

March 15, 2018

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

RE: 75% Progress Report for the South Metro Water Supply Authority Regional Landscape Certification Program; CWCB Purchase Order No. POGG1 PDAA 201700000384

Dear Ben and Kevin,

The purpose of this letter is to provide a 75% project status report for the Regional Water Efficiency Plan project being completed by ELEMENT Water Consulting for the South Metro Water Supply Authority (SMWSA). The scope of services being provided under the above-referenced grant is within the overall budget and generally within the schedule provided in the mid-project status report. Minor scope modifications are discussed herein.

A complete set of draft deliverables relating to the program development have been provided by ELEMENT and the regional conservation subcommittee for review. Following is a summary of what has been completed to date, organized according to ELEMENT's scope of work.

Task 1: Certification Program Administration, Monitoring, & Evaluation Plan

- Draft Program Structure has been created.
- Draft budget for a phase-in implementation process has been developed and provided for review.
- Draft fee schedule for a phase-in implementation process and ongoing operation has been developed and provided for review.
- Toolbox approach has been implemented for compiling program components and implementation recommendations and project deliverables have been organized and developed to meet this approach.
- Coordination between SMWSA staff, ELEMENT, and Regional Conservation Subcommittee members to develop supporting Toolbox as described above and define recommended implementation phases and approach is ongoing.

Task 2: Modify QWEL Training Content

- Coordination with QWEL manager, Gregory Plumb, to review QWEL program and content updates is ongoing and has been incorporated into draft deliverables to date.
- QWEL curriculum content has been modified for local training, both in provided training presentation as well as a Reference Manual page insert for training reference.

- Application form and materials have been compiled for QWEL and EPA application support for future approval prior to project implementation.

Task 3: Project Management and Reporting

- Project status presentation was made to SMWSA Regional Conservation Subcommittee and feedback from the subcommittee is ongoing.
- Coordination on project deliverables and in-kind work is ongoing.
- Project invoicing, progress reporting, and project management is ongoing.
- Memorandum to SMWSA board summarizing program approach and status was provided by ELEMENT.

SMWSA and ELEMENT staff plans to present the developed materials to the SMWSA board on Monday, March 19th when the board and members will determine to what extent the members participate in the initial training program.

Thank you for your time and we look forward to moving this project to the finish line.

Best Regards,

A handwritten signature in black ink, reading "Lisa G. Darling". The signature is written in a cursive, flowing style.

Lisa G. Darling

Executive Director, SMWSA