MOU for Water Meter Replacement Program

RWA Board of Directors Meeting Thursday, May 03, 2018

PRESENTED BY

John Woodling, Executive Director, RWA
Hilary Straus, General Manager, CHWD
Introduction

• What led us to today?
• Proposed Consortium for the regional Water Meter Replacement Program (Program)
• Tasked with developing draft memorandum of understanding (MOU) to outline cooperation on the Program.
Background

• MOU Goals
  – Provide flexible framework for parties to participate in the Program at various levels (L1-L3 Parties)
  – Establish procedures for sharing costs of the Meter Replacement Program Planning Study (Planning Study)
  – Establish procedures for coordinating potential future Program activities
Program Organization

- There are two working groups that have been formed to implement this Program: 1) **Administrative Group**—this group is comprised of the General Managers of all the participating agencies, including the Executive Director of RWA. This group is responsible for governance and management issues of the Meter Replacement Consortium; 2) **Technical Group**—this group is comprised of Meter Program staff, and will be working together to implement various portions of the Meter Replacement Partnership, including overseeing the completion of an Advanced Planning Study for the replacement of meters and the Study’s implementation.
MOU Provisions (Levels of Participation)
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• L1 Parties (§ 2.1)
  – Opportunity for agency to “audit” the Planning Study, including the RFP
  – Attend all meetings; provide input
  – No requirement to contribute funds
  – Ability to move to L2 or L3 status
  – L1 Parties: CWD, FOWD, OVWC, RWA, SSWD, GSWC
MOU Provisions (Levels of Participation)

• L2 Parties (§ 2.2)
  – Partial participation
  – Allows party to fully participate in a component of the Planning Study
  – L2 Party then shares decision-making authority and costs of that Component as agreed with L3 Parties
MOU Provisions (Levels of Participation)

• L3 Parties (§ 2.3)
  – Fully participate in the Planning Study, including sharing portion of the cost
  – Costs proposed to be split according to number of meters
  – Decisions made by consensus with L2 and L3 Parties
  – If no consensus, majority vote
  – L3 Parties: CHWD, SJWD
MOU Provisions (Changing Participation)

• Existing parties may increase or decrease level (§ 2.4)
  – L1/L2 Party: May go up with an amendment to the MOU
  – L2/L3 Party: May go down
    • prior to award of consultant agreement with notice to the other parties
    • after award with consent of other parties
MOU Provision (Planning Study and Cost Sharing Procedure)

• While decisions will be made by consensus, some administrative provisions:
  – CHWD awards consultant agreement (§ 3.1)
  – CHWD pays invoices and is then reimbursed (§ 4)

• All L2 and L3 Parties will approve Planning Study
MOU Provisions
(Program Activities)

• MOU provides framework for future Program activities (§ 5)

• Party provides notice of potential project
  – All parties then indicate whether they will participate and at what level
  – Unless modified, all costs and decision-making handled just like the Planning Study
Recommended Action & Next Steps

**Recommended Action:**

- Approve Meter Replacement Program MOU. **Note**—On April 25th the RWA Executive Committee reviewed the MOU & is recommending its approval by the RWA Board.

**Next Steps:**

- MOU is approved by each party
- Parties move forward with RFP and Planning Study
- Planning Study is approved by all parties
- Parties determine whether to collaborate on future Program components
Questions?