

Ad hoc Action Log

Action ID	Description	Action	Date	Assigned to	Completed	Taken By	Comments
Action - 1	Staff Quarterly Council Status Update Reports	Distribute to Team	1/21/2021	Denise Hewitt	2/2/2021	John McCarter	John sent out in an email to the entire team - UB Ad Hoc Committee Agenda Posted
Action - 2	32/30 Plan Reference Docs	Distribute to Team	2/3/2021	Denise Hewitt	2/4/2021	Denise Hewitt	2/3 John McCarter compiled list of items - DLH distributed to team on 2/4
Action - 3	Raftelis Questions - submitted by J. Davis	Communicate to Raftelis	1/29/2021	Mayor Cole	2/4/2021	Mayor Cole	Forward email of questions to Raftelis (See email from Dara Eng on 2/4 for document)
Action - 4	Staff Presentation on Future Dashboard - 2/1 mtg	Follow up on Question	2/1/2021	Staff			What is the policy for how long estimating is performed before meter is replaced
Action - 5	Staff Presentation on Future Dashboard - 2/1 mtg	Edits	2/1/2021	Staff			Slide 19 - Redo w/standard deviation (R King) - Slide 30 Redo Showing Delta of Change (R King)
Action - 6	Staff Presentation on Future Dashboard - 2/1 mtg	File Updated Deck	2/1/2021	Staff			
Action - 7	Ad-Hoc Team Positions - Roles/Scope	ment the team leadership	2/1/2021	Denise Hewitt	2/4/2021	Denise Hewitt	Chair- Steve Saboe, Vice Chair - Denise Hewitt, Technical SME - Ralph King, Scope - Patrick O'Day, Financial - Julie Ward
Action - 8	Water System Reconciliation	Definition of Process	2/1/2021	Staff - OPEN			Reconciliation of water system - process and overview for understanding
Action - 9	Ad-Hoc Team submit approved recommendation for Council Agenda to Kevin Cole	Agenda Item	2/9/2021	Denise Hewitt	2/17/2021	Denise Hewitt	Due before or by 02/17/2021 Finalized by Steve Saboe 02/17/2021
Action - 10	Ad-Hoc Team to send recommendation from Agenda item III (3)	Item III (3)	2/9/2021	Denise Hewitt	2/17/2021	Denise Hewitt	Ad Hoc Team contributed views and Finalized by Steve Saboe 02/17/2021
Action - 11	Year-end accrual/ More details in writing/ Calculate SOP/ Number to the non base consumption	More Information	2/9/2021	John McCarter			Due before or by 02/12/2021
Action - 12	Get calculation amount	Calculation Amount	2/9/2021	Seth Garrison	3/15/2021	Eric Roche	
Action - 13	The city's absorption as far as bond complications	City Absorption	2/9/2021	Staff - OPEN			
Action - 14	Financial presentation	Financial Presentation	2/9/2021	John McCarter/Eric Roche/Nancy Massey	3/15/2021		Budget revenue/expense and how rates are calculated
Action - 15	Calculation amount with bond usage as far as rates	Bond Usage Rate	2/9/2021	John McCarter			
Action - 16	Understanding of Tyler Technology as far as New World	Tyler Technology/New Wor	2/9/2021	Nancy Massey	3/11/2021		Mr. Rauch and Ms. Nancy talked on the issues and they have been addressed. There were six specific issues which can be viewed in document "Tyler Technologies New World ERP Annual Maintenance Renewal Final" added 03/11/2021
Action - 17	Adjustment to meter query or transmit rate	Badger Question	2/25/2021	Robert Upton			Will we have to adjust the meter query or transmit rate to get level of turn down. This is a discussion to have with Badger.
Action - 18	Expected life on meters and exchange/test out program	eter Life/Exchange Progra	2/25/2021	Robert Upton			What is Pearland's expected life on meters and our exchange/test out program
Action - 19	Meter notification of reverse flow	Meter reverse flow	2/25/2021	Robert Upton/Nancy Massey			When meters are read are we notified if a reverse flow happened when meter reads are pulled.
Action - 20	Milestone or project plan on AMI "Go Live"	Milestone/Project Plan	2/25/2021	Robert Upton	3/8/2021	LaRae James	Like a copy of milestone or project plan on AMI "Go Live" 03/08/2021 LaRae James emailed information for all to see
Action - 21	Water loss chart of the past 5 years	Water Loss chart	2/25/2021	Robert Upton	3/8/2021	LaRae James	03/08/2021 LaRae James emailed information for all to see
Action - 22	Packet or One Page Information of meter details	Meter details for custome	2/25/2021	Nancy Massey	3/10/2021		Get a packet or one page of information on meters and their functions to send to home owners, so they can be familiar. 03/10/2021 Nancy Massey uploaded Thurs Pkt Memos (Is this what we were looking for?)
Action - 23	Prepared questions for Badger	Badger Questions	2/25/2021	Ralph King	3/2/2021		Prepare questions for Robert Upton so he may get answers from Badger. 03/02/2021 Ralph King uploaded for all to see

