

TRADES ADVISORY COUNCIL
MINUTES
APRIL 19, 2006

Everyone was welcomed and minutes of the last meeting were reviewed.

As recommended by the Focus Group Summary, membership agreed that all cell phones would be silenced during this and future meetings.

Mr. Jim McClain demonstrated a new Carson meter box. Standard size of the box is 13" wide x 24" long and is being used for $\frac{3}{4}$ and $\frac{5}{8}$ meters. Wall thickness of the box is approximately $\frac{1}{2}$ " and the total weight is 90 pounds (includes lid). Currently Hendersonville, White House, and Harpeth Valley are using these boxes. Gary Ragland recommended supplying one box for each plumber to install and get their feedback. Lamberth & Sons and Jack Steakley Plumbing volunteered to test the new meter box. Boxes do not come with a bottom and the lids need an opening for the MXU device.

Lyn Fontana was introduced as a new member of the TAC. She manages the System Services Water Maintenance section. Other new members are Jim Paulus, System Services Sewer Maintenance section and Bob Wingo, Assistant Director Engineering. Ronnie Russell also of the System Services area was welcomed back to the Council.

Mike Morris discussed the new phone system for the MWS Engineering Division. The number is 862-4598. The caller is then given options as follows:

Option 1	Capacity Studies
Option 2	Locations , As-Builts
Option 3	Permitting Section
Option 4	Construction Plans
Option 5	Subdivision Plats

As an item of Old Business, the final draft of the guidelines were distributed. A massive mail out will be conducted once all guidelines have been completed.

The TAC Focus Group Report was discussed. Four issues were considered top priority.

Building Trust – MWS should expose TAC members to additional Metro staff. MWS has made changes in the membership as discussed. TAC members value their role on the Council.

Decision Making Process –Although, it may not always be possible for MWS to expedite decision making, the reason for the delay will be communicated to the TAC members. When an issue is discussed internally, there is usually a need for research or discussion with the Director or other governmental departments. It was never intended to leave the perception that MWS has “secret meetings”. In an effort to improve this process, MWS members will meet monthly on a regular basis to address issues that could not be resolved at the regular meeting. Pertinent information resulting from this meeting will be conveyed to the Council utilizing e-mail and at the next regular monthly meeting.

Communication Flow – MWS members will meet on a scheduled basis as described above. Internal meetings between field and office personnel of various sections are also being implemented.

Structured TAC Membership – The history of TAC was discussed and members present were in agreement with the current mission of the group. The Proposal for Monthly Meeting Logistics and Guidelines included the following:

All requests for agenda items should be sent to Mary Ellen Jackson by the first Wednesday of each month.

Proposed agenda will be e-mailed to membership by the second Wednesday of each month.

Agenda to include monthly reporting of statistics from each MWS section including variance updates. Each association representative will give an update as well.

MWS representatives will conduct a standing meeting on the fourth Wednesday of each month to address any agenda items/ issues that could not be resolved at the monthly meeting. An update will be sent to the membership at the conclusion of this meeting by e-mail.

Agenda will include a brief update on any issue pending from the previous meeting.

Guest speakers will be invited when identified.

Codes/Fire Department representatives will be asked to attend when agenda indicates.

Meetings will be conducted on the third Wednesday of each month at 10:00 a.m. and last approximately one and one-half hours.

Unless there is an emergency situation, cell phones /pagers should be off during the general meeting.

Meeting discussions will relate to general procedures/issues and not specific situations. Requests for information about specific addresses or projects will be reviewed outside of meeting by the appropriate MWS section. If indicated, a special meeting will be called to discuss with the appropriate representatives.

Failure to attend three consecutive meetings may result in removal from membership.

The group agreed to accept these guidelines.

The Proposal for TAC Membership handout was revised and names were placed. This will be completed and distributed at next meeting.

Martha Segal gave an update on the Commercial Meter Exchange Program. MWS will continue with the current contract with Metro Meter Services until it expires. We will work towards getting a proposal out for next year so interested parties may bid on the proposal for the next fiscal year.

Richard Smith asked a question about the private sector fire hydrants. Lyn stated that System Services tracks and inspects each fire hydrant using 4 to 5 check points. Information involving the fire hydrant needs to be included in the next newsletter.