

MONTE VISTA WATER DISTRICT

Teleconference: (773) 231-9226 Meeting ID 238-267-3925 Password 007304

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NOTICE AND AGENDA OF MANAGEMENT ASSESSMENT COMMITTEE MEETING

WEDNESDAY, FEBRUARY 17, 2021 • 4:30 P.M.

Committee Members

President Rose

Vice President Milhiser

Consistent with the provisions set forth in the Governor's Executive Order N-29-20, this meeting will be conducted telephonically by the committee. Interested members of the public may participate in the meeting to observe and/or provide public comment by using the access information listed above.

1. CALL TO ORDER

2. PUBLIC COMMENT

3. AGENDA CHANGES/ADDITIONS

4. DISCUSSION AND/OR ACTION ITEMS

A. Committee Chair Appointment

B. Committee Meeting Minutes

Meeting Date: October 19, 2020

Recommendation: Approve as presented

C. Water Meter Testing Policy

Presenter: Juan Ventura, Customer Service Supervisor

Recommendation: It is recommended that the Management Assessment Committee recommend the Board of Directors adopt Resolution 784-21, establishing a Water Meter Testing Policy.

5. ADJOURNMENT

DECLARATION OF POSTING

In accordance with the requirements of California Government Code §54954.2, this agenda has been posted in the display case at the gated entrance to our main office at 10575 Central Avenue, Montclair, California not less than 72 hours prior to the meeting date and time above.

Written materials relating to open session agenda items, including those distributed to the majority of the Board of Directors after distribution of this agenda package, are available for public inspection during normal business hours at the District's main office, located at 10575 Central Avenue, Montclair, California.

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting may request such modification or accommodation from the District Secretary at (909) 267-2160, or by email at ggarcia@mvwd.org. Notification 48 hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

Committee Chair Appointment

**MINUTES OF THE MANAGEMENT ASSESSMENT COMMITTEE MEETING
OF THE BOARD OF DIRECTORS
OF THE MONTE VISTA WATER DISTRICT
VIA TELECONFERENCE**

Monday, October 19, 2020

DIRECTORS PRESENT:

Sandra Rose, President
G. Michael Milhiser, Vice President

DIRECTORS ABSENT:

None.

STAFF PRESENT:

Justin Scott-Coe, General Manager
Stephanie Reimer, Assistant General Manager/Chief Financial Officer

OTHERS IN ATTENDANCE:

None.

ITEM 1: CALL TO ORDER

President Rose called the meeting to order at 4:35 p.m.

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: AGENDA CHANGES/ADDITIONS

None.

ITEM 4: DISCUSSION AND/OR ACTION ITEMS

A. Meeting Minutes: October 7, 2020

Upon motion by Vice President Milhiser, seconded by President Rose, and unanimously carried:

M20-10-01

MOVED: Approved as presented, as per roll call vote:

President Rose	aye
Vice President Milhiser	aye

B. Ordinance 35: Board of Directors Compensation

Assistant General Manager/Chief Financial Officer Stephanie Reimer explained to the Management Assessment Committee that California state law requires that local governments adopt ordinances when establishing compensation levels above one hundred dollars (\$100) per day for members of the governing board. Ms. Reimer said on April 12, 2006, the Monte Vista Water District (District) Board of Directors (Board) adopted Ordinance 30 and Resolution 600-06 updating the framework for Board compensation. She said during a review of existing District ordinances and resolutions, staff identified Ordinance 30 for a possible update to meet current best practices for local governing bodies. Staff held discussions with President Rose regarding the ordinance's outdated language. Ms. Reimer said staff was directed by President Rose to evaluate board compensation policies for similar local governing bodies in the surrounding area and to draft a new compensation ordinance applying best practices. She further

stated the revised ordinance provides greater clarity, transparency, accountability, and consistency. Ms. Reimer said the proposed Ordinance 35 provides policy direction on setting Board compensation, defining the types of meetings for which the Board will be compensated, establishing limits on Board compensation, and defining the compensation review process and also updates the language found in Ordinance 30 and Resolution 600-06, both of which will be rescinded upon adoption of Ordinance 35. Discussion ensued.

