

City of Covington
Public Works Meeting
City Hall
Down Stairs Boardroom
4:00 P.M.
January 7, 2020

- 1. AMI meeting minutes 12/10-13/2019. (See attached).**
- 2. Update on 2018 CDBG grant and application for 2020 CDBG Grant.**
- 3. 2020 SDG Grant. (For upgrade to Rialto Industrial Park water system Awarded 420,000.00).**
- 4. Gasifier update.**
- 5. Additional lighting for North Covington Housing Authority.**

Other Business:

- 1. Code Division monthly report:**

Adjourn:

Covington, TN

AMI Meeting Minutes 12/10-13/2019



Attendees:

- *Covington, TN:*
 - David Gray – Public Works Director
 - Calvin Johnson – Utilities Manager
 - Dalton Patrick – Utilities Supervisor
 - Nic Shaw – IT/GIS Manager
 - Otis Manley – Field Technician
 - Lisa Wilson – Office Manager Utility Billing
- *Suez:*
 - Jessica Tomochek – AMI Metering Project Manager
 - Tim Schwartz – AMI Metering Project Manager for Covington
 - Kristin Click – Regional Project Manager
 - Frank Sublett – Director of Metering Implementation Services
 - Andre Noel – Director of Revenue Management and Metering Services
 - Tracy Fearnley – Water System Consultant
 - Matt Lafever – Field Tech/Supervisor
 - Steven Cerruto – Field Tech/Supervisor

Meeting Minutes:

- Reviewed pre-planning document from Andre – Received billing data which is missing needed information. That information can be obtained during the meter site survey.
- Metering System Overview – how does the AMI system work?
- Project Overview
 - Product: collectors, transmitters (water & gas), remote disconnect devices, meters (water only), pit lids, installation supplies, software, billing interface(s), tablet, MTU programming puck
- Deployment Approach
 - Propagation Study
 - 8 DCUs – no sites currently selected.
 - Currently only have pole locations.
 - There will be multiple iterations.
 - Next iteration will include water tanks and other city asset locations.
 - DCU Site Survey
 - May use water tower. Have alternate site/building.
 - Covington will pay for and install any needed poles. Poles expected to be 45' poles. Get pole specs/information from **David**. Need to know height above ground after installation. Also need GPS coordinates of poles.
 - Tim and Nic went out to the field. Discovered there are 5 water tanks that could possibly be used.
 - David requested all DCUs are solar powered.
 - **Nic** to provide facility address list to Tim, including all water towers.

- **Tim** will revisit prop study with Aclara using water tanks and any other city asset locations.
- FCC Frequencies
 - FCC documentation completed, submitted, and FCC Frequencies received. **Tim** to provide the information below:
 - Call Sign
 - Frequency 1
 - Frequency 2
- Meter Site Survey (meter size/model (gas and water), transmitter type, pit lid/box information)
 - Spot check survey completed by Suez the week of 12/9.
 - Meter serial number (gas and water)
 - Meter size/type/lay-length (water)
 - Residential water meters – all 5/8"x3/4"
 - Compound, Turbine, Other?
 - Non-standard lay-lengths?
 - Meter size/type (water & gas)
 - Definitely have some 1" water meters in the field
 - Don't think they have many 1.5" meters. Found one in the field on 12/10 at the lawyers' office by the water tower in town. **David** wants to remove all 1.5" meters from the system.
 - Currently do not meter fire service meters. Should detector checks be added here? **Covington** to decide.
 - Transmitter (MTU) type
 - Single port – standard
 - Dual port - compounds/multi meters in small pits – a few dual port would be needed if using Neptune compounds.
 - Remote disconnect MTUs
 - Transmitter installation – will it fit correctly?
 - Some boxes will not have room at the top for the MTU.
 - Pit lid/box information
 - Standard or variety?
 - One for 5/8x3/4" (10"x15"?). Details in meter site survey.
 - Another size for larger meters.
 - Oval.
 - Others?
 - Standard size? **Covington** to supply/**Tim** to get manufacturer, model, measurements.
 - Shape: rectangle, oval, few circle/cylindrical
 - Material: metal – needs to be replaced, some plastic
 - Need list of all (active and inactive) meters from Billing in order to create work orders for full meter site survey.
 - Locations/Accounts – indoor/pit/vault/outdoor
 - Is meter inside, in pit/vault by itself, or in pit/vault with other meters, outside above ground?
 - How many indoor?
 - Sewer plant

