SAWS Web Portal Focus Group

Wednesday, June 28th, 2017

2:00 P.M.

Attendees:

Name	Company	Phone	Email
Brad Slott	Pape-Dawson	(210) 375-9000	bslott@pape-dawson.com
Taylor Dreiss	Pape-Dawson	(210) 375-9000	tdreiss@pape-dawson.com
Curtis Stavinoha	Metropolitan Contracting	(210) 833-2034	cstavinoha@metcontracting.com
Kara Heasley	Jones Carter	(210) 494-5511	kheasley@jonescarter.com
Ann Gallardo	Ella S.A. Contracting	(210) 688-9500	agallardo@ellasa.com
Wesley Baker	TD Industries	(210) 848-8917	wesley.baker@tdindustries.com
Shane Hutson	Pesado Construction	(210) 669-0834	shane@pesadoconstructionco.com
Rob Leonhard	CDS Muery	(210) 581-1111	rob.leonhard@cdsmuery.com
Chris Dice	Cude Engineering	(210) 681-2981	
Liz Richter	DR Horton	(210) 496-2668	
Tim Pruski	Bella Vista Homes	(210) 496-2668	tpruski@bellavistahomes.com

SAWS Personnel Attendees:

Name	Department	Phone	Email
Genoveva Gomez	VP-Engineering & Construction	(210) 233-3614	genoveva.gomez@saws.org
Sam Mills	Development and Engineering	(210) 233-4289	sam.mills@saws.org
Cristina Hernandez	Engineering and Construction	(210) 233-3865	cristina.hernandez@saws.org
Tracey Lehmann	Development and Engineering	(210) 233-3492	tracey.lehmann@saws.org
Eric Cloudt	Continuous Improvement and Innovation	(210) 233-3086	eric.cloudt@saws.org
Jacob Covarrubias	Continuous Improvement and Innovation	(210) 233-3436	jacob.covarrubias@saws.org
Margarita Hubbard	Information Systems	(210) 233-3710	margarita.hubbard@saws.org
Brad Regnier	Counter Services	(210) 233-2373	bradford.regnier@saws.org
Fernando Coronado	Applications Support	(210) 233-3708	fernando.coronado@saws.org
Stephen Morales	USA	(210) 233-3857	stephen.morales@saws.org
Patrick Middleton	Counter Services	(210) 233-3286	patrick.middleton@saws.org
Timothy Ybarra	Master Planning/USA	(210) 233-3062	timothy.ybarrajr@saws.org
James Gegenheimer	USA	(210) 233-3751	james.gegenheimer@saws.org

<u>Meeting Notes</u>

Tracey Lehmann, Engineering Manager, delivered a presentation on the forthcoming Development Engineering Web Portal with the intent of garnering input and support from local stakeholders. The focus group brings together members of the home building, development, contracting, and engineer communities, as well as SAWS staff.

The purpose of the web portal is to deliver functionality and efficiency in regard to the processes surrounding Counter Permits, Impact Fees, and Utility Service Agreements. The web portal will be facilitated by an Infor product known as the Dynamic Portal. The Dynamic Portal will deliver heretofore in house applications to the end user, enabling access to permits, impact fee payments, and other relevant information.

Following the presentation, there was an open discussion to assess the "*needs*" of the users, and to prioritize the "*wants*" of the user. The needs being functions that are absolutely

necessary, and the wants being functions that could be prioritized at a lower level, possibly to be brought on in the future. In the chart below, *needs* are labeled with the number **1**, and *wants* are labeled with a **W** coupled with a priority level from **1-3**.

<u>Core Features</u>

The list below would all be considered a **Priority 1,** as SAWS considers access to this information essential to the functionality of the platform.

- Address
- Location
- Names
- Milestone/Status/Timeline
- Interactive Checklist (Date Stamp)
- Notes
- Access to attachments/redlines

The lists below break features down into the three main categories: Impact Fees, USAs, and Counter Permits.

<u>Impact Fee</u>

(1) Ability to search for lots by address and by plat.

(W-1) Platform is open to the public to view which lots have had impact fees paid.

(W-1) Ability to pay with a credit card or ACH bank transfer.

(1) Interface equipped with drop down or selectable boxes to simplify processing.

(1) Platform displays completion and final acceptance dates.

(W-1) Platform displays status on TCEQ Customer Service Inspection.

(W-1) Platform contains inspector check list items.

USA

(W-2) Platform keeps a running total of EDUs on a tract.

(W-2) Platform shows templates containing historic data of EDU counts organized by type of business.

Counter Permits

(1) Information is visible by all individuals in an organization, potentially through a master account.

(W-1) Full public access to platform.

(1) User maintenance – the ability to edit login credentials by the user in case of personnel changes.

(W-1) Queue/Backlog of new meters to be set.

(W-1) Access to the identifying number of the meter to be set.

(W-2) Access to meter sizes at address.

(W-2) Access to service line size at address.

Web Portal Timeline

- Demo testing late 2017
- Next meeting: 9/27/17 2:00 PM – 4:00 PM
- Potential release 1st quarter of 2018