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## MEMORANDUM

CWS File #18-100

To: Ben Wade, Colorado Water Conservation Board

From: Michelle Hatcher *MDH*, Sira Sartori *SS*

cc: Jeff Schreier – Town of Eaton

Date: February 15, 2019

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

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Clear Water Solutions (CWS) is assisting the Town of Eaton (Town *or* Eaton) with its Municipal Water Efficiency Plan Update (Plan) in accordance with State regulations following the *Guidance Document* (dated July 2012) produced by the Colorado Water Conservation Board (CWCB). As discussed in the Scope of Work, this 75% Progress Report includes the following elements:

- The success of meeting previously identified goals and objectives
- Obstacles encountered
- Preliminary findings or accomplishments
- Potential need for revisions to the scope of work and timelines

The *Guidance Document* outlines six tasks in the water conservation planning process. To date, the Town and CWS have made strong progress towards the completion of the goals and objectives outlined in Tasks 1 through 5. This includes profiling the existing water supply system, analyzing water demands, selecting future water efficiency activities for implementation, and developing implementation and monitoring plans. The Town has participated in three meetings with CWS to develop this Plan and the Town Staff and Board are in the process of reviewing a draft of the Plan. The budget estimates for each step have been accurate and no major obstacles have been identified in the development of this Plan. There is a revision to the schedule outlined in the Scope of Work which is further discussed later in this document. Some of the preliminary findings<sup>1</sup> from Task 4 and 5 are outlined in the following paragraphs. The 50% Progress Report included preliminary findings<sup>1</sup> for Tasks 1 through 3.

Eaton used a four-phase process to select and fully evaluate water efficiency activities for implementation in this Plan. The four phases included: 1) assessment; 2) identification; 3) qualitative screening; and 4) evaluation and selection. This process is recommended in the *Guidance Document*.

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<sup>1</sup> Preliminary findings may be revised in the final Plan.

Eaton has an overall goal of a 10% water savings over the next ten years from water efficiency activities. The Town completed two meetings to screen potential water efficiency activities and selected the following final water efficiency activities to implement:

- System wide water audits
- Automatic Meter Reading Installation and Operations
- Advanced Meter Reading Installation and Operations
- Water Rate Study – Water Efficient Rate Structures with Regular Updates
- Leak Detection and Repair Program
- Master Plans/Water Supply Plans/Integrated Water Resource Plans/Capital Improvement Plans
- Drought Management Plan
- Non-Potable Account Meters at Subdivisions
- General Monitoring and Verification Activities and General Water Rates and Billing
- Slow the Flow Commercial Irrigation Audits
- Slow the Flow Park Irrigation Audits
- Slow the Flow Residential Irrigation Audits
- Giveaways: Water Audit Kits.
- Xeriscape Incentives – Garden in a Box
- Outdoor Irrigation Controllers and Rain Sensors – Giveaways or Rebates
- Weekly and Time of Day Outdoor Watering Restrictions
- Water Waste Ordinance
- Landscape Design Ordinances and Restrictions
- Town Facility Requirements
- Public Education Activities
- Children’s Water Fair or Festival
- Post or Distribute ET Irrigation Scheduling
- Xeriscape Demonstration Garden

These activities represent a combination of Foundational Activities, Targeted Technical Assistance and Incentives, Ordinances and Regulations and Education Activities, as defined in the CWCB’s *Statewide Water Supply Initiative 2010*. The selected activities provide an overall estimated water savings of 1,301 AFY over a ten-year period if all activities are implemented.

The Town developed both Implementation and Monitoring Plans as part of the planning efforts. The Town Administrator and Assistant Town Administrator will be chiefly responsible for coordinating and delegating tasks to Town Staff. Other departments, such as Public Works, will have roles in implementing some of the selected activities in this Plan. The Town is encouraged to make adaptive changes to the implementation plan and water efficiency activities as necessary. A list of demand data for the Town to monitor is included in **Table 2**.

**Table 2: Monitoring Plan Data Collection**

Monitoring Data	HB 10-1051 Reporting Requirement				Selection			
	Annual	Monthly	Bi-Monthly	Daily	Annual	Monthly	Bi-Monthly	Daily
<b>Total Water Use</b>								
Total treated water produced (metered at WTP discharge)					X	X		
Total treated water delivered (sum of customer meters)	√				X	X		
Per capita water use					X			
Non-revenue water	√				X			
<b>Water Use by Customer Type</b>								
Treated water delivered		√			X	X		
Residential per capita water use					X			
Unit water use (e.g. AF/account or AF/irrigated acre)					X			
Large users					X	X		
<b>Other Demand Related Data</b>								
Population					X			
New taps					X	X		

The next tasks are to present the draft Plan to the Town Board and finalize a draft for public review. The Town Staff and CWS anticipate presenting to the Board on April 18<sup>th</sup>. The public review period will begin once the Board approves the draft Plan. Then, a copy will be made available to citizens and will include notification on how to access the Plan and submit comments. Currently, the revised schedule to complete the Plan is provided in **Table 2**. The schedule was revised due to scheduling conflicts between the Town Board, Staff and CWS. It's anticipated the Plan will be submitted to the CWCB for approval on July 22, 2019.

**Table 2: Plan Timeline**

Task	Date
Grant application submitted to CWCB	3/12/2018
CWCB approves grant and PO issued	4/24/2018
Kick-off meeting with staff	6/14/2018
2 <sup>nd</sup> Meeting - Activities and mid-project update	9/25/2018
Submit 50% progress report to CWCB	12/4/2018
3 <sup>rd</sup> Meeting (Review cost/benefit analysis, go over Guidance Document worksheet details, fill in gaps (data, information, etc.)	1/16/2019
<i>Submit 75% progress report to CWCB</i>	<i>2/15/2019</i>
<i>CWS submits final Plan to CWCB</i>	<i>7/22/2018</i>
<i>CWCB approves final Plan</i>	<i>up to 90 days</i>