.00	\$41,919.60

ATTACHMENT D
Incorporation Documents

STATE OF COLORADO,)
COUNTY OF WELD,)

IN THE COUNTY COURT.
NO. _____

IN THE MATTER OF INCORPORATION OF)
THE TOWN OF SEVERANCE, WELD COUNTY,)
STATE OF COLORADO.)

P E T I T I O N.

To Honorable, Herbert M. Baker, Judge of the County Court,
State of Colorado.

The undersigned petitioners being more than thirty of the
qualified electors who are land owners in the territory herein-
after described, respectfully petition and represent:-

That said petitioners desire to incorporate the following
described territory as an incorporated town under and by virtue
of Section 6514 of the Revised Statutes of Colorado of 1908,
and laws of the State of Colorado, in such cases made and provided,
to-wit:

All that portion of the Southeast Quarter (SE $\frac{1}{4}$) of Section
thirty-five (35), Township seven (7) North, of Range Sixty-seven
(67) West of the 6th P. M. in Weld County and State of Colorado,
lying South and East of the right of way of The Great Western
Railway Company, also that portion of the West half (W $\frac{1}{2}$) of the
Southwest Quarter (SW $\frac{1}{4}$) of Section thirty-six (36), Township seven
(7) North, of Range sixty-seven (67), West of the 6th P. M. in
Weld County, Colorado, by metes and bounds as follows: Commencing
at the Southwest corner of said Section thirty-six (36); thence
running 89° 49' east; thence running North 89° 49' East 750 feet;
thence North 2473.7 feet to the South boundary line of The Great
Western Railway Company; thence along the South boundary line of
right of way of said The Great Western Railway Company in a
southwesterly direction to the West boundary line of said Section
thirty-six (36); thence South on the West boundary line of said
Section thirty-six (36) 1731.2 feet more or less, to place of
beginning; also that portion of the Northwest Quarter (NW $\frac{1}{4}$) Section
one (1) Township six (6) North, of Range Sixty-six (66) West of the

6th P. M. in Weld County, Colorado by metes and bounds as follows:

Commencing at the Northwest corner of said Section one (1);
thence South along the West boundary line of said Section one (1)
375 feet; thence North $89^{\circ} 22'$ East 749.25 feet; thence North
375 feet to the North Section line; thence West along the North
boundary line of said Section one (1) 750 feet to place of beginn-
ing.

That the territory hereinbefore described is not embraced
within the limits of any City or incorporated town of the State of
Colorado, and that it does not include any undivided tract or tracts
of land consisting of 40 or more acres and that the said tracts
hereinbefore described do include all land in each and all of said
Sections that has been subdivided and platted as a part of said
Town.

That the name of said incorporated town shall be the "Town
of Severance."

That the inhabitants residing within the above described
territory is 150.

WHEREFORE, your petitioners pray that this Honorable Court
do forthwith appoint four commissioners whoshall at once call
an election of all the qualified electors of said territory so
purposed to be embraced in said Town and so purposed to be
corporated, to vote on the question of incorporation and to be
donducted according to the laws of the State of Colorado in
such case made and provided, and in pursuance with the orders
of this Honorable Court.

And your petitioners will ever pray.

✓ 1. <u>J. H. Kester</u> ✓	✓ 8. <u>Mrs F. E. Aspin</u>
✓ 2. <u>Mrs J. H. Kester</u> ✓	✓ 9. <u>J. M. Gardner</u>
✓ 3. <u>Thomas Callan</u> ✓	✓ 10. <u>H. H. Hillman</u>
✓ 4. <u>Frank Chaff</u> ✓	✓ 11. <u>John Potter</u> }
✓ 5. <u>F. H. Kester</u> ✓	✓ 12. <u>Mrs John Potter</u> }

- | | |
|---------------------------------|--------------------------------|
| 11. <u>W. J. Gillespie</u> | 21. <u>Mrs. Bursday Mannie</u> |
| 12. <u>Louis N. Gaff</u> | 22. <u>Minnie Gress</u> |
| ✓ 13. <u>E. Holden</u> | 23. <u>D. L. Page</u> |
| ✓ 14. <u>W. B. Gress</u> | 24. <u>Mrs. D. C. Page</u> |
| ✓ 15. <u>C. A. Nixon</u> | 25. <u>C. F. Arkow</u> |
| ✓ 16. <u>Mrs. C. A. Nixon</u> | ✓ 26. <u>Sam Hallman</u> |
| ✓ 17. <u>Mrs. J. H. Hankins</u> | ✓ 27. <u>W. Simpson</u> |
| ✓ 18. <u>J. N. Hankins</u> | ✓ 28. <u>Jim Sabane</u> |
| ✓ 19. <u>Mrs. E. H. Holden</u> | 29. <u>B. F. Wells</u> |
| 20. <u>A. Lingo</u> | 30. <u>Mrs. Chas Middleton</u> |
| <u>R. A. Talman</u> | ✓ <u>Del. Baltimore</u> |

Subscribed and sworn to before me this 13 day of May

1920 by the parties signing above, at my office in Severance,
Colorado.

