



**STAFF REPORT**  
**3/9/2022**

**TO:** Honorable Mayor and City Council Members

**FROM:** Cástulo R. Estrada, Utilities Manager

**SUBJECT:** Authorization to File a Notice of Completion for City of Coachella Water Meter Exchange Project

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**STAFF RECOMMENDATION:**

Accept the City of Coachella Water Meter Exchange Project as complete and direct the City Clerk to file a Notice of Completion attached hereto with the County of Riverside.

**DISCUSSION/ANALYSIS:**

The City of Coachella and its Coachella Water Authority (CWA) is responsible for the water service to its residents and customers within its service boundary. The Utilities Department serves a population of approximately 45,000 and a service area size of approximately 53 square miles. There are approximately 8,800 (meter) connections to the system.

The existing metering system for CWA is read through an Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) system. Currently staff drives around with a receiver in their vehicle, which polls the meter register for customer usage data. The data is collected by the receiver. Once the staff is done for the day or week, the receiver data is uploaded to the financial system for billing purposes. It takes approximately one day for all of the meters to be read by two Water Operators with the current AMR and AMI system. However, there are meters and registers that have reached end of life and no longer transmit information to the receiver. Most of these meters need to be read by hand which requires a tremendous amount of time and manpower. It typically takes the current Water Staff approximately and entire week to complete the list of non-reads by reading meters by hand.

On September 8, 2021 the City of Coachella acted to award a contract for the replacement of 800 domestic consumption meters to J.C. Tuckmar, Inc., in the amount of \$78,040.00.

City Staff, in order to maximize funds and be as efficient as possible, has inspected each meter and compiled a list of exact locations, meter identification numbers, existing leaks, broken lids and boxes, and other vital tracking information. The City of Coachella Water Meter Exchange Project improved and streamlined the record management, tracking, reading, and billing process of 624 outdated or un-readable water meters located throughout the City of Coachella.

City Staff has inspected the Project and found the improvements to be in accordance with the plans, specifications, and applicable standards. Staff recommends the acceptance of this project and that the City Council authorizes the filing of a Notice of Completion. Upon acceptance by City Council, the Project will enter a one-year warranty period as prescribed by the project contract agreement.

**FISCAL IMPACT:**

No Fiscal Impact. Construction was executed using \$ 85,844.00 of Funds allocated and included in the Capital Improvement Program 2021/2022 under project W-47, with an original contract amount \$ 78,040.00 plus 10% for contingencies. Contract Change Order #1 was issued and resulted in a credit in the amount \$17,168.80 for a Contract Quantity Adjustment between the Bid Quantities and the Actual Quantities Installed. The total quantity installed was reduced to the installation of 624 meters due to various reasons including but not limited to; the lack of access, damaged or leaking valves, and projected supply stock. The project was constructed within budget including all quantities, totaling \$60,871.20.