Upon motion by Vice President Milhiser, seconded by President Rose, and unanimously carried:

M20-10-01

MOVED: The Management Assessment Committee recommended that the Board of Directors set a public hearing to receive public input on the adoption of Ordinance 35 setting compensation policies for the Board of Directors, as per roll call vote:

President Rose	aye
Vice President Milhiser	aye

ITEM 5: ADJOURNMENT

Upon motion by President Rose, seconded by Vice President Milhiser, and unanimously carried:

M20-10-02

MOVED: Approved to adjourn the Management Assessment Committee meeting, as per roll call vote:

President Rose	aye
Vice President Milhiser	aye

There being no further business, the meeting was adjourned at 4:58 p.m.

Respectfully submitted,

Justin M. Scott-Coe
General Manager/Secretary



February 17, 2021

Honorable Management Assessment Committee
Monte Vista Water District

SUBJECT: Water Meter Testing Policy

STAFF RECOMMENDATION:

It is recommended that the Management Assessment Committee recommend that the Board of Directors adopt Resolution 784-21 establishing a Water Meter Testing Policy.

PRIOR BOARD ACTION:

None.

FINANCIAL IMPACT:

There is no direct impact on the Fiscal Year Ending 2021 Amended Budget as a result of this item.

CONSISTENCY WITH STRATEGIC PLAN GOALS/INITIATIVES:

Strategic Goal 3: Maintain and upgrade the District's infrastructure and facilities.

Initiative 3.4: Develop and implement a Meter Testing and Replacement Program.

BACKGROUND

On October 09, 2015, Governor Brown signed into law Senate Bill (SB) 555 which added section 10608.34 to the Water Code. SB 555 directs the State Water Resources Control Board to adopt a state-wide standardized water loss audit for urban retail water suppliers and requires urban retail water suppliers to meet performance standards for the volume of water losses.



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Sandra S. Rose
PRESIDENT

G. Michael Milhiser
VICE PRESIDENT

Manny Martinez
DIRECTOR / BOARD AUDITOR

Philip L. Erwin
DIRECTOR

Tony Lopez
DIRECTOR

DISCUSSION

Monte Vista Water District (District) currently has a business practice of testing a small number of meters every two to three years. However, the District does not have a policy or formal program that provides direction on which meters to test and how often. After reviewing the recommendations in the American Water Works Association M6 Manual and the California Public Utility Regulations, as well as the best practices of other urban water agencies, District staff is recommending the following:

1. At least 1% of the District's active meters that are ¾-inch to 2-inch in size be tested annually;
2. All production and wholesale meters be tested annually; and
3. Hydrant meters and all of the District's active meters greater than 2-inch in size be tested on a biennial basis.

By following the aforementioned recommendations, the District would greatly benefit and potentially reduce water loss. Some examples of such benefits include:

1. Increase to our current customer metering inaccuracies score on the annual water loss audit;
2. Testing data allowing District staff to better plan and implement a meter replacement program; and
3. The repair or replacement of meters that do not meet accuracy standards which in return will reduce some of the District's water loss.

Respectfully submitted,



Juan Ventura, Jr.
Customer Service Supervisor



Stephanie A. Reimer
Assistant General Manager/ Chief Financial Officer



Justin M. Scott-Coe
General Manager

Attachments

**Resolution 784-21:
Establishing A Water Meter Testing Policy**

RESOLUTION 784-21
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MONTE VISTA WATER DISTRICT,
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA,
WATER METER TESTING POLICY

WHEREAS, in 2015 the California Legislature passed, and the Governor signed into law, Senate Bill 555 which added Section 10608.34 to the Water Code regarding water conservation and water loss auditing; and

WHEREAS, the State Water Resource Control Board established an annual water loss audit requiring urban retail water suppliers to meet performance standards for the volume of water losses; and

WHEREAS, in the apparent losses section of aforementioned audit, one of the performance indicators relates to meter accuracy testing; and

WHEREAS, the American Water Works Association has developed a manual that provides recommended practices for testing and maintenance of water meters; and

WHEREAS, the Board of Directors expresses similar sentiment in its desire to not only protect the customer against meter inaccuracies but also the inequities and revenue loss that results from under-registration of meters; and

WHEREAS, the Monte Vista Water District Strategic Plan Initiative 3.4 states that the Monte Vista Water District will develop and implement a meter testing and replacement program.

