

SEWER & WATER COMMITTEE MEETING  
UNAPPROVED MINUTES

May 19, 2009

DIRECTORS PRESENT: Erik Henrikson

STAFF PRESENT: Cindy Gustafson, General Manager  
Alan Harry, Director of Development & Public Information  
Tony Laliotis, Director of Utilities  
Matt Homolka, District Engineer  
Debi Black, Technical Services Manager  
Doug Olsen, Utilities Superintendent  
Carol Hackbarth, Administrative Secretary

Public Attendance: Bruce Hope, secretary for St. Francis Condos.

The meeting was called to order at 7:10 a.m. by Director Henrikson.

1. NEW WATER ORDINANCE – RULES, REGULATIONS, RATES AND CHARGES GOVERNING THE USE, OPERATION, AND MAINTENANCE OF THE DISTRICT WATERA SYSTEM.

Matt outlined his memo dated May 13, 2009, New Water Ordinance. Cindy indicated we still need to revisit/revise the whole water ordinance and sewer ordinance to match the water ordinance to make them more consistent. We hope to bring that to the board by the end of the year. We haven't captured everything. We needed those areas in place for billing people by meters and installing condominium meters and a few other things – fire sprinklers. Matt will review that.

Definitions: Matt said we added definitions that we did not have or that we were using but did not have defined. The bulk of changes have to do with setting up the metering concept, consumption metering and how we are going to deal with condominiums and leakage. Reviewed Point of Delivery and Point of Ownership. Bruce Holpin from St. Francis asked about 1.43.ii – does that include St. Francis. Yes. Cindy explained that we have 11 different condominiums and they can vary on ownership and responsibility. Matt said the St Francis agreement mostly defines ownership. This ordinance says we own whatever we own according to either document. Where there is no document we own up to the point of service. Eric left room for a couple minutes. Discussion resumed. 1.46 Service Classifications – Service is per service extension not per parcel. Matt clarified a Condominium, multi-parcel residential development, is a grouping of parcels on top of a common ownership parcel. Where a multiple-unit residential development is a single parcel with multiple living units in it; there is one owner. No separate ownerships.

General Policy: 2.3.3, 2.10 were the main revisions.

District Responsibilities: Clarified that we own and will maintain the meter, 3.1. We are committing to doing the annual Leak Detection Survey for condominium developments, 3.6. Erik asked if we have a Water Conservation Ordinance. We have an existing Water Conservation Ordinance. A revision is in the works right now.

Customer Responsibilities: Clarified what the customer owns and their responsibilities and a few cleanups.

Point of Service – Quantity, Size, and Location of Meters: It was called Number of Devices Required. This was basically rewritten. The District chooses and approves the number of meters and locations. Customer chooses the size of service and the District approves it. Erik asked if we do that normally; yes. Multi-unit parcels with 14 apartments may want a ¾" service. We would tell them that is not large enough. Erik asked if with the Water Conservation if we want to restrict the line size. Tony said the meter would be the restricting device. Our goal is to have one meter per parcel and avoid multiple meters and to get the meter at the property line.

Specifications for Water Connection Materials and Manner of Construction: 6.7 – Erik asked about locating wiring. This is found under 6.11. No other questions.

Cross-Connection Control: Nothing was modified in here.

Water Service Rates and Charges: Changed to allow how we calculate bills. Monthly versus Yearly. Base charges billed ahead; Consumption in arrears. Language about when we will read meter and how we will deal with missed meter reads. Erik asked why we don't bill the base rate in arrears with the consumption. Cindy indicated we have always billed in advanced; she is not sure why. Water Service Charges equals the base rate, plus consumptions charges, plus other charges, minus adjustments. Each water meter, except master meters, will be billed and calculated independently. Discussed condominium billing – 8.2.1.ii and 8.4.1. Most of the base charge revisions are to clarify how we will deal with condominiums. Each unit will be charged for one ¾" base rate. For consumption, the total consumption of all master meters less any leak adjustments (see Exhibit C) and/or other deductions for other facilities upstream, will be divided by the number of condominium units and billed to each unit. Private fire service connections/hydrants will be charged a monthly rate, 8.3.2, and will be billed consumption rates if they exceed 200 gallons per month, 8.4.2. We currently have about 6 of these existing today. Tony will discuss this further in Item 2. 8.11, 8.12 and 8.13 refer to when consumption charges start and end. Erik asked about temporary disconnection for example for teardown/rebuilds and the use of water for construction. They are still billed unless they physically disconnect at the meter. Owner Request 9.3.5. We wanted to get away from people leaving for the winter and disconnecting their water service. This clarifies the reasons, timeline, and the manner in which the disconnection is completed for water service fees to be discontinued.

