



MEMORANDUM

DATE: September 16, 2019

TO: Daniel Duchniak, General Manager

FROM: Joseph Ciurro, Administrative Services Manager

RE: Additional Purchase – Meter Reading Radios

In August 2019, the Water Commission received an organization study that focused on current and future staffing needs. A section of that report addressed the need to schedule small meter replacements consistently from year-to-year. The study recommended replacing roughly 1,000 small meters per year and management agrees with that recommendation.

Due to the existing meter change-out schedule, 402 small meters were originally scheduled for replacement in 2019. The meters budget allowed for the purchase of additional meters to accelerate the replacement schedule in 2019, but not to purchase enough meter radios for those change-outs.

To achieve roughly 800 meter/radio replacements this year, staff is recommending an order of 280 additional meter radios through the end of this year. Our meter radio vendor, Ferguson, will honor the past rate of \$71.90 per radio through the radio exchange program, for a total purchase of \$20,132.00.

Recommended Motion: Approve purchase of \$20,132.00 of meter radios from Ferguson Waterworks.