

MEMORANDUM

TO: Board of Trustees

THROUGH: Robert Harrison, District General Manager

FROM: Kate Nelson, Director of Public Works

SUBJECT: Review, Discuss and Approve a District Purchase Order for the Procurement for 1,860 Residential Water Meter Registers and 1,970 Transponders - FY 2024/25 Utilities Fund: Operating Budget #20002299-7510; Vendor: Hydro Specialties Co., in the Amount of \$387,712.60; for possible Action. (Requesting Staff Member: Director of Public Works Kate Nelson).

RELATED FY 2023 STRATEGIC PLAN

LONG RANGE PRINCIPLE #5 – ASSETS AND INFRASTRUCTURE

BUDGET INITIATIVE(S): The District will practice perpetual asset renewal, replacement and improvement to provide safe and superior long term utility services and recreation venues, facilities, and services.

RELATED DISTRICT POLICIES, PRACTICES, RESOLUTIONS OR ORDINANCES

Purchasing Policy for Goods And Services 21.1.0

DATE: March 26, 2025

I. RECOMMENDATION

That the Board of Trustees make a Motion to:

1. Find that the IVGID's Purchase of the Residential Meter Registers and Transponders is Exempt from Competitive Solicitation for the Following Reasons: NRS 332.115.1.(d), (i), and (j).
2. Authorize a Purchase Order for Hydro Specialties Co. in an Amount Not to Exceed of \$387,712.60.
3. Authorize the General Manager to Execute the Purchase Order.

II. BACKGROUND

The project is a multi-year initiative aimed at replacing residential meter registers

and transponders that have reached the end of their battery life, typically around 10 years. These devices are crucial for monthly data collection, capturing water usage from meters, and transmitting this information into the billing system for processing.

Currently, the District is facing a failure rate of approximately 70 to 100 units per month. When these units fail, they cease transmitting data, necessitating manual meter readings and the manual entry of data into the system.

This initiative will enable the District to acquire an adequate supply of replacement meter registers and transponders, ensuring that the current failure rate is managed, and future replacements are addressed in a timely manner. This final purchase will complete the replacement process and conclude the initiative.

III. BID RESULTS

The proposed material purchase involves Badger Meter Mobile AMR Meter Registers and Endpoints (Attachment) that are fully compatible with the District's existing water meter reading system. This item was previously presented to the Board of Trustees during the August 30, 2023 meeting (Item G.8), where the Trustees determined that the purchase was exempt from competitive bidding based on the following provisions of Nevada Revised Statute (NRS) 332.115.1:

- **(d)** Equipment that, due to personnel training or the inventory of replacement parts maintained by the local government, is compatible with existing equipment.
- **(i)** Maintenance and support for hardware and associated peripheral equipment and devices for computers.
- **(j)** Equipment containing hardware or software for computers.

These exemptions support the justification for moving forward with the purchase without the need for competitive bidding.

IV. FINANCIAL IMPACT AND BUDGET

Funding was approved in the FY 2024/25 Utilities Operating Budget general ledger account #20002299-7510.

V. ALTERNATIVES

If not approved, this would negatively affect the efficiency of the meter reading and utility billing systems, potentially leading to delays and inaccuracies. This could ultimately result in a reduction in revenue.

VI. COMMENTS

VII. BUSINESS IMPACT/BENEFIT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

VIII. ATTACHMENTS

1. 250227 - Incline Village Register-Endpoint_QUOTE

IX. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

