



Covington Public Works/Utilities

DIRECTOR OF PUBLIC WORKS

City of Covington

Public Works Meeting

City Hall

Down Stairs Boardroom

4:00 P.M.

February 4, 2020

- 1. AMI Frequently asked questions. (See attached).**
- 2. Hwy. 51 pavement update. (See attached)**
- 3. Hwy. 51 South speed limit 45mph signs to be install.**
- 4. Gasifier update.**
- 5. Conducting audit of residential rollouts.**

Other Business:

- 1. Code Division monthly report:**

Adjourn:

ADVANCED METERING INFRASTRUCTURE

The City of Covington has contracted with SUEZ for the installation of an Advanced Metering Infrastructure (AMI) system. Advanced metering technology enables the wireless transmission of water and gas meter readings directly to Covington Gas and Water from regional collectors located on existing water towers and antennas. This innovative system will collect multiple reads per day, allowing for better detection of continuous consumption, closer meter reading and billing dates, and improved customer service.

Benefits to Customers:

- Covington Gas and Water can provide your detailed consumption (hourly readings), a customer portal to provide you with access is planned for the future
- Smarter decisions regarding service and usage
- Higher reliability due to timely readings
- Closer meter reading and billing dates
- Problem solving capabilities
- Improved customer engagement and service.

Benefits to the City of Covington:

- Improve customer relationship
- Increase efficiency in billing and customer service
- Improve operations
- Reduced labor and travel for meter reading
- Improve non-revenue water analysis
- Improve workforce management
- Reduce carbon footprint
- Improve safety and security
- Improved leak detection

Advanced Metering also supports the City's commitment to preserving and protecting the environment:

- Carbon emissions will be greatly reduced by taking meter readers off the road.
- Covington Gas and Water's ability to quickly detect and stop leaks will be greatly enhanced.
- By providing up-to- date water usage data, customers can improve their efforts to conserve.

How can I access the data provided by the new meters?

If you would like to review your usage data, contact City Hall at 901-476-9613 and a Customer Service Representative will assist you.

How does Covington Gas and Water know these meters are accurate?

The meters are tested by the manufacturers and comply with the American Water Works Association standards. If for any reason you are concerned about the accuracy of your meter or inaccurate billing, call Covington Gas and Water's Customer Service Department at 901-476-9613 or email dgray@covingtontn.com.

How does the AMI system work?

It uses a radio network to transmit customer usage data allowing electronic reading and eliminating the need for visual inspection.

How is the installation done?

- Many water meters have been replaced and are AMI ready. These meters will simply be fitted with the AMI transmitter.
- Older meters will be replaced with new meters and the AMI transmitter.
- Installers will clean the area and make sure the new device is working properly.
- You will notice a small device attached to the meter in your meter box, this device is the transmission unit that is attached to the meter

How long will the installation process take?

In most cases, less than 30 minutes. During this time, your water service may be turned off to complete the install of the new meter if needed.

How long will this new device work?

The life expectancy of the devices installed in the field is 20 years. Periodic inspection and maintenance will be performed to ensure all devices are performing as expected.

How will the project benefit the Covington Gas and Water and its customers?

AMI technology has been proven in many utilities across the country. AMI minimizes meter reading costs and is faster and more efficient than automated or manual meter reading.

Benefits to Customers:

- Ability to track consumption (hourly readings);
- Smarter decisions regarding service and usage;
- Higher reliability due to timely readings;
- Closer meter reading and billing dates;
- Problem solving capabilities;
- Improved customer engagement and service.

Benefits to Covington Gas and Water:

- Improve customer relationships
- Increase efficiency in billing and customer service
- Improve operations
- Reduced labor and travel for meter reading
- Improve non-revenue water analysis
- Improve workforce management
- Reduce carbon footprint
- Improve safety and security

Advanced Metering also supports Covington Gas and Waters commitment to preserving and protecting the environment.

- Carbon emissions will be greatly reduced by taking meter readers off the road.
- Covington Gas and Waters ability to quickly detect and stop leaks will be greatly enhanced.
- By providing up-to- date water usage data, customers can improve their efforts to conserve.

If I am getting AMI technology, will I be notified before the installation takes place?

