



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

**Tuesday, April 02, 2024**

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, April 2, 2024 at 5:30 PM. Members of the public and the Utility Commission were able to participate in the meeting virtually, as long as 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

**Jonathan Miller called the meeting to order at 5:34 p.m.**

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

**Also Present:** City Administrator Ashley Wayman, Assistant City Administrator Desiree Adair, Utility Billing Manager Veronica Hernandez and Assistant to the City Administrator Makayla Rodriguez

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

2. Discussion and possible action on the December 5, 2023 Utility Commission meeting

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

### **REGULAR AGENDA**

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

City Administrator Ashley Wayman mentioned that this is an annual item that should be decided at the first meeting of the year.

**Clark Wilson moved to elect the present Chair, Jonathan Miller, as the Chair of the Utility Commission. Chris Kirksey seconded the motion. The motion carried with 4 in favor and 0 against, with 1 abstention (Miller).**

4. Discussion regarding the results of the cellular service survey

City Administrator Ashley Wayman thanked Assistant to the City Administrator Makayla Rodriguez for formatting the results of the survey.

The Utility Commission discussed the results including cellular service providers, Wi-Fi calling, Google Fiber, bundling of services, tower deactivation, and other Cities' coverage in the broader area. The Commission would like to approach cellular providers with the survey information.

Phil McDuffee, 4711 Timberline and Council liaison to the Utility Commission, discussed leverage and timing of discussion with cellular providers.

The Commission discussed areas for a cellular tower and potential residential resistance.

Walt Roloson suggested splitting the results between AT&T and Verizon.

The Commission also discussed the possibility of homeowner cell towers and private networks.

5. Discussion and possible action regarding a policy for recovering expenses incurred due to contractor caused water line breaks

City Administrator Ashley Wayman explained how this came to the Utility Commission from City Council to review and provide input regarding the water loss cost when there is a contractor caused water line break. Ms. Wayman discussed the process of how the City is able to recover costs for materials and staff time, but has not yet recovered expenses for water loss. The draft policy initially used the City wholesale rate for water, but it has been revised to utilize the residential tier rate. She handed out the residential water rate structure which is proposed to be charged to contractors when they are responsible for breaking the line. Additionally, Ms. Wayman discussed fines assessed for contractors who do not call before they dig.

Elizabeth Bray discussed resident complaints regarding collateral damage from water line breaks. She asked about the substance of the enforcement to this and other policies.

Ms. Wayman explained the enforcement that is allowed throughout the Code of Ordinances and State Law. She responded regarding the State Law to call before you dig and the associated fee for noncompliance. She discussed code compliance and citations regarding contractors.

City Administrator Ashley Wayman discussed PRVs and how to maintain them, and recommended that every resident have a PRV.

Walt Roloson asked what the cost would be if the policy were applied with recent incidents. City Administrator Ashley Wayman provided an example of a recent event utilizing wholesale cost.

The Commission discussed water line depth in the City.

Elizabeth Bray asked about the possibility of a water line map. City Administrator Ashley Wayman explained the process of calling 8-1-1 to locate utility lines.

Phil McDuffee spoke regarding the purposes of this policy to incentivize water conservation and discourage bad actors.

Chair Jonathan Miller discussed a cost-plus approach to recovering expenses and requested that City Administrator Ashley Wayman facilitate the creation of a subcommittee to discuss the policy regarding contractor caused water line breaks.

The Commission had a short discussion regarding when it is required to call 8-1-1.

6. Update regarding Utility Bill Appeals Policy

City Administrator Ashley Wayman relayed to the Utility Commission that the Utility Bill Appeals Policy was approved by City Council.

7. Update on Water CIP Packages 1-4

City Administrator Ashley Wayman stated that there is a section on the City website with a map that provides up to date information regarding the Water CIP Packages schedule. The Contractor is cooperative and noticing is going well for residents. She requested ideas for improvement of the notification system.

Chris Kirksey asked when the streets will be paved. City Administrator Ashley Wayman discussed that paving will be in three phases and will begin in June.

Elizabeth Bray asked about coordination between the water project paving and the Google Fiber installation.

Ms. Wayman discussed the phase timing and how it was decided for cost efficiency.

8. Update on the electronic water meter project

City Administrator Ashley Wayman stated that the electronic water meter project will begin this year. The electronic meter program will hopefully be rolled out and going by August. She described that this will be a turnkey project.

Phil McDuffee discussed community education regarding the eye-on water app. The Commission discussed ways to accomplish this education for the community.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 6:32 p.m.**

Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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**Jonathan Miller, Chair**

**ATTEST:**

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**Desiree Adair, City Secretary**