

# WILLOWBROOK WATER AND SANITATION DISTRICT

9850 B West Girton Drive  
Lakewood, CO 80227  
303-986-2275

**WEBSITE: willowbrookwater.org**  
⇒ **NEW EMAIL: office@willowbrookwater.org**

## Introducing.....

### Your new water bill

The Willowbrook Water District is in the process of implementing a new web-based billing software system in order to streamline the way we manage accounts and invoice for water consumption.

The district recently purchased additional hand-held electronic meter reading devices that will allow our field staff to read all of the 3,600 residential and commercial water meters in one day, allowing for more consistent readings.

The statement you received for the current billing cycle is an updated format designed to provide a more detailed picture of current water consumption. Information on the new statement contains the same information as the old system, although some data fields appear in a different area on your statement. We have also added two new fields to clarify the exact period for the billing cycle, and the date and amount of the last payment received on the account. These new items appear in **red** on the sample.

If you have questions about the new statements, please call our office at (303) 986-2275

### New Billing Option

Customers may now sign up to receive monthly statements via email beginning June 1, 2016. An enrollment form for this billing option is included with this newsletter.

## WILLOWBROOK WATER & SANITATION DISTRICT

9850 W GIRTON DR, UNIT  
LAKEWOOD, CO 80227

FOR BILLING INFORMATION  
CALL (303) 986-2275

Account number

Current billing period

Date and amount of last payment posted

Base Water and Sewer charges, per month

Metered Water

Previous Meter Reading and Date of Reading

Current Meter Reading and Date of Reading

Consumption for **Current** Period, in Thousands of Gallons

Consumption for **Previous** Period, in Thousands of Gallons

ACCOUNT #	BILL DATE	TOTAL DUE
1234	3.31.2016	\$ 85.45
TYPE	DUE DATE	
CYCLE 1	4.30.2016	
PAYID	BILL NUMBER	
5WKQ	987	

AMOUNT PAID \_\_\_\_\_

DETACH AND RETURN STUB WITH REMITTANCE      000000000001234      00000000085456

ACCOUNT #	SERVICE ADDRESS	BILLING PERIOD	BILL DATE	DUE DATE	TOTAL DUE	
1234	1234 MAIN ST	3/01/16 TO 3/31/16	3/31/2016	4/30/2016	\$ 85.45	
Service Code & Description	Previous Reading	Current Reading	Mult	Usage	Year Ago	Charge

LAST PAYMENT    03.18.2016    90.67

SWSEWER SVC						25.25
WA WATER SVC						22.50
WA WATER SVC	02/29	1374	03/29	1382	1000	8
						8

CURRENT CHARGES    85.45

TOTAL AMOUNT DUE    85.45

WILLOWBROOK WATER & SANITATION DISTRICT / 9850 W GIRTON DR, UNIT B, LAKEWOOD, CO 80227

THIS IS THE NEW BILL FORMAT FOR THE WILLOWBROOK WATER DISTRICT. IF YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT (303) 986-2275

Important messages or District information will appear here

## DISTRICT INFORMATION

### Office Hours:

Monday through Friday 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:30 p.m. The office is closed on major holidays.

### Board Meetings:

The Willowbrook Water and Sanitation District Board Meetings are open to the public and are generally held the fourth Tuesday of each month at 5:00 p.m. at the District Office located at 9850-B W Girton Drive, Lakewood, Colorado.

In the event there is a change to the date or location of the Board Meeting, notice of that change is posted at the West Metro Fire District Station #11 located at 15629 W Belleview Avenue, Morrison, CO and on the District's website [www.willowbrookwater.org](http://www.willowbrookwater.org)

### Emergency Response:

In the event of a water or wastewater emergency, contact the District office at (303) 986-2275 for 24-hour emergency response.

### Your Board of Directors

Charlie Haase  
Chairman

Timothy Shangraw  
Vice-Chairman

William DeWolfe  
Secretary

Steve Collings  
Treasurer

Mike Mayers, Jr  
Member

**Spring has sprung. Now is the time to start-up and recharge your sprinkler system. In order to avoid damaging your irrigation pipes, please follow these steps to ensure a successful watering season:**

1. Change the batteries in your timer control box to allow for back-up power to your irrigation system in the event of a power outage during the hot summer months.
2. Fill the pipes SLOWLY to avoid water hammer caused by rushing water into a pipe full of air that has no pressure relief. Most automated irrigation systems have pressure valves or drains that must be opened prior to filling the system. If your system does not have pressure release valves, you can remove one or two sprinkler heads in EACH ZONE to allow the air to escape.
3. Begin by filling the main line located between the water source and the zone valves. Slowly open the shut-off valve from the water supply to the entire system. A quarter turn is sufficient. It may take up to 30 minutes for water to fill the entire length of the main line. Once the main line is filled, proceed with filling each zone by very slowly opening each zone valve manually.

Watch the spots where you removed the sprinkler heads in each zone. When the water pouring out of the open riser runs clear and free of air bubbles, close off that zone valve. Once the water to that zone is shut off, either close the air-relief valve or replace the sprinkler heads you removed, beginning with those closest to the water source. Then, move on to the next zone and repeat the process until all the zones are filled.

4. Test the system by running each zone for two minutes to flush any remaining air in the lines. As each zone is tested, check that all sprinkler heads in that zone are spraying properly. Make sure the heads pop up and there are no leaks or breaks, and clear any obstructions, dirt buildup, or grass from around the heads.

Once all zones are filled and operating correctly, you can then SLOWLY open the main supply valve to its full operating position.

5. Set your timers according to the watering guidelines established by The Denver Water Department. Use the chart as a starting point to determine the number of minutes to water each zone on the days you water. These times are averages. Adjust your watering minutes based on rainfall, type of grass or plants, sunny or shady locations and other characteristics.

Watering months	Fixed Spray Heads	Rotor Heads	Rotary Nozzles	Manual Sprinkler
Total Minutes per Zone				
January through April	Water trees and shrubs as needed			
May	12	24	30	18
June	17	35	43	26
July	18	36	45	27
August	14	27	34	20
September	11	23	28	17
October through December	Water trees and shrubs as needed			

**Tip: Water, rest, water** To maximize efficiency and allow the soil time to soak up the water, add multiple start times and reduce each zone's watering time. For example, a 14-minute run time may be irrigated for 7 minutes, turned off while another zone is irrigated, then irrigated for the remaining 7 minutes to achieve the total 14-minute run time.

## CONSTRUCTION ZONE

As part of the District's Capital Improvement Projects for 2016 and 2017, the following locations will be under construction beginning this spring through the summer. These projects are scheduled as an on-going effort to improve the District's infrastructure, maintain water system stability, water quality, and conform with EPA delivery system standards.

**Please be patient in construction areas and be aware of construction personnel and equipment. REDUCED SPEED LIMITS WILL BE STRICTLY ENFORCED.**

- ◆ A new water line is scheduled to be installed on West Cross Avenue from South Youngfield Street, east to South Simms Street. The District will have contractors and equipment in the area beginning in late spring. There will be no through access traffic on West Cross Avenue during construction, but the District will accommodate residents on the side streets with parking and full access to their properties.
- ◆ New water lines are scheduled to be installed in the Willowbrook Subdivision in 2017. Currently, the project is in the planning and design phase so please be aware of the survey crews, construction contractors, and District personnel in the area beginning late spring 2016.