Yes. You will receive a notification at least one week prior to installations beginning in your area. On the date of installation, Vanguard Utility Service, our certified installation contractor will attempt to contact you at

your home. If there is no one home or no adult present when the contractor arrives for the meter install, they will leave a door hanger with instructions for you to call and schedule an appointment.

If I notice a problem after installation, whom should I contact?

If you notice a problem after installation, please email dgray@covingtontn.com or call 901-476-9613.

Is my privacy secure?

Yes, measures are in place to ensure your information is secure and kept safe at all times. Covington Gas and Water will not provide this information to any other person or business. Only account holders or authorized persons will receive information regarding meter readings.

Is the AMI technology safe?

The new meters will not negatively affect your health. The wireless portions of the system will be operated per Federal Communications Commission rules, and will not interfere with other radio frequencies in the area. The transmitters use one-quarter of the power of a cellphone transmission. Exposure to radio waves from advanced meters is tiny compared to cellphones transmissions. The amount of exposure to radio waves decreases with the square of the distance from the radio source and the total transmission time is less than 2 seconds per day.

Is there any special care or maintenance that I need to do to my new meter?

As in the past, Covington Gas and Water will maintain your meter. Please know that this new meter has transmitting technology on it that allows your meter to be read remotely on a daily basis.

What are advanced meters?

Advanced meters are water meters that offer two-way communications between the meter at your home or business and Covington Gas and Water. They are a key component of our new Advanced Metering Infrastructure (AMI) system.

What do I need to do to prepare?

Please provide our installation contractor with a clear and unobstructed path to the water and gas meters.

When will I get my advanced meter?

Installations will begin around mid-March early April. The entire project should take approximately 15 months to complete. In most cases, the transition will be completely transparent and will have minimal effect for customers. The work will be performed during the normal working hours of Monday-Saturday 8:00AM – 5:00PM.

Covington Gas and Water has contracted with Vanguard Utility Service to install all new Advanced Meters. You will receive a notification prior to your new Meter installation.

Who do I call if I have questions or concerns about my advanced meter?

Covington Gas and Waters Customer Service Representatives are available Monday – Friday from 8:00 am until 4:30 pm. You can reach a representative by calling 901-476-9613 or emailing dgray@covingtontn.com.

Who is involved in the AMI Initial Implementation Project?

All meters will be upgraded to an AMI Advanced Meter.

Who will install the AMI device?

Covington Gas and Water has contracted with Vanguard Utility Service to install all meters. They will be driving vehicles marked with both Covington Gas and Waters logo and Vanguard Utility Service logo.

Why is Covington Gas and Water installing advanced meters? What are the benefits?

Covington Gas and Water is in the process of upgrading its technology to better serve customers. Advanced meters offer a number of benefits for both Covington Gas and Water and our customers, including more detailed water usage information and the ability to address issues more quickly and effectively. The new meters will help Covington Gas and Water operate more efficiently and pass on benefits to customers, including the following:

- Improved customer service and support
- Fewer estimated bills
- Detailed hourly usage data
- Data to help resolve billing and usage questions
- Faster service for customers who open and close accounts
- Reduced operating costs
- Better data allowing staff to plan, construct and optimize the water distribution system

Will I be able to read my water meter after the AMI device is installed?

Yes, visual meter reading will still be available as a back-up.

Will I be charged for this new service?

No, there is no additional cost for the new meter. The funding for this technology is incorporated in the water bill you already receive.

Will my water bill look different?

No. The look of your water bill will remain the same for now.

Will my water service be disrupted during this process?

A 30 minute service shut-off will be necessary during your meter replacement.

Will the AMI device's radio signals affect the operation of other electronic devices in my home?

No, the device's radio signal is similar but significantly weaker than that of a cordless phone.

Will the new device affect my bill?

Installation of the AMI transmitter will not affect your bill. A new meter is more accurate than old meters, so your bill may change to reflect the accurate measurement of your water use.



