



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: February 22, 2017

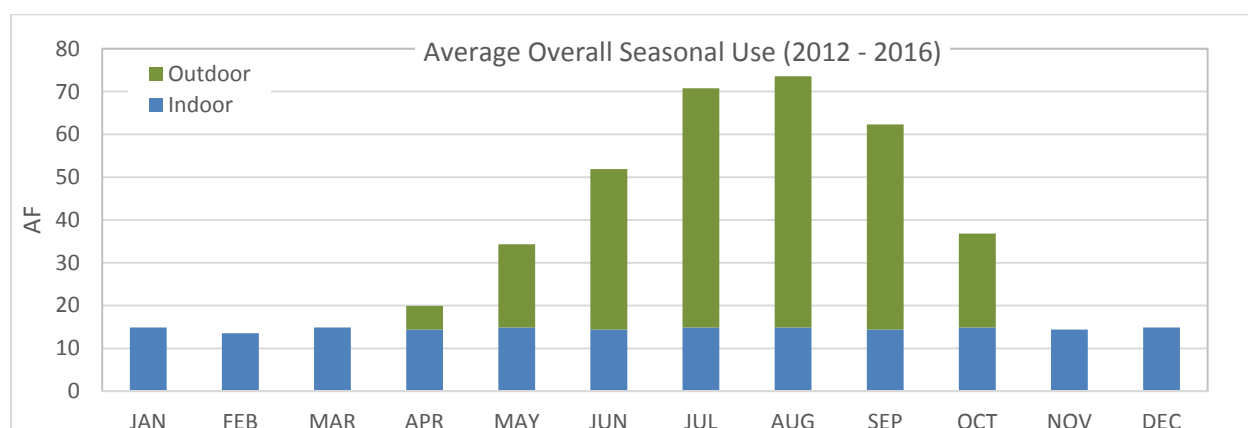
Subject: 75% Progress Report for Town of Severance Municipal Water Efficiency Plan

Clear Water Solutions (CWS) is continuing to assist the Town of Severance (Town) with creating 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 One through Four which includes multiple discussions with Town Staff (Staff) on planned Water Efficiency Activities (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.

Among the various analyses performed during the Plan process, CWS has separated out and estimated the Town's indoor versus their outdoor water use. The following chart is a bar graph that contains the Town's average monthly indoor and outdoor water use. Outdoor use represents approximately 58.5% of treated water consumed.

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The Town Staff and CWS have selected numerous Activities to continue and some new ones to evaluate. The list is presented below; these may be subject to change, however, as the Activities are further reviewed by Staff, and they analyze the associated water savings and anticipated costs. CWS and Town Staff are continuing to work to determine the water savings evident from the implementation of the existing Activities, some of which were implemented as early as 2003.

Water Efficiency Activities for Evaluation	Existing/ Potential Activity
Foundational Activities	
<i>System Wide Water Audits</i>	P
<i>Automatic Water Meter Reading Installation and Operations</i>	E
<i>Enhanced Automatic Water Meter Reading Installation and Operations</i>	P
<i>Water Efficient Rate Structure with Regular Updates</i>	E/P
<i>Tap Fees with Water Use Efficiency Incentives (Lot based water dedication)</i>	P
<i>Leak Detection and Repair Program</i>	P
Targeted Technical Assistance and Incentives	
<i>Slow the Flow Residential Irrigation Audits</i>	P
<i>Indoor Residential Water Audits</i>	P
<i>Residential and Commercial Ultra High-Efficiency Toilet Upgrade Service or High-Efficiency Toilet Rebate Program</i>	P
<i>Give-Aways: Water Audit Kits</i>	P
Ordinances and Regulations	
<i>Watering Restrictions</i>	E
<i>Water Waste Ordinance</i>	E
<i>Landscape Design Ordinances and Restrictions</i>	P

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Education Activities	
<i>Bill Stuffers</i>	P
<i>Newsletters</i>	P
<i>Newspaper Articles</i>	P
<i>Mass Mailings</i>	P
<i>Interactive webpages and website updates</i>	P
<i>Water Fairs</i>	P
<i>K-12 Teacher and Classroom Education Programs</i>	P
<i>Social Networking (Facebook & Twitter)</i>	P
<i>Xeriscape Demonstration Garden</i>	P
<i>Landscape Design (Xeriscape) and Maintenance Classes</i>	P
<i>Garden in a Box</i>	P

The next steps will involve making the final decision on the evaluated Activities, the implementation plan of the final selected Activities, the monitoring plan, and submitting a draft Plan to the Town Staff.

To date our budget estimates for each step have been fairly accurate. We are slightly behind from our schedule sent out with the 50% Progress Report. We have included a new schedule below. Our final dates are still almost identical to previous schedules.

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 nd Meeting - Activities	1/11/2017
Submit 50% progress report to CWCB	1/19/2017
3rd Meeting (Review cost/benefit analysis, got over CDSS worksheet details, fill in gaps (data, information, etc.))	2/22/2017
<i>Submit 75% progress report to CWCB</i>	<i>2/24/2017</i>
<i>Submit draft Plan to Staff for review and comment</i>	<i>3/22/2017</i>
<i>Staff provides comment from review</i>	<i>4/12/2017</i>
<i>Submit draft Plan to Board for review</i>	<i>4/28/2017</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>