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## MEMORANDUM

CWS File #16-130

To: Ben Wade, CWCB

From: Nathan Alburn *NSA*, Michelle Hatcher *MH*

cc: John Holdren, Nicholas Wharton – Town of Severance

Date: January 13, 2017

Subject: 50% Progress Report for Town of Severance Municipal Water Efficiency Plan

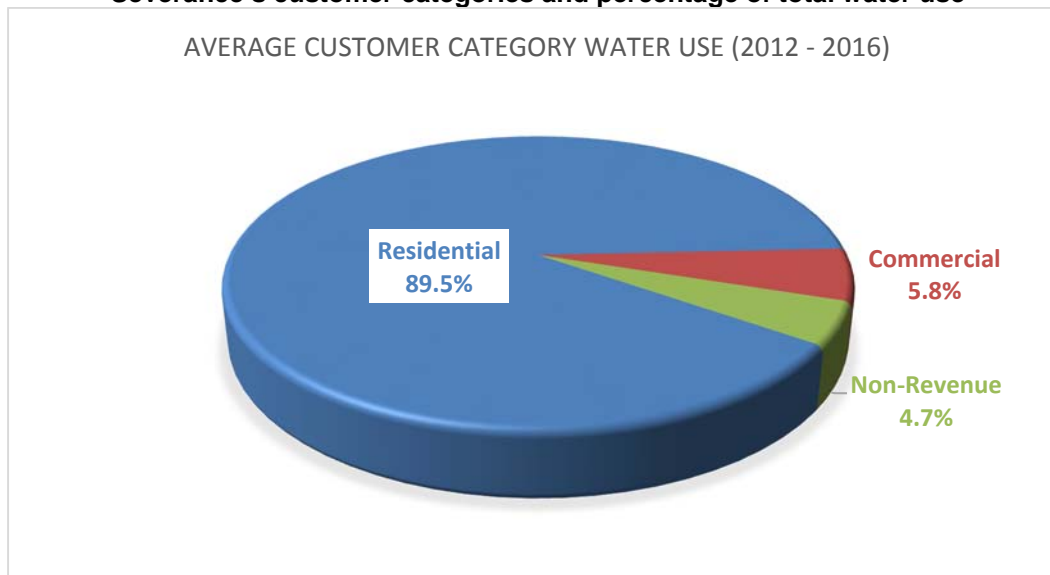
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Clear Water Solutions (CWS) is assisting the Town of Severance (Town of Severance) with updating their Municipal Water Efficiency Plan (Plan) in accordance with State regulations following the Guidance Document (dated July 2012) produced by the Colorado Water Conservation Board (CWCB). The Guidance Document outlines six steps in the water conservation planning process. To date, CWS and the Town have made strong progress towards the completion of Steps 1-3 which includes initial discussions with Town Staff on water efficiency activities.

Severance delivered 457 acre-feet of treated water in 2016 to an estimated service area population of 2,954. Severance receives all of its treated water from North Weld County Water District (NWCWD). Severance is responsible for acquiring its own raw water supplies, which they then transfer to NWCWD on an annual basis for treatment and delivery through the Town's master meter. Severance delivers the treated water to its water service area through a network of approximately 22 miles of pipeline.

The Town breaks its billing system into two main categories: Residential and Commercial. The following figure illustrates the average water usage from 2012 through 2016 for each customer category as well as non-revenue water. The Residential category is by far the largest category representing nearly 90% of the total raw water delivered to the Town.

**Severance's customer categories and percentage of total water use**



Prior to this Plan, the Town has established the following water efficiency activities (please see the table below). This list may be updated and clarified as further discussions occur.

| Historical and Current Water Efficiency Activities               |  |
|--|--|
| Foundational Activities  |  |
| Frequency of Meter Reading (monthly)                             |  |
| Tracking Water Use by Customer Type                              |  |
| Upgrade Billing System to Track Use by Sufficient Customer Types |  |
| Volumetric Billing   |  |
| Water Rate Adjustments   |  |
| Frequency of Billing (monthly)                                   |  |
| Inclining/Tiered Rates   |  |
| Water Line Replacement   |  |
| Master Plans/Water Supply Plans                                  |  |
| Ordinances and Regulations                                       |  |
| Water Waste Ordinance (BP 5)                                     |  |
| Time of Day Watering Restriction                                 |  |
| Day of Week Watering Restriction                                 |  |
| Water Overspray Limitations                                      |  |

CWS and the Town's Staff are currently working to determine the water savings evident from implementation of these activities. Severance has an overall goal of a 10% water savings. The Town and CWS have done an initial screening and are also in the process of determining water efficiency activities for the Plan. One of the next steps

includes performing a feasibility and cost/benefit analysis of the selected activities for further evaluation by the Town's Staff.

To date our budget estimates for each step have been fairly accurate. Currently we are a little ahead of schedule and hope to stay that way; we have, however, left the schedule as is for now in order to give ourselves some flexibility.

| Task  | Date                 |
|---|----------------------|
| Grant application submitted to CWCB   | 8/23/2016            |
| CWCB approves grant and PO issued   | 10/20/2016           |
| Kick-off meeting with staff   | 11/16/2016           |
| 2 <sup>nd</sup> Meeting - Activities  | 1/11/2017            |
| Submit 50% progress report to CWCB  | 1/13/2017            |
| 3 <sup>rd</sup> Meeting (Review cost/benefit analysis, got over CDSS worksheet details, fill in gaps (data, information, etc.)) | TBD                  |
| <i>Submit 75% progress report to CWCB</i>   | <i>2/9/2017</i>      |
| <i>Submit draft Plan to staff for review and comment</i>  | <i>3/16/2017</i>     |
| <i>Staff provides comment from review</i>   | <i>4/6/2017</i>      |
| <i>Submit draft Plan to Board for review</i>  | <i>4/20/2017</i>     |
| <i>Present draft Plan at Town Board meeting and collect comments</i>  | <i>5/15/2017</i>     |
| <i>Notify public of draft Plan in paper and website</i>   | <i>5/16/2017</i>     |
| <i>Public review period (60 days)</i>   | <i>7/17/2017</i>     |
| <i>Severance provides public input comments to CWS</i>  | <i>7/25/2017</i>     |
| <i>CWS incorporates public comments</i>   | <i>8/1/2017</i>      |
| <i>Town Board formally adopts final Plan</i>  | <i>8/21/2017</i>     |
| <i>CWS submits final Plan to CWCB</i>   | <i>8/22/2017</i>     |
| <i>CWCB approves final Plan</i>   | <i>up to 90 days</i> |