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
 1774 Highway 54 East«Your_Office_Street_Address»
 Covington, Tennessee 38019

CLAY BRIGHT
 COMMISSIONER

BILL LEE
 GOVERNOR

PRE-CONSTRUCTION CONFERENCE MEETING MINUTES

Date Held: January 30, 2020 @ 10:00 am ATTENDEE LISTING ON LAST PAGE

Contractor: Lehman-Roberts Company

Contract: CNT922 Estimated Start Date: Monday March 2, 2020

Project #: 84102-8217-14 / 84102-3217-94 Estimated Completion Date: On or Before 7-31-2020

Reference #: NH/HSIP-3 (152) Estimate Cut Off: 15TH of every month

Effective Date: 09-16-2019 Days Allowed: 320 Days

Project Superintendent: Jarod Riles

TDOT Project Personnel: Jason Kiestler and Jonathan Saucedo

THE FOLLOWING INFORMATION WAS DISCUSSED AND MATERIALS, IF APPLICABLE, WERE RECEIVED AT THE MEETING.

	<u>DISCUSSED</u>	<u>RECEIVED</u>	<u>N/A</u>
1. <u>Plan of Operation (Stand. Spec. 105.06 & 108.03)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2. <u>Erosion Control Plan (Stand. Spec. 209.05)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. <u>Erosion (Special Provision 107FP)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. <u>Material Suppliers List - including name and location of suppliers (Stand. Spec. 106.07)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. <u>Listing of ALL Subcontractors and the items and/or material they are involved with.</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. <u>Contractor Employee Safety and Health Program (ESHP) Certification Letter (Stand. Spec. 107.10 & Circular Letter 107.01-01)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7. <u>Traffic Control Letter & Certifications (Stand. Spec. 712.02)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8. <u>Detouring/Controlling Traffic Plan</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. <u>105 Letter – Certified listing of personnel including Name & License # of PE or RLS (Stand. Spec. 105.09)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. <u>407 Process Control Plan (Stand. Spec. 407.03)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. <u>604 Process Control Plan (Stand. Spec. 604.03)</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. <u>Rideability: 411B <input type="checkbox"/> 411C <input type="checkbox"/> 604R <input type="checkbox"/></u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. <u>Buy America - SP106A - includes all steel to be used including utilities, traffic and other steel components incorporated into the project.</u>	<input checked="" type="checkbox"/>		<input type="checkbox"/>

PRE-CONSTRUCTION CONFERENCE MEETING MINUTES (continued)

TRAFFIC CONTROL: 24 Hour Emergency Contact Person (N/A)
 Name: Gerald Banks
 Home Telephone: _____
 Mobile Phone: 901-774-4000

EROSION CONTROL: 24 Hour Emergency Contact Person (N/A)
 Name: _____
 Home Telephone: _____
 Mobile Phone: _____

CUSTOMER SERVICE : Customer Service Representative (N/A) (Stand. Spec.105.05)
 Name: Gerald Riles
 Home Telephone: _____
 Mobile Phone: 901-481-9739

CIVIL RIGHTS

DBE/WBE (N/A) % Goal Required: 4%

ON-THE-JOB TRAINEE (N/A) Hours Required: _____

	<u>DISCUSSED</u>	<u>RECEIVED</u>	<u>N/A</u>
1. Copy of Signed Agreement between Prime Contractor and DBE Subcontractor, must be submitted before progress payments can begin. (Spec. Prov. 1247)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. On-the-Job Training Program – Federal Aid projects (Circular Letter 1230-01 and 1240-01)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. CC-3 certifying the amount paid the DBE(s) must be submitted when the contract is completed. Final payment will not be made until received. (Spec. Prov. 1247)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Special Provision: 1230 <input checked="" type="checkbox"/> , 1231 <input checked="" type="checkbox"/> , 1232 <input checked="" type="checkbox"/> , 1240 <input type="checkbox"/> , 1246 <input checked="" type="checkbox"/> , 1247 <input checked="" type="checkbox"/> , 1290 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. CUF Checklist: All DBE's on ALL projects. (Circular Letter 1247-01)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Goal Projects: Any changes to DBE's portion of work must be pre-approved by SBDP Director. (Circular Letter 1247-01)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Bulletin Board & Information (Circular Letter 1273-01) North end of project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Contract Compliance Officer: <u>Billy Jones</u>			

PRE-CONSTRUCTION CONFERENCE MEETING MINUTES (continued)

