



# Memorandum

**To:** Ben Wade, Colorado Water Conservation Board  
**From:** Deron Dircksen, Town of Eagle; Amy Volckens, Brendle Group  
**Date:** May 15, 2019  
**Re:** Town of Eagle Water Efficiency & Conservation Plan – 50% Progress Report

## Purpose and Overview

The Town of Eagle (Town) is developing a water efficiency and conservation plan (WECP) with Water Conservation Planning grant funding from the Colorado Water Conservation Board (CWCB) and with assistance from the Brendle Group. The WECP is expanding on a 5-year water efficiency planning strategy adopted by the Town in 2017. In accordance with the grant funding requirements, this memorandum represents a 50% complete status report to CWCB.

## Overall Project Progress – 50% complete

To date, this project is on track to meet the four project objectives identified in the grant application:

Project Objective	Progress to date
Build on the Town’s previous work, including the Five-Year Water Efficiency Planning Strategy that was adopted in December 2017.	Gathered background and intention from Eagle River Watershed Plan, Brush Creek Watershed Management Plan, Eagle County Climate Action Plan, etc., to inform WECP
Conduct additional engineering analysis to fill in technical gaps to create a plan that meets CWCB’s Municipal Water Efficiency Plan Guidance Document.	<ul style="list-style-type: none"> <li>• Incorporated additional information for the system profile on billing, use, production, source, etc., to develop a robust baseline</li> <li>• Analyzed existing efficiency efforts and identified new opportunities for water savings</li> </ul>
Connect the Town of Eagle with regional water conservation efforts for information exchange and resource leveraging.	<ul style="list-style-type: none"> <li>• Identified the Northwest Colorado Council of Governments – State Water Plan Grant to develop model ordinances that encourage water efficiency and minimize water quality impacts</li> <li>• Identified The Sonoran Institute – Town staff attended Growing Water Smart Workshop April 24-26, 2019</li> </ul>
Work with a spirit of collaboration to engage key stakeholders in the plan development to support the Town in transitioning from program planning to implementation.	Conducted Stakeholder Workshop 1 on May 1, 2019 to inform and solicit feedback on preliminary goals and strategies



## Progress by Task

### Task 1 – Project Kickoff Meeting / Work Sessions – 65% complete

1. Project kick-off meeting with key project staff
2. Goals and strategies meeting with internal and external stakeholders
3. Implementation planning meeting with internal and external stakeholders
4. Bi-weekly or monthly check-in calls

Under Task 1, the project team completed a kickoff meeting on February 11, 2019 with key project staff from the Town and Brendle Group. During the kickoff meeting, the team went through the project plan, which included scope, schedule, budget, and roles and responsibilities. The team also reviewed the Five-Year Water Efficiency Planning Study and discussed gaps and updates in the status of proposed activities. Lastly, the team identified potential internal and external stakeholders to include in the planning process. Since the kickoff meeting, the team has had regular biweekly check-in calls to discuss project questions and prepare for on-site meetings.

On May 1, 2019, the team held its first stakeholder workshop. This workshop focused on goals and strategies for the plan and was attended by over 25 community members, policymakers, and other identified stakeholders. Stakeholder engagement was facilitated using keypad polling, brainstorming exercises, and small and large group discussions. The engagement activities provided the team with valuable feedback about the motivation and expectations of the stakeholders. The next stakeholder workshop is tentatively scheduled to occur in July 2019 and will focus on implementing the plan.

### Task 2 – Grant Application – 100% complete

Task 2 was completed with the grant application being approved and awarded by CWCB on February 6, 2019.

### Task 3 – Adoption, Public Review, and Approval – 40% complete

1. Draft Water Efficiency and Conservation Plan (electronic files in Word Format) – Six months from grant award (target June 2019)
2. Final Water Efficiency and Conservation Plan with signed cover letter (electronic files in Word and pdf format; one hard copy) – 12 months from grant award (target January 2020)

Task 3 involves developing the WECP and supporting the processes for adoption, public review, and approval of the plan. The team is in the process of expanding the system profile from the Five-Year Water Efficiency Planning Strategy by incorporating additional information on service area, population and growth projections, water sources, infrastructure, water rights, system yields, and reliability and drought criteria. Furthermore, the team is analyzing historic water demand management through related planning efforts, including the Eagle River Watershed Plan, the Brush Creek Watershed Management Plan, the Eagle County Climate Action Plan, the Town of Eagle Strategic Plan, and the Colorado Basin Implementation Plan. The Town's billing data are only maintained on a 3-year cycle, which creates an obstacle in collecting historic water use data. However, water treatment plant



production records date back almost 20 years and show systemwide trends. Using the available 3-year average ratio of residential to non-residential customer demand, water use can be inferred from the production data.

Through collaborative efforts between the Town's land use planning and water resources departments, the Town is integrating the water supply portfolio into its buildout projections. By evaluating potential water savings opportunities relative to new and existing demands, the Town can implement programs that will improve system resiliency, increase instream flows and water quality, and accommodate growing populations. The first workshop was used to inform stakeholders of the benefits of integrating land use planning and water efficiency and to highlight critical factors to include in water efficiency goals for the Town. Important factors identified by the stakeholders in this workshop include maintaining high water quality, practicing good environmental stewardship, and protecting wildlife and habitat.

Using cost-benefit tools and stakeholder feedback from Workshop 1, the team is evaluating water efficiency activities identified in the Five-Year Water Efficiency Planning Strategy and suggested by CWCB to determine appropriate activities to help meet the Town's goals, financial constraints, and current efforts. According to the United States Census Bureau, most of the Town's housing was built in the last 20 years, which suggests that water efficient appliances were installed and that retrofitting indoor appliances will not offer high potential for water savings. Therefore, outdoor water use and non-residential demand will most likely provide optimal opportunities for water savings for the Town.

As the selected activities are integrated into the plan, the next step will be to create a method for implementing the plan and monitoring success and progress. The focus of Workshop 2 will be a shift from "What do we want to achieve?" to "How will we get things done and how will we ensure our success?". During Workshop 2, the team will work with stakeholders to develop a roadmap for initiating the activities and maintaining improvements over time. The roadmap will establish clear expectations for funding, roles and responsibilities, milestones and timeline, engagement programs, and methods for measuring and tracking success and progress.

The final steps in Task 3 include having the draft final plan reviewed by the Town staff, the Town Board, stakeholders, and CWCB prior to making the plan available for public review. The team will finalize the plan by addressing any and all comments. After the Town Board adopts the plan, the team will submit the final plan to CWCB for formal approval.

#### Task 4 – Town Board Presentations – 0% complete

Task 4 has not begun. In this task, the team will attend two Town Board meetings. The first meeting will be an opportunity to provide the Board information about the project, outcomes, and plan. At the second meeting, the team will present the plan revisions and request a resolution to adopt the plan.

#### Task 5 – Progress Reports (50% and 75%) – 50% complete

This memorandum fulfills the 50% project status report requirement. The 75% progress report is anticipated to be submitted in September 2019.