- 2 wall meters
 - How many in pit/vault? Rest of water meters
 - How many pit/vaults contain one meter? All
 - How many pit/vaults contain two meters? A few
 - Unilever
 - How many pit/vaults contain 2+ meters? A few
 - Gas meters outside.
 - Locations/Accounts that are difficult to locate
 - Covington to identify: blue spray paint on lids and marker in street, blue flags
 - The goal is to prevent the installer/Suez from asking Covington where the meters are located during meter site survey and installation.
 - Locations/Accounts that need special access: Covington to define.
 - Locations/Accounts that need special installation considerations (days/times): Covington to define.
 - Schools
 - Medical/Care facilities (see below)
 - Restaurants
 - Convenience Stores
 - Gas Stations
 - Accounts that cannot have water turned off M-F 8am-5pm
 - Accounts that use water 24/7
- Billing Interface
 - Suez covers the Billing/AMI interface.
 - Suez does not pay for the meter change out interface, but will work with billing vendor if one is desired.
 - Bill monthly – 2 billing cycles – 8 routes each cycle plus industrial cycle
 - When read/bill? – 8 are read, end of the month billing date, rest are billed on 10th of the month.
 - For Nov, reads by 13th and 24th
 - David is interested in keeping 2 billing cycles, but changing the dates.
 - Currently Covington bills in arrears. Lisa would like to get the reads in the current month vs the read in arrears. Tim to work with billing vendor.
 - Covington has the option of hardcoding 2 dates per month for billing reads or getting reads at the time of billing.
 - Billing Vendor name/contact
 - Local Government – Tim has contact information
 - May need billing software update
 - According to Tina, a software update will be needed. May or may not be related to AMI.
 - Location ID – unique, never changes, identifies where meter/transmitter service pair is located.
- Order product and supplies
 - DCUs – 8
 - Keeps 30 days of data
 - Solar powered
 - Transmitters/MTUs

- Single vs Dual
 - Any dual meter boxes? None
 - Any multi meter boxes? Not many
 - Have compound meters so will need dual port transmitters if using Neptune.
- Inside/under pit lid vs through pit lid
- Water: 4,530
 - Model 3450
 - Keeps 96 days of data
 - Can download this data via AMI (AclaraONE) software
- Gas: 4,142
 - New gas meters are Sensus 275, old are 250 American. Have several Rockwell R750s that are sent to the shop and refurbished.
- Jessica to mail MTU samples

▪ Water Meters (per contract) which manufacturer to use?

Size	Quantity
5/8x3/4"	4,500
1"	0
1.5"	10
2"	10
3"	10
Total	4,530

- Which manufacturer? Neptune
- Inventory included? Yes. Numbers to be determined.
- Need to know Laylength
- Need to know Pipe size
- Types of 2" meters - turbine? Compound?
- Type of 3" meters – turbine? Compound?
- No deduct meters.
- Have irrigation meters.
- 3 fire hydrant meters.
- Most large meters will have a bypass.
- Remote Shutoff Valves/Disconnect Devices
 - Total: 1,000
 - Sizes: 3/4"
 - Short laylength meter vs setter. Tim to provide samples.
 - There is no manual way to exercise the remote disconnect device.
 - Where will these 1,000 be installed? Covington to decide.
- Pit Lids
 - Sizes/shapes
 - Lockable? – Dalton/Calvin prefer not to have locking lids.
 - Standard size is roughly 10"x15". Exact measurements taken in meter site survey data.
- Accessories (not limited to the following)

