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## MEMORANDUM

CWS File #15-110

To: Ben Wade, CWCB

From: Nathan Alburn *NSA*, Michelle Hatcher *MH*

cc: Patti Garcia – Town of Windsor

Date: September 22, 2015

Subject: 50% Progress Report for Town of Windsor Municipal Water Efficiency Plan

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Clear Water Solutions (CWS) is assisting the Town of Windsor (Town) with updating 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 1-3 which includes initial discussions with Town Staff on water efficiency activities.

Windsor delivered 1,825 acre-feet of treated water in 2014 to an estimated service area population of 15,887. Windsor receives its treated water from three providers: Fort Collins-Loveland Water District, North Weld County Water District, and the City of Greeley. Windsor is responsible for acquiring its own raw water supplies, which they transfer to the water providers on an annual basis for treatment and delivery. Windsor delivers the treated water to its water service area through a network of over 125 miles of pipeline.

The Town breaks its billing system into four larger categories: In Town, Out of Town, Dual System, and Landscape Only. Within each of those larger categories, the Town has further divided customers into subcategories. The following table lists the categories and subcategories. Beside each category is also the percentage of total water use averaged for 2010 – 2014. In Town Residential is the largest category at approximately 48.7% of the total usage.

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**Windsor's customer categories and percentage of total water use**

<b>Customer Categories</b>	<b>Percent of Use (2010 – 2014)</b>
<b>In Town</b>	<b>67.1%</b>
Residential	48.7%
Business	7.1%
Industrial	10.2%
School	0.9%
Church	0.3%
<b>Out of Town</b>	<b>0.2%</b>
Residential	0.126%
Business	0.020%
Church	0.005%
<b>Dual System</b>	<b>18.4%</b>
Residential	17.6%
Business	0.8%
<b>Landscape Only</b>	<b>7.2%</b>

Prior to and through their current Plan, the Town has established the following water efficiency activities (please see the table below). This list may be updated and clarified as further discussions occur.

<b>Historical and Current Water Efficiency Activities</b>
<b>Foundational Activities</b>
Meter Testing and Replacement
Meter Upgrades
Identify Unmetered/Unbilled Treated Water Uses
Frequency of Meter Reading
Tracking Water Use by Customer Type
Volumetric Billing
Water Rate Adjustments
Frequency of Billing
Inclining/Tiered Rates
System Wide Water Audits
Leak Detection and Repair
Integrated Water Resources Plans
Master Plans/Water Supply Plans
Capital Improvement Plans
<b>Targeted Technical Assistance and Incentives</b>
Indoor Audits of Town Facilities
Xeriscape Landscape Standards
Water Audit Kit Give-away
<b>Ordinances and Regulations</b>
Water Waste Ordinance (BP 5)
Time of Day Watering Restriction

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<b>Historical and Current Water Efficiency Activities (cont.)</b>
<b>Education Activities</b>
Bill Stuffers, Newsletter, Newspaper Articles,
Water Fairs, K-12 Teacher and Classroom Education Programs
Web Pages, Interactive Websites, Social Networking (e.g. Facebook)
Citizen Advisory Boards
Landscape Design and Maintenance Workshops
Xeriscape Demonstration Garden

CWS and the Town's Staff are currently working to determine the water savings evident from implementation of these activities. Windsor has an overall goal of a 10% water savings. The Town and CWS have done an initial screening and are also in the process of determining water efficiency activities for the Plan update. The next step includes performing a feasibility and cost/benefit analysis of the selected activities for further evaluation by the Town's Staff.

To date our budget estimates for each step have been fairly accurate. Currently we are ahead of schedule and hope to stay on the new schedule included below to respect the timeline of Windsor's Town Board.

<b>Task</b>	<b>Date</b>
Grant application submitted to CWCB	5/28/2015
Updates made as per CWCB	6/8/2015
CWCB approves grant and PO issued	7/13/2015
Kick-off meeting with staff	7/20/2015
2 <sup>nd</sup> Meeting - Activities	9/21/2015
Submit 50% Progress Report to CWCB	9/22/2015
<i>3<sup>rd</sup> Meeting (Review cost/benefit analysis, got over CWCB worksheet details, fill in gaps (data, information, etc.))</i>	<i>TBD</i>
<i>Submit 75% Progress Report to CWCB</i>	<i>10/14/2015</i>
<i>Submit draft Plan to staff for review and comment</i>	<i>11/11/2015</i>
<i>Staff provides comment from review</i>	<i>11/25/2015</i>
<i>Submit draft Plan to Board for review</i>	<i>12/7/2015</i>
<i>Present draft Plan at Board meeting and collect comments</i>	<i>12/14/2015</i>
<i>Notify public of draft Plan in paper and website</i>	<i>12/15/2015</i>
<i>Public review period (60 days)</i>	<i>2/15/2016</i>
<i>Windsor provides public input comments to CWS</i>	<i>2/23/2016</i>
<i>CWS incorporates public comments</i>	<i>3/1/2016</i>
<i>Board formally adopts final Plan</i>	<i>3/14/2016</i>
<i>CWS submits final Plan to CWCB</i>	<i>3/15/2016</i>
<i>CWCB approves final Plan</i>	<i>up to 90 days</i>