

Colorado Water Conservation Board
Colorado Water Loss Control & Management Committee

March 25, 2024
10:00am-12:00pm Mountain

This hybrid meeting will be held in-person and virtually.

Location:

Colorado Water Conservation Board Office
1313 Sherman Street
Denver, CO 80212

Microsoft Teams meeting:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 279 983 870 465

Passcode: fDx6HN

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Attendance

Drew Blackwell, Cavanaugh
Kylie Comet, Town of Frederick
Nicholas Griffin - CDPHE-WQCD
Maher Lugo, E Source
Reinhard Sturm, E Source
Ryan Dalton, Pueblo Board of Water Works
Clayton Baker, Parker Water & Sanitation District
Christian Latham, Parker Water & Sanitation District
Steve Cavanaugh, Cavanaugh
Cole Langford, City of Aspen

Scott Winter, Colorado Springs Utilities
Katie Helm, Town of Fountain
David LaFrance, AWWA
Frank Kinder, Northern Water
Isabel Szendrey, E Source
Kevin Reidy, CWCB
Kelly Gordon, City of Fort Collins
Kat Weismiller, CWCB
James DeHerrera, City of Aurora
Nina Khanzadeh, City of Aurora
Kylie Comet, Parker Water & Sanitation District
Michelle Erickson, City of Loveland

Meeting Summary

This meeting served as the official kick-off of the new Colorado Water Loss Control & Management Committee. The meeting facilitators provided an overview of the objectives and tasks of the committee and solicited feedback from committee members on how to best prepare this committee for success.

Action Items

Full Committee: Review committee objective statement and bring any suggested edits to the next call

Kylie Comet: Learn when the next RMS-AWWA Water Conservation Committee will be held and if/when a spot on their agenda may be available for **Kevin Reidy** and **Scott Winter** to provide an overview of this committee's objectives and intent.

Drew Blackwell: provide 2024 schedule and reach out to committee members to coordinate in-person meetings at other locations.

Drew Blackwell: work with CWCB to determine the best place to house library of committee resources.

Meeting Minutes

1. Opening Remarks & Introductions (Kevin Reidy and Drew Blackwell)
 - **Drew Blackwell** welcomed attendees to the call, shared the agenda for the meeting and asked if there were any additional items from the group.
 - **Kevin Reidy** provided opening remarks:
 - Training programs have good momentum in water loss control
 - New CWCB water loss reporting requirements
 - Eventual goal is to roll up into the Rocky Mountain Section of AWWA (Colorado, New Mexico, Wyoming) and provide formal group for Upper Basin states
 - Incorporate this committee into the state water supply plan
 - **Drew Blackwell** led introductions of all attendees in-person and remote
2. Additions to the Agenda (Drew Blackwell)
 - **Frank Kinder** asked to discuss if other states have similar committees, and if so, what they are doing.
3. Committee Objective – Discussion
 - **Drew Blackwell** shared written objective from December 2023 meeting as well as a draft objective statement for committee consideration:
The objective of the Colorado Water Loss Control & Management Committee is to support water loss goals of the Colorado Water Conservation Board as a resource for water loss policy, training, and education for water utilities, and to transition to a formal committee with the Rocky Mountain Section of AWWA by 2026.
 - Discussion:
 - **David LaFrance** asked for clarification about eventual inclusion of the RMS-AWWA and other states
 - **Kevin Reidy** responded that the purpose for keeping this as a Colorado specific committee is that momentum in water loss control in the state and that this committee is currently funded by CWCB. Discussions have occurred with RMS-AWWA Executive Director
 - **Kylie Couch** asked for clarity on what we mean by ‘water loss policy?’ in context of this committee.
 - **Kevin Reidy** offered to consider this as ‘lowercase ‘p’ policy’. Gathering utility testimony and drive best practices
 - **Michelle Erickson**: can we collaborate on things like the 1051 reporting?
 - **Kevin Reidy**: for example, ‘what are our reporting requirements? What do we need?’
4. Committee Tasks & Schedule (Drew Blackwell)
 - **Drew Blackwell** provided an overview of Tasks 1 through 4 and the associated timeline through February 2026
 - **Drew Blackwell** introduced ‘Task 1 – Research on Committee Formation’ and the following subtasks (January 2024 – June 2024):
 - 1.1: Research and documentation of other states’ committee formations
 - 1.2: Development of governance structure with CWCB staff