My commission expires _____

Carl J. Thornblom
Notary Public.

STATE OF COLORADO,
COUNTY OF WELD,

} SS.

IN THE COUNTY COURT.

NO. _____

IN THE MATTER OF THE INCORPORATION
OF THE TOWN OF SEVERANCE, WELD
COUNTY, STATE OF COLORADO.

} NOTICE OF ELECTION.

Notice is hereby given that on the 3rd day of
September 1920, a petition in writing was presented to and
filed in the County Court in and for Weld County, Colorado,
praying for the organization of certain territory in the
County of Weld into an incorporated town to be known as the
Town of Severance;

And it appearing to the Court from said petition, and
an accurate map or plat of said proposed town attached thereto,
both plat and description being now on file in the office of the
Clerk of the County Court of Weld County, said territory
to be embraced in said proposed incorporated town of Severance
to comprise all of the lands lying within the following described
boundary lines to-wit:

A parcel of land situate, lying and being in the Southeast
Quarter (SE $\frac{1}{4}$) of Section thirty-five (35) Township seven (7)
North, of Range Sixty-seven (67) West of the 6th P. M., in
Weld County, Colorado bounded on the East by the East line of
said Section thirty-five (35); on the South by the South line of
said Section thirty-five (35), and on the North and West by the
Westerly right of way line of the Great Western Railroad as now
existing and maintained through and across said Section Thirty-
five (35).

A parcel of land situate, lying and being in the Southwest
Quarter (SW $\frac{1}{4}$) of Section thirty-six (36), Township Seven (7)
North, of Range Sixty-seven (67) West of the 6th P. M., in Weld
County, Colorado bounded on the North by the northerly right of
way line of the Great Western Railroad, on the West by the West
line of said Section thirty-six (36), on the South by the South
line of said Section thirty-six (36) and on the East by a line

parallel to, and distant 750 feet from, the said West line of Section Thirty-six (36) aforesaid.

A parcel of land situate, lying and being in the Northwest Quarter (NW $\frac{1}{4}$) of Section one (1), Township six (6) North of Range Sixty-seven (67) West of the 6th P. M., in Weld County, Colorado more particularly described by metes and bounds as follows:

"Beginning at the Northwest corner of Section one (1) Township Six (6) North, of Range Sixty-seven (67) West of the 6th P. M., in Weld County, Colorado; thence East along the North line of said Section one (1) a distance of 750 feet; thence South and parallel with the West line of said Section one (1), a distance of 375 feet; thence West and parallel with the North line of said Section one (1) a distance of 750 feet to the West line of said Section one (1); and thence North along the West line of said Section one (1) a distance of 375 feet to the point of beginning."

A parcel or strip of land situate, lying, and being, in the Northeast Quarter of Section two (2) Township six (6) North, of Range Sixty-seven (67) West of the 6th P. M., in Weld County, Colorado and more particularly described by metes and bounds as follows:

Beginning at the Northeast corner of said Section two (2); thence, West along the North line of said Section a distance of 509.5 feet, more or less, to a point on the Easterly right of way line of the Great Western Railroad; thence, Southerly along said Easterly right of way line to a point 30 feet South of the North line of Section two (2); thence, East, parallel with, and distant 30 feet from, the North line of said Section two (2), to a point 30 feet West of the East line of said Section two (2) thence, South and parallel with the East line of Section two (2) a distance of 337.5 feet; thence, East a distance of 30 feet to a point on the East line of Section two (2); and thence, North along said East line of Section two (2), a distance of 375 feet, more or less, to the point of beginning.

That on the 3 day of September 1920 the Judge of the County Court of Weld County, Colorado, issued an order appointing the following named persons as commissioners to call an election of all the qualified electors residing within the above described limits, the persons named as said commissioners being C. A. Nixon, F. G. Askew, E. G. Holden, W. J. Gillespie and J. H. Kester.

That we, the commissioners above mentioned, under and by virtue of said Court order do call an election of all the qualified electors residing within the limits of the proposed Town of Severance to be held on the 7 day of ~~October~~ ^{September} 1920 in the office of The Farmers Bank of Severance, at Severance, a convenient place within the limits of said proposed town of Severance; that at said election the polls will open at 7 o'clock A. M. of said day and will close at 7 o'clock P. M. of the same day; that the question to be voted upon at said election will be as follows, "FOR INCORPORATION" or "AGAINST INCORPORATION"; that said election will be conducted in all manner and form as provided by law in all county elections, said commissioners to act as judges and clerks of said election.

Signed this 4th day of September A. D. 1920.

J. H. Kester
F. G. Askew
W. J. Gillespie
E. G. Holden
C. A. Nixon
Commissioners.