



## **CITY OF ROLLINGWOOD UTILITY COMMISSION MINUTES**

**Tuesday, February 07, 2023**

The Utility Commission of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on Tuesday, February 7, 2023 at 5:30 PM. Members of the public and the Utility Commission were able to participate in the meeting virtually, as long as a quorum of the Utility Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be 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 5:33 p.m.**

**Present Members:** Chris Kirksey, Clark Wilson, Chair Jonathan Miller, Sam Attal, Walt Roloson, and Elizabeth Bray.

**Also Present:** City Administrator Ashley Wayman, Council Member Phil McDuffee, City Secretary Desiree Adair and Utility Billing Manager Veronica Hernandez

**Present Virtually:** Assistant to the City Administrator Makayla Rodriguez

### **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 regarding the minutes from November 1, 2022 Utility Commission meeting

**Clark Wilson moved to approve the minutes. Chris Kirksey seconded the motion. The motion carried with 5 in favor and 0 against.**

## **REGULAR AGENDA**

*Chair Jonathan Miller called up item 4 at this time.*

3. Discussion and possible action to elect a Chair of the Utility Commission

City Administrator Ashley Wayman explained that this is an annual requirement for the Utility Commission.

**Clark Wilson moved to elect Jonathan Miller Chairman for 2023. Sam Attal seconded the motion. The motion passed with 5 in favor, 0 against, and 1 abstention - Jonathan Miller.**

4. Discussion and possible action on a utility bill appeal for 2602 Pickwick

Will Petty, 2602 Pickwick Lane, discussed discovered leaks at his property. Mr. Petty provided a history of leak detection at his property. He asked the Utility Commission for an adjustment on his bill due to two leaks.

*Sam Attal joined the meeting at this time.*

The Utility Commission asked questions of Mr. Petty regarding the timing and magnitude of the leaks. They also asked about the timing of communication with the City regarding leaks and repairs.

Utility Billing Manager Veronica Hernandez explained the leak adjustment offer for August, September, and October. The Utility Commission asked for the status of the account today, and specific monthly bills for August, September, and October.

The Utility Commission discussed the timing of requesting leak adjustments and the timing of the Commission being able to provide relief. They reviewed the average consumption for the property.

**Chris Kirksey moved that the adjustment include the months of May, June, and July in addition to August, September, and October, 2022. Clark Wilson seconded the motion. The motion carried with 6 in favor and 0 against.**

*Chair Jonathan Miller returned to item 3 at this time.*

5. Discussion and possible action regarding language for a cellular service and coverage survey

The Utility Commission discussed the reasons for the survey, setting expectations, and the proposed questions.

Council Member Phil McDuffee, 4711 Timberline Drive, discussed setting expectations regarding if there is a possible solution while waiting for technology to improve.

The subcommittee would like to review the survey questions for the next meeting. City Administrator Ashley Wayman explained options for how the survey could be distributed.

**Clark Wilson moved that the subcommittee, after revising the language, have the authority to send it to the City Council for their review. Elizabeth Bray seconded the motion. The motion passed with 6 in favor and 0 against.**

6. Update regarding the return to assessing late fees for delinquent utility bills

City Administrator Ashley Wayman explained the return to assessing late fees for delinquent utility bills and the collection of outstanding utility accounts since Utility Billing Manager Veronica Hernandez began working for the City. There is now an account close out process that has been successful.

The Utility Commission asked questions about how much time is given to pay utility bills and about the account closure process.

The Utility Commission and City Administrator Ashley Wayman discussed the effects of the winter storm and the ability to clean up the debris. Elizabeth Bray thanked the City staff for communication during the winter storm.

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 6:31 p.m.

Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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**Jonathan Miller, Chair**

**ATTEST:**

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**Desiree Adair, City Secretary**