

# SUNLAND WATER DISTRICT

## Board of Commissioners

Special Meeting of March 28, 2017

### MINUTES

#### Purpose

To discuss the meter reading process in SunLand.

**Call to order:** 9:03 a.m.

#### Attendees:

Commissioners Putnam, Friess and Larison; Mike Langley, Manager; Karen Shay, Bookkeeper, Judy Gamble, Office Assistant

#### Minutes:

The minutes of the March 14, 2017 regular meeting were approved as presented.

#### Water Meter Installation Program

It was decided at the March 14, 2017 regular meeting of the BOC that the planning and implementation of the meter program is important and should be discussed in depth; therefore, this special meeting was scheduled.

Commissioner Jim Larison had prepared an outline to aid the discussion of actions and goals with regard to the program.

##### **1. Office Staff**

- a. Staff need to be trained on how to properly use the Sensus equipment to read the meters and to correctly input readings into the Vision software and to have it function as it is supposed to do. In other words, does the equipment work? Does Sensus and Vision communicate? Meter readings were entered into Vision by previous office staff but current staff have not been trained. Mike said he and the office staff will attempt to integrate the equipment this week.

Pepper recommended we schedule an appointment with Vision in order to review the program to see if the software will allow us to do what we want it to do. He commented that the cost would be for a 3-day seminar to train the staff in all phases of the meter reading program in order to fully understand the capability of the software would be money well spent.

- b. Placement of the file server and data logger interface in the new building needs to be decided.
- c. Routes need to be set up for meter reading. The most efficient route structure will evolve over time so the routes will be subject to change. Mike will get SunLand maps laminated which will be of help.
- d. We need to determine frequency of meter reading whether it be monthly, bi-monthly, quarterly, or something else.
- e. Meter reading wands have a 100 reads in memory capacity.
- f. A “users” guide for the protocol of reading meters, transference of the wand data to the data logger, etc., needs to be written.
- g. Scott and Dutch will be asked to produce a map of irrigation connections/irrigated areas in SunLand in order that we can identify who would be charged for irrigation connections.

## **2. Field Staff**

- a. All field staff need to be familiarized with the reading wand, data logger and data logger interface.
- b. A map of all meters needs to be created.
- c. Staff needs to review plans for meter reading routes and recommend changes to Manager.
- d. Treatment Plant staff will “cross train” to do meter reading.

## **3. Combined Staff and Commissioners**

- a. After orientation and trial runs, staff will implement meter reading in order to:
  - i. Verify that equipment/protocols work efficiently. (Office staff to initiate as soon as possible.)
  - ii. Verify accuracy of data transfer from data logger to Vision.
  - iii. Develop usage and leakage reports from meter data.
- b. Meters to be read monthly for 12 consecutive months to develop individual baselines.
- c. A meter reading schedule needs to be set for ongoing activity.
- d. A billing policy for irrigation meters must be established.
- e. Set a “base rate” and “excess rate” charges for consumption billing.
- f. Determine gallonage of “base rate” (200/250/300/350 gallons/month, etc.)

## **4. Other Actions and Considerations**

- We have always charged for irrigation water used in SunLand but it was included in our flat rate billing system. Irrigation users have never been directly billed for irrigation water usage before and some residents (like Division 17) have already argued that we should not charge for irrigation usage now. At the February BOC meeting, Division 17 was advised we would seek rate-payer input in making decisions in setting irrigation billing policy.
- Do we need to change the way we bill for irrigation water usage now that we are metered?

- Irrigation connections use the same water as residential and commercial meters. It is NOT reclaimed water. How do we justify a different rate for irrigation usage? One answer is that irrigation meters are larger size – some are 2-inch lines that use huge amounts of water.
- Irrigation users are a small portion of SunLand residents and are mostly condo units
- Question: Who pays for SunLand front entrance irrigation? Answer: SLOA
- How many irrigation meters are there? Mike replied that latest count showed 26 meter connections for irrigation purposes.
- If we charge for irrigation, SWD must develop a way to bill for irrigation water usage, possibly based upon distinctions within the Vision Utility Module (meter size, meter type or other criteria).
- Discussion on excess water usage will be discussed at the next BOC meeting.
- Do we set a separate “usage rate” for irrigation use? How could this be justified?

We will continue discussion on the meter reading program at the next BOC meeting in April.

**Adjourn:** The meeting was adjourned at 10:45 a.m.

Respectfully submitted,  
Judy Gamble  
Office Assistant