

**SUGGESTED FINAL REPORT FORMAT  
for Projects Completed under the  
Water Conservation Field Services Program**

**AMI Smart Meter Installation Program – Phase I  
Helendale, CA**

**Final Project Report**



**Agreement # R17AP00183  
Helendale Community Services District  
26540 Vista Rd., Helendale, CA 92342  
10/17/2019**

<b>1. Recipient Information:</b>	
Recipient Name: (Name, contact person, address and phone number)	<b>Helendale Community Services District Cheryl Vermette, PO Box 359, Helendale, CA 92342 760-951-0006 ext. 230</b>
Agreement Number:	<b>R17AP00183</b>
Project Name:	<b>AMI Smart Meter Installation Program – Phase I</b>
Date of Grant Award:	<b>November 14, 2017</b>
Estimated Completion Date	<b>June 2019</b>
Actual Completion Date:	<b>September 2019</b>

**2. Project Goals/ Objectives:** *Briefly describe the goals/objectives of the project/ activity as they were identified in the original executed agreement*

**The goal of this project was to install 400 AMI Smart Meters and Radios throughout the District. In addition to installing the meters and radios, we had to install a radio tower to transmit data from the radios to our billing software.**

**3. Final Project Description:** *Briefly describe each element of the scope of work that was identified in Section I.5 of the Agreement, and the work that completed at each stage of the project. Please include maps, sketches, and/or drawing of the features of the completed project, as appropriate. In addition, please describe any changes that were made to the scope of the project that was identified in the original Agreement.*

**Our scope of work included the installation of the meters and the radio tower. We anticipated having 50% of the meters installed by June 2018 and the remaining meters installed by June 2019.**

**4. Accomplishment of Project Goals:** *Describe whether the project goals/ objectives, identified in Section 2- Project Goals/ Objectives, above, were achieved through the completion of the project. If applicable, please state the reasons why goals/ objectives were not met, and describe any problems or delays that were encountered in completing the project. Additionally, please indicate whether or not the project was completed within the cost outlined in the original Agreement.*

**The project goals were all achieved. We have installed 400 meters and radios as well as the radio tower to provide on demand reads to our water operators and customer service staff. We had slight delays due to changes in our staffing which caused us to complete the project in August 2019 rather than by the end of June 2019. Our expenses were slightly higher than anticipated due to the radios. We originally planned to be able to utilize more of the dual port radios, but when we began installing the meters and radios realized that in many situations it was not feasible which resulted in us purchasing more single port radios or using dual port radios for only one meter. Because of this we did have to purchase more radios than originally budgeted.**

**5. Future tracking of project benefits:** *Please state whether and how the Recipient plans to track the benefits of the project (water saved, marketed or better managed) in the future. If no actual field measurements are currently available to support the estimate of project benefits in 6.B., please state whether actual field measurements will become available in the future. If so, please state whether the Recipient is willing to provide such data to Reclamation on a voluntary basis once it is available.*

**We will track the benefits of the project by keeping track of water used by customers. With the installation of these meters we can expect to see a reduction in overall water use. We will also monitor the water use for each of the new meters and compare usage before AMI meters were installed and after.**

**7. If applicable, describe how the project demonstrates water efficiency, collaboration, stakeholder involvement or the formation of partnerships:** *Please describe the collaboration involved in the project, and the role of any cost-share or other types of partners. If there were any additional entities that provided support (financial or otherwise) please list them.*

**The District has collaborated with Mojave Water Agency on our Smart Meter Installation Program. Mojave Water Agency funded our pilot project, which allowed us to install 100 smart meters and radios.**

**8. If applicable, please describe any other pertinent issues regarding the project:**

None

**9. Feedback to Reclamation regarding the Water Conservation Field Services Program:** *Please let us know if there is anything we can do to improve the Program in general, including the process for applying for or completing this project. Your feedback is important to us!*

**The process for applying is very straight forward. The District appreciates the fact that Bureau of Reclamation offers funding for Small Scale Projects. For a small District like ours, these grants make the difference in being able to do projects like this. Being able to apply for funding for different phases of a project is very important, not only for funding reasons but also for staffing reasons. We are a small District with limited staffing, so being able to do small portions of a project at a time is instrumental in making the project feasible.**

**10. Attachments:** *Please attach the following*

- Any available data or information relied on in responding to paragraph 7, above;
- A map or illustration showing the location of the Recipient's facilities (see paragraph 4, above);
- Maps, sketches, and/or drawings of the features of the completed project, as appropriate (see paragraph 5, above);
- Representative before and after photographs, if available;
- Any other information that the Recipient wants to share with Reclamation;
- A table showing the total expenditures for the completed project (please see Sample Final Project Costs Table, below).

