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MEMORANDUM

CWS File #17-160

To: Ben Wade, Colorado Water Conservation Council

From: Michelle Hatcher *mdh*, Sira Sartori *ss*

cc: Leann Perino - City of Fort Lupton

Date: April 2, 2019

Subject: 75% Progress Report for City of Fort Lupton Municipal Water Efficiency Plan Update

Clear Water Solutions (CWS) is assisting the City of Fort Lupton (City or Fort Lupton) 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 Council (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 City 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 City has participated in a total of three meetings with CWS to develop this Plan. A draft of the Plan will be reviewed City Staff this month and presented to City Council at the June meeting. The budget estimates for each step have been accurate and no major obstacles have been identified in the development of this Plan. Some of the preliminary findings¹ from Task 4 and 5 are outlined in the following paragraphs. The 50% Progress Report included preliminary findings¹ for Tasks 1 through 3.

Fort Lupton 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*.

¹ Preliminary findings may be revised in the final Plan.

Fort Lupton has an overall goal of a 10% water savings over the next ten years from water efficiency activities. The City completed two meetings to screen potential water efficiency activities and selected the following final water efficiency activities to implement²:

- System Wide Water Audits
- Advanced Meter Reading Installation and Operations
- Water Rate Study – Water Efficient Rate Structures with Regular Updates
- Tap Fees with Water Use Efficiency Incentives
- Non-Potable Tiered Rates
- Increase Water Treatment Plant Efficiency
- Leak Detection and Water Line Replacement Program
- Comprehensive Plans/Capital Improvement Plans
- General Monitoring and Verification Activities and General Water Rates and Billing
- Install Wind and Rain Sensors at Parks, Schools, Open Space Areas and Golf Courses
- Inject Wetting Agent at Golf Course
- Rain Barrels
- Slow the Flow Commercial Irrigation Audits
- Slow the Flow Residential Irrigation Audits
- Xeriscape Incentives – Garden in a Box
- Weekly and Time of Day Outdoor Watering Restrictions
- Water Waste Ordinance
- Landscape Design Ordinances and Restrictions
- City Facility Requirements
- Commercial Water Wise Use Regulations
- Paper Education Campaigns
- Interactive Webpages and Social Networking
- K-12 Education Programs
- Water Facility and Demonstration Garden Tours
- Children's Water Fair or Festival
- Post or Distribute ET Irrigation Scheduling

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*. If all selected activities for treated water are implemented, Fort Lupton has the potential to save up to 16% of the total treated water demand. Additional savings could be achieved through water efficiency activities targeting the non-potable water use.

The City developed both Implementation and Monitoring Plans as part of the planning efforts. The City Administrator and Assistant City Administrator will be chiefly

² The four categories of activities are defined in the CWCB's *Statewide Water Supply Initiative 2010*.

responsible for coordinating and delegating tasks to City Staff. The Administration, Finance, Utility Billing and Public Works Departments will also aid in implementing the selected activities in this Plan. The City is encouraged to make adaptive changes to the implementation plan and water efficiency activities as necessary. A list of demand data for the City to monitor is included in **Table 1**.

Table 1: Monitoring Plan Collection Data

Monitoring Data	HB 10-1051 Reporting Requirement				Selection			
	Annual	Monthly	Bi-Monthly	Daily	Annual	Monthly	Bi-Monthly	Daily
Total Water Use								
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			
Water Use by Customer Type								
Treated water delivered		√			X	X		
Raw non-potable deliveries					X	X		
Residential per capita water use					X			
Unit water use (AF/account)					X			
Large users					X	X		
Other Demand Related Data								
Population					X			
New taps					X	X		

The next tasks are to present the draft Plan to the City Council and finalize a draft for public review. The City Staff and CWS anticipate presenting to the Council on June 17th and beginning the 60-day public review period on June 20th. The public review period will begin once the Council approves the draft Plan. A copy of the draft Plan will be made available to citizens and will include notification on how to access the Plan and how to submit comments. Currently, the schedule to complete the Plan is provided in **Table 2**.

Table 2: Plan Timeline

Task	Date
Grant application submitted to CWCB	5/25/2018
CWCB approves grant and PO issued	7/12/2018
Kick-off meeting with staff	8/2/2018
2 nd Meeting - Activities and mid-project update	11/13/2018
Submit 50% progress report to CWCB	2/18/2019
3 rd Meeting (Review cost/benefit analysis, go over Guidance Document worksheet details, fill in gaps (data, information, etc.))	3/6/2019
Submit 75% progress report to CWCB	4/2/2019
<i>CWS submits final Plan to CWCB</i>	<i>9/20/2019</i>
<i>CWCB approves final Plan</i>	<i>up to 90 days</i>