Action - 24	Financial presentation	Financial Presentation	2/25/2021	Nancy Massey	3/15/2021	Eric Roche	Need to know if we will have it ready for next meeting 03/04/2021
Action - 25	Recommendation for defective meter policy	Defective Meter Policy	3/4/2021	Staff/Procurement			Recommendation for a policy in place for defective meters, thus incorrect bill amounts for the procurement contract with Badger
Action - 26	Ordinances presented at 2/22 City Council meeting	Ordinances 2/22 Meeting	3/4/2021	Nancy Massey	3/9/2021 03/15/2021	Nancy Massey	Go over UB Ordinances that were presented at 02/22 City Council meeting 03/09/2021 Nancy Massey uploaded for all to see
Action - 27	Financial presentation	Financial Presentation	3/4/2021	Nancy Massey	3/15/2021	Eric Roche	Need to know if we will have it ready for next meeting 03/08/2021
Action - 28	Errors and Omission Insurance	E/O Insurance	3/4/2021	Nancy Massey	3/5/2021		Errors an Ommission Insurance answer being looked into, possibly have City Attorney at next meeting. 03/05/2021 Nancy Massey uploaded for all to see
Action - 29	Financial presentation	Financial Presentation	3/8/2021	Nancy Massey	3/15/2021	Eric Roche	Supposed to be ready for meeting on 03/15/2021
Action - 30	Asset Management Software benefits/usage	Asset Mgnt Software	3/8/2021	Nancy Massey			Brief talk about the Asset Management Software benefits and usage on streamlining meter to cash processes. Ms. Massey proposed to have someone at next meeting (03/11/2021) speak on this as she has only had one meeting on this and does not have enough information on this topic.
Action - 31	Utility Billing Arrearage	UB Arrearage	3/8/2021	Eric Roche/ Khoa	3/15/2021	Eric Roche	Brief talk and questions proposed with Eric and Khoa on 03/15/2021 about UB Arrearage background and calculation
Action - 32	Ordinance Section 30-46 Testing Meter Ordinance	Observe Meter Testing	3/15/2021	Nancy Massey/Darrin Coker	3/25/2021		Can we add the verbiage to Section 30-46 Testing Meter Ordinance where customer/resident can observe their meter being tested. 03/25/2021 Ms. Massey uploaded information for all to see (Meter
Action - 33	Ordinance Section 30-46 Testing Meter Ordinance	Propriety Question	3/15/2021	Nancy Massey	3/25/2021		Are Processes and pictures considered propriety 03/25/2021 Ms. Massey uploaded information for all to see (Meter testing pictures/videos are propriety)
Action - 34	Ordinance Section 30-46 Testing Meter Ordinance	Calibration	3/15/2021	Nancy Massey	3/25/2021		03/25/2021 Ms. Massey uploaded information for all to see (Calibration is done annually or when issue is suspected)
Action - 35	The cost to carry cash of the City	Cost to Cash of City	3/15/2021	Finance			What is the cost to carry cash of the city
Action - 36	Calibration variances on stationary vs mobile	Calibration Variances	3/15/2021	Nancy Massey	3/25/2021		Are there different calibration recommendations if the equipment is stationary versus mobile 03/25/2021 Ms. Massey uploaded information for all to see (Testing equipment is not regulated by Weights and Measures, however they are maintained according to the AWWA Standards. Mag meters are certified by Siemens. Ohaus scale is certified by any of a number of local companies. 1. Does Committee need more information on this question?
Action - 37	Arreage email to staff	Staff Feedback	4/22/2021	Jimmy Davis	4/22/2021		Waiting on Feedback from City Staff
Action - 38	Adhoc Committee Memo to Pearland City Council	Pearland City Council Feedback	4/22/2021	Steve Saboe	4/22/2021		Proposed send out of 05/04/2021 to Pearland City Council