ITEMS DISCUSSED

CONSTRUCTION SIGNS STAKED:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> TDOT will stake signs		<u>DISCUSSED</u>	<u>N/A</u>
STATE SUBCONTRACT APPROVALS:	These need to be submitted to Hdqts Construction, and approved before work can begin, for recognized subcontractors (Stand. Spec. 105.05 & 108.01 and Circular Letter 108.01-01 & 108.01-02).		<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEST REPORTS & CERTIFICATIONS:	They are required prior to material being used. Items will not be paid for until certifications and/or test reports are received.		<input checked="" type="checkbox"/>	
TICKETS:	Certified weigher policy, all tickets are to have all the correct information on them.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
PAYROLLS:	All certified payrolls must be submitted to the Project Supervisor within 7 days after the regular payment date of the respective contractor's weekly payroll period or progress payments shall be withheld. The first payroll must have: Employee's Name, Address, S.S.#, Rate of Pay and their Classification. See Special Provision. If the work of the prime contractor and subcontractor is interrupted for a week or more, a statement is to be placed on the signature sheet of the payroll for the last week in which work was performed: "No additional work will be performed until further notice." If work stops for a week or more and is not anticipated, the statement "No work performed, and no work will be performed until further notice." (See Stand. Spec. 107.20 and Circular Letter 1273-02.)		<input checked="" type="checkbox"/>	
PROMPT PAYMENT CERTIFICATION:	Prime contractor certifies each month that payments have been made to subcontractor. The certification shall run 2 months in arrears. Progress payments shall not be processed without this certification. (Circular Letter 109.02-05) Verify prime contractor, subcontractors, suppliers or haulers are registered for access to AASHTOWare Project Civil Rights & Labor (CRL). Registration forms, instructions & guides can be found at: https://www.tn.gov/tdot/tdot-construction-division/transportation-construction-division-resources/tdot-labor-compliance.html		<input checked="" type="checkbox"/>	
PLANGRID:	All plans and revisions will be issued through PlanGrid. Please send a list of all personnel needing access to the contract documents in PlanGrid to the regional business development team.		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: Check Marked If Applicable

<u>DOCUMENTATION NEEDED DURING THE DURATION OF THE JOB</u>	<u>ADJUSTMENTS AND/OR SPECIAL ITEMS THAT APPLY TO THIS CONTRACT</u>
<input type="checkbox"/> Archaeological Cert. for Borrow Pit: (Circ Let 105.06-05 & Stand. Spec. 107.06)	<input checked="" type="checkbox"/> Asphalt Content & Gradation: (Stand. Spec. 407.20)
<input checked="" type="checkbox"/> 604 Certification of work complete: (Stand. Spec. 604.03)	<input checked="" type="checkbox"/> Asphalt Density Deduction: (Stand. Spec. 407.15)
<input type="checkbox"/> Shop Drawings Approval	<input checked="" type="checkbox"/> Defective Concrete: (Stand. Spec. 604.15, 604.20, 604.31, & Circular Letter 604.21-01.)
<input type="checkbox"/> Guardrail at Bridge Ends	<input checked="" type="checkbox"/> Material Variation Deduction: (Stand. Spec. 411.10)
<input checked="" type="checkbox"/> CC-3: (Spec. Prov. 1247 & Circular Letter 1247-01)	<input checked="" type="checkbox"/> Fuel: (Spec. Prov. 109A)
<input checked="" type="checkbox"/> Liquid Anti-Strip: delivery tickets & invoices (Stand. Spec. 307.08, 307.09, 411.09, & 411.10)	<input checked="" type="checkbox"/> Bit. Material: (Spec. Prov. 109B)

T2: Materials Certification Procedure
(Does contractor have access to electronic T2 form?)

Rideability: (Spec. Prov. 411B) (Spec. Prov. 411C)

Rideability: 604R (Stand. Spec. 604.27)

PRE-CONSTRUCTION CONFERENCE MEETING MINUTES (continued)

CONSTRUCTION SPECIAL NOTATIONS: (N/A)

- Need approximate pay dates for all Subs submitted
- Overweight trucks will be rejected
- Maintenance has concerns with the existing excessive ground water
- Monday before work starts please email Katie to inform of lane closures
- Contractor plans to perform M-F with lane closures only to be 8pm-6am (NO CLOSURES DURING HOLIDAYS)
- Sign stands for sidewalk detour is okay and will use barrels and caution tape
- Plans to start pouring concrete March 3rd, 2020
- Contractor will work with the city to complete the recall on lights once loop wires have been affected

