



# UTILITY BOARD STAFF REPORT

Item 2  
October 10, 2023  
Regular Business

## AGENDA ITEM INFORMATION

<b>TITLE:</b>	AMI Data Collector Installation Outreach	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Review draft outreach materials and provide feedback	

<b>STAFF:</b>	Alaine Sommargren, Deputy Public Works Director	
<b>COUNCIL LIAISON:</b>	Jake Jacobson	
<b>EXHIBITS:</b>	<ol style="list-style-type: none"> <li>1. Proposed Data Collection Equipment Locations</li> <li>2. Draft Letter</li> <li>3. Draft FAQ Flier</li> <li>4. Draft Doorhanger</li> </ol>	

## SUMMARY

### Background

The City is currently implementing an Advanced Metering Infrastructure (AMI) system on Mercer Island, which will replace all residential and commercial water meters with meters that transmit water use data to the City’s network on an hourly basis. The AMI system will allow customers to monitor their water use and receive leak alerts and other notifications through an online portal. This new system requires that the City install data collection equipment in seven locations across the island, in order to draw water data from each meter and effectively transmit it to the City.

The data collection equipment, which consists of a base station and antenna mounted on a pole or structure at approximately 70’-90’ high, will be placed at seven key locations on Mercer Island (Exhibit 1). These locations were determined by a propagation study, which analyzes radio signal coverage and helps identify where the antennas must be sited to most efficiently capture data from the ~7,900 water meters on the island.

### Project Permitting & Public Outreach

Because these antennas must be located higher on utility poles than other communication equipment, each must be approved through a Conditional Use Permit. The Conditional Use Permit process is a comprehensive application and review process that considers both the potential impacts and the public benefit of the project. Ultimately, the Hearing Examiner will determine whether each application will be approved.

A key component of the Conditional Use Permit process is a robust public outreach and engagement effort to give project neighbors an opportunity to ask questions and provide feedback to the City. This outreach effort must commence prior to submitting any applications for these permits. Staff have been working with HDR, the City’s project management consultant, to develop outreach materials which will be distributed to all

properties located within at least 300' of the proposed equipment location sites. For the seven identified locations, there are a total of approximately 490 properties who will receive this targeted outreach.

In May 2023, the City sent postcards to all of its water customers providing information about the upcoming meter replacements and the AMI project. However, the outreach materials currently under development are focused on the installation of data collection equipment. These materials include a letter (Exhibit 2), a Frequently Asked Questions (FAQ) flier (Exhibit 3), and a doorhanger (Exhibit 4), all of which will be distributed to each of the 490 addresses. All materials will include links and/or QR codes that point to the project's [Let Talk page](#), which will include specific information about the proposed locations and photo renderings of each installation.

#### **Outreach Material Review**

Staff are requesting feedback from the Utility Board on the draft outreach materials, to ensure that they are clear, informative, and address the most pressing questions and concerns.

### **RECOMMENDED ACTION**

Review the draft outreach materials and provide feedback to staff.