

Trades Advisory Council Meeting Minutes
February 11, 2004

Present: Martha Segal, Mary Ellen Jackson, Richard Smith, Ken Gregory, Eric Holt, Jim Mclean, Mike Morris, Eba Hobbs, Lance Hornbuckle, Mike Gregory, Ronnie Russell, Andy Ward, Gloria Adams.

January minutes were reviewed specifically special issues. Additional feedback was given by the members. Following is a general summary of each:

Plans Review: Generate a letter or form to be used to communicate specific items reviewed by the committee including any need for changes and resubmitted. This could be given initially to the developer who in turn could give to subcontractors etc. A checklist sheet will be designed for this purpose.

Backflow Installation/Inspection

There were numerous comments and concerns. Mr. Balthrop was not in attendance and it was decided the main agenda of the March 10 meeting would be related to backflows. Ms. Jackson and Ms. Segal would brief Mr. Balthrop prior to the next meeting so he could be prepared to respond to specific concerns and general perception of lack of consistencies regarding backflow policies.

There was a discussion regarding letters being sent to customers notifying them of the need to have their backflow preventer tested. It was stated other communities did the following: A form would be sent to the customers that will be given to their plumber. The plumber will complete the form that will include the results of the test. The form will be mailed to Cross Connections by the customer.

Legibility of our present form was discussed again. It was suggested an immediate improvement would be to give the customer the white copy. MWS to review improvements internally.

Meter Inspection

When a permit is issued a copy of the meter inspection sheet will be issued in order for the plumber to know what the inspector will be looking for in order to get approved. Various discussion concerning communicating results of inspections. MWS to bring suggestions to March meeting. The cost recovery billing for a 2nd meter inspection will go into effect on April 1, 2004. The amount has yet to be determined but will be based on actual cost.

Drawings and Schematics

Mr. Morris reported he was meeting with System Services to update drawings. Richard Smith requested involvement in this process.

Concern was expressed about the number of inspectors coming to one construction site. MWS would review this and specific project concerns expressed in this meeting.

A copy of the final draft of the Commercial and Residential handbooks were distributed. A short time was spent reviewing. All members were to return feedback to Mary Ellen as soon as possible. The handbook would be finalized at the March meeting.

The next meeting is scheduled for March 10, 2004, Howard School, Codes Training Room.