

CITY OF SANTA ROSA  
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES  
FROM: Linda Reed, Deputy Director Utilities Administration  
Water Department

SUBJECT: Meter Upgrade Project – Advanced Metering Infrastructure (AMI)  
Limited Term Position

AGENDA ACTION: Recommendation

---

RECOMMENDATION

It is recommended by the Water Department that the Board of Public Utilities, **by Resolution**, recommend to the City Council the addition of a two-year limited term customer service representative within the fiscal year 2017/18 Capitol Improvement Project (CIP) Budget.

---

EXECUTIVE SUMMARY

On April 20, 2017, staff presented an informational session to the Board on the progress to date of the Meter Upgrade Project – Advanced Metering Infrastructure (AMI), including an overview of the systems that are now integrated, the process of integrations and testing, and the work and additional resources that will be needed to assure the meters are changed out or modified in the current asset management and billing systems. At that time, staff informed the Board they would ask the Board to recommend to the City Council a two-year limited term position in the FY 2017/18 Santa Rosa Water Operating, Maintenance Budget for Water and Local Wastewater to assist with the manual data entry work needed to accurately exchange metering equipment in all software systems.

BACKGROUND

In 1993, the City began researching a more efficient water meter reading process and started evaluating automated meter reading (AMR) technology.

In December 2012, the City entered into a contract with SAIC Energy, Environment & Infrastructure, LLC to complete a feasibility study to determine if an Advanced Metering project would be of benefit to the City and began the RFP process, followed by vendor selection and contract negotiations.

In October 2013, the BPU directed staff to proceed with an RFP and contract negotiations for an AMI project. In April 2014, the selection team selected the most qualified vendor and contract negotiations began in July of 2015.

In January, 2016 an Initial Study/Proposed Mitigation Negative Declaration (IS/MND) draft was completed and released for public comment May 4, 2016.

On July 21, 2016 the Board adopted a Mitigated Negative Declaration and a Mitigation Monitoring Program for the Meter Upgrade Project – Advanced Metering Infrastructure and, by motion, approved contracts with Sensus USA Inc., Utility Partners of America, LLC, N. Harris Computer Corporation, UtiliWorks Consulting, LLC. Planning.

On April 20, 2017, staff presented an informational study session on the current progress of the AMI Project, including information on a request for the Board to consider recommending to the City Council a limited term position in the 2017/18 CIP Budget.

#### PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On April 20, 2017 the Board conducted an informational study session on the progress of the AMI Project to date and the request for an additional temporary staff resource.

#### ANALYSIS

Planning and integration of the Water Meter Upgrade Project began in August of 2016. A base station has been installed at the Utilities Field Office and 39 water meters are currently being read. The backhaul system is being used, creating a file that transfers data from the meters to the meter data management (MDM) system. The MDM is pulling information from the Water Billing system (CIS) and integrating and combining data from the meter reads to create reports and notifications, allowing for two-way communication between the meters and the internal software systems and allowing staff to review and analyze data. The MDM has also been embedded into the CIS system, allowing customer service representatives to open and review all of the MDM data in the CIS program.

The project is in the final stages of software implementation and integration. Based on the integration to date and the importance of producing accurate billing for customers, staff has identified the need for additional limited term assistance to manually enter the meter information during full deployment by the outside installer. The customer service representative classification meets the qualifications of this work. The next step is to reprogram approximately 750+ meters of all different services types and to install the 4 antennas to allow for full integration testing prior to full deployment of the system by the end of 2017.

### FISCAL IMPACT

There is no fiscal impact as the CIP contingency for the AMI Project will have sufficient funding for the two-year limited term position.

### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project under CEQA Guideline section 15378.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

None.

### ATTACHMENTS

- Resolution

### CONTACT

Kimberly Zunino, [kzunino@srcity.org](mailto:kzunino@srcity.org), (707) 543-3960