UTILITIES: (N/A)

- | | DISCUSSED | N/A |
|---|-------------------------------------|--------------------------|
| 1. Our office is to be notified 48 hours in advance of any work performed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Utilities & Contractor are to coordinate their work with each other. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Utilities are to meet M.U.T.C.D., maintaining their own erosion control and traffic control while working. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Utilities Relocation Procedure (Circular Letter 105.07-04). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. TDOT Utility Coordinator: _____ | | |

UTILITIES INVOLVED:	In Contract	Reimbursed
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

PRE-CONSTRUCTION CONFERENCE MEETING MINUTES (continued)

ATTENDEE LISTING

<u>COMPANY</u>	<u>NAME</u>	<u>PHONE NUMBER</u>
TDOT	Katie McGinnis OD Supv	901-417-3188 Katie.McGinnis@tn.gov
TDOT	Shelby Hodges ASA 2	901-313-5238 Shelby.Hodges@tn.gov
TDOT	Mary Wilkins	901-313-5239 Mary.Wilkins@tn.gov
TDOT	Chris Huggins	901-537-1164 Christopher.Huggins@tn.gov
TDOT	Matt Mestemacher	901-687-5920 Charles.Mestemacher@tn.gov
TDOT	Terry Owens	901-537-1169 Cell 901-233-3915 Terry.Owens@tn.gov
Lehman-Roberts Company	Billy Jones	901-488-7285 bjones@lehmanroberts.com

APAC	Martin Godoy	901-331-9243 martin.godoy@apac.com
Lehman-Roberts Company	Jarod Riles	901-481-9739 jriles@lehmanroberts.com
GCM Inc.	Eric Lynch	901-491-3332
GCM Inc.	Todd Mills	901-626-4554 Todd@gemcontractors.com
Covington Public Works	David Gray	901-237-8165 dgray@covingtontn.com
Covington Public Works	James Dowell Jr.	901-574-4514 jdowell@covingtontn.com
APAC	Michael Hulslander	901-229-2768 Michael.Hulslander@APAC.com
TDOT	Bryan Patrick	731-345-1508 Bryan.Patrick@tn.gov
Superior Traffic Control	Jonathan Schmahl	901-422-0271 Jonathan.Schmahl@superiortrafficcontrol.com
TDOT	Jason Kiestler	731-413-6584 Jason.Kiestler@tn.gov

CODE COMPLIANCE DEPARTMENT



PUBLIC WORKS COMMITTEE MEETING
FEBRUARY 4, 2020



CODE COMPLIANCE DEPARTMENT

TOUCH POINTS: Codes and Covington Fire Department will jointly be performing Life Safety Inspections at all establishments that currently hold a Beer Permit. Community Development Partners will be providing a status update for the 2018 Home Grant. We are starting the 2020 Marketing Campaign for what has been known as Clean Up Fix Up. The date will be Saturday, April 4, 2020. Stay alert for more information to follow.

1. Animal Control –
 - a. Inquiries – 38
 - b. Dogs to foster – 4
 - c. Dogs picked up by owners – 2
 - d. Dogs to Dr. Clay – 2
2. Beer Licenses –
 - a. Inquiries – 53
 - b. New Permits - 3
3. Blight Eradication –
 - a. Round 3 has begun

CODE COMPLIANCE
DEPARTMENT



PUBLIC WORKS MEETING
FEBRUARY 4, 2020

- 4. Business Licenses –
 - a. Inquiries – 44
 - b. New Applications – 8
 - c. Renewals Processed – 16
- 5. Code Violations –
 - a. Inquiries – 41
 - b. Letters – 2
 - c. Notices – 3
- 6. Cemetery –
 - a. Inquiries – 57
 - b. Grave Sales -
- 7. Court Clerk –
 - a. Telephone Inquiries – 29

- 8. Proclamation/Resolution – 3
- 9. Public Works –
 - a. Inquiries – 17
- 10. Sign –
 - a. Inquiries – 8
 - b. Pickups – 4
 - c. Applications - 15

Signs on poles
are illegal.
Spread the
word!



CODE COMPLIANCE
DEPARTMENT



PUBLIC WORKS COMMITTEE
MEETING
FEBRUARY 4, 2020