



## **CITY OF ROLLINGWOOD UTILITY COMMISSION AGENDA**

**Thursday, November 07, 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 November 7, 2024. 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 5:30 p.m.**

**Present Members:** Chair Jonathan Miller, Chris Kirksey, Christopher Meakin, Clark Wilson, and Elizabeth Bray (Virtually)

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

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the September 3, 2024 Utility Commission meeting

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

### **REGULAR AGENDA**

2. Discussion and possible action regarding a policy for grinder pump maintenance and replacement

City Administrator Ashley Wayman stated that City Council requested the Utility Commission to review the current grinder pump process due to an increase in expenses.

She discussed the grinder pump maintenance, how other are addressing grinder pump expenses, and possible solutions.

The Utility Commission asked questions of City staff regarding grinder pumps and maintenance.

Council Member Phil McDuffee stated that City Council is looking for guidance on how to address grinder pumps.

The Utility Commission and City Administrator Ashley Wayman continued to discuss grinder pumps, the code related to grinder pumps, costs, and solutions. City Administrator Ashley Wayman stated that she will bring back more information for discussion at their next meeting.

3. Discussion and possible action regarding electronic meters and related policies

City Administrator Ashley Wayman stated that the electronic meters are significantly more expensive compared to mechanical meters and asked the Utility Commission if they were interested in updating the water meter upgrade policy. She discussed the current policy and process as well as charges associated with upgrading meters. Ms. Wayman suggested repealing the current water meter upgrade policy since it doesn't apply to the electronic meters.

The Utility Commission asked questions of City Administrator Ashley Wayman regarding the water meter upgrade policy and direction from City Council. Ms. Wayman mentioned that upgrading the policy would help capture accurate data and that the City would like to administer a rate study in the near future.

The Utility Commission expressed their opinions in regard to residents upgrading their water meter and agreed that the policy needs to be revised.

**Clark Wilson moved to repeal the existing policy and request the information on the recommended upcharge for larger meters based on the City Administrator's analysis of the cost. Chris Kirksey seconded the motion. The motion carried with 5 in favor and 0 against.**

The Utility Commission and City Administrator Ashley Wayman discussed the possibility of a rate study in the future.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 5:41 p.m.**

**Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

---

**Jonathan Miller, Chair**

**ATTEST:**

---

**Makayla Rodriguez, City Secretary**