Appeals and Severability: There were no changes.

Effective Date of Ordinance and Revocation of Prior Water Ordinances Inconsistent Herewith: Clarified consumption billing start dates. Erik asked about the note in Ginger's Weekly Updates. Cindy said her note refers to the new bill format which won't go out until July 2009. We don't have a leak flag until the new format comes out. Tony said we sent leak letters to the people who had new leaks which about 30 customers.

Reviewed Exhibit A and B.

Exhibit C: Applies only to Condominiums which are Master Metered and where the location of the Master Meter(s) are located upstream of the Point of Ownership. For some condominiums this will not apply. Discussed the purpose and how this will be implemented. We won't be doing leak detection inside structures. Erik asked about the leak profiling process. Cindy and Tony explained that process. See Leakage Profiling in Exhibit C. We will repair any leaks within all our responsibility. The adjustment will be after we have repaired our leaks and hopefully the Homeowner's Association will have done the same. The Association has a vested interest in reducing the leaks. Tony explained how we determine if the leak is within the customers facilities. Some condominiums will have block master meters because of their plumbing. For

example St. Francis and Lake Forest Glen have irrigation lines off the customers' lines. It is less costly for all around to have the block meters than individual meters. Cindy said if over the long term we see that there is too much gray area, too much leakage, and everyone is arguing about it, we may give the condominiums a timeframe for individual meters. Matt explained it is in both our interests to repair the leaks. He showed an example of a condo complex, the water lines and how the responsibility is divided. Leak adjustment profiling will be done once a year. Tony thinks November and April are good months for profiling. Irrigation should be off or not on yet and there are fewer amounts of people in the units. We will adjust the gross monthly consumption by 50% of the Baseline Leakage quantity. Bruce Hope, St Francis, asked about if there is leak detected will we require in the future to install individual meters as we did last year. No. Matt explained we may profile more frequently depending on circumstances. If major leaks are repaired we can go back and re-profile the complex.

Tony explained the Master Meter scenarios will allow us to identify more areas of leaks. It fits into the big picture of isolating the gallons going into the distribution system versus the gallons going out. Eventually we will have Zone meters, for example Dollar Point area to further isolate leaks within our water distribution systems.

Water Withdrawal Event Adjustment – District approved events may happen downstream from Master Meters. This explains the different type of events that must be verified by the District. We hope to meter these events, instead of going back to the meter profile after the fact. Tony explained that Master Meters have their own profiler in them that records every hour. We also hope to coordinate with the Fire Department when they flush fire hydrants. The District will determine the quantity of the event. There is 90 day, however if there is a very big event we will consider it.

Figures were updated to reflect the new definitions. Erik asked if we are going to be doing the Mueller meter installation. Tony explained we have been installing them with the meter projects and water main replacements. They have been proven to work well in colder climates. Truckee Donner, Northstar, Squaw Valley Mutual have gone to using Mueller installations.

Matt said there will a few edits, typing mistakes; then we will bring this to the board for approval.

## 2. EXISTING PRIVATE FIRE SPRINKLER SERVICE METERING

Tony asked about putting meters on private fire sprinkler lines. There are approximately 90-100 private services with no meters. The cost to meter them is \$300K. Installing meters would be an involved process with the backflow devices and the fire sprinkler systems. We require them on all new installations. Suggestions were to once yearly do an audit for those meters and check usages. Then we can put a meter on those that we think are suspicious. We could budget \$10k per year or we could install 5-10 a year. Eric wants us to do some detective work first for 1-2 years and install meters as we see issues.

## 3. PUBLIC FORUM

There was no public comment.

## 4. ADJOURNMENT

The meeting was adjourned at 8:00 a.m.

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Carol Hackbarth, Administrative Secretary