

To: President and Members of the Munster Town Council
From: Wendy Mis, Clerk-Treasurer *W Mis*
Date: October 19, 2020
Re: Software Agreement: Water Meter Readings

The Town uses water meters which emit a radio signal to capture the water usage. The meters are from the manufacturer Neptune and are purchased from Utility Supply Company. There is a specific software to collect the readings and upload them into the billing software. A new version of the software was announced at the end of 2019.

Currently, Water Maintenance Staff use a laptop computer to collect the readings. The new software requires different hardware to collect the data. The new method will eliminate the need for Maintenance Staff to come to Town Hall before and after meter readings. The new system is cloud-based and will allow meters to be read more quickly. The software has additional capabilities that the Town can grow into when the current meters are eventually replaced.

Neptune had planned to make upgrading mandatory but changed course in light of the pandemic. They now plan to make the change mandatory in 2021-2022.

Staff has confirmed that this software is compatible with the new financial software (BS&A) and both companies have worked together in other municipalities. Additionally, BS&A recommends having the Neptune software in place prior to going live in the utility billing software. With the new financial and utility billing software upgrade implementation, Staff would like to go through this upgrade as soon as possible. If approved, implementation would happen in December 2020 or January 2021.

The cost will be paid from the Water Cash Operating Fund 601.

Recommendation:

By motion and roll call vote, approve the software upgrade and annual licensing with Utility Supply Company covering the Neptune meter reading software, in the total amount of \$16,884.00.