



# STAFF REPORT

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**Meeting Type:** Board of Directors  
**Title:** Request to Fill Program Manager for Automated Meter Infrastructure (AMI)  
**From:** Paul Sellier, Water Resources Director  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** April 2, 2024

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**TYPE OF ACTION:**      X      Action                              Information                              Review and Refer

**RECOMMENDATION:** Authorize the General Manager to recruit and hire one Program Manager for the District’s AMI program



**SUMMARY:** Implementation of automated meter infrastructure is a major undertaking for the District that must be carefully planned and executed. Staff is proposing to create an AMI Program Manager position to ensure that the deployment of AMI is successful and to provide ongoing management of the system.

**DISCUSSION:** The District is moving forward with Automated Meter Infrastructure (AMI); and, successful deployment of AMI will require a level of focus, planning and coordination with a variety of functional areas within the organization such as Legal, Finance, Customer Service, Water Efficiency and Information Technology that would be best served by a dedicated AMI Program Manager. The position is a reclassification from the Customer Service group made possible by the efficiencies implemented in that group such as closing the office on Fridays. The Program Manager will define the goals and expectations for the AMI Program. Initial tasks include defining the AMI Pilot to assist the District in a successful roll out of AMI including the selection of technology and developing a project budget, timeline and milestones. Ongoing tasks after deployment of AMI are anticipated to include ensuring the system is operating as designed, meter database management, training of staff and customers as well as planning on going maintenance needs of the AMI systems.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** The total annual salary for the AMI Program Manager at step 5 is \$168,024. Benefits for the position are estimated at 35% of annual step 5 salary for a total combined compensation of \$226,832. The position is included in the Customer Service group in the Finance Division FYE 2024 and 2025 budget and will be transferred to the Water Resources Division. Filling this position will not increase the total number of FTEs.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Water Resources	 Paul Sellier Water Resources Director	 Ben Horenstein General Manager