

TRADES ADVISORY COUNCIL (TAC)

MINUTES

January 17, 2007

Present were Josh Schulz, Ilke Hanloser, Gary Ragland, Ralph Gregory, Gail McQuiston, Eba Hobbs, Richard Smith, Martha Segal, Mary Ellen Jackson, Marilyn Tidwell, Mike Morris, Jack Steakley, Rick Jones, Dan Barge, Ronnie Russell, and Hal Balthrop. Tom Palko, Assistant Director of Stormwater, was introduced and welcomed.

Mary Ellen thanked MWS Security for preparing name badges for the membership. The picture identifications were distributed at the close of the meeting.

Minutes of November 2006 meeting and the MWS Internal Meeting were approved. Katherine Garland, commercial engineering representative, has resigned. Rick Jones, Mike Morris and Mary Ellen will meet to discuss a replacement.

Tom Palko gave an update on the Stormwater Advisory Committee (SWAC). This committee will share goals of the TAC and work to improve communication between MWS and customers. The next meeting is scheduled for February 7. The group will brainstorm issues to be addressed and determine membership. The list of members will be provided at the next TAC meeting.

Old Business

Service Line Policy Presentation

Hal utilized a powerpoint presentation to discuss the recently approved ordinance.

Residential Responsibilities

Water-MWS responsible from meter to main including meter box and fittings.

Sewer-MWS will maintain from right of way or easement line but customer is to provide excavated clear access and demonstrated good faith effort to resolve. Customer will not be billed for repairs.

Commercial Responsibilities

Water-MWS responsible from meter to main including meter box and fittings if meter is a departmentally owned MXU. Customer owned meters remain the responsibility of the customer. MWS repairs will be billed to customer.

Sewer-MWS will repair from right of way or easement line if customer has provided clear access and demonstrated a good faith effort to resolve problem. Customer will be billed for any repairs.

Please send e-mail request to Mary Ellen to receive an electronic copy of presentation.

Tap Schedule Guidelines

Hal distributed revised guidelines as well as 2 specifications. Discussion and suggestions for change included:

Indicating the guidelines are for water/sewer and fire taps.

Include provisions for customer to request overtime work with understanding charges will be billed accordingly.

Include notification of critical elevation issues to customer's responsibilities.

Include MWS guarantee of tap installation within ten working days of request.

Various formatting and wording changes were indicated as well.

Positive comments concerning Robert Collier's performance in scheduling the taps were received. It was also suggested that when he is out of the office, a message be recorded on his direct line with a reference contact.

Water Service Cut and Cap Policy

The following draft policy was distributed and discussed:

Consistent with Metro Code language on the ownership of water service lines, the following applies to the request or requirement to abandon and existing water service connection. Three contributing factors that cause us to perform this task are:

- Water quality concerns in having inactive connections
- Damage to unaccounted for connections through excavation activities resulting in MWS response
- Potential illegal connection and water use (un-metered connections)

Residential

If there is an existing abandoned service or a request to abandon a service that is listed as residential in the Department's Account database (currently H. T. E.), MWS will perform all work at no cost to the customer. This applies to all cases – MXU (radio read) and non-MXU

Irrigation

If there is an existing abandoned service or a request to abandon a service that is listed as irrigation (water only) in H.T.E., MWS will perform all work and bill the cost to the customer unless the irrigation meter has a MXU (AMR).

Commercial

If there is an existing abandoned service or a request to abandon a service that is listed as commercial in H.T.E., MWS will perform all work at no cost to the customer if the meter has a MXU. If no MXU is present then the costs will be the responsibility of the customer. We may give the customer the option to perform with their own resources depending on factors such as water quality concerns, location and MWS infrastructure sensitivity.

Emergency cut and caps (leaking services) will be performed immediately and billed appropriately. Non-emergency cut and caps will be considered in view of paving restoration requirements/costs and scheduled at the most cost-effective time. For example, we will not cut and cap a non-emergency service in a roadway that has recently been paved. It will be placed on a list to be performed in conjunction with future paving work. This list will be compiled by the SSD Cross-connection Section and will be referenced by the SSD Planning Section to coordinate with the various roadway agencies paving schedules. This list will reside in the Q – drive in the following folder (SYSSERV/WATER/Service Line/To be abandoned list

Richard expressed concern that MWS will not be able to track where connections have been cut and capped. It is believed GIS will be able to handle this.

Approved Materials & Updated Specs

Gary gave information about a New Materials Review Council. This group will develop a process and implement procedures for MWS review of new materials suggested by

customers or vendors. The group will also review and revise the current approved materials list. Results of the six month study of plastic meter boxes will be reviewed by the committee as soon as possible. The process for requesting new material consideration will be distributed to the membership when completed.

K & L pipe was discussed. MWS is only approving K at this time. This was announced at the meeting. MWS will allow compression fittings at the main.

New Business

Requirements for Billing on New Meters Used for Construction

Builders are automatically charged for sewer 90 days after the creation of the account. Often sewer is not being utilized as the construction period lasts more than 90 days. Options will be discussed in the next internal meeting.

MWS Section Updates

Field Activities

- 1300 residential meters exchanged and 940 commercials were tested and/or repaired.

Customer Service

- Bill presentment payment – a banking contract has been selected and EBPP has a relationship with the new bank
- Regent Homes is now on the consolidated billing program.
- The Department was advised to suggest possible revenue enhancements as a part of the annual budget process. This list has been submitted to the Department of Finance. If any of these items receive consideration for implementation, they will be discussed at a future TAC meeting.

Association Updates

Jack Steakley asked about the sewer being stubbed 6" above ground. This is the practice in the city of Memphis. He also reported Harpeth Valley set meter boxes at the time of construction. He asked for consideration of location medallions on the curb. This issue will be discussed at the next internal meeting.

Ralph announced there is a new president of his association, Richard Pergo with Lee Company. Martha asked Ralph to bring the new president to a meeting as a guest.

Dan Barge stated he had been asked to report concern about the turn around time for water/sewer availability studies. Mike Morris said there is a standard 15-day period for processing and he was not aware of any delays.

The next meeting is February 21, 2007