- Discussion: What are some of the things that this group would like to learn from other committees?
 - **David LaFrance:** Benchmarking, how has this improved accounting in the state, what are top 5 benchmarks? What was the greatest hurdle
 - **Steve Cavanaugh:** How to sustain momentum? Utility led. Learning history of committee.
 - **James DeHerrera:** What are other committees' goals and objectives
 - **Drew Blackwell** offered to invite other committees to attend our meetings
 - **Steve Cavanaugh** shared the following Sections that have a current water loss committee: Georgia, California-Nevada, Kentucky-Tennessee, South Carolina, Pennsylvania, and Texas
- **Drew Blackwell** introduced 'Task 2 – Outreach for Participation' and the following subtasks (January 2024 – February 2026):
 - 2.1: Management of outreach to CWLI advisory group and participants
 - 2.2: Expansion of outreach through various channels
 - Discussion: What are some organizations that may be good partners/members to help this committee meet its objective?
 - More diverse geographic representation
 - Urban landscape council
 - Basin round tables
 - Colorado RWA
 - Outside the water industry?
 - Manufacturers
 - Special districts of Colorado (SDA)
 - Palmer Land Conservancy - work a lot with municipalities
 - Energy utility, they have losses - Power Authority, Black Hills, Excel
 - Water intensive industries? Do we want to expand this to these?
- **Drew Blackwell** introduced 'Task 3 – Committee Leadership and Facilitation' and the following subtasks (January 2024 – February 2026):
 - 3.1: Regular committee meetings for momentum and engagement
 - 3.2: Development of water loss reporting guidelines and validator training
 - Discussion: What are some roles that members may assume and what are some things you would like to see?
 - Sounding board for validation training
 - Running list of utility need regarding water loss control
 - Committee meetings at other locations. This could be scheduled around a demonstration project such as supply meter testing through the Colorado Water Loss Initiative.
 - Colorado Springs Utilities and Parker Water & Sanitation District volunteered to host future meetings
- **Drew Blackwell** introduced 'Task 4 – Transition to RMS-AWWA' and the following subtasks (February 2025 – February 2026):
 - 4.1: Train and guide future committee chairs for smooth leadership transition.
 - 4.2: Identify additional support and resources needed beyond the Committee formation to include funding sources, training needs, role of committee in further water loss work across Colorado.
 - 4.3: Conduct elections for key committee positions, including chairs, vice chairs, secretary, treasurer, and others as required.
 - Discussion: What are some initial considerations for this task?

- RMS Water Conservation committee Hope (Longmont) and Dena (Greeley)
 - Meeting next Wednesday and held every 2 months
 - **Kylie Comet** volunteered to contact Hope about introducing the committee
 - Kevin Reidy and **Scott Winter** volunteered to share with committee
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5. Committee Roles -Discussion
 - Others to invite to committee (CoRWA, tribal, govt org, NP) or keep utility focused for now?
 - Water loss experts
 - Technical resource
 - Nominate an org that has been doing this a bit - utility story (Loveland)
 - What have you done? What has worked well?
 - Beneficial for utilities just starting out
 - Supply meter testing vendor, Leak Detection specialists
 - Water and Energy utility challenges
 - Water through a master meter with uncertainty (Kylie Couch)
 - Dissection of water audit and biggest /common CO specific issues
 - Training & education. Present findings and progress of committee
 - CWCB water loss initiatives (e.g. water supply plan action 1.3)
 - Small agency, plan tries to bring in partners
 - Advance water loss across the state
 - Support of water plan can lend itself to funding to meeting water loss goals (Partnership)
 - Task 1 will inform roles further
 6. Review committee start-up considerations - Discussion
 - Identify who is most appropriate to serve as a RMS-AWWA liaison
 7. Other Business – Discussion
 - Consider a library of committee resources. This could be housed on the CWCB website, the CWLI website, or another platform.
 8. Adjourn

Attachment: 2024MAR25_CWLCMC Meeting.pdf (slides shared)

Minutes prepared by:
Drew Blackwell, Cavanaugh

Colorado Water Loss Control & Management Committee

March 25, 2024

Colorado Water Conservation Board Office

1313 Sherman Street

Denver, CO 80212



COLORADO

**Colorado Water
Conservation Board**

Department of Natural Resources

Meeting Agenda

1. Opening Remarks & Introductions (Kevin Reidy and Drew Blackwell)
2. Additions to the Agenda (Drew Blackwell)
3. Committee Objective - Discussion
4. Committee Tasks & Schedule (Drew Blackwell)
5. Committee Roles - Discussion
6. Review committee start-up considerations - Discussion
7. Other Business - Discussion
 7. Other similar groups across the country

Opening Remarks & Introductions

Kevin Reidy and Drew Blackwell

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Additions to the Agenda

Drew Blackwell

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Committee Objective

Discussion

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Committee Objective

Discussion

December 5, 2023

As an active member of the Colorado Conservation Board dealing with quantity and working towards a collaborative effort to achieve conservation as regulatory requirements continue to crop up in proposed bills. Looking for a way to assist utilities in becoming prepared for the new requirements. Currently, a lot of success has been had with the volunteer training program as part of the CWLI. One of the largest volunteer outreach programs. The CWCB took action at our November board meeting to require annual submission of water loss audits. A goal for the committee could be talking about water loss policy that happens at a state level and water loss conservation efforts of other utilities. Creation of a framework for the new water conservation regulations.