- Meter installation accessories (washers)
 - MTU installation accessories (screws, spacers)
 - Tablet (for programming MTUs)
 - MTU programmer puck/cable
 - Splice kits
 - Zip ties
 - Remote disconnect setters?
- Setup Hosted environment/software
 - Continuous Flow (Leak Detection). AMI/AclaraONE software. Also can note leak detection the meters as well (flow detection icon).
- Install DCUs
- System Test
- Conduct Training
- Pilot meter/endpoint installation
- Remaining installations
- Billing – when/how often does billing occur? Monthly,
- Maintenance
- Warehouse space needed:
 - visited gas building/maintenance shop. If this site is used, will need to drop storage containers. Warehouse site is not finalized.
 - Need address 410 East Ripley Street.
 - Hours of operation/accessibility: Gate is open from 7:00am – 4:00pm. Multiple people have keys, including Calvin.
 - Special access needed? Yes. There is a gate into the facility.
 - Weekend access options? Could have Saturday access.
 - Is there wifi? Street department has access, this is the building next door
 - Login: unknown
 - Password: unknown
 - options for storing all product (meters, transmitters, pit lids/ring, collectors, supplies) – would need to drop storage containers and stage installation supply in building.
 - place/procedure to store old meters, erts, and old lids - TBD
 - procedure for trash/cardboard boxes - TBD
 - Need deliveries with lift gate? Gas building has back hoe, but no pallet jack
 - Also looked at meter shop at water treatment plant. There is room to stage installation inventory and drop storage containers in the fenced in area.
 - Tim/Calvin to determine warehouse location.
- Housekeeping:
 - Shipping Address for product & Supplies - TBD
 - City hall address.
 - 300 S College St.
 - Covington, TN 38019
 - office space? Conference room
 - Wifi? Water treatment plant
 - Login: COVWTP
 - Password: waterisgood2010
 - City working hours: 7:00am – 4:00pm (summer 6-2:30pm)
 - Safety Numbers

- 911
 - Fire Phone Number
 - Animal Control
 - Police
 - Distpatch
 - Nic/Calvin to provide
- IT contact? Nic 8am-5 or 6pm, M-F
- Billing System Details
 - Have trash and sewer as well as water and gas
 - Billing Vendor name: Local Government
 - Vendor contact info: Tim has this information
 - Billing units? Water is 100 Gallons, gas is cubic feet. Unsure as to what the resolution is for gas.
 - 2 cycles: both water and gas in each cycle.
 - Cycle 1: 11, 13, 19, 23, 24, 25, 26
 - Cycle 2: 03, 05, 07, 09, 17, 21, 22, 28, 29
 - Route 27 is billed with the 2nd cycle but run separately in billing.
 - How long to complete billing? From getting meter reads from field, it takes about 2 weeks per cycle.
 - Bill monthly on what date? It varies. Check Covington calendar
 - How is Minimum monthly bill, determined?
 - Water is first 2,000 gallons
 - Gas is flat rate of \$10 or \$11 for no usage.
 - Both are based on rate codes.
 - Information in Billing (Account/Location ID, Meter serial number and size, address).
 - Account Number – xxx-yyyy-zz
 - xxx is route
 - yyyy is based on service address
 - zzz is tenant
 - meter serial numbers? Have water and gas meter serial numbers.
 - Meter size? no
 - Last/current meter read? yes
 - Last/current meter read date? yes
 - Name (nice to have) yes
 - Service address (1 & 2): yes
 - Route/read sequence? The route is the first 3 digits of the Account Number. There is a place for Sequence number (seq #) which is a date and a 6 digit number. Not sure what this is.
 - Place for meter serial number and MTU? Could be Read Field.
 - Place for Remote Disconnect Device? Not at this time.
 - Lat and long – Unknown
 - Read Field – contains ERT serial number if that exists.
 - Meter change out procedure –
 - If meter change out is on the 27th, it goes in a folder to process for the next billing cycle.
 - Enter in Service order Type = M, service order number
 - Customer Maintenance – can change reads
 - Complete Service Order – to complete meter change out

