

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: May 15, 2024

Submitted By:

Staff

Agenda Item:

Update, discussion and possible action on the City-wide Electronic Water Meter project and amendments to the Electronic Water Meter Upgrade Policy

Description:

The behind-the-scenes work for the City-Wide Electronic Meter project is well underway with the new meter roll-out beginning on June 3rd. We expect the installation of the new meters to take one to two months. For more details about this project, please see the attachment titled "Ameresco AMI Project Summary for Rollingwood One Pager for Council." Additionally, the letter attached titled "2024-05-06 Resident Notification Letter for AMI" was mailed (or emailed to those who receive E-Bills) to all residential customers with their most recent water bill. All commercial meter installations will be coordinated with the occupants.

In November 2021, before the City Council had considered a proposal from Ameresco to complete the city-wide meter project, the Water Meter Upgrade Policy (Attached) was adopted. This policy was designed to guide the city's transition to electronic meter technology by prioritizing meter installation for (1) new development, (2) Replacement of broken meters and (3) as soon as possible by installing street by street. Unfortunately, meter supply was extremely limited when this policy was adopted, and it was not feasible for the city to replace meters with staffing levels and resource constraints at the time. This policy also directed the responsibility for payment of meters. The general policy was that the city would pay for up to a 5/8" meter with the cost differential to be borne by the customer, with the exception being for new construction or requests for larger meters. In these cases, the cost of the meter was to be borne entirely by the builder/customer. Please see the policy for full details.

Now that the City has undertaken the city-wide project, the Water Meter Upgrade Policy should be amended or repealed and replaced with a new policy that guides the use of the city's electronic water meters.

Staff recommends that the policy be repealed and replaced with an Electronic Water Meter Policy that could cover topics such as:

- Whether customers are allowed to opt-out of electronic water meters.
 - Staff recommends that customers not be able to opt-out (just as this is not an option for any other infrastructure upgrade) or if they are allowed to opt-out that a monthly charge be assessed to their utility bill to cover the administrative work to

read the meter plus possible lost water due to having a mechanical meter, which are less accurate than an electronic meter.

- Who will be responsible for the cost of an electronic meter in the case of upgrading meter sizes.
 - Currently there is a connection fee based on the size of the meter in the city's fee schedule (Section A9.004 (c)).
- Who will be responsible for the cost of replacement of a damaged meter.
 - Staff recommends that the replacement cost of a meter tampered with or damaged by a customer be borne by the customer.

Action Requested:

To consider repealing the Water Meter Upgrade Policy and provide direction regarding the formulation of the Electronic Water Meter Policy.

Fiscal Impacts:

No significant fiscal impacts anticipated at this time.

Attachments:

- Ameresco AMI Project Summary for Rollingwood One Pager for Council
- 2024-05-06 Resident Notification Letter for AMI
- Water Meter Upgrade Policy approved November 2021