



March 14, 2021

City of Rollingwood
403 Nixon Drive
Rollingwood, TX 78746

To Whom It May Concern:

Nelisa Heddin Consulting (NH Consulting) is pleased to have the opportunity to work with the City of Rollingwood on an LUE Determinant analysis. This letter is to provide the City with a status update on the project.

On March 12, 2021, NH Consulting had the pleasure of meeting with a subcommittee assembled by the City to “kick-off” the engagement. The meetings attendees were:

Nelisa Heddin, Consultant
Amy Pattillo, City Council
Jonathan Miller, Utility Commission
Amber Lewis, City Administrator
Ashley Wayman, Assistant City Administrator
Sharon Davis, Utility Billing Manager

During this meeting, the committee discussed the overall scope of work and approach to the engagement. Overall, NH Consulting will outline multiple approaches to determining LUEs for the purpose of wastewater billing, and will present the base fees that would be charged based upon each alternative. The overall financial impact to the City and to the individual customers will be presented for each alternative analyzed.

As an effort to keep the City Council and the Utility Commission updated on the progress of the project and in full transparency, NH Consulting will provide the City with progress status reports throughout this engagement.

Likewise, the committee wants to ensure that all possible sources of data and information are being considered. As such, NH Consulting will be providing listings of the data that has been requested, as well as the data that has been received throughout the engagement.

Data Requested/To Be Provided:

1. 2021 winter averaging reports
2. April 2020 – current water use, by month, by account
3. City of Austin wastewater bills February 2018-current
4. FYE2020 and FYE2021 budgets
5. FYE2020 audited financial statement
6. Any other records, reports or other available data utilized by the City in determining LUEs
7. Complete listing of commercial properties including account number, address, meter size, 5 year historical water consumption, by month, by meter. Identification of active versus inactive accounts, plus type of business (retail, restaurant, apartment, office, etc).
8. Total monthly billing charges, for each account, by month, for the past 5 years
9. Any other impact fee studies performed by the City
10. Any other data or information the City may have that may be useful during the conduct of this engagement.

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Data Provided to Date:

1. Wastewater Impact Fee Study, Prepared for the LCRA by Murfee Engineering, April 2000
2. LUE assignment reports:
 - a. Current Wastewater LUE assignments for 35 commercial accounts, includes account number, address, and LUE assignments, account name – dated 11/2020
 - b. Consolidated LUE report for 57 accounts, includes address, account name, LUE assignment, plus additional classifications
 - c. Multiple LUE Report dated 8/2014, includes 34 commercial accounts, name of account and LUE assignment
3. Winter average reports - 2016-2017, 2017-2018, 2019, 2020
4. Water usage by connection, by month, - 2017, 2018, 2019, 2020 (January through May)
5. Contractual agreements with City of Austin
6. City of Austin bills, October 2016 – January 2018
7. 2012A Debt Schedule
8. City of Rollingwood audited financial statements, FYE 2016, 2017, 2019
9. City of Rollingwood budgets, FYE 2017, 2018, 2019
10. City of Rollingwood fund reserve policy statement
11. City of Rollingwood wastewater department salaries
12. Wastewater strength data
13. Email from Randi Jenkins re City of Austin contracts
14. PUD Agreements:
 - a. American Retirement Corporation
 - b. Village at Treemont
 - c. Dellana Limited Partnership
15. City ordinance Sec. A9.003 – Wastewater service rates

City staff has been collecting requested data and is continuing to do so. Once data has been provided, NH Consulting envisions taking 2-3 weeks to analyze the data and to perform preliminary analyses. At which point, NH Consulting will coordinate with City staff and the committee on appropriate next steps in order to bring recommendations to the Utility Commission and City Council.

That said, to the extent that anyone with the City Council, the community, or City staff is aware of additional data or information that has not been provided or listed above that he/she believes would be useful to achieving the goals of this study, please contact Amber Lewis, City Administrator, to discuss the information by, or before April 7, 2021 such that this information can be considered and incorporated into the analysis as necessary.

Please feel free to contact us with any questions or comments regarding this proposal, or any other services required by the City at (512) 589-1028.

Sincerely,
Nelisa Heddin
President