- Enter in new meter serial number, old read and new read
 - ERT change out procedure –
 - Starts with phone call from field (or service order)
 - Search for route/account
 - Open Service Information (option 5) and overwrite “Read Field”, which is where ERT number goes.
 - Tenant change out procedure –
 - On old user, on meter change screen, service order type is code for disconnect (D) and account number.
 - Creates service order.
 - Person goes out and turns off water and gets read.
 - Then new customer comes in and new service order is created for new customer.
 - 2 service orders for this process. One for old tenant moving out. One for new tenant moving in.
 - If it’s a brand new account, Lisa creates the new account number.
 - Billing date/procedure
 - Water Billing units = 1000 Gallons
 - Gas Billing units = cubic feet. Resolution unknown.
 - Read/bill monthly
 - Rate – water/gas, inside/outside city limits, residential/commercial/industrial/large commercial, no charge, flat rate
 - Some reads have to have a zero added to them.
 - Compound meters?
 - Yes. Example Unilever, Account 027-1115-03. Might be automatically calculated by ERT.
 - Nutrien AG Solutions, Account 027-3530-02. Manual read. Has 2 water rows.
 - Don’t think accounts have multiple water meters at an account.
 - If person has house meter and irrigation water meter, these are on separate accounts.
 - If person has both water and gas meter, it’s on one account.
 - Billing Exceptions
 - Hi/Low is printed out on paper and multiple pages every billing cycle.
- More about installations
 - Communicate to public – newspaper, water bills, Facebook, website
 - Days/times for meter installation – TBD
 - Locations/Accounts that will need the installation to be scheduled – Covington to identify
 - places using water 24/7 or during the standard installation times
 - places where special meter access is needed
 - Can Saturdays be make up days? Yes
 - School
 - doctor offices
 - Pharmacy
 - Restaurants
 - Ensure meters can be found - Covington
 - Ensure meter pits have been cleaned out - Covington
 - What to do with product removed from field - TBD
 - Old meters

- Old endpoints
 - Old lids
 - Trash/Recycling - TBD
 - RTUs (return to utility) – Process TBD
 - Cannot locate
 - Cannot turn off water
 - Cannot access meter
 - Meter imbedded in concrete
 - Vicious dog
 - Crushed meter box
 - “Irate” customer
 - Etc.
- Friday Recap:
 - Meter exchange (change out) interface
 - Manual vs Automated - TBD
 - Suez recommends an automated meter change out interface. However, if Local Government charges for this interface, Covington is responsible for the cost.
 - Currently billing in arrears. Change to billing currently? Lisa would prefer. **Tim** to investigate with Local Government.
 - Use Elster meters instead of Neptune for large and/or compound meters?
 - Calvin and David want Elster meters. **Tim/Calvin** to decide where Elster meters will be installed.
 - Currently a few Elster meters are installed. Will these need to be replaced or can just the register/module be replaced? **Tim/Frank** to investigate.
 - Meter site survey from 12/12 found a couple 6” or 8” meters.
 - Water meter ordinances/codes – customer damage consequences
 - Since meters/remote disconnect devices/AMI system is more expensive than current meters, **Covington** to decide if ordinances/codes are updated to include consequences of customer damage.
 - Communication to the public - **Covington**
 - How? Facebook? Web page? Water Bills? Town Hall sessions?
 - What to say? What to expect...
 - Critical Path and other tasks/milestones – reference below
 - Next Steps
 - Updated prop study – **Tim**
 - If poles are needed, **Tim** will provide final locations to David/Nic/Covington
 - Meter locations clearly marked with paint/flags – **Calvin**
 - Meter locations cleaned out so lay length can be measured – **Calvin**
 - **Nic** will provide full list of city addresses to Tim.
 - Billing Interface – **Tim**, Local Government & Aclara
 - Public communication – **Covington**

Metering critical path:

