



CITY OF ROLLINGWOOD UTILITY COMMISSION MINUTES

Monday, November 15, 2021

The Utility Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on Monday, November 15, 2021 at 7:00 p.m. Members of the public and the Commission were permitted to participate in the meeting virtually, as long as a quorum of the Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public was permitted watch this meeting live and have the opportunity to comment via audio devices at the link below. The public was also permitted to participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

Link: <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUjNjNmK5RnJrelRFUT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 530 737 2193

Password: 9fryms

The public was permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. A video recording of the meeting was made and was posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

CALL UTILITY COMMISSION MEETING TO ORDER

1. Roll Call

Chair Jonathan Miller called the meeting to order at 7:05 p.m.

Present Members: Chair Jonathan Miller, Clark Wilson, Sam Attal, and Christopher Meakin.

Also Present: Assistant City Administrator Ashley Wayman and Utility Billing Manager Sharon Davis.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the Utility Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

2. Discussion and possible action on the minutes from the October 5, 2021 Utility Commission meeting

Clark Wilson motioned to approve the consent agenda. Christopher Meakin seconded the motion. The motion passed 4-0.

REGULAR AGENDA

3. Presentation, discussion and possible action regarding the Commercial LUE Assignment Study

Nelisa Heddin, with Nelisa Heddin Consulting, discussed the purpose of the Commercial Living Unit Equivalent (LUE) Assignment study. She discussed average residential water usage in the city, the purpose of winter averaging, and the pros and cons of different options for LUE Assignments.

Christopher Meakin stated that he would recommend going with Nelisa's recommendation with a scaled approach for those that would see a big increase due to this change.

The Commission and Nelisa Heddin further discussed the policy decisions to make regarding Commercial LUE Assignments.

Clark Wilson motioned to endorse the recommended to use 12-month historical usage, determined annually, with a minimum LUE of .5, and the use of the AWWA rates based on meter size for new customers or customers without 12 months of acceptable historical use. Sam Attal seconded the motion.

The motion passed 4-0.

Sam Attal discussed the state of the city's water system and the cost of fixing the system.

4. Discussion and possible action regarding a water meter upgrade policy

The Utility Commission discussed the electronic water meter testing program, and the electronic meters currently in the ground.

Assistant City Administrator Ashley Wayman discussed that the City Council did budget for this year's portion of the cost of electronic meters and that staff is ready to order electronic meters to replace mechanical meters in need of replacement.

The Commission and staff further discussed the electronic water meter testing program, Badger meters, the customer interface and capabilities of the electronic water meter software, the installation process, and the water meter upgrade policy.

Clark Wilson motioned to endorse the water meter upgrade policy as presented. Christopher Meakin seconded the motion. The motion passed 4-0.

The commission discussed their next regular meeting date and time.

Sam Attal further discussed the replacement of the water system in the city and Assistant City Administrator discussed the Water CIP that is supposed to be finished by the end of the year.

ADJOURNMENT OF MEETING

The meeting was adjourned at 8:15 p.m.

Minutes Adopted on the _____ day of _____, 2021.

Jonathan Miller, Chair

ATTEST:

Ashley Wayman, City Secretary