**NOTE: This Final Report Format is a suggested format only; the Recipient may use its own form or format. A report in this form will satisfy the requirements of 2 CFR §200, as applicable. Failure to submit timely and acceptable progress reports places a Recipient in noncompliance with the terms and conditions of the assistance agreement. Noncompliance can result in the withholding of assistance payments, suspension or termination of the assistance award and may delay further awards.**

### FINAL PROJECT COSTS TABLE

Vendor	Date	Equipment			Equipment Costs				Total
		3/4" Meters	Radios	Parts	3/4" Meter	Radio	Parts	Tower	
Aqua Metrics	12/13/2017		54	30	\$0.00	\$7,290.00	\$378.90	\$0.00	\$7,668.90
Aqua Metrics	2/1/2018	40	54		\$4,720.00	\$7,290.00	\$0.00	\$0.00	\$12,010.00
Aqua Metrics	2/5/2018				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Aqua Metrics	3/1/2018	40	54		\$4,720.00	\$7,290.00	\$0.00	\$0.00	\$12,010.00
Aqua Metrics	7/12/2018	48	54		\$5,664.00	\$7,290.00	\$0.00	\$0.00	\$12,954.00
Aqua Metrics	8/16/2018	49			\$5,782.00	\$0.00	\$0.00	\$0.00	\$5,782.00
Aqua Metrics	8/22/2018	48	54		\$5,664.00	\$7,290.00	\$0.00	\$0.00	\$12,954.00
Aqua Metrics	7/9/2018				\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00
Aqua Metrics	1/14/2019	40	27		\$4,720.00	\$3,645.00	\$0.00	\$0.00	\$8,365.00
Aqua Metrics	1/15/2019	8			\$944.00	\$0.00	\$0.00	\$0.00	\$944.00
Aqua Metrics	3/15/2019	48	27		\$5,664.00	\$3,645.00	\$0.00	\$0.00	\$9,309.00
Aqua Metrics	5/16/2019	48			\$5,664.00	\$0.00	\$0.00	\$0.00	\$5,664.00
Aqua Metrics	6/20/2019		27		\$0.00	\$3,645.00	\$0.00	\$0.00	\$3,645.00
Aqua Metrics	7/5/2019	31	27		\$3,658.00	\$3,645.00	\$0.00	\$0.00	\$7,303.00
		<b>400</b>	<b>378</b>		<b>\$26,550.00</b>	<b>\$36,450.00</b>	<b>\$378.90</b>	<b>\$35,000.00</b>	<b>\$133,608.90</b>

## EMPLOYEE COSTS

Employee	Hours	Hourly Rate	Benefit Rate	Total
Escobar through 6/30/18	156.5	25.08	12.58	\$4,240.53
Escobar effective 7/1/18	249.25	25.83	12.58	\$6,763.07
Escobar effective 1/30/19	145	27.65	10.44	\$4,297.92
	550.75			\$15,301.51
Employee	Hours	Hourly Rate	Benefit Rate	Total
Pattison through 6/30/18	46.5	28.17	13.6	\$1,693.02
Pattison as of 7/1/18	12	29.01	12.76	\$718.29
	58.5			\$2,411.30
Employee	Hours	Hourly Rate	Benefit Rate	Total
Zuber through 6/30/2018	21.5	25.08	5.43	\$675.40
<b>Total Staff</b>	<b>550.75</b>			<b>\$18,388.22</b>

## EQUIPMENT COSTS

	Cost	Hours	Total
Vactor Truck	\$52.72	46.5	\$2,451.48
Chevy 2500 Pickup Truck	\$34.95	960.75	\$33,578.21
			\$36,029.69

## Total Program Costs

Meters & Radios		\$133,608.90
Staff		\$18,388.22
Equipment Costs		\$36,029.69
Total		\$188,026.81

## FINAL FUNDING INFORMATION

	Funding Amount
Non-Federal Entities	
1. Helendale CSD	\$113,303.81
<i>Non-Federal Subtotal:</i>	\$113,303.81
Other Federal Entities	
1. Bureau of Reclamation	
<i>Other Federal Subtotal:</i>	
<i>Reclamation Funding Paid:</i>	\$74,723.00
<i>Total Project Funding:</i>	\$188,026.81