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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: November 11, 2015

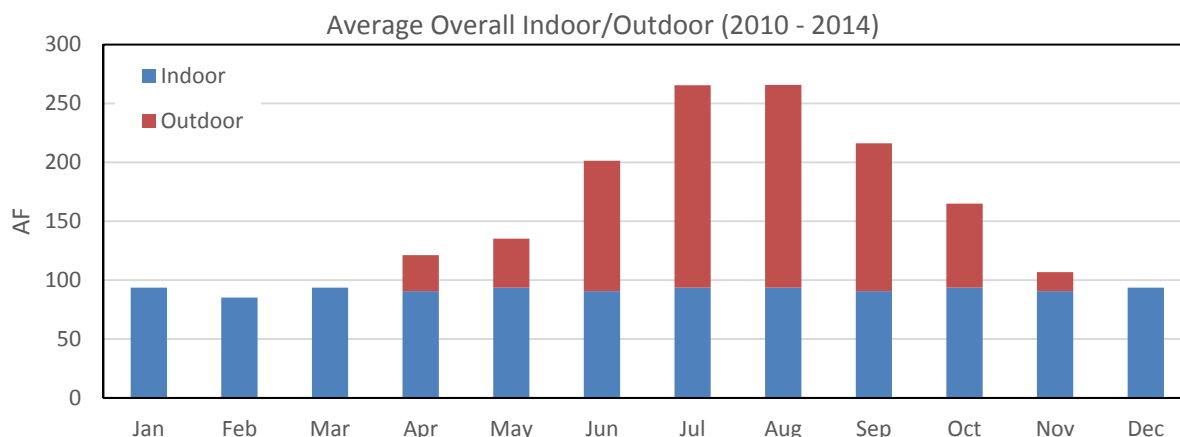
Subject: 75% Progress Report for Town of Windsor Municipal Water Efficiency Plan

Clear Water Solutions (CWS) is continuing to assist 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 One through Four which includes multiple discussions with Town Staff (Staff) on planned Water Efficiency Activities (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.

Among the various analyses performed during the Plan update, CWS has separated out and estimated the Town's indoor versus their outdoor water use. The following chart is a bar graph that contains the Town's average monthly indoor and outdoor water use. Outdoor use represents approximately 40% of treated water used.

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The Town Staff and CWS have selected numerous Activities to continue and some new ones to add. The final list is presented below; these may be subject to change, however, as the Activities are further reviewed by Staff and they analyze the associated water savings and anticipated costs. CWS and Town Staff are continuing to work to determine the water savings evident from the implementation of the existing Activities, some of which were implemented as early as 2002.

Water Efficiency Activities for Evaluation	Existing/ Potential Activity
Foundational Activities	
<i>Meter Testing and Replacement Program/Meter Upgrades</i>	E
<i>System Wide Water Audits</i>	E
<i>Control of Apparent Losses (with Metering)</i>	E
<i>Automatic Water Meter Reading Installation and Operations</i>	E
<i>Water Efficient Rate Structure with Regular Updates to Rate Study</i>	E
<i>Water Budgets</i>	P
<i>Leak Detection and Repair Program</i>	E
<i>Water Line Replacement Program</i>	E
<i>Master Plans/Water Supply Plans</i>	E
Targeted Technical Assistance and Incentives	
<i>Slow the Flow Residential Irrigation Audits</i>	P
<i>Indoor Residential Water Audits</i>	P
<i>Pre-Rinse Spray Valve (PRSV) Upgrades</i>	P
<i>Residential and Commercial Ultra High-Efficiency Toilet Upgrade Service</i>	P
<i>Rebate for ET Irrigation System Controllers</i>	P
<i>High Efficiency Clothes Washer Rebate</i>	P
<i>Give-Aways: Residential Water Audit Kits</i>	E
Ordinances and Regulations	
<i>Water Waste Ordinance</i>	E
<i>Time of Day Watering Restrictions</i>	E
<i>Landscape Design Ordinances and Restrictions</i>	P
<i>Town Facility Requirements</i>	P

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Education Activities	
<i>Bill Stuffers</i>	E
<i>Newsletters</i>	E
<i>Newspaper Articles</i>	E
<i>Mass Mailings</i>	E
<i>Website</i>	E
<i>Xeriscape Demonstration Garden</i>	E
<i>Landscape Design (Xeriscape) and Maintenance Classes</i>	P/E
<i>Garden in a Box</i>	P

The next steps will involve the implementation plan of the selected Activities, the monitoring plan, and submitting a draft Plan to the Town Staff.

To date our budget estimates for each step have been fairly accurate. We have fallen a little bit behind from our adjusted schedule sent out with the 50% Progress Report. We have included a new schedule below. We are still making a very strong effort to honor the timeline goals of Windsor's Town Staff and Board.

Task	Date
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 nd Meeting - Activities	9/21/2015
Submit 50% progress report to CWCB	9/22/2015
3 rd Meeting (Review cost/benefit analysis, got over CDSS worksheet details, fill in gaps (data, information, etc.))	11/09/2015
Submit 75% progress report to CWCB	11/11/2015
<i>Submit draft plan to Staff for review and comment</i>	12/9/2015
<i>Staff provides comment from review</i>	12/23/2015
<i>Submit draft report to Board for review</i>	1/4/2016
<i>Present draft report at Board meeting and collect comments</i>	1/11/2016
<i>Notify public of draft plan in paper and website</i>	1/12/2016
<i>Public review period (60 days)</i>	3/14/2016
<i>Windsor provides public input comments to CWS</i>	3/17/2016
<i>CWS incorporates public comments</i>	3/23/2016
<i>Board formally adopts final report</i>	3/28/2016
<i>CWS submits final report to CWCB</i>	3/29/2016
<i>CWCB approves final report</i>	up to 90 days