Committee Objective

Discussion

The objective of the Colorado Water Loss Control & Management Committee is to support water loss goals of the Colorado Water Conservation Board as a resource for water loss policy, training and education for water utilities, and to transition to a formal committee with the Rocky Mountain Section of AWWA by 2026.

As an active member of the Colorado Conservation Board dealing with quantity and working towards a collaborative effort to achieve conservation as regulatory requirements continue to crop up in proposed bills. Looking for a way to assist utilities in becoming prepared for the new requirements. Currently, a lot of success has been had with the volunteer training program as part of the CWLI. One of the largest volunteer outreach programs. The CWCB took action at our November board meeting to require annual submission of water loss audits. A goal for the committee could be talking about water loss policy that happens at a state level and water loss conservation efforts of other utilities. Creation of a framework for the new water conservation regulations.

Committee Tasks & Schedule

Drew Blackwell

1. Opening Remarks & Introductions (Kevin Reidy and Drew Blackwell)
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Schedule

Task	2024				2025				2026			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1	Active	Active	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned	Planned
Task 2	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Planned	Planned
Task 3	Active	Active	Active	Active	Active	Active	Active	Active	Active	Planned	Planned	Planned
Task 4	Planned	Planned	Planned	Planned	Active	Active	Active	Active	Active	Planned	Planned	Planned

Task 1 - Research on Committee Formation

- Timeline: January 2024 - June 2024
- Subtasks:
 - 1.1: Research and documentation of other states' committee formations
 - 1.2: Development of governance structure with CWCB staff

Task 2 - Outreach for Participation

- Timeline: January 2024 - February 2026
- Subtasks:
 - 2.1: Management of outreach to CWLI advisory group and participants
 - 2.2: Expansion of outreach through various channels

Task 3 - Committee Leadership and Facilitation

- Objectives of Task 3:

Meetings will be used to trade technical information, plan statewide water loss strategies, have policy discussions on the future of water loss, and interact with the National AWWA Water Loss Committee. Cavanaugh, working with CWCB staff and committee members, will lead and facilitate committee meetings, including planning, documentation, and accountability.

- Timeline: January 2024 - February 2026

- Subtasks:

- 3.1: Regular committee meetings for momentum and engagement
- 3.2: Development of water loss reporting guidelines and validator training

Task 4 - Transition to RMSAWWA

- Objective of Task 4:

This task will prepare the committee to move from a CWCB funded project to an autonomous committee hosted by the Rocky Mountain Section of the American Water Works Association within about 2 years.
- Timeline: February 2025 - February 2026
- Subtasks:
 - 4.1: Train and guide future committee chairs for smooth leadership transition.
 - 4.2: Identify additional support and resources needed beyond the Committee formation to include funding sources, training needs, role of committee in further water loss work across Colorado.
 - 4.3: Conduct elections for key committee positions, including chairs, vice chairs, secretary, treasurer, and others as required.

Schedule

Colorado Water Loss Control & Management Committee	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26
Task 1 - Research other states	5%	25%	50%	75%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
1.1 - research & document other state water loss committees			x																						
1.2 - (with CWCB) define structure of committee					x																				
Task 2 - Outreach to water providers	2%	4%	8%	13%	17%	21%	25%	29%	33%	38%	42%	46%	50%	54%	58%	63%	67%	71%	75%	79%	83%	88%	92%	96%	100%
2.1 - outreach management																									
2.2 - additional outreach channels																									
Task 3 - Committee leadership & meeting facilitation	2%	10%	12%	17%	19%	27%	29%	34%	36%	44%	46%	51%	53%	61%	63%	68%	70%	78%	80%	85%	87%	95%	97%	100%	100%
3.1 - committee meetings		x		x		x		x		x		x		x		x		x		x		x		x	
3.2 - establish workgroup on WL reporting & validator training																									
Task 4 - Prepare for transition to RMSAWWA	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%	15%	23%	31%	38%	46%	54%	62%	69%	77%	85%	92%	100%
4.1 - (with CWCB + RMSAWWA) succession planning																									x
4.2 - (with CWCB + RMSAWWA) needs assessment																									x
4.3 - hold elections for officers																									x