- Complete propagation study
- Schedule/complete Frequency Scan (Aclara) – Complete
- Complete FCC Documentation (Utility/Suez) – Complete
- Obtain Billing Data for Meter Site Survey
- Schedule/Complete Meter Site Survey – Complete
- FCC Application processed (waiting for FCC) – Complete
- Build/ship transmitters/collectors (Aclara)
- Schedule/Install collectors (Aclara)
- Setup Aclara Software/hosting environment and Accounts (Aclara)
- System test (Suez) – (completed after all product has been delivered, software is setup, and collectors have been installed)
- Turning wrenches in the field

Other Items that can be done in conjunction with the critical path items (not in any particular order):

- Verify collector sites (Aclara/Suez)
- Verify collectors can actually be installed at chosen sites (Utility/Suez)
- Collector site visit (to determine what is needed for installation) (Aclara)
- Verify water meter quantities, sizes and types (Utility/Suez)
- Verify gas meter quantities, sizes/types (Utility/Suez)
- Verify transmitter quantities and types (Utility/Suez)
- Verify remote disconnect device sizes (Utility/Suez)
- Order collectors and transmitters (Suez)
- Order meters (Suez)
- Order remote disconnect devices (Suez)
- Order accessories (Suez)
- Build/Ship/deliver collectors (Aclara)
- Build/Ship/deliver transmitters (Aclara)
- Build/ship/deliver meters
- Build/ship/deliver remote disconnect devices
- Verify non-standard meter/transmitter installations (Utility/Suez)
- Verify non-standard "pit" installations (Utility/Suez)
- Identify customers/locations that will need special installation times/considerations (for example, schools) (Utility/Suez)
- Define and setup interface between Billing Vendor and Aclara (Suez/Aclara/Billing Vendor)
- Define and setup interface between Billing Vendor and Installation Vendor (if utility purchases automated procedure for meter change out) (Suez/Billing Vendor)
- Setup of hosting server and accounts (Aclara)
- Training (Suez to train who)
 - Transmitter installation (Installers and Utility)
 - Aclara software (Utility)
 - Billing procedure (outside of Billing Software) (Utility)
- Define Pilot area/addresses for meter installations (Utility/Suez)
- System Test (Suez)
- Remaining Installations (Suez/Installers)

CODE COMPLIANCE DEPARTMENT



PUBLIC WORKS COMMITTEE MEETING
JANUARY 7, 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 – 36
 - b. Dogs to foster – 0
 - c. Dogs picked up by owners – 8
 - d. Dogs to Dr. Clay – 2
2. Beer Licenses –
 - a. Inquiries – 15
 - b. New Permits - 2
3. Blight Eradication –
 - a. Round 3 has begun

**CODE COMPLIANCE
DEPARTMENT**



**PUBLIC WORKS MEETING
JANUARY 7, 2020**

- 4. Business Licenses –
 - a. Inquiries – 73
 - b. New Applications – 18
 - c. Renewals Processed – 14
- 5. Code Violations –
 - a. Inquiries – 25
 - b. Letters – 14
 - c. Notices – 6
- 6. Cemetery –
 - a. Inquiries – 79
 - b. Grave Sales -2
- 7. Court Clerk –
 - a. Telephone Inquiries – 56

8. Proclamation/Resolution –

9. Public Works –

a. Inquiries – 14

10. Sign –

a. Inquiries – 18

b. Pickups – 9

c. Applications - 6



CODE COMPLIANCE
DEPARTMENT



PUBLIC WORKS COMMITTEE
MEETING
JANUARY 7, 2020

Description	# of Permits	Fees	Value
Accessory Building	5	569.00	81,513
Renovations - Commercial	2	2,370.75	528,000
Demolition	1	430.00	450
Driveway	2	60.00	55
Mechanical	4	1,815.00	1,814
Plumbing	5	1,332.50	832
Renovations - Residential	1	30.00	50
Sign Installation	6	134.50	2,688
Communication Tower	1	393.50	392
TOTALS	27	7135.25	615,794