NOW, THEREFORE, BE IT RESOLVED the Board of Directors of Monte Vista Water District have acknowledged and reviewed the Water Meter Testing Policy, attached hereto as Exhibit A, and the policy is hereby approved and adopted.

APPROVED AND ADOPTED this 24th day of February 2021.

Sandra S. Rose
President of the Board of Directors
MONTE VISTA WATER DISTRICT

ATTEST:

Justin M. Scott-Coe
Secretary to the Board of Directors
MONTE VISTA WATER DISTRICT

Policy D-35: Water Meter Testing Policy

Administrative Policies and Procedures Handbook

Subject: Water Meter Testing

1. Purpose

- 1.1. The Monte Vista Water District's (District) Water Meter Testing Policy (Policy) establishes policies and procedures for how the District tests its active meters for accuracy. This Policy has been developed with recommendations derived from the AWWA M6 Manual (Water Meters – Selection, Installation, Testing, and Maintenance). The purpose of a water meter testing program is to monitor meter accuracy so that the District can ensure equitable customer billing and water accountability. To the extent that this Policy conflicts with any other District rules, regulations, or policies, this Policy shall control.

2. General Policy and Authorization

- 2.1. Governing Authority. The District, as an agency of the state, formed as a special district pursuant to the County Water District Act (Water Code § 30000 et seq.), is governed in the execution of the collection of delinquent accounts by California Government Code Sections 60370–60375.5. As an urban or community water system that supplies water to more than 200 service connections, the District is also governed, effective February 1, 2020, by Sections 116900–116926 of the California Health & Safety Code, which is known as the Water Shutoff Protection Act.
- 2.2. General Manager Authority. By adoption of this Policy, the Board of Directors is authorizing the general manager or their designee to exercise certain duties and responsibilities under this Policy that are essential for the operation of the District.

3. Initial Test

- 3.1. Every water meter shall be tested prior to its installation either by the manufacturer, the utility or a reliable organization equipped for meter testing.

4. Water Meter Testing Program

4.1. Definition of Size Categories

- 4.1.1. Small Meters. The size of meters included in this category are either ¾-inch or 1-inch.
- 4.1.2. Medium Meters. The size of meters included in this category are either 1-½-inch or 2-inch.

- 4.1.3. Large Meters. The size of meters included in this category range from 3-inch to 10-inch.
- 4.1.4. Hydrant Meters. This category refers to meters that are used for construction purposes and are connected to a fire hydrant as opposed to a standard water service line. Normally meters in this category are 3-inch or greater in size.
- 4.1.5. Production and Wholesale Meters. This category refers to meters that are used to measure either the production of water from District wells or water that is sold to neighboring water agencies.

4.2. Testing Interval

- 4.2.1. Annual. All Production and Wholesale Meters and at least one percent (1%) of active Small and Medium Meters will be tested annually. Some of the parameters that may be used for building an annual meter testing list are:

- Location of meter within our distribution system (as pressure may have impact on meter components);
- Aging of meter (normally between 8-15 years after installation); and/or
- High consumption meter (meters life expectancy and accuracy may be reduced by continuous or high usage).

- 4.2.2. Biennial. All Hydrant and Large Meters will be tested every two (2) years.

5. **Meter Test Records**

- 5.1. A complete record of all meter tests, including data sufficient to allow verification of test calculations, shall be recorded by the meter tester.
- 5.2. Such record shall include: the identifying number of the meter; the type and size of the meter; the constant of the meter; the date and kind of test made; the reading of the meter before making any test and after the test; the test volume; and the error as found at each test.

6. **Policy Review and Implementation**

- 6.1. Staff will review testing protocols and procedures on a biennial basis to ensure that current industry testing standards are implemented, compliance with regulations is adhered to, and that the ever-changing dynamics of the District's distribution system are considered.

APPROVED:

Document Number: D-35

Page Number: 3 of 3

Revision Number: 1

Effective Date: 02/24/2021

Enabling/Authorizing Document: Resolution 784-21

Justin M. Scott-Coe, General Manager

Date: _____