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Task 2	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Planned	Planned
Task 3	Active	Active	Active	Active	Active	Active	Active	Active	Active	Planned	Planned	Planned
Task 4	Planned	Planned	Planned	Planned	Active	Active	Active	Active	Active	Planned	Planned	Planned

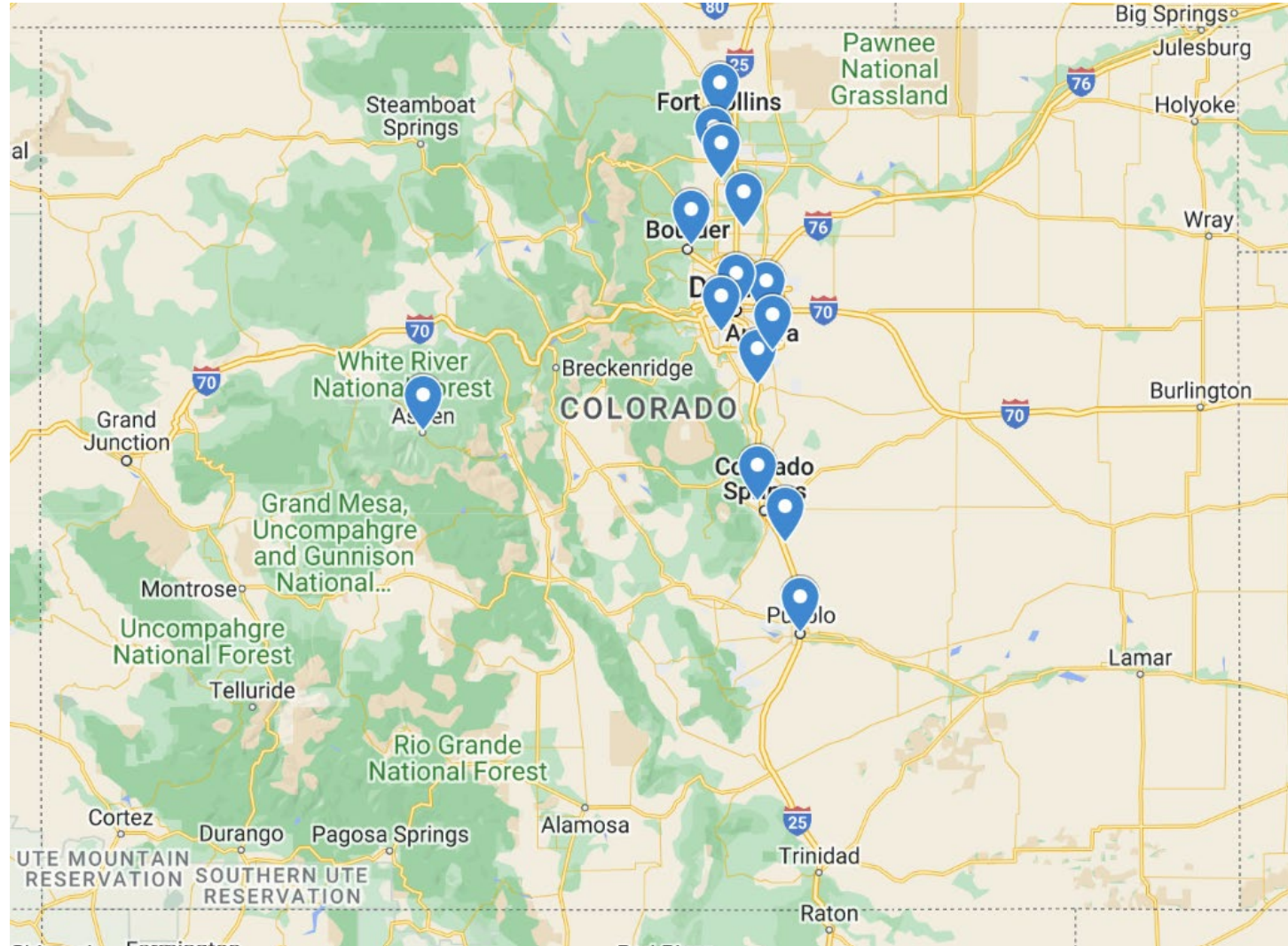
Committee Roles

Discussion

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Committee Representation

Org Type	Org Count
Utility	11
Consultant	2
Government	1
Professional	1



Review committee start-up considerations

Discussion

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Other Business

Discussion

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